

# **PEMBINA NORTH COMMUNITY SCHOOL STUDENT HANDBOOK**

*United We Achieve Excellence*

**Principal: Ms. Darcie Eamor**

**Associate Principal: Mr. Daryl Chattargoon**

**RR #1, Dapp, AB, T0G 0S0**

**780-954-3790**

**780-954-3791 (F)**

**[www.pncs.ca](http://www.pncs.ca)**

Students within Pembina North Community School will become:

- Readers and writers with the tools to explore and engage in the world around them.
- Competent mathematicians with the ability to apply their skills to real life experiences.
- Active participants who are able to communicate their learning in multiple ways.
- Confident members of our digital world, able to access and manage online information in a responsible way.
- Positive and active caretakers of their bodies, striving to maintain a healthy lifestyle.
- Empathetic and proactive problem solvers, able to relate to, respond to, and restore relationships.
- Community leaders with a heart for service.
- Individuals who share their perspectives and emotions through a variety of artistic expressions.
- Global citizens who can respect and appreciate other cultures within our community, country and world

## **Daily Routine**

Arrival 8:20 – 8:25 am

O'Canada & Attendance 8:30 am

### **Grades K-6**

Agendas 8:30-8:35 am  
Classes 8:35-10:10 am  
Recess 10:10-10:25 am  
Snack 10:25-10:30 am  
Classes 10:30-12:05 pm  
Lunch 12:05-12:20  
Recess 12:20-12:50  
Classes 12:50-2:05 pm  
Recess 2:05-2:20 pm  
Classes 2:20-3:50 pm  
Dismissal 3:50-3:55 pm  
Busses Leave 3:55 pm

### **Grades 7-9**

Classes 8:35-9:25 am  
Break 9:25-9:29 am  
Classes 9:29-10:19 am  
Break 10:19-10:23 am  
Classes 10:23-11:13 am  
Break 11:13-11:17 am  
Classes 11:17-12:07 am  
Lunch 12:07-12:20 pm  
Intramurals 12:20-12:50  
Classes 12:50-1:35 pm  
Classes 1:35-2:20 pm  
Break 2:20-2:30 pm  
CTF Classes 2:30-3:50 pm  
Dismissal 3:50-3:55 pm  
Busses Leave 3:55 pm

**Student Absences:** Parent(s)/Caregiver(s) are asked to phone the school before 8:30 am to report a student who will be absent. Messages can be left regarding attendance 24 hours a day. Please include the reason for the absence and the time your child will be picked up in the message or note. Students are responsible to catch up on any work missed during an absence.

**Student Lates:** It is important for students to be on time. A late arrival disrupts classes and students miss important information. Students arriving after 8:30 am must report to the office before heading to class.

**Student Registration:** When registering for the first time at Pembina North Community School, you will be asked to fill out a Registration Form, provide a copy of your child's birth certificate and sign a technology user agreement. If at any time there are changes to your or your emergency contact information, please inform the school office to ensure you can be reached at all times.

**School Fees:** Students will be assessed school fees each year. A list of current school fees are posted on the school's website in the Supply List letter. Additional fees may be assessed for field trips, extra-curricular activities, and other items such as school apparel or yearbooks. School Cash Online is an option for families wishing to pay online for fees.

**Visitors and Volunteers in the School:** All visitors and volunteers are asked to report to the school office to sign in and obtain an identification pass. We welcome and appreciate the help of volunteers in our school. Teachers will keep parents informed as to various volunteer opportunities within classrooms. Pembina Hills Public Schools (PHPS) requires that all people working in schools obtain a Criminal Record Check (CRC) from the RCMP and a Child Intervention Check (CIC) from Alberta Human Services (the building across from Independent Grocers in Westlock). Checks are valid for three years. It can take several weeks for these checks to be completed so we recommend planning ahead.

**Picking Up Students:** In an effort to minimize disruption to student learning, parents are asked to stop at the office to request that their child be paged for pick up. If you are waiting for your child, the Parent Zone in the foyer is available for your comfort. Please do not proceed down the hallways to knock on classroom doors.

**Dropping Off Students:** Parents are asked to please use the parent drop off/pick up loop to allow their children to enter and exit vehicles safely. Parent parking area is beside the skating shack. Please remember to stop in at the office rather than accompanying your child down the hallway to their classrooms.

