

Reston School

**2015-2016
Information
Booklet**

Reston School Information Booklet

Home of the Tigers

Reston School will work with communities to prepare our students for their futures by having students work to their potential, while demonstrating proficiency, achievement and competency in their always changing educational environment.

#1

Given time and opportunity, it is our goal to maintain, within a safe, clean and pleasant physical environment, a school that is sensitive to the individual needs of students and able to deliver high quality programming that enables students to be successful at department levels.

#2

It is our goal to attempt to strike a balance between the acquisition of new technology and the maintenance of a good supply of current textbooks in all subject areas.

#3

It is our goal to work to ensure that our treatment of students and all partners in education process is fair, equitable and consistent, and perceived to be so.

Fort La Bosse School Division Local Trustees:

Lisa Irwin
Darcy Campion

Superintendent of Schools: **Barry Pitz**
Student Services Coordinator: **Judy Dandridge**
Supervisor of Operations (bus routes): **Vaughn Wilson**
School Division Office: **748-2692**

Staff List, 2014-2015

Dan Kristof	Principal
Lisa Tapp	Administrative Assistant
Lesia Milliken	K
Debbie Wright	1
Sharon Simms	2
Eleanor Gillander	3
Kari Hurton	4/5
Lori Greig	6
Kurtis Callander	Business/Physical Education
Jennifer Wahoski	Resource
Jordan Main	Physical Education/Math/Science
Michelle Gervin	Music/Culture
Brooke Oliver	Math
Kent Schiltroth	English Language Arts
Tracy Thompson	Science/Math
Elana Wray	Social Studies/ELA/Art
Sheila Perreault	Educational Assistant
Janice Cook	Educational Assistant
Betty Gray	Educational Assistant
Lisa Vanbeselaere	Educational Assistant
Gayle Kasto	Educational Assistant
Kim McKenzie	Library
Brad Rozak	Custodian
Robert Duncan	Custodian
Christine King	Custodian

To contact staff members via e-mail please use this format:
First name initial last name in full:
ssimms@flbsd.mb.ca

Announcements

School begins each day with the playing of “O’Canada” followed by morning announcements in each classroom. Staff are happy to make community announcements also. Please phone them into the office.

Absences

For safety and attendance reasons it is important that parents and teachers know where children are. Please let us know if your child is going to be absent.

Attendance at school is required by law and prolonged or very frequent absences will be followed up by the school. We will also call families when a child is absent without explanation.

Class Attendance

Attendance will be taken at the start of each class period (Gr. 7—12, a.m. & p.m. for K—6) then recorded in the Maplewood program by the teacher. Students not in the classroom when the bell rings to start the period will be marked as late. Students that arrive more than 15 minutes late will be considered as absent for the entire class. However, they are welcome to still attend the if they can keep disruptions at a minimum. Students leaving the school or returning to school must sign in/out at the office.

Students leaving the school grounds are required to sign out in the ‘sign-out’ book in front of the office. On their return please ‘sign-in’, in the same book.

Any students wishing to travel on a school bus other than their regular school bus will require a note indicating their parent’s approval. This also applies to town students who wish to ride on the bus. A note is to be given to the classroom teacher and another note to the bus driver concerned.

Parents should notify bus drivers and teachers by note or phone if students are not traveling home on the bus.

Open Campus Policy

Objectives:

- To instill a sense of responsibility in our students in respect to utilizing free time in the school and in the community.
- To recognize achievement and the level of competency attained.
- To encourage a continued acceptable level of performance.

Entitlement:

To be entitled to the privilege of leaving school during unassigned time students should:

- Be enrolled in Gr. 11 or 12
- Return a signed permission slip from their parent/guardian or be 18 years of age.
- Maintain an acceptable level of participation in all student and school activities.
- Avoid poor behavior/attitude, loitering, etc. as determined by staff.
- Avoid behavior/attitude which could lead to a parent withdrawing privileges.

