

Pembina North Community School

RR 1, Dapp, AB, T0G 0S0

Ph: 780-954-3790

www.pncs.ca

Student Handbook

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 and
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
Classes 10:30-12:05 pm
Lunch 12:05-12:20 pm
Recess 12:20-12:50 pm
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 Depart 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 pm
Lunch 12:07-12:20 pm
Intramurals 12:20-12:50 pm
Classes 12:50-2:20 pm
Break 2:20-2:30 pm
CTF 2:20-3:50 pm
Dismissal 3:50-3:55 pm
Busses Depart 3:55 pm

Student Absences: Parents/Caregivers are asked to phone the school office 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, if applicable, the time the child will be picked up if they are leaving early. 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 going to class.

Student Registration: When registering for the first time at PNCS, parents must complete a Registration Form for the child, provide a copy of the child's birth certificate, and sign a series of permission forms. If at any time there are changes to contact information, please inform the school office to ensure you can be reached at all times.

School Fees: A list of current school fees are posted on the school website. Parents will be notified of fees that are due. Payment may be made through the school office by cash or cheque, or online via your Powerschool Parent Account.

Visitors and Volunteers in the School: All visitors and volunteers must sign in at the school office and obtain an identification pass. Pembina Hills Public Schools (PHPS) requires all volunteers to complete a Volunteer Registration Form and obtain a Criminal Record Check from the RCMP and a Child Intervention Check from Alberta Human Services. This will be kept on file for the duration of time that the volunteer's child is in attendance at PNCS.

Picking Up Students Early: Parents are required to check in at the school office when picking up their child early from school. The child will be paged and will meet their parent in the front foyer. Parents are not to proceed down the hallways to knock on classroom doors.

Dropping Off Students: Parents are asked to please use the pick up/drop off zone in the parking lot to allow their children to enter and exit vehicles safely.

End of the Day Changes: If there are changes to your child's end of day routine, please inform their teacher at the beginning of the day. If plans suddenly change and alternate after school arrangements need to be made, please inform the school prior to 2:00 pm so that classroom teachers can be made aware of the changes.

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

Fire Drills: Six fire drills will be held each year. Students and staff will practice proper evacuation procedures. All visitors must also exit the building during a fire drill. The muster point for staff and students is located on the west side of the school grounds, just past the playgrounds. Students will line up per grade and remain outside the building 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

Information will be posted on the PHPS website www.phpsschools.ca or phone the PHPS Regional 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 email the school

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

4. Do not call, text or email 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 Division and School websites to see if there are delays or cancellations in bus service due to weather and road conditions. 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 is dressed appropriately for the seasonal weather conditions.

Dress Code: Students, staff and parent volunteers 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 foul language, graphics and innuendo, underclothes not visible). 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 time. 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 should label their Chromebook and leave their charger at home. The Chromebook must come to school each day fully charged. Purchase of a case is recommended. Please remember that if students download games or movies on their personal device, the school division technicians will not provide service to repair and warranty will also be void.

Guidance and Counseling: Counseling and guidance is offered for individuals, small groups, and classrooms depending on the needs of the students. PNCS has a full time Success Coach on staff as well as additional support from our FMNI liaison and other Regional Office staff. Our Success Coach also has a licensed Emotional Support dog (hypo-allergenic).

Physical Education: Attendance and participation are mandatory. Students who are unable to take part for medical reasons must have a parent note stating the reason. Grade 7-9 students must have proper physical education attire (shorts or sweats, runners and a gym t-shirt). Gym attire should be taken home on a regular basis for washing.

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.

Student Reporting:

All students and parents are encouraged to attend Goal Setting meetings 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 for a meeting time or phone conversation.

Progress Reports: Elementary teachers will provide paper copies of student progress reports three times throughout the year (November/January/April). Student progress for junior high is reported through the Powerschool reporting system. Teachers will update student progress on Powerschool at designated times throughout the year. Parents are strongly encouraged to consistently view their child's progress on Powerschool to ensure that assignments have been completed and performance is acceptable. A final report card will be issued at the end of June.

