



La Crete Public School

Guidelines and Procedures

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Principal's Message

Dear Parents and Students of La Crete Public School,

Welcome to the Lancers! We are excited to have you part of our community.

What is a Lancer?

Lancers....

Leave a Legacy

Thrive in Community

Live with Purpose

Rise to the Standard!

It is our goal that all students will develop the skills, attitudes and knowledge to live out the Lancer Pillars – in academics, extracurricular, jobs, family and life.

This handbook summarizes some key procedures and ways of organizing our school so that we can maximize our time together and in the end help your son or daughter gain an education that will help them in their next step in life.

It is our belief that parents are key partners with us as a school. We want to partner with you as parents to disciple and educate young people. So please reach out if you have any questions, concerns or ideas. Find ways to be involved – parents are welcome at LCPS.

Sincerely,

Mrs. Vanessa Beringer
Principal

School Motto: Success begins with you!

School Mascot: Sir Lance

School Colours: Black and Vintage Gold

LCPS Pillars

Lancers....

Leave a LEGACY

Thrive in COMMUNITY

Live with PURPOSE

Rise to the STANDARD

Students and staff are organized into four Lances (A Lance is a group of Knights) representing each of the four Pillars – Legacy (Grey and Gold), Community (Green and Gold), Purpose (Maroon and Gold), Standard (Blue and Gold).

Together the four Lances makes up the La Crete Lancers.

The Lances will work together and challenging one another other throughout the year. Lances will earning points for their Lance and building community and friendship.

School Goals and Priorities



Priority	Essential Principle Focus for Improvement	School Goal	Implementation Plan
Connectivity FVSD will foster connectivity and well-being amongst community, students, parents, and staff	Foster an environment that promotes risk taking. Provide opportunities for: - relationship - mentoring - belonging For students, parents and community	To what extent will creating connections with community foster greater student engagement? To what extent will direct instruction on the social emotional competencies positively impact student engagement?	<ol style="list-style-type: none"> 1. Build a cohesive vision for LCPS students. 2. Implement school-based survey on student connectivity 3. Increase off campus programming opportunities 4. Design timetable that fosters opportunities for students to connect with community. 5. Design timetable to support collegiate model 6. Build capacity of student council through leadership training (CSLA) 7. Host CSLA Horizons Conference 8. Develop Tier 1 and Tier 2 strategies specific to Connectivity

<p>Literacy</p> <p>All students will improve literacy skills</p>	<p>Daily instruction in reading and reading strategies</p> <p>Motivation</p>	<p>To what extent will direct instruction of reading strategies and providing independent reading time improve reading comprehension for struggling learners?</p>	<ol style="list-style-type: none"> 1. Develop daily reading program for JH and SH 2. Build consistency in direct instruction of reading strategies in JH and SH. 3. Develop Tier 1 and 2 strategies specific to Literacy
<p>Numeracy</p> <p>All students will improve numeracy skills</p>	<p>Support Productive Struggle in learning: Risk-taking, curiosity and confidence</p> <p>Use tasks that promote Reasoning and Problem Solving with multiple entry points and varied solution strategies</p>	<p>To what extent will A) focusing pedagogy that supports productive struggle in learning and designing tasks that promote reasoning and B) problem solving with multiple entry points and varied solution strategies build student confidence and independent learning.</p>	<ol style="list-style-type: none"> 1. Implement Pam Harris' instructional strategies to develop students on continuum of math reasoning 2. Plan instruction for small group and individual activities 3. Design problem strings and embed within daily instruction 4. Develop Tier 1 and Tier 2 Strategies specific to Numeracy

