

# **Spirit of the North Community School**



## **Vision Statement:**

Spirit of the North and its community inspires, builds, and celebrates successes.

## **Student/Parent Handbook**

10801-102 St.  
High Level, Alberta  
T0H 1Z0  
Telephone: (780) 841-7200

Fort Vermilion School Division #52

**NAME:** \_\_\_\_\_

**HOMEROOM:** \_\_\_\_\_

**TEACHER'S NAME:** \_\_\_\_\_



# Fort Vermilion School Division 2022-2023 School Calendar

**August 2022**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**August**  
 1—Civic Holiday  
 30—Organizational Day  
 31—Professional Development Day  
 O = 2 I = 0

**February 2023**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**February**  
 13-14—Day off in Lieu of PT Interviews  
 15—School Closed  
 16-17—Teachers' Convention  
 20—Family Day  
 O = 18 I = 14

**September 2022**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**September**  
 1—Professional Development Day  
 2—Organizational Day  
 5—Labour Day  
 6—First day of classes  
 30—National Day for Truth & Reconciliation  
 O = 20 I = 18

**March 2023**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**March**  
 13-14—Professional Development Days  
 O = 23 I = 21

**October 2022**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**October**  
 3—Professional Development Day  
 10—Thanksgiving Day  
 O = 20 I = 19

**April 2023**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**April**  
 1—First day of Spring break  
 7—Good Friday  
 10—Easter Monday  
 11—Professional Development Day  
 12—Classes Resume  
 21—Last day of Quad 3  
 24—First day of Quad 4  
 O = 14 I = 13 (8+5)

**November 2022**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**November**  
 9—Last day of Quad 1  
 10—Professional Development Day  
 11—Remembrance Day  
 14—First day of Quad 2  
 O = 21 I = 20 (7+13)

**May 2023**

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**May**  
 22—Victoria Day  
 O = 22 I = 22

**December 2022**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**December**  
 23—First day of Christmas break  
 25—Christmas Day  
 26—Boxing Day  
 O = 16 I = 16

**June 2023**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**June**  
 22—Last day for K-9 students  
 23-26—PD for K-9 Teachers  
 26—Last day for 10-12 students  
 27—Organizational Day  
 28—Summer break begins  
 O = 19 I = 16 (K-9) I = 18 (10-12)

**January 2023**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**January**  
 1—New Year's Day  
 9—Classes resume  
 26—Last day of Semester 1/Quad 2  
 27—Professional Development Day  
 30—First day of Semester 2/Quad 3  
 O = 17 I = 16 (15+2) (14+2)

**July 2023**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**July**  
 1—Canada Day

**2022-2023 School Year**

Semester 1	K-9	10-12	Semester 2	K-9	10-12	Total Days for Year	K-9	10-12
Operational Days =	94	94	Operational Days =	98	98	Operational Days =	192	192
Instructional Days =	87	87	Instructional Days =	88	90	Instructional Days =	175	177
Quad 1 =	44		Quad 2 =	43		Quad 3 =	45	
						Quad 4 =	45	

- Professional Development (no classes for students)
- PAT/Diploma Exams
- Organizational Day (no classes for students)
- Holidays
- Day in Lieu (no classes for students)

**Elementary, Junior High:** Based on 326 minutes instructional day X 175 days = 951 hours.

**High School:** Based on 340 minutes instructional day X 177 days = 1003 hours.



## Principal's Message

*Education's purpose is to replace an empty mind with an open one - Malcolm Forbes.*

Each year we choose a theme book to inspire the hearts and minds of our students coming back to school. This year we have chosen *The Circles All Around Us* by Brad Montague. This is the story of a circle. When we're first born, our circle is very small, but as we grow and build relationships, our circle keeps getting bigger and bigger to include family, friends, neighbors, community, and beyond. Brad Montague originally created *Circles* as an Instagram video adorably narrated by his kids, and now this picture book adaptation is the perfect way to start a conversation about how to expand our worlds with kindness and inclusivity--even if it seems scary or uncomfortable.

At Spirit of the North, we celebrate the successes of all students. We work to build the skills, competencies and confidence in our students to achieve any task they wish. We build resiliency skills through character building activities throughout the year.

Our staff is committed to educating your child for academic success, as well producing students who work to be part of something bigger than themselves.

I cannot wait to learn and celebrate our successes together.

