

# CREIGHTON COMMUNITY SCHOOL

## STUDENT HANDBOOK

### 2018-2019



**VISION:** EACH STUDENT WHO ENTERS OUR DOORS SHALL LEAVE WITH ABUNDANT RESPECT FOR SELF & OTHERS & THE CAPABILITY TO MEET THE CHALLENGES OF TOMORROW.

**MISSION:** TO WORK TOGETHER TO CREATE A STUDENT-CENTERED ENVIRONMENT THAT FOSTERS HEALTHY LIVING, LIFELONG LEARNING, & RESPONSIBLE CITIZENSHIP.

# WELCOME TO **CREIGHTON COMMUNITY SCHOOL**

The Board of Education, central office staff, the principal, teachers, students, parents/guardians & community members must all work together to attain our educational goals. The efforts of these partners should be aligned to enable the best educational program for each student. All of our efforts at Creighton Community School are guided by our school beliefs, which are encapsulated in our Mission Statement: ***To work together to create a student-centered environment that fosters healthy living, lifelong learning, & responsible citizenship.***

**We strive to focus on the following:**

- Each individual is unique & of significant value to our society.
- The constant development & enhancement of programs, activities, resources & facilities shall attempt to meet the needs of the students.
- The pursuit of excellence is a primary goal of this institution.
- The student success of this school is a result of the collaborative efforts of all segments in this community.

***Our vision is that: Each student who enters our doors shall leave with abundant respect for self & others & the capability to meet the challenges of tomorrow.***

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### HOME & SCHOOL COMMUNICATION

It is the school's responsibility to inform parents/guardians when their child is not working in a satisfactory way or is displaying unacceptable behavior. Similarly, the school should make parents/guardians aware when their child is showing improvement in his/her work or behavior. We do this either by a note in the agenda, a phone call, or we may ask parents/guardians come to the school to discuss a particularly worrying situation.

If you are aware of some difficulty your child may have regarding behaviour, homework or other school-related concerns, the first step is to contact your child's homeroom teacher or the teacher of that particular subject. If the situation cannot be resolved after discussions with the teacher, please contact the administration. Where the home & school

communicate freely & openly, misunderstandings are less likely to develop, & will provide a happier, healthier learning environment for the children.

**If there are court orders, legal or other documents related to a child's custody, access, etc., it is extremely important that the parent bring a copy of those documents to the school.** Please bring updated documents if there is any change in the conditions.

## 2018-2019 SCHOOL YEAR CALENDAR

<b>SEPTEMBER</b>	TUESDAY, SEPTEMBER 4 <sup>TH</sup>	FIRST DAY OF CLASSES
	WEDNESDAY, SEPTEMBER 12 <sup>TH</sup>	OPEN HOUSE 6-7:30PM
	FRIDAY,, SEPTEMBER 14 <sup>TH</sup>	½ DAY (NO STUDENTS IN PM) PD PLANNING
<b>OCTOBER</b>	TUESDAY, OCTOBER 2 <sup>TH</sup>	PICTURE DAY
	WEDNESDAY, OCTOBER 3 <sup>TH</sup>	GRADE 7-12 PARENT TEACHER INTERVIEWS
	FRIDAY, OCTOBER 5 <sup>TH</sup>	½ DAY(NO STUDENTS IN PM) PD PLANNING
	MONDAY, OCTOBER 8 <sup>TH</sup>	THANKSGIVING – NO SCHOOL
<b>NOVEMBER</b>	THURSDAY, NOVEMBER 1 <sup>ST</sup>	½ DAY (NO STUDENTS IN AM) PD PLANNING
	MONDAY, NOVEMBER 12 <sup>TH</sup>	REMEMBRANCE DAY OBSERVED – NO SCHOOL
	MONDAY, NOVEMBER 19 <sup>TH</sup>	K-12 REPORT CARDS GO HOME
	THURSDAY, NOVEMBER 22 <sup>RD</sup>	PK-12 PARENT TEACHER EVENING
	FRIDAY, NOVEMBER 23 <sup>TH</sup>	½ DAY (NO STUDENTS IN PM) FOR PTIS
<b>DECEMBER</b>	WEDNESDAY, DECEMBER 5 <sup>TH</sup>	½ DAY(NO STUDENTS IN PM) PD PLANNING
	THURSDAY, DECEMBER 20 <sup>TH</sup>	CHRISTMAS CONCERT
	FRIDAY, DECEMBER 21 <sup>ST</sup>	LAST DAY OF CLASSES
	FRI, DEC 22 <sup>ND</sup> TO FRI, JAN 4 <sup>TH</sup>	CHRISTMAS HOLIDAYS – NO SCHOOL
<b>JANUARY</b>	MONDAY, JANUARY 7 <sup>TH</sup>	FIRST DAY OF CLASSES
	WED, JAN. 25 <sup>TH</sup> TO MON, JAN. 28 <sup>TH</sup>	GRADE 7-12 FINAL EXAM
	TUESDAY, JANUARY 29 <sup>ST</sup>	ADMINISTRATION DAY, NO SCHOOL
	WED, JANUARY 30 <sup>TH</sup>	2 <sup>ND</sup> SEMESTER BEGINS
<b>FEBRUARY</b>	FRIDAY, FEBRUARY 8 <sup>TH</sup>	½ DAY (NO STUDENTS IN PM) PD PLANNING
	MONDAY, FEBRUARY 11 <sup>TH</sup>	7-12 REPORT CARDS GO HOME
	FRIDAY, FEBRUARY 15 <sup>TH</sup>	LAST DAY OF CLASSES BEFORE FEB BREAK
	MON, FEB. 18 <sup>TH</sup> TO FRI, FEB. 22 <sup>ND</sup>	FEBRUARY BREAK – NO SCHOOL
	MONDAY, FEBRUARY 25 <sup>TH</sup>	FIRST DAY OF CLASSES AFTER FEBRUARY
<b>MARCH</b>	WEDNESDAY, MARCH 6 <sup>TH</sup>	½ DAY (NO STUDENTS IN PM) PD PLANNING
	MONDAY, MARCH 11 <sup>TH</sup>	K-6 REPORT CARDS GO HOME
	THURSDAY, MARCH 14 <sup>TH</sup>	PK-6 PARENT TEACHER EVENING
	MON, MAR 26 <sup>TH</sup> TO FRI, MAR 30 <sup>TH</sup>	SPRING BREAK – NO SCHOOL
<b>APRIL</b>	MONDAY, APRIL 1 <sup>ST</sup>	FIRST DAY OF CLASSES AFTER SPRING BREAK
	MONDAY, APRIL 8 <sup>TH</sup>	GRADE 7-12 REPORT CARDS GO HOME
	WEDNESDAY, APRIL 10 <sup>TH</sup>	½ DAY (NO STUDENTS IN PM) PD PLANNING
	THURSDAY, APRIL 11 <sup>TH</sup>	GRADE 7-12 PARENT TEACHER EVENING
	FRIDAY, APRIL 19 <sup>TH</sup>	GOOD FRIDAY, SCHOOL CLOSED
<b>MAY</b>	WEDNESDAY, MAY 8 <sup>TH</sup>	½ DAY (NO STUDENTS IN PM) PD PLANNING
	FRIDAY, MAY 17 <sup>TH</sup>	½ DAY (NO STUDENTS IN PM) FOR PTIS
	MONDAY, MAY 20 <sup>TH</sup>	VICTORIA DAY – NO SCHOOL
	FRIDAY, MAY 31 <sup>ST</sup>	K-9 TRACK & FIELD DAY
<b>JUNE</b>	FRIDAY, JUNE 21 <sup>ST</sup>	2018 GRAD CEREMONIES
	FRI, JUNE 21 <sup>ST</sup> TO TUES, JUNE 25 <sup>TH</sup>	GRADE 7-12 FINAL EXAMS
	WED, JUNE 26 <sup>TH</sup> & THURS, JUNE 27 <sup>TH</sup>	ADMINISTRATION DAYS – NO STUDENTS
	FRIDAY, JUNE 28 <sup>TH</sup>	REPORT CARDS HANDED OUT – <b>SUMMER</b>
<b>HOLIDAYS!</b>		

