

École Debden Public School Handbook 2022 – 2023

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Welcome to École Debden Public School. We provide educational programming for Kindergarten to Grade 12, and we encourage the holistic growth of each student. In order to accomplish this, the school, home, and community work together, and commit to the well being of all students and staff.

Communication is essential if we are to be successful. This handbook is provided as one means of communicating information regarding school expectations, policies, and procedures. Communication also occurs through the use of the phone calls, texts, emails, Edsby, Progress Reports, the school website, SchoolMessenger, and the school Facebook page. Highlights and Treasures (newsletters) with monthly calendars are also sent home.

École Debden Public School operates under Saskatchewan Rivers Public School Policies and The Education Act. Therefore, our policies and guidelines must adhere to information outlined in these two documents.



<https://www.srsd119.ca/>

The École Debden Public School handbook consists of guidelines for the healthy functioning of our school. In order to have a safe environment conducive to quality learning, it is helpful for the staff – together with the cooperation of students, parents/ guardians, community members, and other individuals – to encourage positive behaviours in our school community.

Mission

Saskatchewan Rivers Public School Division and École Debden Public School strive for excellence for every learner.

Vision

The vision of Saskatchewan Rivers Public School Division and École Debden Public School is the pursuit of excellence, respect for diversity, and achievement for all.

Shared Beliefs

The shared beliefs within the schools of the Saskatchewan Rivers Public School Division and École Debden Public School are:

- All students can achieve high standards.
- All teachers can teach to high standards.
- High expectations and early interventions are essential.
- Teachers need to be able to articulate what they do and why they teach the way they do.

Student Rights & Responsibilities

We expect students to exhibit positive attitudes and behaviours and to demonstrate respect.

1. Students have a right to learn.
Students have a responsibility to attend school regularly and be on time, bring the appropriate supplies and materials, listen to instructions, be attentive and work diligently, follow general expectations and rules, and to catch up on missed work; students are responsible to respect the right of others to learn.
2. Students have a right to hear and to be heard.
Students have a responsibility to actively listen when others are speaking.
3. Students have a right to be respected.
Students have a responsibility to show respect for themselves, others, authority and property; students are responsible for showing courtesy to others and to not tease, harass, or hurt the feelings of others.
4. Students have a right to be safe.
Students have a responsibility to neither physically nor verbally harm others.
5. Students have a right to privacy and to their own personal space.
Students have a responsibility to respect the personal property of others and to accept their right to privacy.

Parent/ Guardian Rights & Responsibilities

1. Parents/ Guardians have a right to be informed in a timely manner regarding their child(ren)'s academics.
Parents/ Guardians have a responsibility to encourage communication and to actively engage in teacher – parent/guardian communication efforts.
2. Parents/ Guardians have a right to have their child(ren) taught in a safe, respectful environment.
Parents/ Guardians have a responsibility to encourage their child(ren) to respect the rights of others and of authority.
3. Parents/ Guardians have a right to be informed in a timely manner as to their child(ren)'s attendance and punctuality.
Parents/ Guardians have a responsibility to encourage regular attendance and to contact the school when their child(ren) will be absent or late.
4. Parents/ Guardians have a right to have their child(ren) succeed in education.
Parents/ Guardians have a responsibility to encourage their children to complete assignments and homework; parents/ guardians are responsible to provide necessary school supplies.
5. Parents/ Guardians have a right to be heard.
Parents/ Guardians have a responsibility to be aware of school and division expectations, policies, procedures and to follow the protocol for communication.

Communication Protocol

In order to protect the rights of all individuals, there is proper protocol for students /parents to present concerns.

Step 1 – Your concern should be brought forward as soon as possible after the incident has occurred. You must initially go to the individual(s) involved (the person/people with whom you have the concern), prior to discussing the matter with other staff members.

Step 2 – If the issue cannot be resolved, contact the in-school administration team (Principal and/or Vice-Principal). Please inform the individual with whom you have the concern that you will be bringing the issue to in-school administration.