Routine:

To retain their privileges students must:

- Respect the rights of classes in progress when leaving or entering the school.
- Indicate specifically where they intend to go on the sign out paper and sign **only** for themselves.
- Indicate their return time in the sign out booklet
- Return to the school by 3:30 p.m., if they are a Bus student.
- Be responsible for information contained in announcements made while they are absent.

Student Arrival and Dismissal

Town students are encouraged to arrive between 8:45 and 8:50. Buses should arrive at school between 8:35 a.m. - 8:45 a.m.

At dismissal, the town students are dismissed after the buses have left the yard and the buzzer has rung. Bus students who are being picked up after school are considered town students and will be dismissed with the town students. Students should not walk between parked buses.

Exits and Entrances

As a safety measure all doors are locked while class is in session except the south door (main entrance) which is unlocked throughout the day. Please report to the office when you come into the building.

The doors are open during break times so that students may access the building for assistance or the washrooms.

K- 6 students are to leave their outdoor shoes on the rack at each entrance and wear clean indoor shoes in the building.

Supply Lists

Supply lists for each grade are sent home with the June report cards. They are also available from the office or on our school website.

School/Supplies Fee

Fees will be calculated and sent home at the beginning of each school year. Elementary staff will purchase class supplies for their students.

The student fee is used for: field/sports trips, athletic equipment, skating, Artists in the School, class funds, guest performances, pianist for concerts, technology up-grades volunteer recognition, etc.

Bus Safety

The Division offers a Bus Ridership Safety program to K-8 students during the year. Students will practice bus evacuations twice a year.

Education Outside the Classroom/Field Trips

All trips using transportation and or have a safety risk will have notification/permission forms sent home and returned before students participate. Due to rapidly increasing costs, students may be charged a small fee for each field trip.

Local Trip Permission

Students may participate in local walking/biking educational activities at various times during the year (Physical Education & class activity). If you would like notification each time your son/daughter leaves the school grounds, please notify the school office.

These are trips not needing bus or car transportation. You will still be notified of event dates but will not have to complete a separate permission for each event.

Emergency Preparedness

Fire drills will be held 10 times per school year. Tornado and Lockdown drills will be held during the school year.

Health and Medical Treatment

Parents will be advised of health and medical matters through the school. Treatment advice from Public Health may also be offered.

Public Health Nurse: Terri Frattinger @ 748-4357

Textbooks

For most courses Reston School supplies textbook for use during the year. Students will be assessed a fee for any textbooks lost or damaged according to the textbook policy. The policy is available on request.

Assessment

The primary purpose of assessment at all grade levels is to improve student learning. At Reston School we will promote valid and meaningful assessment practices, while recognizing that the systems and structures we use will change as students move through the grade levels.

In K-6 students will show their learning on a variety of performance tasks as part of the regular classroom program. Staff will use this information to provide written or oral feedback to students, to guide instruction and to promote improvement in student achievement. The staff will provide clear criteria for students so they will know what they are to be learning and how to demonstrate mastery. This process is intended to support ongoing improvement and involves the students heavily in conversation and /or self assessment. The vast majority of work to be assessed will be completed at school.

Teachers will use the most recent student work when making final assessments of learning for reporting to parents. Students will have many opportunities to practice and get feedback before final assessments of learning are made for report cards.

Homework may be assigned and due dates set. Teachers may consider extending deadlines should a student request this before the original deadline has passed. In general, homework will reinforce or complete a task started at school and, apart from a research task, will not be new learning. Homework will not be assigned as a punishment.