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**CREIGHTON COMMUNITY SCHOOL STAFF 2018-19**

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**TEACHING STAFF**

	<b><u>POSITION/GRADE</u></b>
ABRAHAMSON, CHELSEY (MRS.)	1A
ATKINSON, CONNIE (MS.)	LAP/SR. STUDENT SUPPORT
BECK, SHARON (MRS.)	4B
BENTLEY, WENDY (MRS.)	VICE PRINCIPAL
BIBERDORF, RYAN (MR.)	PAA
BROWN, LAURA-LEE (MRS.)	SPEC ED CONSULTANT
BUETTNER, LISA (MRS.)	HIGH SCHOOL ENGLISH
CABLE, AARON (MR.)	HIGH SCHOOL
CLARK, IAN (MR.)	PHYS ED/HIGH SCHOOL
DRAPAK, KATHRYN (MRS.)	LIBRARY/HIGH SCHOOL
FERGUSON, MAUREEN (MRS.)	2F
FOX, MAUREEN (MRS.)	PREKINDERGARTEN
FRITSCH, KIRSTEN (MS.)-ON LEAVE	4F
GIBBS, ERIN (MS.)	3G
GRAY, RYAN (MR.)	HIGH SCHOOL SCIENCE
HAMMOND, KRISTA (MRS.)	5H
HILL, MILLIE (MRS.)	3H
HOVLAND, TRACY (MRS.)	CREE/HIGH SCHOOL
JOA, CATHERINE (MRS.)	HIGH SCHOOL ARTS
JOHNSGAARD, JENNIFER (MRS.)	HIGH SCHOOL
KOCZKA, BROOKE	JUNIOR/SENIOR HIGH
KORCHINSKI, PATTY	PRINCIPAL
MADARASH, SHAUNA (MRS.)	5M
MADARASH, VAL (MRS.)	KINDERGARTEN
McKENZIE, PAT (MR.)	HIGH SCHOOL MATH
MORRISETTE, MELISSA	4M
NICKERSON, ANITA (MS.)	MUSIC/HIGH SCHOOL ELA
RITCHIE, SHAYNA	2R
UNRAU, VANESSA	BAND, MUSIC
WALKER, LAUREL (MRS.)	6W
ZOERB, CARISSA (MS.)	FRENCH/HIGH SCHOOL

**IT ADMINISTRATOR**

MACKay, KEVIN (MR.)

**GUIDANCE COUNSELLOR/FAMILY WORKER**

BEHRMAN, KERRILYNN (MS.)	ELEMENTARY COUNSELLOR
EALEY, TIFFANY (MRS.)	HIGH SCHOOL COUNSELLOR

**COMMUNITY SCHOOL STAFF**

CAPYK, NOAH (MR.)	RECREATION COORDINATOR
ELLIOTT, ROBERTINE (MRS.)	NUTRITION WORKER
FLYNN, DARLA (MRS.)	PREKINDERGARTEN WORKER
LINKLATER, MISTY (MS.)	MENTOR
REYNOLDS, ROXY (MRS.)	PREKINDERGARTEN WORKER
SUTHERLAND, CAROL (MRS.)	COORDINATOR

**DENTAL TEAM**

FINLAY, WANDA (MS.)	DENTAL ASSISTANT
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**SUPPORT STAFF****POSITION**

GIEG, ANNA (MRS.)	EA
KIRK, BERNICE (MRS.)	EA
KOHLBERG, DINA (MRS.)	EA
LAHONEN, CINDY (MRS.)	EA
LECLERC, SHEILA (MRS.)	EA
McCOMBIE, DEB (MRS.)	LIBRARY
PETALIK, NANCY (MRS.)	EA
RICHARDSON, LYNN (MRS.)	EA
SCHULTZ, KATHY (MRS.)	EA
SENYK, MORGANNA (MS.)	EA
SENYK, TRINA (MS.)	EA
SQUIRES, LISA (MS.)	EA
WERRY, HEATHER (MRS.)	EA
WIENS, JOSH (MR.)	EA

**OFFICE STAFF**

NASSELQUIST, LIA (MS.)  
PATTERSON, MANDY (MRS.)