Your Principal,  
Mr. Cory Boudreau

## PARENT INFORMATION

### School Goals

1. *Spirit of the North will foster connectivity and well-being amongst community, students, parents and staff.*
2. *All students will improve literacy skills across the content areas.*
3. *All students will improve numeracy skills.*

### Office Hours

Daily office hours are from 8:30 am to 4:00 pm. Doors open for students at 8:30 am. Please note that students should not be on the school grounds before 8:25 am as there is no adult supervision available before that time. If you need to leave a message for your child, please call before 2:30 whenever possible. **Our school doors are often open past 4:00 pm, so drop by if your child needs to pick up a forgotten assignment or an agenda.**

### Bus Students

Transportation to and from school is available for all out-of-town students. The Fort Vermilion School Division provides transportation for rural students at no charge. **Students who are accompanying a friend home and who do not regularly ride the bus must also be registered as a bus student and have made arrangements with the bus driver, or they cannot ride the bus. The school is not able to make these arrangements for you.**

To make arrangements for transportation, you are able to contact the High Level Bus Garage at (780)926-3966 or the Fort Vermilion School Division Bus Garage at (780)928-3860.

### Parking

Parents dropping off or picking up students please use the student drop off lane parallel to 102 Street. If you are parking for an extended period of time, please use the staff parking lot only. We cannot have vehicles in the bus lanes at any time.

### **School Calendars and SNCS Newsletters**

School event calendars and hot lunch menus (paper copies) are given at the end of each month. In addition, Weekend Updates (email) are sent every Sunday, which communicate the week's events to parents and students. All of this is posted on the school's website: [www.fvsd.ab.ca/school/SNCS](http://www.fvsd.ab.ca/school/SNCS) and on our Facebook page.

### **Attendance & Punctuality**

Regular school attendance is a major factor contributing to student success. While the goal is to maximize student time in school, it does take into consideration that there will be times when students must be away.

- parents are requested to phone the school whenever absence or lateness is unavoidable. Call (780)841-7200 or email [spirit@fvsd.ab.ca](mailto:spirit@fvsd.ab.ca)
- attendance is taken in the morning and after lunch.
- absences from school should only occur for valid reasons.
- the parent/guardian of a student who is repeatedly absent will be contacted and the student will enter our attendance plan.

### **Late Students**

Students who are **late** for class are welcome to enter class; however, they should check in at the office prior to going to class.

**Unexcused absences** will result in communication between the teacher and the parent/guardian or principal.

### **Leaving the School During the Day**

Students leaving the school during the day must sign out at the Office. Students are not permitted to leave school grounds unless we have parental permission. Parents can either send a note with their child, call the office or send an email. Forms are sent home for parents to sign if they wish to give permission for their child to leave at lunch time for the entire year.

### **Cold Weather Policy**

In all cases, the Superintendent in consultation with the Transportation Manager has the authority to suspend, cancel or reroute bus service if it is deemed that the safety of staff, students or the general public is in jeopardy

### **Temperature Factors**

Bus service in a certain area is to be cancelled by 6:30 a.m. by the Transportation Manager when the temperature reaches -40C without the wind or -48C with the wind as measured by Environment Canada Data. This communication must be posted on the school's website and Facebook page.

### Emergency Plans

Spirit of the North has an Emergency Plan that contains procedures for the following:

- Disaster Preparedness
- Power outage/inclement weather
- School Lockdowns

Evacuation routes and Lockdown routines are posted on the walls of each classroom. In order to avoid any complications, students are requested to become familiar with the procedures and exits they would use for each classroom they occupy through the day. Evacuation and Lockdown drills are conducted at various times during the year. Students are encouraged to wear indoor footwear at all times in the event of an evacuation.

### Medical Information

Please inform the school of any medical conditions your son/daughter may have. It is necessary for us to know about the condition and the immediate treatment if we are to respond to an emergency situation. Parents/guardians of students who have been identified as having a medical or behavioral condition that may require monitoring or intervention will complete a medical form providing a description of the condition, signs to watch for, interventions required in the event of an incident, medications taken and contact information for parents and/or emergency contacts. This form will be posted in the staff workroom with the child's photo to ensure staff are aware and can provide appropriate support.

### Administration of Medication To Students

If your child requires medications, they must bring a supply from home.

A "Request for Administration of Medication to Students" Form must be completed by the parent/guardian of a student who is required to take medication at school. This includes prescription and over the counter medications. All medications are to be kept in the office and administered by the administrative staff unless otherwise indicated on the form. The person administering the medication will track it on the "Student Medication Schedule". A copy of the form is sent to the central office and originals are kept in a binder in the office .

If a student is ill or involved in an accident, parents will be notified immediately. **Please note that we cannot provide proper facilities for students who are ill with flu or other contagious infections. It is important that we have all your updated contact numbers. Every family needs an emergency contact home where the student can be sent if the parent/guardian cannot be reached.**

### **Infirmary**

The infirmary is located in the main office. If students wish to use this facility, they must request permission from their teacher. The infirmary contains one bed and is designed to provide basic first aid. This room is only intended to be occupied by a student until arrangements can be made with a parent or guardian for the student to return home.