Step 3 – If the matter remains unresolved, the parent may request a meeting with the Superintendent. Please inform the in-school administration that you will be contacting senior administration at Saskatchewan Rivers Public School Division office.

Step 4 – If further discussion is required, the parent may ask to meet with the Director of Education.

Step 5 – The parent may request the issue to be heard by the Board of Education.

Administrative Services

The main office is located at the main entrance of the school and is open from 8:30am to 4:00pm. All visitors and guests must be “buzzed in” and report directly to the school office for information and assistance.

Emergencies

In case of an emergency, parents/ guardians can reach their child by phoning the school. If

an emergency should arise at school, the child's parent/ guardian will be contacted as soon as possible. The emergency contact person will be notified if parents/ guardians cannot be reached. In the event that the parent/guardian or the emergency contact person cannot be reached, the in-school administration will take charge. Office personnel will act to ensure student comfort and safety by contacting the appropriate resource. Parents/ guardians will be notified as soon as possible.

School Wide Behaviour Plan & Discipline Process

We use a *Three-Step, Solution-Based Intervention Plan* to complement various proactive strategies in place.

Guiding Principles

- To encourage responsible behaviour and good choices.
- To make students aware of consequences for behaviours through a restitution approach to discipline.
- To promote a supportive school environment, using a proactive, systematic approach.
- To develop strong personal relationships between – and among – staff, students, and families.
- To cultivate respect for self, others, and property by all members of the school community.
- To focus on developing and acknowledging positive social behaviours.

We believe teaching individuals to take responsibility for their behaviour motivates behavioural change. By implementing logical and consistent consequences and providing opportunities to become responsible and caring members of our communities, students learn about behaviours, choices, and their impact on others while maintaining individuality and dignity.

The guidelines and rules we have in place are intended to facilitate an atmosphere that leads to the most productive, rewarding and satisfying experience possible for students and staff.

Bullying and harassing behaviours of all types are unacceptable:

Physical: pushing, grabbing, hitting, pinching, spitting, tripping, etc.

Verbal: teasing, racial slurs, threats, put-downs, swearing, etc.

Social: gossiping, social rejection, embarrassing others, etc.

Sexual: jokes with a sexual theme, gestures or actions of a sexual nature

The Three-Step, Solution Based Intervention Plan is a discipline process used to:

- develop self-discipline
- increase each student's sense of belonging
- help students deal with personal issues
- provide encouragement, direction, guidance, modeling and consistency
- strengthen interaction between the school, the home and our communities

Positive reinforcement will be used regularly on an individual and classroom basis.

Consequences are an integral part of our discipline process. We attempt to provide consequences for misbehaviour that are logical, realistic, consistent, related to the offence, and provide an opportunity for restitution. Consequences will be fair but they will not

necessarily always be same. A consequence that is effective and appropriate for one student may be ineffective and inappropriate for another.

It is not possible to list every potential violation of expected student conduct. We expect students who are in doubt about the appropriateness of a particular behaviour to be guided by the principles of common sense, respect and common courtesy. Students who successfully apply these principles should have very little difficulty in the area of discipline.

Three-Step, Solution-Based Intervention Plan

Students come to school to get an education. Learning occurs best when the school atmosphere is positive, orderly, and respectful. It is important for students to develop self-discipline. This requires the help of parents/ guardians and staff. When students are unable to comply with school expectations, guidelines, and rules, the Three-Step, Solution Based Intervention Plan will be used to help students get back on track.

At any given time, a student may move immediately from step one to step three of the intervention plan.

Step 1 – Student does not follow guidelines.

- ✓ Staff member identifies the inappropriate behaviour (ex. “Your behaviour is not acceptable.”) and reminds student of the rule.
- ✓ Staff member helps the student control the behaviour. (ex. talks to the student privately, moves the student to another part of the room away from the source of misbehaviour) and talks about suggestions for behaviour improvement.
- ✓ Staff member removes the student from the classroom or activity. (ex. student is moved to another classroom or to a supervised time-out)

Step 2 – Student continues to disregard the guidelines.