**MAINTENANCE/CUSTODIAL STAFF**

BROOKS, DIANNA (MS.)	CUSTODIAL
DAVIS, JO-ANNE (MS.)	CUSTODIAL
PIETSCH, TRACY (MRS.)	CUSTODIAL
STREITL, MARTY (MR.)	MAINTENANCE
WOODS, JAMIE (MR.)	CUSTODIAL

**CREIGHTON KODIAK BUS DRIVER**

DZUIBAK, ERHART (MR.)

**SPEECH LANGUAGE THERAPIST CONSULTANT**

PLAMONDON, KARA (MRS.)

**BOARD OFFICE**

JANSEN, SHEOLA (MRS.)	SECRETARY	TREASURER
PHILLIPS, SUSAN (MRS.)	ADMINISTRATIVE	SECRETARY

**DIRECTOR**

CABLE, VINCE (MR.)

**BOARD MEMBERS**

BIBERDORF, RAYMOND  
BROWN, TERRY  
FAGNON, HERMELINE  
FERGUSON, DONNA  
RUDD, DAWNA

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## CODE OF CONDUCT

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### VISION

Creighton Community School has incorporated a school-wide Code of Conduct that develops a culture of shared expectations & common understanding that students, parents/guardians, & staff will use when dealing with behavior & conduct problems that may arise. This will allow students to learn in a safe, challenging & responsive school setting. The code emphasizes a positive school climate, the general needs of society, & the rights/responsibilities of people.

The Code recognizes that there are necessary & relevant expectations for students in the school. The Code outlines realistic & effective consequences for behavior that does not meet expectations. Our focus is on prevention (by understanding the inappropriate conduct) & restoration (by repairing relationships damaged by mistakes).

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### SCHOOL GOALS

Creighton Community School is guided by the following principles as outlined in our Mission Statement, found on the cover of this handbook. Education is a SHARED responsibility among students, staff, board members, parents/guardians, & community. Students must be provided a comprehensive & relevant education based on individual needs with the appropriate support so that all may learn to their maximum potential.

We are all responsible for making our school an environment that is clean, safe, secure, & successful. Everyone must be treated with dignity, tolerance, respect & fairness within a framework of rights & responsibilities.

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### STUDENT RIGHTS/EXPECTATIONS

*Students have the right to:*

- The most appropriate education possible while being exposed to a variety of activities to nurture & challenge for individual growth & maturity.
- Develop the skills, attitudes, understanding, & values necessary to become responsible citizens.
- Learn in a setting that is safe, non-threatening, & conducive to learning.
- Be treated with respect, dignity, & tolerance.
- Receive programming & support to meet each individual's specific need.
- Be informed of rules, processes & procedures that they are expected to abide by.

*Students shall be expected to:*

- Attend school regularly & punctually.
  - Participate fully to the best of their ability.
  - Be prepared for all classes by bringing the required materials & completed assignments.
  - Complete all school work missed due to absence from school.
  - Respect & treat others with dignity, tolerance, & courtesy.
  - Show respect for school property & personal property of others.
  - Accept responsibility for their actions & show self-discipline.
  - Follow school rules & procedures.
  - Resolve conflict in positive & non-violent ways.
  - Be accountable to staff for their conduct during regular school hours & during school activities.
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### STAFF RIGHTS/EXPECTATIONS

*Staff members have the right to:*

- Perform their duties in an atmosphere of respect & co-operation.
- Be able to communicate openly & honestly with students, parents/guardians, & other staff members.
- Expect support & leadership from Administration.
- Expect parents/guardians & community to contribute to the educational process.

*Staff members are expected to:*

- Diligently & faithfully perform all duties & functions assigned & assumed.
  - View each student as unique & important to society.
  - Plan & organize learning activities with due regard for individual differences, abilities, & needs.
  - Assist students to achieve individual potential.
  - Maintain firm but fair discipline to maximize learning for all.
- 

### PARENT RIGHTS/EXPECTATIONS

*Parents/guardians have the right to:*

- Know that staff will teach the required curricula to the best of their ability.
- Receive timely & appropriate feedback from staff regarding student behavior & progress.
- Expect that students will receive fair & consistent treatment.
- Expect the school to provide a positive learning environment that is orderly, safe, & challenging.

- Have school processes & relevant information clearly communicated to them.

*Parents/guardians shall be expected to:*

- Encourage regular & punctual attendance.
- Maintain open communication with staff.
- Monitor homework & attendance.
- Provide the student with the support so vital to their success.
- Become actively & directly involved in the educational process.

## **PROCESSES & PROCEDURES**

Students need to be encouraged to develop self-discipline & learn to make responsible decisions. Self-discipline can & should be encouraged in students on a daily basis by every staff member. However, there is also a need for systematic, school-wide processes to recognize proper behavior & to correct improper behavior.

The process will emphasize the recognition of positive behavior. The process will also emphasize the correcting of misbehavior & providing support for the student while maintaining the integrity & positive atmosphere of the school.

## **THE RESULTS OF PROPER BEHAVIOR**

Staff members use many strategies to encourage & recognize appropriate behavior among students. Our school-wide process seeks to emphasize that behaving appropriately is its own reward. However, we will also work to recognize students who are working diligently & behaving appropriately.

*To that end, we do the following:*

1. **CATCH STUDENTS DOING GOOD THINGS:** All staff members have an endless supply of “Caught You Doing Something Good” certificates, used to recognize occasions when elementary students behave in an exceptionally positive way. All certificates are submitted to the office & students may choose a small prize. Every 3 months, two slips are drawn & the winners receive a larger prize.
2. **RECOGNIZE STUDENT SUCCESS:** Every 3 months, elementary teachers submit the names of 2 students in their class who exhibited academic success. The names are announced at the school assembly & one name from each grade area (1-3 & 4-6) is drawn for a prize.
3. **REWARD EXCELLENCE:** The school recognizes positive behaviors (academic & social) through several different awards given out regularly. These include the Northern Saskatchewan Student Achievement Awards; the Lieutenant Governor's Awards; & the Student Representative Councils awards for Academic Achievement, School Spirit & Diligence. Additionally, a wide variety of prizes are distributed at the elementary level.
4. **ENCOURAGE STUDENTS TO WORK-OFF MINOR INCIDENTS:** Teachers will record incidences of incomplete assignments & minor behavior infractions. To encourage students to take responsibility for their actions, students may approach the teacher within 1 school day of the incident to arrange a way to work off the recorded incident. The incident may remain on record, but a note will be included stating the student's effort to take responsibility for it

## **THE CONSEQUENCES FOR IMPROPER BEHAVIOR**

We believe that time our students usually behave in ways that are appropriate & reflect our community's standards of decency & respect. However, there are a few rules that must be followed to protect the wellbeing of all & to maintain a positive school atmosphere.