**End of the Day Changes:** Please record any end of day changes in your child's agenda. If plans suddenly change and alternate after school arrangements need to be made, please do your best to phone the school prior to 2:00 pm to make these alternate arrangements.

**Fire Drills:** Each year, the school will hold six fire drills. Students and staff will practice proper evacuation procedures. All visitors are required to sign in and out of the office and during a fire drill or emergency, meet at the muster point. The muster point is located on the west side of the school, just past the playgrounds. Please wait here until the all clear signal is given from school administration.

**How we respond to emergencies at school:** Our first priority is the safety, security and well-being of our students and staff. Guided by our division's Emergency Response Plan, we have developed a plan which outlines our school's response to various emergencies.

**What should parents do in an emergency?**

**1. Check the PHPS website**

We will post information on the PHRD website [www.phpschools.ca](http://www.phpschools.ca) and on Twitter @PHRD\_Schools. Phone the PHPS Regional Services Office at 780-674-8500.

**2. Do not come to the school**

You could put yourself in danger and get in the way of emergency personnel. In several instances, our exterior doors will be locked and you will not be able to get into the building.

**3. Do not call or e-mail the school**

We need to keep our phone lines open to communicate with emergency services.

**4. Do not call, text or e-mail your child's cell phone**

Depending on the threat, contacting your child's cell phone could endanger your child.

**What happens during specific emergencies?**

As directed by local emergency personnel we will do the following:

1. If an incident or threat occurs inside or is directly related to our school, RCMP will instruct us to **Lockdown** our school which means we will lock all exterior doors. Staff and students will be directed to classrooms which will be locked. (e.g. dangerous intruder)

2. If an incident or threat occurs outside and is unrelated to our school, RCMP will instruct us to **Hold and Secure** which means we will lock all exterior doors. Students and staff may move freely in the school. (e.g. a high speed chase near our school)

3. In some environmental or weather-related situations, authorities may direct us to **Shelter in Place**, which means we will keep students and staff in school until it is safe for them to leave. (e.g. chemical spill, blackouts, extreme weather conditions)

4. In some instances, we may have to **evacuate** the school. Students and staff will move to our primary evacuation site (Dapp Hall). Students will stay at the evacuation site until it is safe to return to school or they are released to a parent/guardian.

**Before an emergency happens**

1. Ensure the school has current Emergency Contact information for your child.
2. Talk to your child about the importance of following their teacher's instructions during an emergency.

**Inclement Weather:** Please refer to the PHPS and Pembina North Community School's websites to see if there are delays or cancellations in bus service due to weather and road conditions. Updates will also be sent to local radio stations. When the temperature and/or wind chill drops below - 25 C or when it is raining, students will remain indoors for recess. The school administration will use discretion in these circumstances. Please ensure that your child(ren) are dressed appropriately for the weather conditions.

**Leaving School Grounds:** Students are not permitted to leave school grounds. If students are to be picked up by anyone other than a parent, please send a note with your child or call the school to confirm arrangements.

**Dress Code:** Students, staff and parents are expected to dress appropriately in a manner that is respectful of the learning environment (e.g. sleeved shirt/wide strapped tank tops, mid-thigh shorts, modest neckline, t-shirts free of language, graphics and innuendo). Clothing should be neat and clean and shoes must be worn at all times. *All students must have a separate pair of indoor shoes which can also be their gym runners.* The school reserves the right to require changes in any manner of dress that is deemed inappropriate at school. Hats and hoods are to be removed upon entry to the school for security/identification purposes.

**Use of Personal Devices:**

Students are responsible for any personal device brought to the school. The school will not be responsible for locating or maintaining any device.

**Elementary:** Students are encouraged to leave personal devices at home. If a device is brought to school for use on the bus, this device must remain in the child's backpack. Devices can not be used during instructional or recess times. Any use of these devices during the day would be at the discretion of the teacher.

**Junior High:** Students are encouraged to purchase their own Chromebook or device to access Google Classroom as all teachers will incorporate technology within the classroom. Students who do not have a personal device will be allowed to use a school device but it can not leave school property. Students are reminded to label their Chromebook and charger and leave their charger at home. The Chromebook must come to school each day, fully charged. A case is recommended but not available for purchase at the school. Please remember that if students download games or movies on their personal device, the school division technicians will not provide service to repair. Warranty will also be void.