- ✓ Staff member goes through the actions as in step 1.
- ✓ The student discusses &/or completes a Student Action Plan. This requires the student to state the problem, the cause of the problem, his/her plan to solve the problem if faced with it again in the future, and what restitution will be made in light of the suggested behaviours for solving the problem at this time.
- ✓ Teacher contacts the parent(s)/guardian(s).
Parent(s)/ guardian(s) is/ are reached: issue is discussed; contact is documented; parent is informed about the Student Action Plan.
Parent(s)/ guardian(s) is/ are not reached: teacher phones again at a later time; contact may be made through Edsby, email, or a letter may be sent home.

Step 3 – Chronic / Severe Misbehaviour

Chronic and/or severe misbehaviour may include, but is not limited to: (a) physically dangerous behaviour, (b) illegal acts, (c) extreme defiant behaviour, (d) violence and/or harassment.

- ✓ If possible, staff member goes through the actions in steps 1 and 2.
- ✓ The staff member may recommend the student be moved to home study.
- ✓ Staff member refers the student to the administrators of the school.

The discipline process will immediately move to STEP #3 at any point where the student fails to show respect for the process or a common understanding cannot be reached. This level of behaviour will involve administration and/ or counsellor(s), and parents/guardians. Following Step 3, there will be a process for re-admittance to the regular classroom setting. This procedure will be designed on an individual basis, in consultation with parents/guardians, and teachers and/ or administration, depending on circumstances and needs.

The teachers and/ or administration – in consultation with parents/ guardians – may choose from the following options for non-compliance and re-admittance to the regular classroom setting: (a) restitution and/or restoration and/or reconciliation, (b) loss of privileges, (c) noon study hall, (d) home study, (e) community or school service, (f) counselling, (g) mediation and/or intervention (h) suspensions, (i) interventions (ex. RCMP, treatment centers, etc.), (j) assessments (k) expulsions.

Attendance & Punctuality

Students are expected to be on time and attend regularly, except in cases of illness or special circumstances. The Ministry of Education, under the Education Act, states that students must attend regularly and punctually. Regular and punctual attendance:

- are necessary to achieve the best results
- are the commitment a student makes when registering in a course
- develop positive attitudes
- are a factor contributing to the success of students

Individual teachers implement necessary strategies and/or consequences to encourage good attendance and punctuality.

These may include:

- A phone call, letter, email home
- A meeting with parents/ guardians and/ or administration
- Recommendation to withdraw from the course

When late or absent, students are always responsible to complete any missed work. For students to significantly benefit from classroom experiences, they must be in class. A large part of the final mark in all subjects is determined by assessing a student's progress from day to day. It is at the discretion of the 10-12 subject teacher to determine if each student has attended a sufficient number of classes and completed the necessary amount of work to pass the subject. Regular attendance is crucial for a student to experience the greatest success. Classroom teachers will make every effort to contact parents or guardians of students who are frequently late or who are absent from school for no legitimate reason. The number of absences per student will be recorded on progress reports.

Informing the School about Absences and/or Lates

You can enter a planned absence in Edsby, which is the most ideal way to report your child(ren)'s absence or lateness. You can also call the school and inform the office or your child(ren)'s teacher(s). If you have not reported your child's absence, at about 9:30am, you will receive an automated phone call from the office. These phone calls are put into place so that we can ensure the safety of our students. A quick phone call to the school or a reply to

the automated phone call is appreciated.

Arrival To & Departure From School

The morning bell rings at 8:50. Students are to arrive at school between 8:35am and 8:45am. Students are dismissed at 3:15. Teachers, Educational Associates, and other staff, supervise classrooms, hallways, and bus loading areas to ensure students arrive and depart in a safe and efficient manner.