*The students at Creighton School shall not:*

1. Behave in a disobedient or defiant manner.
2. Behave in a way that may intimidate, threaten or injure self/others.
3. Use disruptive, profane, abusive, or offensive language/gestures.
4. Destroy, damage, or deface school property or property of others.
5. Invade the privacy of others.

When students behave in an unacceptable manner, consequences will depend on whether the misbehavior is **Minor**, **Serious** or **Major**.

*In discerning the appropriate category of infraction, the staff member will use discretion & will consider the following:*

**Activity-** what was the actual misbehavior?

**Target-** did the misbehavior affect people or property?

**Intensity-** how concentrated or intense was the misbehavior?

**Duration-** how long did the particular misbehavior last?

**Frequency-** how often does this student misbehave in this way?

**Circumstance-** why did the student misbehave this way at this time?



**Minor Infractions** are behaviors which are disruptive but not necessarily harmful. These include lateness, missing/incomplete assignments, rudeness, teasing, pushing, running in halls, mild profanity, small messes, minor damage to property, rummaging through other's desks, or other similar misbehaviors.

**Serious Infractions** are those which are disruptive, disrespectful or potentially harmful infractions or minor infractions that are repeated. These may include defiance of authority, smoking, vandalism, truancy, neglect of duties, fighting, using obscene words or gestures, bringing dangerous items to school, theft, harassment or other misbehavior.

**Major Infractions** are behaviors which are clearly contrary to the safety or well-being of others or the school. Major infractions are often serious infractions which have been repeated but they may also include other misbehavior such as overt opposition to authority, possession or consumption of alcohol or drugs, fights with weapons or where physical injury resulted, major vandalism, chronic truancy, severe profanity, or mental, physical/sexual harassment or other misbehavior.

**All Infractions** will be dealt with using the best judgment of the staff members involved. If an incident warrants the involvement of administration, a student conduct referral form will be used to document the incident.

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#### **CONSEQUENCES FOR MINOR INFRACTIONS**

To further refine students' skills of self-discipline & responsible decision-making, several consequences may be employed when positive reinforcement has failed to encourage the student to behave appropriately.

*These consequences will be assigned by the teacher, documented & may include:*

1. Reminder of appropriate behavior.
2. Warning & reminder of consequences.
3. Seating change.
4. Removal of privileges.
5. Extra work (academic or physical).
6. Restitution.
7. Detention or time out.
8. Parent contact.
9. Student/Parent/Teacher meeting.
10. Creation of student/parent action plan.
11. Referral to the Administration with completed referral form.

*If this is the third minor incident per term, consequences shall include:*

1. Reminder of appropriate behavior & possible consequences.
  2. Detention.
  3. Parent contact.
  4. Loss of extracurricular privileges for that day.
- 

#### **CONSEQUENCES FOR SERIOUS INFRACTIONS**

At this stage the student has either accumulated three minor infractions or has engaged in serious misconduct. In either case, the consequences will be as logical as possible but will be more severe.

*The consequences shall include:*

1. Reminder of school expectations rules & future consequences.
2. Meeting of student, teacher & administrator to discuss reasons for misbehavior & make a plan to avoid future incidents.
3. Loss of extracurricular privileges for that day.
4. Detention or work duties.
5. Parent contact.

*The consequences may also include:*

1. Restitution
  2. Loss of extracurricular privileges.
  3. Meeting with parent, student & administrator.
  4. In school suspension for .5 to 3 days.
  5. Out of school suspension for 1 to 3 days.
  6. Referral to support personnel (counselor, psychologist, etc.).
  7. Involvement of outside agency (RCMP, Social Services, etc.).
  8. Other appropriate action.
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#### **CONSEQUENCES FOR MAJOR INFRACTIONS**

At this stage of misbehavior the consequences can be very severe & long lasting.

*They shall include:*

1. Meetings with administrator, parent & student to review past incidents, remind student of appropriate behavior & make a plan to avoid future incidents.
2. Referral to support personnel or outside agency.
3. Suspension for 1 to 10 days (in or out of school).

Consequences *may* also include:

1. Restitution
2. Loss of extracurricular activities for the rest of the term.
3. Implementation of a behavior/performance contract.
4. Recommendation to the Director of Education of suspension beyond 10 days up to expulsion.

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## SCHOOL RULES

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A student has the right to pursue his or her own goals as long as his/her behavior does not interfere with the learning opportunities of others. While common sense & courtesy are often guide enough, certain regulations are necessary. Your anticipated cooperation & support is greatly appreciated.

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### STUDENTS SHALL

1. Cooperate fully with all persons employed by the Board & others designated as chaperones.
2. Attend school regularly & punctually.
3. Obtain supplies & materials not furnished by the Board of Education that the principal considers necessary for the student's courses of study.
4. Observe acceptable standards approved by the Board of Education with respect to cleanliness & tidiness of person & general department.
5. Be diligent in his or her studies.
6. Follow the rules of the school approved by the Board of Education & accept such discipline as would be exercised by a kind, firm & judicious parent/guardian.
7. Gather & complete all schoolwork missed while he/she was absent.
8. Enter or leave the school through doors designated for their use.
9. Play in areas assigned to them.
10. Remove all outer footwear at the doors & carry it to the classrooms or lockers.