### **Nut Safe School**

Please note we strive to be a nut safe facility. Several students within our building have severe allergies. We want to ensure a safe environment for them, so we do not permit these foods in our building.

### **Community Health Services**

The Community Health Nurse visits the school on a regular basis. If parental consent has been granted, the following services will be provided:

- Immunizations - hepatitis B (Grade 5/6)
- Immunization updates as required

Families new to the school are encouraged to contact Community Health Services to advise where the immunization records for their sons/daughters can be obtained. Whenever immunizations take place, immunization cards are sent home with each student. Questions or concerns about these services can be directed to Community Health Services at (780)841-3230.

### **Personal Wellness**

At times, students get upset and require extra attention. We ask that parents inform the teacher if there is a situation of critical illness, bereavement, family discord, or changes in the home. We have personnel within our school who can help families deal with these situations.

### **Connectivity Team**

#### **Student Wellness**

The aim of the Student Wellness Project is to increase the coping behaviors, knowledge, and skills of children to enable them to make better choices and adopt behaviors to protect their mental and physical health. Within a school-based setting, the student Wellness staff develop and implement prevention and intervention strategies to support, strengthen and increase wellness. Strategies include classroom-based universal programs for all children, small group programming for students and individual programming when required.

### **Use of Electronics at School**

We do allow students to bring electronics such as phones, laptops, I-Pods and handheld video games. Students must use them at the appropriate times, be good digital citizens, and keep them secure in their lockers. If your child has a cell phone, it can only be used during recess. We understand that cell phones are necessary for some families, but any messages or contact should come through the Office. Students will be given any messages in a prompt manner. Misuse of cell phones will be considered on a case-by-case basis.

### **School Council**

In keeping with School Board policy, a School Council is established early in the school year. The purpose of this council is to advise school administration and the Board of Trustees. School Council is comprised of at least seven elected parents, one elected teacher representative and at least one school administrator. All parents of students at SNCS are encouraged to attend the monthly School Council meetings. During mid-September we will be forming a school council. Dates and times will be advertised.

### **Homework Guideline**

At Spirit of the North, we strive to ensure all activities positively contribute to student learning. Any homework given to students will be purposeful and based on the student's skill building needs, therefore students may not all receive the same homework. The intention is that homework be at a level which the student could complete independently. We value family time and see the importance of extracurricular activities therefore homework will be kept to a minimum.

### **Students and the Internet**

SNCS feels it essential that students understand and become proficient in using technology as a tool. We will require parental/guardian permission for students to have access to Internet and E-mail. A parent/guardian may at their request (by not signing the consent form) prevent their child from having access to: Internet, e-mail or both. Please note that the school jurisdiction does block unacceptable sites through software as well as through student, teacher and parent identified sites. It is, however, not a perfect system and occasionally unacceptable material does slip through our preventative systems. Students are taught digital citizenship skills prior to receiving their Chromebooks.

Students at Spirit have access to a restricted YouTube. This means that YouTube does not have comments or a preview pane on the side.



## STUDENT INFORMATION

### Daily Announcements

Opening activities will begin with the Treaty 8 Land Acknowledgement followed by the National Anthem, information sharing, and student recognition. Announcements are hosted virtually at 8:50 am.

### Daily Schedule

8:40 am-Morning Bell	11:30 am-12:00 pm -Grade 4 Lunch
8:45 am- Land acknowledgement & Nat. Ant.	11:45 pm-12:15- pm-Grade 5 Lunch
10:00 am-10:10 am-Grade 4 Recess	12:00 pm-12:30 pm - Grade 6 Lunch
10:10 am-10:20 am- Grade 5 Recess	2:45 pm - Dismissal
10:20 am-10:30 am-Grade 6 Recess	

### Telephones

A telephone in the office is provided for student use. The office secretary will take messages for students in the event of a family matter. Students are to use the phone for necessary calls, with teacher permission.

### Lockers

All students will be provided with a locker and lock. Students should note that although lockers are the property of the school, any damage to them may be charged to the occupant of the locker.

Conditions for locker use are as follows:

- Lockers are to be secured with a lock supplied by the school.
- The principal reserves the right of entry at any time without the student's permission.
- Students are responsible for the safe storage of their possessions including clothing and footwear.
- If you bring items of value to school, please ensure that they are locked in your locker or given to your teacher for safekeeping.

### **Library**

The library is the heart of our school community. Students are free to visit our library during the day and during assigned hours. We strive to offer many different genres of literature. Our goal is to create lifelong readers and our collection is designed with the needs of kids in mind. Our Accelerated Reader Store is housed in the library.