**Student Reporting:**

All students and parents are encouraged to attend Goal Setting meeting at the beginning of October each year as well as Parent/Teacher interviews in March. If at any time you have questions or concerns about your child's progress, you are encouraged to contact the teacher(s) to arrange a convenient meeting time or phone conversation. We encourage the use of student agendas for home and school communication.

**Progress Reports:** Elementary teachers will provide paper copies of student progress reports three times through the year (November/January/April). Student progress for junior high students is reported through the Powerschool reporting system found at <http://powerschool.phrd.ab.ca/public/> Teachers will update student progress on Powerschool at designated times throughout the year. We strongly encourage parents to consistently view their child's progress on Powerschool to ensure that assignments have been completed and performance is acceptable.

**Physical Education:** Attendance and participation are compulsory. Students who are unable to take part in physical education for medical reasons must have a parent(s)/caregiver(s) note stating the reason for non-participation. Grades 7 to 9 students must be equipped with proper physical education attire (shorts or sweats, runners and a t-shirt all contained in a gym bag). Gym attire should be taken home on a regular basis for washing.

**Guidance and Counselling:** Counselling and guidance is offered for individuals, small groups, and classrooms depending upon the needs of students. We have a full time Success Coach on staff as well as additional supports from our Family School Liaison through FCSS and our First Nations Metis Inuit Liaison from PHPS. Our Success Coach has a certificated Emotional Therapy dog (hypo-allergenic) which students adore.

**Healthy Foods – Nutrition:** Nutritious, healthy food choices are encouraged at all times. A healthy diet makes children more settled, attentive and ready to learn and do well in school. Elementary students have a scheduled snack break along with the morning recess. During this time, students are encouraged to select a healthy snack from their lunch. Junior high students are allowed to eat snacks during most of their classes. This is up to the discretion of the teacher.

**Lost Items:** Students are discouraged from bringing valuables or money to school. Lost articles of clothing are placed in the lost and found boxes in each wing of the school. Students are to check carefully for missing items. Items not claimed prior to Christmas Break, March Break, and the last week of June will be given to charities.

**School Council and Fundraising Association:** Our School Council meets on a regular basis and all parents are encouraged to attend public meetings. The Fundraising Association handles the financial support for some school initiatives. Parents are also encouraged to become involved with this committee each year.

**Pets:** Due to allergies students have to animals, there are to be **NO PETS** permitted on school property during or after school unless permission is obtained from the principal. Animals may be brought in for educational purposes, but they must be cleared by the principal before they can enter the building. Pet refers to all living creatures except human beings.

**Administration of Medication:** If students require medication to be administered during school hours, specific paperwork (Form F-23) must be filled out by the parent/guardian. All medication must be in its original container and should be administered to the student by a qualified staff member. School staff do not administer over-the-counter medications to students (ie. Tylenol, Advil) unless the medication is provided by the parent and the proper paperwork has been completed. At no time should students keep prescription medication in their lockers, backpacks or lunch kits. All prescription medication must be left at the office.

**Head Lice:** Head lice is an unpleasant yet common issue with children. To help stop the spread of head lice, please inform the school office when your child has head lice. An information bulletin from Alberta Health Services will be sent to all students in the class to alert parents to be checking their child's head on a regular basis. The affected student will remain anonymous. Sometimes students will complain of an itchy head at school. Office staff will check the child's head and inform the parent(s)/caregiver(s) if head lice are detected. If head lice are found, the student will need to go home and be treated before he/she returns to school. .

**Standard of Behaviour:** A Standard of Behaviour is a teaching model rather than a mandate for behaviour. The emphasis is on teaching rather than telling, nurturing rather than sanctioning and including rather than excluding. Emotional and physical safety are fundamental for the provision of safe and caring school communities, and refer to a classroom and school environment in which students can experience all of the following:

- A sense of value, belonging, acceptance, respect and dignity
- The freedom to learn in an environment of respect and acceptance, take risks learning new things without fear of making a mistake
- Encouragement, support, recognition, effective instruction, guidance and appropriate resources
- Recognition and acknowledgement of one's unique talents, skills and qualities
- The freedom from harassment, intimidation (examples include: labeling, name-calling, ridicule, taunting, criticism or contempt) and threat of physical harm from adults or peers
- The freedom to make choices and influence one's own learning and pursue personal interests
- The freedom to have (and appropriately express) one's own feelings and opinions without fear of recrimination