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### STUDENTS SHALL NOT

1. Litter schoolrooms, halls & grounds.
2. Run inside the school building.
3. Create excessive noise in the halls or near the school.
4. Bring dangerous equipment to school. This includes but is not limited to matches, lighters, firearms, explosives, knives, & projective devices. These items will be confiscated.
5. Leave the schoolyard during school hours (PreK-6 students). A note or phone call from a parent/guardian to the school allowing a student to go to the store will not be accepted. Students in PreK-grade 6 may only leave the school at these times if they are going home for lunch or a parent/guardian is picking them up.
6. Play on the roadway or sidewalks near the school.
7. Loiter around the teachers' cars & students' bike racks.
8. Ride bicycles, roller blades or skateboards in the schoolyard.
9. Bounce balls against the stippled walls of the school, except for the designated wall.
10. Eat shell seeds (ex. sunflower) in the school or on grounds.
11. Disregard bells.
12. Engage in horseplay in the school.
13. Throw snowballs or other objects which may cause injury.
14. Wear hats, caps, toques & hoods in the school (PreK-6).
15. Wear tinted or mirrored glasses in school
16. **Smoke** on school property or the road & areas adjacent to the school. Disciplinary action will be taken in the form of suspension for any students who disregard this rule.
17. **Fight** with others. Students fighting or instigating a fight may receive a suspension at first offense.
18. **Possess, use or be under the influence** of alcohol, drugs, or mind/mood altering drugs.

All of the General Rules apply to school related activities within the school & to those away from school. To help ensure the safety of all children & the adherence to rules, **students' packs/bags may be checked at any time during the school year**, particularly prior to and/or during any school activities. Thank you for your cooperation & understanding.

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## GENERAL INFORMATION

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### WHY HOMEWORK?

Homework can range from verbal assignments to do at home for small children to in-depth research for older students. Each assignment has a purpose in the ongoing process of your child's education.

*Some of the reasons teachers assign homework are to:*

- complete unfinished work
- reinforce lessons taught during class time
- give students extra drill in an area where they may need practice
- help students develop self-reliance & good study habits
- enable parents/guardians to see their child's progress
- strengthen the ties between home & school

*Parents/guardians can help with homework by:*

- Providing a quiet, regular place to work
- Treating homework 'seriously' by not allowing others to interrupt
- Encouraging your child to organize time & materials
- Being the audience for reading practice, spelling & math drills
- Providing information & materials for project work, while avoiding doing it yourself.

If you would like more information please talk with your child's teacher. As the year begins, your child may be bringing more or less school work to complete at home than he or she has in the past. This is partly because the nature of the courses will vary as the student progresses through school & also because teachers differ almost as much as students!

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### LATE ASSIGNMENTS AND PLAGIARISM

Creighton Community School values academic excellence as students learn. To support this standard of excellence, CCS has a late/missed assignment policy.

*The policy & procedures for late assignments is based on the following beliefs:*

- Good communication between teacher/student, student/teacher & student/parent/teacher is important.
- Consistently completing assignments is critical in the learning process for each class.
- Students need to develop a responsible attitude towards their work.
- Meeting deadlines is important. Students need to learn to meet deadlines. Deadlines help students learn time management skills. There may be extenuating or special circumstances in a student's life that prevent them from meeting deadlines. They should be discussed with the teacher before assignment is due. Adhering to deadlines ensures that all students have their work corrected at the appropriate time & that feedback is communicated to students.
- students will be given an acceptable amount of time to complete an assignment;
- teachers will employ a variety of strategies to aid the student in learning the value of planning, time management, & punctuality & will involve the student support team where necessary

The following guideline is used when assigning consequences relating to the late submission of assignments. Teachers are encouraged to use an extension process for students who, for various reasons, know that he/she will not be able to meet the assignment deadline. Students are encouraged to speak to their teachers if they foresee that they will be late with an assignment & work out an alternative due date & deadline date. This is at the teacher's discretion to accept the proposal & allow an extension.

***For Grade 7-12 classes the following late practices will be in place:***

1. *A due date will be clearly communicated with the student(s)*
2. *A deadline date will be clearly communicated with the student(s)*
3. *When the student(s) hand in their assignments prior/on the due date there will be no penalty given*
4. *If a student(s) hand in their assignment after the due date & before the deadline date, the student's assignment will be deducted at a rate of 5% per day up to a maximum of 30%.*
5. *If a student does not hand their assignment prior to the deadline date, the student's assignment will receive a maximum mark of 50% & no feedback will be given.*
6. *Once the teacher has handed back an assignment to the students, the student(s) will not be able to hand in their assignment & will receive a score of 0%.*

**Plagiarism- is an act of fraud. It involves both stealing someone else's work and lying about it afterward.**

If a student plagiarized an assignment in a class, the following steps can be taken:

1. First offence, assignment returned and re-done for the following school day at 9:00am and marked up to a maximum of 50% of the value
2. Second offence, assignment is given an automatic 0%
3. Removal from class and loss of credit

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## HOW PARENTS/GUARDIANS CAN HELP

The most important thing that a parent can do is to take an interest & active role in your child's education. Any way that you become positively involved in your child's school life will improve his or her chance for success.

Another way for parents/guardians to help is fundraising. Fundraising has become a necessity for most schools in Saskatchewan in the face of shrinking resources. While we've taken serious measures to ensure the continuation of a quality "core" program, some of our "extra" programs have been in jeopardy. The extra programs (i.e. skating, swimming, Theater Productions, Multicultural Presentations, etc.) enhance the well-rounded education of our students & should be protected. If you can help out please let our Community School Coordinator, Mrs. Sutherland, know. Thank you for your support.

Finally, volunteers are more than welcome & well utilized in our school & they are very much appreciated. If you would like to get involved in your school this way, please contact Mrs. Sutherland.

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## REPORTS TO PARENTS & PARENT-TEACHER INTERVIEWS

K-6 has three reporting periods (Nov., Mar., & June). Gr. 7-12 has four, Nov., Jan, Mar., & June. Reports are 2 sections: academic curricular outcomes, & commitment to learning/social competencies (behavioural skills).