Reston School Student Evaluation and Academic Honesty
Policy

1. Assignments will be explained clearly so that students will understand what they are to do:
 - a. Assignment expectations
 - b. Examples of expectations
 - c. Due dates
2. Students are responsible for handing all work in on time and in an acceptable manner showing Academic Honesty.
 - a. Consideration may be given to students pre-arranging a due date extension, depending on the reason and the effort put forth by the student.
 - b. Students with overdue assignments may be deducted 10% of their grade per school day, after communication has taken place between the teacher/student and parent in regard to timelines that have not been met.
 - c. Students will fill out a form explaining the reason(s) for the assignment not being handed in on time, thus providing a contract for when the assignment will be handed in.
3. Assignments that are not completed with Academic Honesty may result in:
 - a. The student being required to redo the assignment honestly, failure to do so may result in a mark of incomplete in the course.
 - b. The student may receive a mark of 0 after communication between the teacher/administration/student and parent.
 - c. Repeat infractions in any courses may result in more serious consequences through the School Discipline Policy.

SENIOR YEARS GRADUATION CREDIT REQUIREMENTS
(Minimum of **30** credits)

Grade 9		Grade 10
<i>Compulsory Subject Areas</i>		<i>Compulsory Subject Areas</i>
(5 credits)		(5 credits)
Language Arts	1	Language Arts 1
Mathematics	1	Mathematics 1
Science	1	Science 1
Social Studies	1	Social Studies 1
Physical Ed./Health	1	Physical Ed./Health 1
Grade 11		Grade 12
<i>Compulsory Subject Areas</i>		<i>Compulsory Subject Areas</i>
(5 credits)		(5 credits)
Language Arts	1	Language Arts 1
Mathematics	1	Mathematics 1
Social Studies	1	Physical Education 1
Physical Education	1	

Optional Credits: 13 from subject areas such as:

- Language arts (additional)
- Mathematics (additional)
- Sciences (additional)
- Basic French
- Other second language
- The arts:
 - Visual arts
 - Music
 - Drama
 - Dance

- Physical Education
- Health Education
- Skills for Independent Living
- Technology Education
 - Vocational Industrial
 - Home Economics
 - Business and Marketing
 - Industrial Arts

Students must ensure that they meet the entrance requirements of the post-secondary education, training, or work situations they intend to pursue. Within the optional subject areas, students must complete one Grade 11 credit and two Grade 12 credits.

Note: School Initiated courses (SICs) and Student-Initiated Projects (SIPs) may be used to fulfill the graduation requirements within the optional credits to a maximum of 11 and 3 respectively. Depending on the different requirements of the four school programs, the number of possible SICs used as optional credits may vary.

Fort L Bosse Regular Diploma - 30 Credits

Fort La Bosse Gold Diploma - 35 Credits

Mature Students Diploma (19 yrs. +) - 8 credits—Four S4 Level and any other four Credits

Technology Diploma - 8 Technology Credits

Late / Overdue Assignments

Teacher -

Course -

Name of Assignment -

Date Assignment was Due -

Value of Assignment -

Reason the assignment was not handed in when due:

Consequences for assignment not being handed in on time: (The student mark in Maplewood may show as 0 until the assignment is handed in and corrected)

- Teacher and Student have agreed on a new deadline.
- Value of the assignment will be reduced by 10% per school day until it is handed in.
- Student will not be completing the assignment and will receive a mark of 0.

Parent has been contacted:

- E-mail Mail Phone In Person Student is 18yrs. old

Student Signature: _____

Canteen

Recess Breaks

K-6 students are expected to go outside for recess breaks.

Students may take a snack outside for recess.

Indoor recess will be called when the temperature or windchill exceed -30°C .

Lunch

Microwaves will be available to be used at lunch hour.

The students will be eating in their classrooms.

Food Safe Protocols

Reston School is a nut safe school. Please help us look after our students with life-threatening allergies by not sending nuts or food containing nuts to school.

Newsletters

News letters will be sent home regularly throughout the school year. The purpose of the newsletter is to share with the parents the happenings of the school. We are happy to include community information. Please email any items to Mr. Kristof, dkristof1@flbsd.mb.ca

We are also conscious of the amount of paper we send home from school. **To help keep this more manageable we will put the newsletter on our website. Please notify the office if you would rather access the newsletter through the website and not receive a paper copy.**

Student Course Changes

At Beginning of a Program

1. A student's request to transfer between courses, or to enter a new course will be honored anytime during the first five days of instruction.
2. A student who chooses to exercise this option will be responsible for any "catch up" work or tests required by the instructor.
3. "Catch up" work, as requested, must be completed promptly and as directed by that instructor. Students who do not complete the program as required will be assigned a score of "0" as well as an "incomplete". The incomplete mark may be erased only by the satisfactory submission of the required materials.