The driver of the bus is in complete charge of the bus and passengers. Non-compliance to bus expectations may result in disciplinary action by the bus driver and/ or school administrators and may include exclusion from bus service.

Classroom Expectations

Teachers incorporate classroom routines, procedures, guidelines, consequences, and rewards within their educational programs. Teachers go through these expectations with students early in the school year. The expectations will be followed in order to run an effective and efficient classroom.

Communication To & From School

Regular communication between home and school is an integral part of our school's operation. Teachers are expected to maintain ongoing contact with parents/ guardians of their students regarding academic progress, attitude/ behaviour, attendance/ lates, etc. Teachers will share both student strengths and areas requiring growth. This may be in the form of progress reports, phone calls, emails, texts, Edsby messages, progress conferences, in-person meetings, and/ or letters.

Progress Conferences/ Progress Reports

Progress Conferences are held twice per year – once in October/ November and once in March/ April. Progress Reports are provided two times per year – once at the end of January/ early February and once at the end of June.

Sign Out Policy

If you need to pick up a student from the school during the school day, please stop at the office to sign the child out, and we will locate the student for you. If it is necessary for your child to leave the school during the day, and you are not picking them up, the student must have parent/ guardian permission and they must sign out at the office. They cannot sign themselves out without parent/ guardian permission. Parents/ guardians can provide this permission through Edsby, by contacting the office, or by contacting the class/ subject teacher.

Students who leave at noon and will not be returning for the afternoon are also required to sign out. If a student leaves and returns, he/ she must sign in at the office upon returning.

The primary purpose of this policy is to ensure the safety of all students. It is also meant to encourage students to become responsible and accountable for their whereabouts during

school hours. When students have not been signed out, and have not signed themselves out, or have left without parent/ guardian providing permission, it is considered skipping.

Lunch Break Procedure

All students who are able to go home for lunch and return in time for afternoon classes are allowed to do so. If students stay at school for lunch, they will be supervised while eating lunch. It is expected all students will:

- Act in a respectful and responsible manner.
- Use a conversational voice.
- Remain seated while eating.
- Follow directions of supervisor(s).
- Leave lunch areas clean.

The lunch break is 40 minutes. There will be indoor and outdoor (on campus) supervision during the lunch breaks. Students who eat their lunch at school are expected to remain on school property unless they have parental permission to leave.

Bus students in Kindergarten to Grade 8 are only allowed to go uptown during the lunch break if a parent/ guardian has contacted the school and given permission. This permission must be provided to the office or homeroom teacher prior to the student leaving the school. The communication can be done through Edsby, a phone call, note, or text. All students in grades 9-12 are allowed to go uptown, unless parents/ guardians have informed the school otherwise. Leaving the school at lunch is a privilege and it can be revoked. Students who chose to go uptown over the lunch break must remember that they are still responsible to the school – and their parents/ guardians – for their behaviour.

When students are on their way to and from school and/or leave the school at noon, they are expected to conduct themselves respectfully and responsibly. The school works to nurture a positive relationship in the community. Students are expected to respect our neighbours and their property by being courteous and polite. They should not cut across lawns, block driveways, or litter. If they are driving, they should do so safely and courteously. Students are responsible to their parents/ guardians and to the school for behaviour to and from school and during noon.

Canteen and Noon Meals

We have a school canteen available with snacks for purchase. It is open for students in K-12 at noon, and also for 7-12 students at 1st break. We also have a noon meal service available for families, usually one day per week. More details about noon meals are provided each year from the school.

Personal Electronic Devices and Wi-Fi Usage

In order to foster effective learning environments, protect privacy, and promote safety, students and parents/guardians are asked to respect the guidelines in place regarding personal electronic devices (cell phones, etc) and Wi-Fi usage.