Student Marks are based on:

Curricular Outcomes:

- a) daily work
- b) assignments
- c) projects
- d) tests & quizzes
- d) unit-end tests
- e) term exams
- f) final exams (gr. 7-12)

Behavioural Skills:

- a) Organizes self & work
- b) Completes assignments in a timely fashion
- c) Works independently
- d) Demonstrates responsibility & interest in own learning
- e) Accepts responsibility
- f) Demonstrates respect & courtesy in various situations
- g) Demonstrates active listening skills
- h) Demonstrates cooperative group skills

Parent-Teacher Interviews occur after the report card in K-6 or mid-term report in gr. 7-12. Watch the monthly Newsletters for dates & details. **However, please contact your child's teacher immediately if you have questions or concerns throughout the year.**

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## 6-DAY CYCLE

Classes are organized around a 6-day cycle, so students need to be aware of what day of the cycle that each particular school day is. CFAR advertises the cycle-day during community announcements. Bells that indicate the beginning & ending of grade 7-12 classes, & students are expected to be **in class when the bell sounds**

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## SCHOOL OPENING & DISMISSAL

We have a bell at 8:40 am every day at which time students may enter the building. The doors of the school are not unlocked before 8:30 am & formal supervision starts at this time. Any students on the school grounds prior to 8:30 will be requested to leave. **Please time your child's morning so that he/she will arrive around 8:40 a.m.** If you have a conflict with home & work schedules for example, please make personal arrangements to have children supervised during what would normally be considered non-school hours. Your cooperation is appreciated.

For legal & safety reasons, students are to proceed home immediately upon school dismissal (normally 3:35) unless participating in a school sponsored activity with parental permission. Parents should expect their children to arrive at home accordingly. The school discourages the practice of playing on school grounds prior to checking in at home. Once the child has checked in at home, play arrangements are the responsibility of parent or guardian.

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## ATTENDANCE

Regular school attendance is the responsibility of the parent/guardian & pupil & is required by The Education Act, 1995. Successful school performance is directly influenced by regular attendance. Chronic absenteeism will negatively affect learning & participation marks.

If a student is absent from school, the parent/guardian shall notify the school of the absence & provide a reason for the absence. If the school does not hear from the parent/guardian in a timely manner the school secretary will attempt to contact the parent/guardian (on a daily basis for pre K-6 students). Grade 1-6 students arriving late to school shall stop by the office before going to class to pick up a late slip.

The parent/guardian shall contact the school if the student is required to leave the school at some time other than at the end of the school day.

It is the student's responsibility to complete work missed if the student is late or absent. Tardiness will be treated according to our code of conduct.

## Attendance/Late Policy for High School Students

Regular school attendance is the responsibility of the parent & pupil & is required by The Education Act. Successful school performance is directly influenced by regular attendance. Chronic absenteeism will negatively affect learning & participation marks.

Rich learning experiences require participation in class discussions, & other knowledge building activities. These activities cannot be done for homework or outside of class time. This is why regular attendance is critical for students to succeed in their courses.

*The process for dealing with absences/lates is as follows:*

1. Phone calls from the classroom teacher will be made if a student is has missed four to six (4-6) classes.
2. After eight (8) absences in a class, a letter & report will be sent to the parents indicating the absences.
3. After twelve (12) absences in any course, a letter, a report, & phone call from administration will be made to determine the student's performance & to determine if the student's academic program needs to be modified.
4. After sixteen (16) absences in any course, a meeting will be held to determine the student's performance & to determine if the student's academic program needs to be modified by discontinuing the class. This meeting will involve the student, parents/guardians, the Principal or his/her designate the course instructor, counsellors & other persons as deemed necessary.
5. If absences continue following the meeting Administration, in consultation with other persons as deemed necessary, shall make a determination in regards to the student's continuation with the course.
6. If a student misses twenty (20) classes in a semester, the student will be removed from that course. Administration has final say if there are circumstances that arise to make exceptions.

*Clarification of what an absence is:*

An absence, whether excused (parent aware) or unexcused (parent unaware), is an absence. These absences, aware or unaware, will count towards their total absences in a course. The only absence that will not be a part of the total absences will be school sponsored events (extra-curricular, band, choir, etc.)

*Late Policy Clarification:*

Students that are late to their courses disrupt the learning process of other students & create an unfair learning environment to others. We recognize that students may be late from time to time due to some circumstances. If a late is unexcused (parent unaware or parent does not contact the school), the amount of minutes late will be recorded in the students attendance. If a student's late minutes add up to sixty (60) minutes, or more, they will then incur an absence for every sixty (60) minutes. These absences will be added to the number of absences they have in that course.

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## ATTENDANCE & MISSING EXAMS

Students are expected to be present for all examinations that they are scheduled to write.

*If a student misses an exam:*

- **Due to illness:** the parent/guardian **must** contact the school before the examination. Arrangements to write the examination at another time will be made in consultation with the course instructor.
- **Due to reasons deemed acceptable by the Principal or his/her designate:** if a student must miss an examination due to reasons other than sickness, the parent/guardian **must** contact the school before the examination. Arrangements to write the examination at another time will be made in consultation with the instructor.

- **Due to disregard for the examination:** missing exams without an acceptable reason, as determined by The Principal or his/her designate in consultation with other persons as deemed necessary, may result in a mark of '0' for that examination.
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## **MEDICATION**

For safety & practical purposes it would be appreciated if medicinal drugs were not sent to school at all, but it may sometimes be necessary. If it is, parents/guardians must request that the school administer medicine, & the request must include supporting documents from a medical doctor. There is a form at the office for parents to sign in order to give the school authorization to administer the medication.

A responsible adult must bring the medicine to the main office at school & the container must have instructions & the official pharmacy label on it. Students should not transport medicine to or from school.

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Students may express their individuality through fashion, but some clothing is not appropriate in a school setting. For example, short shorts, halter or tube tops, & clothing that exposes midriffs or cleavage are not permitted at school. As well, clothing or accessories that show offensive images, slogans or logos that promote violence, racism, sexuality, alcohol, tobacco or illegal drugs are not to be worn at school.

Indoor footwear is required for health & safety reasons, so students must take outer footwear off at the door & need to have a second pair of shoes to wear solely in school. In the same way, outerwear such as jackets & headwear (hat policy in place for grades 7-12) must be removed in school & stored in the student's locker or storage area.

As with other school rules, the dress code applies to all school-sponsored trips & activities, however exceptions to the dress code may be permitted during special school events. All dress code enforcement decisions will be based on the best standards reflected in our community.