***Students are, to the fullest extent possible, responsible for:***

- Showing respect for the rights, property and safety of themselves and others
- Respecting and appreciating the diversity of all school members regardless of their race, culture, ethnicity, religion, gender, sexual orientation, age and ability
- Expressing themselves with socially acceptable language and behaviour
- Exhibiting behaviour that avoids all forms of intimidation, harassment, racism, and discrimination
- Dressing in accordance with school dress standards
- Treating school property and the property of others with reasonable care
- Respecting the responsibilities of all school members in exercising their duties
- Promoting positive behaviour through the avoidance of all types of violent acts
- Attending classes, activities and events and being prepared and punctual
- Showing courtesy and respect for the rights of all people in the school and in the community
- Demonstrating behaviour that contributes to an orderly, supportive, and safe learning environment
- Resolving interpersonal conflicts and difficulties through discussions or by seeking assistance from school personnel
- Developing self-discipline

***Staff members are responsible for:***

- Subscribing to the policies of the Pembina Hills Regional Division #7 and/or the tenets of the Alberta School Act and the Alberta Teachers Association Professional Code of Conduct for professional behaviour
- Treating parents, students and fellow staff with dignity and respect at all times
- Participating and cooperating with parents and other school staff in the development and implementation of plans to address the learning needs of students
- Communicating information about student behaviour to parents and administration as appropriate
- Establishing and maintaining a safe, secure, non-threatening learning environment
- Providing an environment that promotes self-esteem and self-discipline

***Parents are responsible for:***

- Instilling basic values and responsibilities in their children
- Treating staff with dignity and respect at all times
- Following established protocol in expressing concerns about individual staff members. Refer to school website for communication protocol.
- Ensuring that their child attends regularly and punctually
- Helping their children understand and succeed in meeting the behavioural expectations
- Communicating with the school in regards to their child's needs (academic, social, emotional and behavioural).
- Demonstrating support for the school and offering constructive input
- Problem solving in a manner respectful of all involved
- Obtaining a Criminal Record Check (CRC) and Child Intervention Check (CIC) prior to volunteering in the school

**Behaviour is situational, and any and every response to behaviour must always be informed by the circumstances of the situation.**

- Discipline is intended to restore safety, reinforce appropriate behaviour, and promote the learning of self-control
- Expected behaviours must be actively taught both at home and in school
- The strategies used to develop understanding and respect for the rights of others may vary from student to student
- If non-compliance to the school's behaviour expectations occurs, an appropriate response shall follow

**Appropriate Responses**

Schools are safe but by their very nature will encounter problem behaviours. Pembina North Community School is committed to working towards the provision of a safe learning community, and will always respond to situations that threaten or violate the physical and emotional safety of those in our care.

In addressing any misbehaviour, responses shall:

- Be logical, realistic and timely
- Be appropriate for the student's stage of development and considerate of the student's unique needs
- Reflect the severity of misbehaviour and take into account the frequency, duration and intent of misbehaviour
- Be chosen initially to restore safety and order
- Make sense to students as much as possible
- Enable students to generate appropriate responses and solutions and rebuild trust

The following are examples of responses that may be considered in addressing inappropriate behaviour:

- Discussion with those involved
- Interviews that may involve students, staff, parents and/or divisional personnel
- A plan that may include counseling, mentoring or mediation
- Time out: a "cooling" off period
- Student detention
- Writing and issuing of apologies
- Withdrawal of privileges
- Making amends, either monetarily or through school-based community service
- Development and implementation of a behavioural or performance contract
- Suspension: in-school or out-of-school ranging from one class period up to/including 3 days
- Expulsion: involvement of school administration, Superintendent and Board is required.

## **Junior High Programming**

In order to help students and parents transition to a very different timetable and classroom structure, the following information items may be helpful:

**Attendance:** students will now have 4 different teachers for their core subjects. If a student misses a day, it is up to the student to find out what was missed and complete the assigned work on their own time. Teachers can not find “extra time” during the day to help students catch up. The onus is on students to be responsible for their own learning.