Kindergarten – Grade 6

Currently, personal electronic devices are not prevalent in these classrooms. Homeroom teachers monitor and respond to the use of devices as it pertains to their classes. We do not allow personal electronic devices outside during K-6 breaks/ noon.

Grades 7 & 8

Students can only personal electronic devices during recess and noon break. Unless students are told by a classroom teacher to bring devices to class, students in grades 7 and 8 are expected to leave devices in their locked lockers during class time. If a device is brought to class without teacher permission, the teacher will follow this process:

- A student brings a device to class, &/or is using a device without permission. The teacher will give the student a warning, ask the student to put the device in his/her locker, and the student obliges. The situation is resolved.
- A student continues to bring the device to class, &/or use a device without permission. The device will be kept in the office for the day and the classroom teacher will contact home.
- A student continues to bring the device to class, &/or use a device without permission. The device will be kept in the office for the day and the Principal or Vice Principal will contact home. The student may be assigned to noon study hall for one day.
- If the problem persists, a meeting will be scheduled involving the student, parent/guardian, classroom teacher(s), and the Principal or Vice Principal.

Grades 9-12

Students are allowed to bring personal electronic devices into grades 9-12 classes. Students are expected to demonstrate responsible device usage in grades 9, 10, 11, and 12 – this means use for educational purposes or emergent communications. If a teacher is aware of irresponsible use of a device in class, the teacher will follow this process:

- The teacher will ask the student to put the device away and the student obliges. The situation is resolved.
- A student continues to use the device irresponsibly. The device will be kept in the office for the day and the classroom teacher will contact home.
- A student continues to use the device irresponsibly in class. The device will be kept in the office for the day and the Principal or Vice Principal will contact home. The student may be assigned to noon study hall for one day.
- If the problem persists, a meeting will be scheduled involving the student, parent/guardian, classroom teacher(s), and the Principal or Vice Principal.

NOTE: There is a phone for student use in the Commons Area near the main office. Each classroom also has a phone. Students require permission from a staff member to use any school phone. Incoming calls for students are allowed at the office during class time. If it is an emergency, the call will be put through to the student. In other instances, messages will be taken at the office and followed up on accordingly.

IMPORTANT:

- Taking pictures and videos of students &/or staff without permission is prohibited.
- The school is not responsible for security of your personal electronic devices.

- The school's Wi-Fi is for educational purposes. Using a VPN (Virtual Private Network), while connected to school Wi-Fi, with the intent to access blocked content, is prohibited.

Please keep in mind that these are the general guidelines of the school, and that individual teachers still have the right to make specific rules in order to support the learning environment in their classrooms.

Student Attire

The school encourages positive lifestyles and choices; clothes worn should reflect that. Attire guidelines apply to students and staff during the school day and at all school activities. Students are expected to cooperate with staff should they be requested to modify their mode of dress. We ask for parent/guardian support to ensure their child(ren) are appropriately dressed.

- For safety and hygienic reasons, students in the school must wear footwear. Students must have two pairs of footwear. One pair is for indoor use and one pair for outdoor use.
- Sunglasses will not be worn.
- Hats, toques and hoods are not permitted to be worn.
- Clothing will be free from messages contrary to healthy lifestyle choices (for example, messages or pictures endorsing or supporting the use of vulgarity, tobacco, alcohol, drugs, offensive language, violence, and/ or sexual activity).

Vaping/ Tobacco, Alcohol, & Illegal Drug Use

According to government legislation, Saskatchewan schools are tobacco-free zones. Tobacco use, both smoked and smokeless tobacco, as well as vapour products are banned in schools and on school grounds. This legislation does not apply to the sacred or ceremonial use of tobacco. *The Tobacco and Vapour Products Control Act* supports healthy environments for students and families in the school community and applies to everyone, not just students and staff.

Vaping/ tobacco, alcohol and illegal drug use/ abuse is a serious problem in today's society. Substance abuse not only has a negative impact on performance at school, but also can have horrendous lifelong effects. The staff, therefore, wishes to address this issue in a proactive way. We will continue to address this from an educational perspective. However, if we are given reason to believe that any of our students may be involved with drugs or alcohol, we will deal with it on a personal, individual basis.