School Logos



Logos can be found on Engage in *LCPS Faculty > Shared > Logos*

Faculty and Staff

Mrs. Vanessa Beringer – Acting Principal
Mrs. Rachel Dika - Assistant Principal
Mrs. Martha Driedger – Administrative Assistant
Mrs. Justine Klassen – Administrative Assistant
Mrs. Joanna Janzen – Librarian
Miss. Alexandra Skinner – Grade 7
Mr. Brandon Morris – Grade 7
Mr. Curtis Wiebe – Grade 7
Miss. Rebecca Paul – Grade 8
Ms. Kristi Batherson – Grade 8
Mr. Dean Keefe – Grade 8
Mrs. Brenda Wiebe – Grade 9 Math and Science
Mr. Adam Thomson – Grade 9 Language Arts and Social Studies
Ms. Nettie Pogson – Foods and Sewing, CALM
Mr. Dwayne Goertzen – Construction, CALM
Mr. Rob Ward – Mechanics and Welding, CALM
Mr. David Harder – Jr. & Sr. High Physical Education
Mrs. Karen Harder – High School Math, ACTS, Numeracy Coach
Mr. Matthew Stalker – High School Math and 3D Design Studies
Mr. John Borges – Science 10, Chemistry, Biology
Mr. Michael Airmet – High School Social Studies, Art
Mr. Fred Smith – High School English, Fitness, Literacy Coach
Mr. Cole Morrison – High School Social Studies, English and Music
Mrs. Kimberly Banman – Educational Assistant
Miss Laura Fehr – Educational Assistant
Mrs. Nicole Frederick – Educational Assistant
Mrs. Natalie Friesen – Educational Assistant
Mrs. Gillian Orlesky – Educational Assistant
Mr. George Boehlig – Head Custodian
Mrs. Justina Reimer - Custodian
Miss Michelle Martens - Custodian

Office Hours and Bell Schedule

LCPS Office Hours: 8:00 – 4:00

Appointments with school administration can be made by calling the school or emailing lcpsoffice@fvsd.ab.ca

8:41 – 8:43 – O’Canada, Lord’s Prayer and Announcements.

Junior High

Period	Time
1	8:45 - 9:15
2	9:15 - 9:50
3	9:50 - 10:25
Break	10:25 - 10:30
4	10:30 – 11:00
5	11:00 - 11:35
6	11:35 - 12:10
Lunch	12:10 - 12:40
7	12:40 - 1:10
8	1:05 - 1:50
Break	1:50 - 1:55
9	1:55 – 2:35
10	2:35 - 3:15

High School	
	Period 1 8:45-10:25
	Break 10:25-10:30
	Period 2 10:30-12:10
Lunch	12:10 -12:40
	Period 3 12:40 –2:20
	Break 2:20 – 2:25
	Period 4 2:25 – 3:15
Dismissal	3:15

Junior High Program Overview

Junior high students must be enrolled in the following required courses:

English Language Arts

Mathematics

Science

Social Studies

Daily Physical Education

Health & Life Skills

The Junior High Options program will provide exposure and experiences to students in several areas. These optional courses may include, but are not limited to CTS (construction, computers, foods & fashion, and/or mechanics & fabrication), Environmental and Outdoor Education, Fine Arts (art, drama and/or music), First Aid, Driver's Education, Citizenship, Leadership, Fitness, Religious Studies (Bible), Science Fair, Babysitting Course, Hockey, Scrapbooking, or a Second Language.

Grade 7 are homeroom based, with the teacher teaching all subjects except PE and CTS.

Grade 8 are subject based with subject area teachers teaching Math, English, or Science and Social Studies.

Grade 9 are subject based with subject area teachers teaching Math and Science, or English and Social Studies.

Senior High Program Overview

Prior to entering grade 10, all students will develop a three-year High School plan. This plan will be monitored and updated by the student and school counselor on a regular basis throughout the student's high school career. The plan will follow the requirements for the Alberta High School Diploma as set out by Alberta Education. Parents will be notified of substantial changes to the plan and when any concerns over progress arise. High school students are expected to have as full, rich, challenging and appropriate a program as possible.

Grade 10 and 11 students must enroll in a full program (40 credits). Grade 11 students taking a diploma course may take spares in the same semester they are taking the diploma course.

Senior high students must pass a course before taking the next course in the sequence. Students achieving a mark between 40% and 49% may transfer into a less challenging academic sequence at a higher level. For example, a student with 40% in English 20-1 may transfer to English 30-2. Upon successful completion of English 30-2, retroactive credits will be awarded for English 20-2. Students achieving a mark of 75% or higher may (upon recommendation from the subject teacher) transfer into a more challenging academic sequence at a higher level. For example, a student with a mark of 75% in English 10-2 may transfer to English 20-1.

To be considered a **Grade 11** student, a senior high student must have a minimum of **35 credits**, including a grade 10 English and a grade 10 Social Studies.