- In order to help your child be successful, please attempt to make all appointments on our Alternate Days or during vacation breaks.
- Please make every attempt to schedule family vacations during our natural school breaks.
- Please attempt to arrange after school activities that allow students to complete their CTF courses.

### **Early Pick Up's:**

- Students are responsible for catching up on all work that is missed if they leave prior to the end of the day.
- Please remember that CTF courses are assessed based on student performance, not written exams so it is important for students to maintain attendance during CTF
- Students must inform their teacher(s) if they are going to be leaving the school early.

### **Junior High Sports:**

- Our extra-curricular sports program is very competitive. We make every effort to allow all students to participate, however, the Fair Play guidelines at the junior high level do not maintain equal playing time.
- Please refer to our Sports Handbook for additional information on player expectations (attending practices), fees and playing time.
- Please note that our sports teams often need to leave school early or miss an entire day due to tournaments. All other students are expected to be at the school for a regular school day when this occurs. Athletes are accountable for missed work.

### **Intramurals:**

- Mr. Ivey has organized a full slate of intramural activities. Grade 9 students select players for their teams (changes with each sport) and the winning team always ends the season with a game against the staff.

**Assignments/Homework:**

- The pace of instruction at the junior high level tends to accelerate. This is another reason that it is important for students to be in attendance.
- Students may have occasional homework, however, if they use class time wisely, our teachers ensure that homework is minimal.
- Students are responsible to hand in their assignments on time. Teachers will enter a mark of zero for late or missing assignments. Students may have an opportunity to remove the “zero” if assignments are handed in, however teachers do have the discretion to place a time limit on how long they will wait for missing assignment, and/or students may be penalized with a reduced mark on late assignments. This is in compliance with AP 60-10.

**Responsible, Self-Reliant Students:**

- Our goal is to help students develop the skills necessary for future success. This includes Executive Functioning skills that support independence such as:
  - organize personal learning space
  - keep locker organized
  - come to class prepared with all materials
  - Chromebook needs to be charged
  - runners and gym clothes for gym
  - returning all permission forms
  - completing all homework
  - turning in assignments on time

**Texting:**

- Please refrain from texting your child during the instructional day. Students are not to have their cell phones accessible during instructional times. They can check their phones during breaks and the lunch hour.

**CTF Classes:**

- Always at the end of the day
- Students provided choice between 17 courses during the year, but they will choose 6 (5 if they select Band)
- Space will be limited in selected courses such as Construction and Foods. Priority for student placement will be given first to Band students and grade 9 students.
- Assessment is based on the CTF rubric

**Dress Code:**

- Please see above
- Hats and hoods are to be removed upon entering the school

### **Chromebooks:**

- Students are encouraged to purchase their own Chromebook. The school will subsidize by \$100.00, the purchase of one device during their junior high years.
- Students must label their Chromebook and charger
- Chargers need to stay at home
- Devices need to come to school fully charged
- Students are reminded to NOT download games or movies on their device. Division technicians will not repair devices that have had these downloads.
- Students are encouraged to be gentle with these devices, they are not overly sturdy but if handled properly, they can last over 5 years!
- Parents are encouraged to purchase a case for protection of the device.

### **Awards:**

A Junior High Awards Ceremony is held each September to honour the achievements of students from the previous year. Currently, these are the categories for which awards are presented:

- ❖ Honour Roll: :Each student who achieves a cumulative average of their four core subjects (Math, Science, Social, Language Arts) within the following ranges will be on the honour roll. 70-79% = Merit 80-89% = Honours 90%-100% = Distinction
- ❖ Performance Awards: Performance Awards will be awarded to the top student in each grade in each of the CTF Options Courses.

PNCS will award one of each of the following awards each year.

- ❖ Music: Jeremy Scatter Music Award
- ❖ Music: Heart and Hustle Award
- ❖ Sports: Athlete of the Year Award, Male & Female, Grade 7, 8 & 9
- ❖ Sports: Heart and Hustle Award, Male & Female, Grade 7, 8 & 9
- ❖ Diligence Award: Grade 7, 8 & 9
- ❖ Outstanding Student Volunteer Award: Grade 7, 8 & 9
- ❖ Pembina Hills Public Schools Citizenship Award: Grade 6 & 9