The school, together with parents/ guardians and the RCMP, work to discourage and prevent the use of vapes, tobacco, alcohol, and illegal drugs.

Students who vape/ smoke need to be off school property, and should not be leaving to vape/ smoke during the instructional portion of the school day. Vaping/ smoking paraphernalia must not be visible on school property. Home contact will be made when a student is suspected of – or found to be – vaping or smoking on school property.

In accordance with the Education Act and the law, students are not allowed to be under the influence of alcohol or illegal drugs while in attendance at school or when involved in any school-sanctioned activity. Alcohol and illegal drugs are prohibited on school property.

If there is cause for suspicion that a student is under the influence or in possession of illegal drugs or alcohol, the following steps are taken:

1. Classroom teachers and/ or in- school administration is notified, and they investigate.
2. Upon obtaining proof of use of alcohol or drugs and/or possession, (during school hours or at school activities/functions), classroom teachers/in-school administration shall inform parents/guardians and arrange for the child to go home for the remainder of the day. A referral may be made to the school counsellor or to a Prince Albert Parkland Health Addictions Counselor to undergo an assessment. The parents/guardians will be involved in determining any further action.
3. (a) The student, along with the evidence, may be turned over to the RCMP and charges may be laid.
(b) Classroom teachers/ in-school administrators may request further assessment by health authorities for the possibility of “inpatient treatment.”
(c) Refusal by a student and his/ her parent/ guardian to agree to an addictions program or health assessment may result in suspensions, expulsions, and/ or the matter being referred to the Board of Education.
(d) Any trafficking of drugs/ alcohol is an automatic referral to the Director/ Board of Education for expulsion. RCMP involvement is mandatory.

Please note that we do not allow energy drinks or other energy enhancements products/ substances in school.

School Provided Materials

School provided materials (textbooks, Chromebooks, laptops, library books) are costly materials students use throughout the year. They are the property of the school and are loaned to students. Students are responsible to return borrowed materials in the same condition in which the materials were provided. Parents/ guardians and/ or students will receive periodic reminders regarding materials to be returned and will be billed for the replacement cost of any damaged items(s) not returned at the end of the school year.

Chromebooks are not to be used for personal entertainment at breaks or at noon and they should not be taken home without teacher permission.

Library

We have a school library that is open during designated days/times.

“Spares”

Students in grades 7-10 have full course loads and are expected to attend classes all day. Efforts are made to ensure students in grades 11 and 12 are also enrolled in full course loads. In some instances, this is not the case. These situations are rare and dealt with on an individualized basis. Students are not allowed to opt out of classes (have “spares”) unless it is

deemed appropriate for their program plan and they have a signed form completed by a parent/ guardian. "Spares" are usually only considered for 30 level courses, not 20 level.

Final Examinations and/or Projects & Departmental Examinations

Final examinations and/or projects for grades 7-9, 10, 20 and some 30 level subjects are determined by the homeroom and individual subject teachers. Departmental examinations are given in some 30 level subjects, if teachers are not accredited. In situations where the teachers are accredited, they have received the extensive training and met all the necessary requirements to administer their own final examinations.

Grade 12 Graduation

Graduation eligibility is based on credit requirements set out by the Saskatchewan Ministry of Education.

Graduation Eligibility

Graduation eligibility is based on credit requirements set out by the Saskatchewan Ministry of Education. Taking part in the graduation ceremony is a privilege that will be awarded to those grade twelve students who meet the criteria.

- To be eligible to take part in the graduation ceremony:
the number of completed credits + the number of credits enrolled in = 24 (or more)
Students must be passing the classes they are enrolled in that are required to reach the minimum 24 credits.
Each student must have completed, or be enrolled in, all compulsory classes.