To be considered a **Grade 12** student, a senior high student must have a minimum of **65 credits**, including a grade 11 English, a grade 11 Social Studies, and at least one high school Math and one high school Science course.

Graduation Requirements

ALBERTA HIGH SCHOOL DIPLOMA: GRADUATION REQUIREMENTS (ENGLISH)
The requirements indicated in this chart are the <u>minimum</u> requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.
100 CREDITS including the following:
ENGLISH LANGUAGE ARTS – 30 LEVEL (English Language Arts 30-1 or 30-2)
SOCIAL STUDIES – 30 LEVEL (Social Studies 30-1 or 30-2)
MATHEMATICS – 20 LEVEL (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)
SCIENCE – 20 LEVEL ¹ (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)
PHYSICAL EDUCATION 10 (3 CREDITS) ²
CAREER AND LIFE MANAGEMENT (3 CREDITS) ³
10 CREDITS IN ANY COMBINATION FROM:
<ul style="list-style-type: none"> • Career and Technology Studies (CTS) courses • Fine Arts courses • Second Languages⁴ courses • Physical Education 20 and/or 30 • Knowledge and Employability courses • Registered Apprenticeship Program courses • Locally developed/acquired and authorized courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses⁵
10 CREDITS IN ANY 30-LEVEL COURSE (IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE) ⁶
<p>These courses may include:</p> <ul style="list-style-type: none"> • 30-level locally developed/acquired and authorized courses • Advanced level (3000 series) in Career and Technology Studies courses • 30-level Work Experience courses⁷ • 30-level Knowledge and Employability courses • 30-level Registered Apprenticeship Program courses • 30-level Green Certificate Specialization courses • Special Projects 30

Certificate of High School Achievement Requirements

These are the minimum requirements for a student to attain a Certificate of High School Achievement for students enrolled in the Knowledge and Employability program. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

80 CREDITS

including the following:

ENGLISH LANGUAGE ARTS 20-2 OR 30-4

MATHEMATICS 10-3 OR 20-4

SCIENCE 14 OR 20-4

SOCIAL STUDIES 10-2 OR 20-4

PHYSICAL EDUCATION 10 (3 CREDITS)

CAREER AND LIFE MANAGEMENT (3 CREDITS)

5 CREDITS IN

- 30-level Knowledge and Employability occupational course, or
- Advanced level (3000 series) in Career and Technology Studies courses, or
- 30-level locally developed course with an occupational focus

AND

5 CREDITS IN

- 30-level Knowledge and Employability Workplace Practicum course, or
- 30-level Work Experience course, or
- 30-level Green Certificate course, or
- Special Projects 30 **OR**

5 CREDITS IN

- 30-level Registered Apprenticeship Program (RAP) course⁷

Guidelines for Student Participation in Graduation Ceremonies

The Fort Vermilion School Division believes that graduation ceremonies are an important part of a student's school life. In order to take part in this event, a student must meet the following guidelines.

1. In order to participate in graduation ceremonies, a student must have met all of the requirements for a high school diploma or certificate of high school achievement as set out by Alberta Education.
2. A list of these requirements and an assessment of the student's present standing in regard to meeting these requirements will be distributed to students and parents/guardians the week following the November report card.
3. To keep parents/guardians updated on the student's current standing, a second assessment of the student's standing in regard to meeting the graduation requirements will be distributed within 2 weeks following the end of the first semester. At that time a list of potential graduates will be determined. Students whose names do not appear on the list will have approximately until the next report card to make the necessary changes to their course standings.
4. One week following the spring report card an updated notification will be given to students and parents indicating whether the student will be expected to graduate in June of that year.
5. Two weeks prior to the graduation ceremonies a FINAL notification will be given to students and parents indicating those students who meet the requirements for June graduation.
 - a. The student must have achieved at least 50% in all course(s) required to graduate.
 - b. The student must have successfully completed at least 80% (for a May graduation ceremony) or 90% (for a June graduation ceremony) of any correspondence or Learning Store course required to graduate.

Grade 12 students whose names do not appear on the FINAL graduation list may make an appeal to a committee consisting of:

- a) the principal
- b) the counselor, and
- c) teachers of classes which the student is in danger of failing.

A decision will be made as to whether conditions have changed to a point that the student will now likely experience success in his/her program. If so, the student's name will be added to the list of graduates.