Guidelines for Writing Examinations

1. All students **must** write their examinations or provide a medical certificate to verify that they were not able to write them.
2. Students are to find out from their individual class teachers precisely what equipment they are to take to the gym/ computer room, to write particular exams and to take along extra pens, pencils, etc.
3. All exams will be written in the gym unless other locations are indicated.
4. Absolutely no texts, binders, notes or pencil cases will be permitted into the gym.
5. Desks will be assigned for examinations. Check the lists that are posted by the gym door. Desks will be assigned by letter and number. (Row E Desk 4) E4
6. Once you enter the examination room **absolutely no talking or communication** of any kind will be permitted.
7. For most subjects the minimum writing time will be one hour.
8. Anyone caught talking, communication, or using notes during the exam period will have their examination taken away and a mark of 0 awarded.
9. Before leaving the exam room students must write their name and indicate the departure time on the sign out sheet, which will be on a table, near the door. Exams are to be left on that table.

10. Students will be permitted to leave the school after they have completed writing each exam only if they have turned in a signed parental permission slip.
11. Students leaving the exam room should do so as quietly as possible. Please do not congregate in the hallways or around exits. Please respect the fact that other students are still writing exams or in class.
12. Students who do not leave school after exams shall go to the library. The library will serve as a study room. No other rooms are to be used unless permission is received from one of the teachers.
13. If the school is closed on an exam day the exam missed will be written on the morning of the first day back. The subject scheduled on the exam timetable will be written in the afternoon of that same day. Be sure you have all books at home which you may need under these circumstances.
14. Senior Years students will complete a final examination formatted appropriately for each subject area. (Written exam / Project)
15. Gr. 7 & 8 students will complete a final examination formatted appropriately for ELA and Math.
16. Term work will count for 70% of the final Grade, the final assessment 30%.
17. When a student is absent from final exams due to reasons other than illness/death etc., they are required to write exams at the same time as students would in the school setting. The family of the student is responsible for locating a suitable proctor, (ie: pastor, teacher, lawyer etc.) and make arrangements for the exam to be faxed /e-mailed to the proctor. A \$25 fee may be attached per exam to cover costs of the service to the school as well as reimbursing the proctor for their time commitment.

Reporting Student Achievement

November - K-12 report cards sent home
Parent/Teacher Conferences
February 9-12 end of semester report cards sent home
March - K-8 report cards sent home
-K-8 Celebration of Learning Progress
April - Reports, 9-12 Parent/Teacher Conferences
June - K-12 Year End Reports sent home

School Division Policies

A summary of Fort La Bosse School Division policies may be found on the division website www.flbsd.mb.ca under the 'Division Info' heading.

School Day Schedule

K – 6		7 – 12	
8:48	Warning	8:48	Warning
8:50	Period #1	8:50	Period #1
9:55	Period #2	9:55	Break (4 min.)
		9:59	Period # 2
10:57	Recess (15 min.)	11:03	Break (9 min.)
		11:12	Period # 3
11:12	Period # 3		
12:16	Noon Break	12:16	Noon Break
1:15	Period # 4	1:15	Period # 4 (64 min.)
2:13	Recess (15 min)	2:19	Break (9 min.)
2:28	Period # 5 (64 min.)	2:28	Period # 5
3:32	Bus Dismissal	3:32	Bus Dismissal
3:35	Town Dismissal	3:35	Town Dismissal

Kindergarten

'K' students attend on odd school days only.

Phone Calls

At R.S. we try to maximize the amount of instructional time we give our students. For this reason we ask that calls be made during breaks and lunch hour when possible.