As a final note, parents/guardians are expected to ensure that children are dressed properly for the conditions outside (warm jackets, ski-pants, mitts, toques, etc. for cold weather). Students in grade PreK-6 are expected to go outside for recess & noon hour, except under extreme conditions.

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## **DRUGS & ALCOHOL**

The school environment must be alcohol & drug free to provide the best opportunities for student success. Staff will work with parents/guardians, students & others to realize the goal of an alcohol & drug free school by: promoting prevention strategies; providing educational opportunities about the dangers of drugs & alcohol; & responding appropriately to alcohol & drug related incidents by following proper disciplinary measures & facilitating rehabilitation by referral to external agencies where appropriate.

At CCS, we maintain a zero tolerance perspective towards drugs & alcohol at school or any school-sponsored activity: **there is no amount of alcohol or drugs that a person may consume or possess that is acceptable.** Alcohol & drug related incidents will be dealt with as "Major Infractions" according to our Code of Conduct.

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## **COUNSELLING SERVICES**

Ms. Behrman & Mrs. Ealey are the Counselor/Family Workers & are available to work with individuals or families. Please feel free to contact one of them for counseling needs or referrals.

Personal Counselors are bound by confidentiality regulations, & cannot reveal the details of personal discussions to others, except in extreme cases where required to by law, or if the client gives permission.

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## **SELECTING & DROPPING CLASSES**

Courses selected or dropped have a significant impact on a student's future, so it is important that these choices be made carefully. Whenever possible, students should keep "doors open." When selecting or dropping courses, students will communicate with parents/guardians, teachers, counselors & the Principal or his/her designate. In addition, students & parents/guardians are encouraged to attend the course selection meetings held in the spring of each year. These meetings provide valuable information for parents/guardians & students

To select classes, students must submit the completed **Course Selection Form** by the deadline indicated on the form. The completed form will contain the student's course selections & signatures of the student, parent/guardian, & the Principal or designate.

*To drop classes during a block, students must:*

- Demonstrate attendance & effort for at least the first three periods.
- Attend a meeting with the teacher, parent/guardian, vocational counselor & the Principal or his/her designate to discuss reasons for dropping the course.

- Present a plan for what will be done with the time created by dropping a class that identifies which course will be taken in its place or what will be done with the spare period, if appropriate.
- Submit a Change of Program form that includes the change of course information & signatures of the student, parent/guardian, teacher, vocational counselor & the Principal or his/her designate.
- Maintain enrolment in the minimum number of courses.

To change course selections prior to the commencement of a semester, students must submit a completed change of program form. These changes will only be approved if it is administratively possible.

## Distance Learning Classes

- Students have the option to take a distance learning class as long as one of the criteria are met below:
  - They have already failed a course and it is not offered again in the current timetable
  - They are a student who has come in late to the school year
  - They pay the fee before taking the course (and then will be reimbursed upon completion)
  - The course is available via Sun West School Division Distance Learning

## CREDIT RECOVERY

- As **recommended** by the teacher, students may have the option for credit recovery if the following criteria are met:
  - student has at least 38% in the course after the final exam or semester has ended
  - the student has at least 75% attendance rate
  - the credit recovery process will go no later than one month past the course end date
- The teacher and or the admin team will decide whether or not the student will be recommended for course recovery

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## YEARBOOKS

To ensure you receive a yearbook, please be sure to pre-order one in the spring. They arrive in September, but few copies are available for those who did not pre-order.

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## DENTAL CLINIC

The Dental Clinic will resume its regular hours of 8:00-5:00pm. Medical update forms will be sent home & must be returned prior to check-ups this year. We had difficulty receiving them in the past, so please return them as soon as possible so check-ups can be completed.

A reminder to all parents/guardians, we provide dental service at the Sandy Bay Clinic 1 week a month, so we are not always in Creighton. Please call us at 688-8628 if you have any questions or concerns.

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## NOON HOUR

**It is strongly preferred that town students eat lunch at home.** Town students who remain at lunch are under the same supervision process as bus students. Grade 1-6 students may eat lunch in their homerooms. **Please do not send lunches that need to be heated before eating.** Students do not have access to microwaves, but some hot lunches can be purchased at our canteen. PreK-6 students who are eating lunch at school will not be allowed to leave the school grounds during the lunch hour. **All preK-6 students also are not allowed to leave the school grounds during recess.**

Grade 7-12 students may eat their lunches in the student lounge, where they have access to a microwave. There, they can do other activities such as schoolwork, reading, etc., or, as scheduled, in some other location. There are activities organized in the gym for students to enjoy.

At all times safe & responsible conduct is expected. Any students who abuse the privilege of eating at school during the lunch hour may have this privilege removed.

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## LOST & DAMAGED LIBRARY BOOKS

If library books or magazines are lost (and not returned one month after due date) or damaged beyond repair, students will be charged the cost of the books. If a lost book is found & returned in good condition (within the school year) the money paid will be refunded minus a 10% penalty per month from the due date on the book. Extenuating circumstances may be considered & may result in an adjustment of the overall penalty. If a book is found & returned beyond repair, no refund will be given.

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## OPEN CAMPUS POLICY

High School students (gr. 10-12) are free to leave the school premises & grounds during unassigned time (spares & breaks).

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## INTERNET USAGE

We are fortunate to have a completely networked computer system in our school with high speed Internet access. This provides some tremendous opportunities for learning & all students receive some technology instruction. Before using the Internet, students must read & agree to the CCS acceptable use of technology guidelines.

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## BUSSING

Creighton School Division, the bus drivers & the bus contractor have the responsibility to ensure the safe transportation of students. The cooperation of parents/guardians & students is requested to ensure safe operation of busses. The bus is to be viewed as a school classroom. The bus driver is required to supervise students & to maintain good discipline & safe bus operating conditions. Therefore, students will obey the driver's instructions at all times.