Healthy Foods - Nutrition: Nutritious 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 scheduled snack breaks in the morning and afternoon. Junior High students are allowed to snack between classes. Parents are reminded to send enough food for lunch and both snacks.

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 various school initiatives. Parents are also encouraged to become involved with this committee each year.

Pets: Due to allergies, 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 must be filled out by the parent/guardian. All medication must be in the 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 or 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 with the completed medication forms.

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 if 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. A staff member will check the child's head and inform the parent if head lice is detected. If head lice are found, the student will need to be picked up from school immediately 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 and to take risks learning new things without fear of making mistakes.
- Encouragement, support, recognition, effective instruction, guidance and appropriate resources.
- Recognition and acknowledgement of one's unique talents, skills and qualities.
- 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 interest.
- The freedom to have (and appropriately express) one's own feelings and opinions without fear of reprimand.

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 discussion or by seeking assistance from school personnel.
- Developing self-discipline.

Staff members are responsible for:

- Subscribing to the policies of Pembina Hills Public Schools 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 the PHPS document [School Dispute Resolution](#) 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.
- Completing the [Volunteer Registration Form](#) along with obtaining a current Criminal Record Check and Child Intervention Check 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 division 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 suspension ranging from one class period up to or including three days.
- Expulsion: Involvement of school administration, Superintendent and Board is required.

Junior High Programming

In order to help students and parents transition from elementary to junior high, the following information items may be helpful.

Attendance: Students will now have four 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 may not be able to 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 end-of-day CTF courses.

Early Pick-Ups:

- 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 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 [PNCS 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 day when this occurs. Athletes are accountable for missed work.

Intramurals:

- Mr. Ivey organizes a full year of intramural activities for junior high students. Intramurals are played during the lunch break each day. Grade 9 students select players for their teams (changes with each sport) and the winning team end the season with a game against the staff.

CTF Classes:

- Always at the end of the day.
- The CTF year is split into three trimesters. Six different CTF options are offered each trimester; students can choose two different CTF options each trimester (Band extends over two trimesters).
- Space is limited in select courses such as Construction and Foods. Priority for student placement will be given first to Band students and then to Grade 9 students.
- Assessment is performance based as outlined in the [CTF Rubric](#).

Assignments/Homework:

- The pace of instruction at the junior high level tends to accelerate in comparison with the pace of elementary learning. For this reason consistent attendance is extremely important.
- Students may have occasional homework, however if class time is used 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 mark if assignments are handed in, however teachers do have the discretion to place a time limit on how long they will wait for missing assignments, and students may be penalized with a reduced mark on late assignments. This is in compliance with PHPS [Administrative Procedure 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:
 - Organizing personal learning spaces.
 - Keeping lockers organized.
 - Coming to class prepared with all materials.
 - Coming to class with a fully charged Chromebook.
 - Attending gym class with indoor running shoes and gym clothes.
 - Returning all permission forms.
 - Completing all homework.
 - Handing in all assignments on time.

Texting/Phoning Students:

- Parents are asked to refrain from texting or phoning their child's cell phone during the instructional day. Students are not to have their cell phones accessible during instructional times. Students may check their cell phones during breaks and the lunch hour.
- Parents may call the school office at any time during the day to leave messages for their child. These messages will be passed on to the student during break times.

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 are to be kept at home.
- Chromebooks need to come to school fully charged.
- Students are not to download games or movies on their devices. Division technicians will not repair devices that have these downloads.
- Students are encouraged to get a case for protection of their Chromebook.
- Students are encouraged to treat their Chromebook with care.

Junior High Awards:

A Junior High Award 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 received a cumulative average of the 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: The top student in each grade in each of the CTF Options classes will be presented with a CTF Performance Award.

PNCS will also present the following awards each year:

- Jeremy Seatter Music Award
- Heart and Hustle Music Award
- Athlete of the Year, Male & Female, Grade 7, 8 & 9
- Heart and Hustle Athletics Award, Male & Female, Grade 7, 8 & 9
- Diligence Award, Grade 7, 8 & 9
- Outstanding Student Volunteer Award, Grade 7, 8 & 9