École Debden Public School reserves the right to allow a student to graduate with an honorary graduation certificate due to exceptional circumstances.

- Meeting the 24 credit requirement DOES NOT mean the student meets the necessary requirements to get into the post-secondary institute/program of his/her choice. Please review applicable institute/program requirements to ensure the appropriate course selection is being made at the 10/11, 20/21, 30/31 levels.

School Cleanliness

Our staff and students are responsible to maintain the beautiful condition of the school and grounds. Students are expected to do their part in keeping things clean and free of damage. Students are expected to take pride and ownership of all student areas in their school and grounds. Garbage cans and recycling containers are appropriately placed in hallways and outside. Sunflower seeds are not allowed in the school.

Counselling Services Available to Students

There is an itinerant school counsellor available on site one day per week. The counsellor provides a wide range of support services to students, teachers and parents. Individual counselling is confidential. When necessary, the counsellor may wish to consult with

teachers, parents, administrators, other social services personnel or professional psychological services. Every attempt is made to protect the privacy of the individual student. Counselling services may be initiated by the student, parents/ guardians, or staff member(s). Students may see the counsellor without parental or guardian permission, but if students wish to see the counsellor more than three times, they will require permission from their caregiver. The counsellors also do group work with students (ie dealing with issues such as peer pressure and bullying).

Information regarding other counselling services is available to students and families is available from the school.

High School credit attainment and post-secondary guidance are also provided by a designated staff member.

Health Concerns

Head Lice

Parents/ guardians of children with lice will be contacted and children will be sent home as soon as possible. Parents/guardians will be notified that their child will not be able to return to school until nits are no longer visible in the hair. You will be contacted as a parent/ guardian if your child has lice. If your child's classroom has been identified as having lice, a lice alert letter will go home with instructions for treatment and other helpful hints.

Illness

Certain diseases are labeled communicable (ex. Covid-19, Chicken Pox, Fifth Disease) according to the Prince Albert Parkland Health Region. If your child has symptoms of any of these diseases, they cannot attend school until the contagious stage has passed. Parents must contact the school as soon as possible to ensure the safety of other children. Letters are sent home to inform families regarding situations of concern.

Medication

We encourage parents/ guardians to administer prescribed medication at home. If it is necessary for a staff member to administer medication throughout the school day, a Saskatchewan Rivers School Division Medication Dispensing Form must be completed. Contact the school office for more information.

Allergies

There are several allergies in the school: nuts, fish, eggs, and scents. Please refrain from sending any bought or home baked foods containing nuts, peanuts and nut oils, as well as fish or egg products. Also, we ask that students, staff, and visitors in our school be cautious with the scent products they use. We appreciate your cooperation.

Co-Curricular & Extra-Curricular Activities (including Class Trips)

The staff of Ecole Debden Public School – as well as community members – generously volunteer time to provide students with opportunities to participate in co-curricular and extra-curricular activities both inside and outside of school hours. Parents/ guardians will be informed of details prior to these planned events. Activities vary according to the interests of

the students and the skills of the staff and community volunteers. We encourage students to become involved. Co-curricular and extra-curricular activities are considered school functions and all school rules apply. Staff members may organize various other activities after school, on weekends, school holidays and/or Professional Development days.

We follow the SRPSD *ADMINISTRATIVE POLICY* for Learning Experiences Outside the School.

Participation in extra-curricular activities is a privilege and not a right. This privilege can be revoked.

SHSAA Eligibility Rules for Participation (Saskatchewan High School Athletics Association)

Students are encouraged to participate in high school sports. Eligibility requirements are set out in the SHSAA handbook and online at www.shsaa.ca.

Student Leadership Council (SLC)

The SLC is a council of students who act on behalf of Debden students to

- promote a positive image of Debden School with students and the community
- plan student activities
- promote respect for authority as well as train students to accept responsibilities
- represent Debden School at special functions within the school and the community

Transportation

Students are not permitted to drive to any extra-curricular activities at other locations unless school administration and/or the supervisor have granted prior permission.