Damage to School Property

Student will be responsible for damage to school property resulting from willful or careless actions.

Students and/or parents will be asked to make restitution. We are proud that we have very few problems in this regard.

Reston School Code of Conduct

The R.S. community believes that everyone, child and adult, has the right to work and learn in a safe environment. The Code of Conduct applies equally to all members of our school community.

Our 'Bottom Line' Rules

1. No stealing
2. No discrimination. Any form of discrimination outlined in the Canadian Human Rights Code is unacceptable.
3. No bullying or physical, sexual or emotional abuse, orally, written or in any other form, including cyber-bullying, will be tolerated.
4. No drugs or alcohol. Using, possessing or being under the influence of alcohol or illicit drugs is not tolerated at school.
5. No gang involvement on the school property.
6. No weapons.
7. ALL students and staff must adhere to school division policies regarding appropriate use of electronic devices including cell phones, other personal communication devices, cameras, as well as e-mail and Internet access.

Non-compliance with these 'bottom-line' rules will result in immediate referral to the Principal, parental contact and additional consequences as deemed appropriate by the Principal and/or Superintendent and/or Divisional Policy.

Living the Code

R.S. will respond to all behavioral and disciplinary concerns. The Code of Conduct also provides students with guidance to develop and support responsible and appropriate behavior. It is a positive system rather than a negative one. Expectations of students are clear and inappropriate behavior is dealt with immediately, fairly and consistently.

R.S. Expectations For Students

As a student at Reston School you are expected to be:

1. RESPECTFUL of your peers, the school staff, your school and yourself.
2. REASONABLE in your attire and your actions, and
3. RESPONSIBLE for your learning materials, assignments and behavior.

R.S. Classroom Expectations

As a member of a classroom group at Reston School you should be aware of the following expectations:

1. Each teacher has the right to teach.
2. Every student has the right to learn.
3. No one has the right to interfere with the teaching/ learning process.

Making it Right

The code is also a tool to help teach students what appropriate behavior looks, feels and sounds like. We accept that all students make mistakes and we will use the code to help students reflect on and learn from their own mistakes. We refer to this as ‘making it right’! In this way students become more independent and able to make good choices.

Our aim is to help students behave because it is the right thing to do, not as a result of a consequence or reward. However, sometimes students are not ready to learn from their mistakes.

These are examples of consequences that may be imposed where a student’s behavior is inappropriate:

- Verbal reminder/conversation
- Removal from situation or activity
- Time out
- Activity break detention
- Confiscation of property for a short time
- Parent contact and/or meeting
- Note of apology
- Principal's involvement
- Loss of privileges
- In/out of school suspension
- Child required to inform parents of incident
- Written reflection on the incident

Review

The R.S. Code of Conduct will be reviewed each fall by staff and our Parent Advisory Council.

Communication Protocol

We welcome parental involvement in our school. We will do our best to be responsive to your requests and are interested in your comments, questions, and concerns. We believe that direct and open communication will resolve most issues and increase understanding and support between home and school.

Please direct your inquiry to the person most likely to be able to address it. In most cases this will be the classroom teacher. If the issue can not be satisfactorily resolved at this level please contact the Principal. If the issue remains unresolved you should then contact the Superintendent.

Support Staff are not permitted to report directly to parents or answer your queries about educational programs or progress.

Website

R.S. maintains an up to date and informative website; <http://reston.flbsd.mb.ca/>. The purpose of the website is to provide families with information, procedures and current events at the school as well as to highlight the many great things happening at R.S.

Clothing

Please clearly label your children's clothing. Should your child lose items of clothing please check our 'Lost 'n' Found' boxes at each end of the school.

Reston School clothing will be sold periodically by the school.

Appropriate Education

Appropriate educational programming is a collaborative school – family – community process where school communities create effective learning environments and provide resources and services that are responsive to the learning, social and emotional needs of all students.

At R.S. the in-school and divisional staff will work in partnership with parents to support students with special learning needs. As a team we will decide how best to provide the program that meets the student's needs.