### **Dress Code and Expectations**

The clothing that students wear to school should be appropriate for school and for the weather. Students need:

- Outside footwear (shoes, boots, sandals depending on the season)
- Inside shoes (to be worn only inside the school and the gym)

**Gym Strip** - students should have an extra t-shirt and running shoes for PE classes.

**Hats & Hoods** - Hoods are not to be worn inside the school. Hats can be worn but must be removed during the National Anthem and at lunch.

**Wheels** - Heelys (or wheeled shoes) are not to be worn inside the school. These can be worn outside during recesses or lunch breaks. Bikes are not to be used during recesses. Scooters can be used at recesses providing a helmet is worn

### **Extra-Curricular Programs**

Students are invited to participate in both sports programs as well as a variety of clubs and groups. Our goal is to build skills and interests in students. We offer both a variety of after school activities. In all activities and programs, the school's focus will be on building skills and teamwork.

### **House Teams**

Students are involved in House Teams at SNCS. These teacher led, multi-grade teams compete together all year for the coveted House Team Cup. The activities vary from sporting events, to fundraising, to art and reading.

## STUDENT RESPONSIBILITIES

Experience and research clearly show that students make appropriate and meaningful decisions when three things occur.

- 1) They understand clearly what is expected.
- 2) They know the consequences of their decisions.
- 3) The consequence is carried out consistently.

During the first week of school our students along with staff will identify the expectations and define clearly the consequences.

## SCHOOL EXPECTATIONS

1. Students will act in a respectful and responsible manner
2. Students will use extra effort to include others and help make the school a safe, caring place.
3. Students will help others by saying "no" to bullying and by standing up to those who bully. Victims and Bullies are included in groups to build skills needed.
4. Students will follow the directions of school staff in a co-operative and respectful manner. Student behavior must not disrupt or interfere with the learning environment or safety of others.

**S - Safe and Caring**

**T - Team Player**

**A - Accountable**

**R - Respect**

**S - Success**

## STUDENT BEHAVIOR

We work on the positive behavior model by rewarding students for good behavior. In addition to academic and social growth, schools guide students in developing positive decision-making skills. Being a life-long process, decision-making has one characteristic that is important to keep in mind: **A decision often affects more than the decision-maker.**

SNCS views student behavior as having two levels:

Level 1 - student decisions that affect only the student

Level 2 - student decisions that affect others in school

### Level 1

These decisions are ones which directly impact the decision-maker. Examples include skipping school, tardiness and refusing complete academic tasks. Though there is a possible long-term societal impact, the personal impact on the individual is clear. In these situations, the school will work with parents/guardians, child circle worker, social agencies and the student, to foster better decision-making in the future

### Level 2

When students make decisions that negatively affect the safety, self-esteem, comfort level or education of another individual at school, those decisions are deemed unacceptable. Each year, our students are taught the rules of the school and the consequences of breaking them. Though we focus heavily on the positive behavior model in our school, students sometimes choose to make decisions that negatively affect others or their schooling. In these cases, the school may choose one or more of the following:

- 1) Teacher/Staff will speak with the student
- 2) Administration speaks with student
- 3) Parents/guardians will be informed of the incident(s)
- 4) A loss of privileges

Loss of privileges may include but is not limited to:

- 1) Noon hour/recess loss of privileges
- 2) In-school suspensions
- 3) Out-of-school suspensions
- 4) Expulsion from school
- 5) Other consequences as determined by the administration and/or parent/guardian

Inappropriate or unacceptable conduct includes behaviors that:

- Interfere with the learning of others
- Interfere with a respectful, orderly environment
- Create unsafe conditions
- Bully, harass, intimidate students or staff

We maintain a "Hands Off" policy at SNCS (i.e. no inappropriate or aggressive physical contact, play fighting or tackle games).

**Students are encouraged to build people up and make their days better.**

**As a school we have a song which reminds us to be the best we can be:**

I am proud like a mountain.

Big as the sea

I will stand up

For all that I believe

And if I don't succeed

On the first or even tenth try

I will pick myself up

And try, try again.

*Written by Peter Puffin*

**Student Evaluations**

Parents will receive three written reports throughout the year with Report Cards being sent home on December 2, March 17 and June 22. Fort Vermilion uses outcome-based reporting. Student learning is reported using Academic Achievement Indicators. These indicators describe how well the student has met the key learning outcomes.

**In Closing**

We appreciate you taking the time to learn more about Spirit of the North Community School. If you have any further questions, comments or concerns please feel free to contact our office at 841-7200. You can find out more about Spirit on our website: [www.fvsd.ab.ca/school/SNCS](http://www.fvsd.ab.ca/school/SNCS)



S - Safe & Caring

T - Team Player

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R - Respect

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