Student Property

Personal property is the responsibility of each student. Students who bring valuables to school – including cell phones and other electronics, do so at their own risk. In grades where locks and lockers are provided to the students, items such as jackets, backpacks, and other personal possessions are expected to be locked in lockers. Students who are in grades that are not provided with lockers with locks are expected to keep personal articles in their designated places within classrooms. Bicycles should be placed in bike racks on school property, but the safety of the bikes remains the students' responsibility. The school is not responsible for any items lost or stolen.

Locks & Lockers

Locks and lockers are provided to students in grades 7-12 and are the responsibility of the student. A locker and lock will be assigned to each student by his/her homeroom teacher. The locker provides a place to store personal belongings. Students are asked to keep their lockers clean and locked at all times. The lock provided by the school must be used. Lock combinations are to be kept private to ensure personal belongings remain secure. Students are discouraged from sharing lockers. The school retains control over locks and lockers. Students are asked to use only lockers/ locks assigned to them. Changing locks or lockers is

not allowed without permission. Students should keep lockers neat and clean and not write or use any marking device on lockers.

Lost & Found

Many unclaimed items are placed in the lost and found tub or handed in to the office/ facilities staff. Students/ parents/ guardians are encouraged to claim items as soon as possible. The lost and found tub is located in the Commons Area. Students who bring valuables or money to school do so at their own risk, and are advised not to leave anything of value unattended at any time. Parents/ guardians are strongly encouraged to label their child(ren)'s personal property.

Visitors

In the interest of child safety and security, and to assist teachers to deliver instruction with minimal interruption, all visitors to the school during the school day (including parents/ guardians and other family members) must report to the office upon arrival. Your child(ren) will be located and called to the office. Please enter the school using the main entrance (you will have to be buzzed in); all doors remain locked for the duration of the school day. If you are visiting a child, and not picking him/her up, please do so at break or noon.

Student visitors from other schools are not allowed in the school unless they have been granted permission from the Principal or Vice Principal.

Fire & Lockdown Drills

Fire & Lockdown drills are held during the school year. These drills are to be taken seriously by staff and students. Students and staff are expected to follow the school drill procedures. If there is a need to completely evacuate the school, students will be moved to the church.

As per Administrative Procedure 615 (Fire Safety) and Administrative Procedure 150 (Lockdown Protocol), schools are required to conduct a minimum number of drills each year and follow school division guidelines regarding these drills.

Volunteers

As per Saskatchewan Rivers Administrative Procedure 473:

"The Division values the contributions of volunteers in enhancing learning opportunities while still recognizing its responsibility to provide a safe and caring environment for staff and students alike."

École Debden Public School follows Administrative Procedure 473 in any the use of any volunteers in the school.

Students are encouraged to become active volunteers in areas of their choice. This could be in our school, in our communities, or in other projects locally, provincially, nationally, or internationally. The benefits of volunteerism are numerous including being a significant factor when individuals are being considered for post-secondary scholarships.

Facility Use

If you would like to book any of the school facilities (i.e. classrooms, library, gym, etc.) please contact the school.

Student Announcements/Posters

All announcements and/or posters must be approved at the main office prior to reading and/or posting. All posters are to be removed by the person posting the notice.

School Community Council – SCC

École Debden Public School has a School Community Council. Please contact the school for more information on how to become involved or show your support. The mandate of all SCCs is to support school goals, and it operates under the guidelines of their SCC Constitution.

Change of Contact Information

Students/families whose contact information (phone number, email address, address) change during the course of the year are asked to inform the office as soon as possible.

Closing

École Debden Public School encourages responsible behaviours and good choices. Time will be spent recognizing positive student behaviours and encouraging students to take on constructive leadership roles within the school and community. There are many ways to promote positive choices and we welcome new ideas to keep a healthy environment alive and growing.