The school division offers a range of student service supports: psychology, student/family counseling, speech and language therapy, attendance support, and occupational and physical therapy. We are also able to access many additional community based services.

If you have any questions about, or wish to discuss these services, please speak with your child's teacher.

Please contact the school for more information.

Use of Building

Community groups wishing to use the school building must complete a Use of School form. These are available at the office.

Volunteers

We welcome volunteers in all aspects of school life—classroom and for special events.

Dress Code

The purpose of our dress policy is to outline a standard of dress, which will establish a proper business and educational climate within our school. In this regard students are expected to maintain a satisfactory level of personal hygiene and dress for all school activities. Specifically:

“Students must be dressed in a clean and tidy fashion.

*Students must wear clothing, which covers their mid-riff (front and back), and cleavage area. Mini skirts and shorts must cover an acceptable portion of the legs at all times.

*Students will not wear gang related apparel or gang related colors.

*Clothing with either a picture, slogan or wording which either specifically, or suggestively is in poor taste, demeaning, or promotes alcohol, drugs, racism or sex, etc. will not be acceptable.

*Hats / Headwear are not to be worn in school or during indoor school activities, and will be removed at the door when entering buildings.

*Footwear is mandatory at all times.

Students who are found to be in violation of the above policy will be requested to make an immediate change so that their dress will comply with expectations. Repeated wearing of inappropriate attire will be considered as a sign of willful disobedience and dealt with as outlined in the student discipline code.

Computer/Internet Use

All students are required to have a signed Internet Acceptable Use form on file before they may access the Internet.

We encourage parents to make sure this form is returned as the Internet has become an integral teaching tool and one all classes will be using to enrich our learning environment.

Student Guidelines for Computer Use

1. May use the Computers and Internet Access only with the permission of the supervising staff member.
2. **May** use **only** their assigned password to access the system.
3. Must log in each time they wish to access the system.
4. May not use Chat Lines and may access E-Mail only when associated with school assignments.
5. Must not download executable program files.
6. Must not use personal disks to bring in foreign materials.
7. Must carefully screen all material before selecting to print.
8. May use CD's (Music/Games) only with the permission of the supervising staff member.
9. Accepts full responsibility for system use during the time it is assigned to him/her. Students will be held liable for any costs associated with their inappropriate use of computers.

Inappropriate use shall result in the student being denied access to any school computer at any time as set out below:

First Offence — One Week

Second Offence — One Month

Third Offence — Remainder of the School Year

For student in computer based courses it is understood that these guidelines will apply to class time and that the unauthorized use of computers and/or Internet may result in the loss of privileges leading directly to a loss of credit.

Memory Sticks/Flash Drives

These will be provided for students from Grades 2-6. They may be used at home but will need to be scanned for viruses before being used again at school. Teachers will show students how to do this at school

Adverse Weather Policy

Fort La Bosse policy is to close schools when the temperature exceeds –40 degrees, the combined temperature and wind-chill exceeds –45 degrees or when visibility and/or road conditions make it unsafe to run buses.

The decision to close schools is made at the division office and will be broadcast before 7am on all local radio stations. It will also be emailed to all families who have given the school an email address.

Conditions as reported by the Fort La Bosse weather station (linked to the www.flbsd.mb.ca website) or the Manitoba Highways Department at 6:20am are the references used.

When conditions deteriorate during the day an early dismissal may be called. The school will phone town families and bus families will be notified by their route contact parent.

The full Adverse Weather policy is also available on the division website.

Extra-curricular Sports

There are many sporting extra-curricular opportunities offered throughout the year in the Gr. 4-6, Gr. 7-8 and Gr. 9-12 age groups.

Please contact the school for more information.

Travel for School Activities

Travel Fees for School Activities: 1) Extra Curricular
2) Sports
3) Field Trips

Will be estimated before the activity starts, and divided up evenly among participants. Volunteer drivers will be compensated at a rate \$0.20 per kilometer. Division rates for busing will be applied when using a school bus. Payment for volunteer drivers will be made at the end of the activity or season involved.