*The School Board endorses a code of conduct of behavior & parents/guardians are encouraged to see the complete policy but some basic rules are listed below:*

1. Follow the driver's directions immediately.
2. Keep your hands, feet & other objects to yourself.
3. Stay seated unless directed by the driver to do otherwise.
4. Talk quietly, using only appropriate language.
5. Smoking, drugs, alcohol & anything hazardous are prohibited.
6. Non-bus students must provide a bus pass signed by office staff. Parents must call or send a note requesting a bus pass, including an **exact address**.
7. Do not eat or drink on the bus.
8. Sit according to the school bus seating plan.
9. Get on & off the bus only at your assigned stop.

*Choosing not to follow these rules will result in one or more of the following:*

1. A verbal warning from the bus driver.
2. A written report of misbehavior from the bus driver to the principal.
3. An interview with the student and/or parents/guardians to review the rules & reasons for them.
4. Suspension of bus privileges and/ or suspension from school may result from serious or repeated misbehavior. If a suspension occurs, it is the parent/guardian's responsibility to arrange for student transportation to & from school or to arrange a home study program.



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## **STUDENT FEES**

*Several one-time fees are collected:*

1. \$5.00 for all grade 1-6 students to offset the cost of the agenda.
2. \$8.00 for all grade 3 students to cover the cost of recorders for music class.
3. \$35.00 for all students who choose to take band instead of French or Cree.
4. \$25.00 for all grade 7 students to cover some of the cost of materials used in PAA.
5. \$35.00 per course for all grade 8-12 students taking PAA courses.
6. \$40.00 refundable fee for textbook, library book & lock protection will be collected as students enter grade 7. This fee will be refunded (minus any deductions for lost or damaged books) when the student leaves the school or graduates. At the beginning of each year, students must replenish their fee if any deductions were made during the previous year.

**Please make payments at the general school office at the beginning of the semester in which the course is taken;** receipts will be issued at time of payment. Please note that fees will be reviewed annually & are subject to change.

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## **DOORS & BIKE RACKS**

Grade 7-12 students must enter through the Office Door or the Parking Lot Door. All students should use the bike racks nearest to the door they enter.

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## **LOCKERS & LOCKS**

Each grade 7-12 student is assigned a locker & issued a lock. The cleanliness of the locker inside & out is the students' responsibility. Students are required to keep lockers locked & keep the combination to themselves. Students must use school-supplied locks & only locks broken through normal use will be replaced with no cost to the student. Also, **lockers are the property of Creighton School Division 111 & may be searched as deemed necessary, without notice, to maintain good order in the school.**

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## **PRACTICAL & APPLIED ARTS (PAA) COURSES**

All grade 7 students will continue to take a variety of PAA courses. PAA courses include "Shop" & "Home Ec" content, as well as a variety of new material. In grade 8 & 9, students will take further PAA courses but have some choices about the modules they take. In grade 10-12, students may choose PAA courses to fulfill their eventual graduation requirements.

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## **PHYSICAL EDUCATION CLASSES**

Phys Ed is compulsory for all students until grade 11. If a student is unable to participate in a particular class, we ask that the problem be explained in a note from the parent or guardian. Another reason, which we accept for abstaining from phys-ed (particularly for a prolonged period), is for a medical condition & we require a medical statement for our school records in such a case. A short note from your physician explaining the problem will be adequate.

Students unable to participate may be asked to write appropriate reports to meet class requirements. Students are required to have a complete change of clothes (T-shirt, shorts or sweats, socks, etc.) for phys-ed. Only running shoes with non-marking soles will be allowed to be used in the gym.

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# ATHLETICS

## POLICY REGARDING STUDENT PARTICIPATION IN FIELD TRIPS

CCS staff recognizes the value of well-planned field trips. We understand the value of each activity both in terms of educational growth and for purposes of just having an enjoyable experience for students and staff. In order for our field trips to continue to operate as well as they have in the past and to promote as little interference with ordinary routine, we have developed a policy with regard to participation. We ask you to remember that when you are on a school sponsored field trip, you are ambassadors for your school and your community.

### Rules of conduct and expectations

#### i) Responsibility towards Academics

Students involved in a field trip are responsible for all work covered in their courses while away from school. Students are responsible for contacting their teachers prior to the absence from school and securing the work to be covered while they are away. Classroom teachers will provide, on request, the work to be covered during the student's absence.

#### ii) Eligibility Requirements

It is understood that the school administration establishes the original criteria to be used for selection of participants taking part in the field trip. However, it should be noted that students must meet the minimum eligibility requirements as outlined below.

A student may forfeit participation in a field trip due to:

- Lack of academic progress such that it is felt that, in the opinion of administration, his/her participation may result in failing one or more courses.
- Lack of maintaining a 50% average in the subjects being taken at the time of the field trip.
- Attendance seen as being unsatisfactory.
- Poor behaviour at school or on other school functions such that this behaviour might reflect unfavourably on the reputation of the school and the field trip in question.
- Failing to participate satisfactorily in organizational activities and/or fund-raising.

#### iii) Student Behaviour

- School rules and CCS Policies are applicable on all field trips. Students are expected to behave in a manner suitable to any representative of the school as determined by the supervisor/chaperone.
- Consuming alcohol or using drugs is strictly prohibited regardless of age.
- Smoking at all times is prohibited.

**iv) Serious breaches of the school rules** may result in one or more of the following:

- Immediate suspension from the field trip activity
  - Return home accompanied by a chaperone at the earliest possible opportunity. The expenses of both the chaperone and student will be the responsibility of the parent.
  - Suspension from school
  - No further participation in any extracurricular activities.
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- **In the case of drug or alcohol use**, CCS's Drug and Alcohol Policy will apply, see section V below.
  - Other breaches will be dealt with by the Principal, and if needed, Senior Administration, following consultation with the supervisor/chaperone.
  - Administration will be contacted in the case of any serious violation, major problem or situation which could result in any type of harm or danger to the student or students involved.

## **V. DRUG & ALCOHOL POLICY ON SCHOOL PROPERTY OR WHILE ON SCHOOL TRIPS**

Creighton Community School believes that the use of illegal drugs or alcohol has absolutely no place in school events. We believe that students need guidance and leadership to understand the place of drugs and alcohol in the community. Students, regardless of their age, found to have in their possession, to have consumed or to be under the influence of illegal drugs or alcohol while in school, on school trips, or at school events are subject to suspension from school and extracurricular activities.

# HAVE A GREAT YEAR!