Students and/or teams that advance past the regular season or activity will be expected to cover transportation costs associated with their participation.

Payment of Travel Fees or acceptable arrangements for payment will be completed before students participate in activities. Refunds of Travel Fees will be considered on a case by case basis.

Travel Fees may be subsidized by:

- Travel Grants (Westman Sport Assoc.)
- Student Council
- Fundraising
- Team/Class Funds
- Out-of-School Groups

It is expected that all Parents/Guardians will attempt to take their turn driving to activities. Drivers are to sign the appropriate forms and leave a photocopy of their license and registration at the school office. Copies will be kept on file on a yearly basis. All other travel protocol will remain as are currently in place through Division and/or School Policies.

Sports Uniform/Sports Organization

Reston School will have uniforms available for students to purchase at a subsidized rate. Some sets of school uniforms currently exist for Elementary sports **and will be issued as needed.**

Intramural Sports

We encourage physical activity and offer regular intramural programs during the year. Early and Middle Years classes have access to sports equipment for outdoor use at breaks and noon hours.

School Dance Policy

1. A list of a least 3 sets of parent-chaperones and at least 3 teachers is required before a school dance will be approved. A teacher-parent may not fill both positions in the same evening. The supervisor responsibility may be split into shifts as long as the required number of chaperones are always on duty.
2. A copy of this policy must be made available to each parent chaperone on the date of the dance.
3. Chaperones, teacher and their escorts are not to be charged admission.
4. The names of guests are to be submitted by 12:00 p.m. the day of the dance. The guest list must be approved by the Principal or designate. Guests names should be checked with this list which will be available at the door.

Note: **The student signing in a guest(s) will be held accountable for the behavior of their guest(s).**

5. Chaperones should be here ten minutes prior to their assigned time. Please meet in the staff room. Coffee will be available and coats, etc. may be left in this area.

6. Students who may be detained due to attendance at other events or for other allowable cause may ask to have their name placed on a late admissions list. This list must be approved by the Principal or designate. **No** students are to be granted late admission if their name is not on the list.
7. The doors to the school will be locked at 10:00 p.m. Once the doors have been closed no students will be allowed to enter unless they are on the late list. Furthermore, anyone leaving the dance will not be allowed to return unless they have the permission of a supervising teacher.
8. Chaperones are asked to rotate breaks so that at least half of the chaperones are always supervising.
9. No form of alcohol is permitted in the school. Offenders will be detained and may be reported to the R.C.M.P. Students under the influence of drugs/alcohol will be requested to stay until their parents can come for them.
10. The R.C.M.P. are responsible for the outside school yard and may also make periodic checks in the school. The R.C.M.P. are to be notified of the school dance well in advance by the student group in-charge of organizing the event.
11. If a student becomes disruptive or abusive towards a parent chaperone, the chaperone must notify the attending teacher(s) who will take appropriate action.
12. Male chaperones are expected to check the boys' washroom **at least** once every half hour and not in a regular pattern. Female chaperones are expected to check the girls' washroom in a similar manner.
13. While on duty there should be at least one chaperone in the gym, one at the door and at least one other chaperone constantly circulating throughout the general area. Note: The outside exit to or from the gym should be checked regularly (may be left open on hot nights when supervised)
14. School dances will end no later than 12:30 a.m.
15. By Board policy there is to be no smoking in the school or on the school grounds.

Cellular Phones

- All student cell phones will be turned off and left in their lockers during the school day.
- Students that need to use their cell phone during the regular school day may do so outside the school building or with permission of a staff member.
- Cell phones may be taken on out of school excursions but must be turned off except with permission of the staff supervisor.

A Student not following the Policy

- First offence— cell phone will be taken to the office and may be picked up at the end of the day.
- Second offence— cell phone will remain at the office for one week.
- Third offence— cell phone will remain in the office until it is picked up by a parent/guardian.