After the FINAL graduation list is given out, an application can be made by a member of the teaching staff to remove a student's name from the list of graduates.

A committee consisting of the following will be established to review this appeal:

- a) the principal
- b) the counselor, and
- c) the teachers who indicated problems with this student's program.

Parents and/or students may appear at either of the above committee meetings.

If it is found that the student's attendance and work have waned to a point where progress in May or June will be different from what was assessed on the FINAL notification, the student's name can be removed from the list of graduates.

Valedictorian Criteria

To ensure consistent criteria in selecting valedictorians at high schools, including one valedictorian from the Learning Stores, within the Fort Vermilion School Division division-wide criteria has been established:

1. Student must have completed two semesters (one in the grade 12 year, 4 quads 2 quads in the grade 12 year) in the given school.
2. Student must be eligible for a high school diploma.
3. Student must have the highest academic average as calculated three weeks prior to graduation in the following courses:
 - English 30-1
 - Math 30-1/Math 30-2
 - Social 30-1
 - Highest 30 level Science course (Biology, Chemistry, Physics or Science)
 - Any one other 30 level course excluding Work Experience and Special Projects or an averaged combination of 5 CTS courses

In the event no students have a 30-1 level course the same criteria is used for 30-2

The valedictorian will have the first right of refusal to deliver the graduating speech.

The graduating class will select a grade 12 student to deliver the graduating speech if the valedictorian declines.

The valedictorian speech must be approved by the Principal.

Honors Cord Criteria

Average of 80% or higher in five courses, calculated two weeks prior to graduation, which must include:

- English 30-1 or 30-2

At least two of

- Mathematics 30-1, 30-2 or 31
- Science 30
- Social Studies 30-1 or 30-2
- Biology 30
- Chemistry 30
- Physics 30
- A language other than English 30-1 or 30-2 at the Grade 12 level.

Plus, any two courses with minimum five credit value at Grade 12 level (3000, 6000 or 9000 series) including those listed above and combined option and advanced CTS courses.

- Five one-credit CTS modules can be combined and used as an elective course, or
- One-credit CTS modules and one to four-credit option courses can be combined to total five credits.
- Courses can be from different subject areas, e.g. computer courses with welding courses.

Reference: FVSD Administrative Handbook, pp. 10-14

Graduation Ceremony Expectations

The LCPS Graduation is a community graduation celebrated with FVSD Pathways students. This is a formal celebration of the academic achievement of LCPS and Pathways students. Students participating in the graduation ceremony will be expected to dress and act appropriately. Graduates will wear a graduation cap and gown provided by the school.

Boys are expected to wear nice shoes and pants with a collared shirt under their gown. Shorts and sandals are not permitted.

Girls are expected to wear nice shoes, and either pants, dress or shirts with an appropriate blouse or shirt.

School Council

LCPS School Council is comprised of parents of students, one community member, student council representative (President or Vice President) school administration and a teacher representative.

Representatives are elected for one or two year terms at the Annual General Meeting held in September. The council then nominates and elects the Chair, Vice Chair, Secretary.

School councils are structured groups of parents, principals, teachers, secondary students, and community representatives who work together to effectively support and enhance student learning. They provide a method for members of the school community to consult with and offer advice to the principal and the school board.

Parents play a vital role in student success and can participate in decisions that impact student learning through school council. By contributing knowledge, perspective and ideas at school council meetings, parents are actively contributing to school community and school district success.

School councils:

- focus on what is best for all students in the school
- consider the interests of all school stakeholders
- develop, maintain and reflect the culture of the school
- represent the parent voice in the school community

[\(School Councils in Alberta: Alberta School Councils' Association\)](#)

Student Council

LCPS Student Council is an opportunity for students to provide leadership in planning and organizing school wide activities, build community and provide input into school life. In Student council members are nominated and elected from each class in each grade. The student council representatives nominate and elect President, Vice President, Secretary and Treasurer.

Religious and Human Sexuality Instruction

Given the expectation that school staff decide upon the content of instruction, and to comply with Section 50 of the School Act, it is the duty of teachers to communicate with parents regarding the course outline when instruction deals primarily and explicitly with religion or human sexuality.

The following courses have instruction that deals primarily and explicitly with religion or human sexuality:

Biology 30 – human sexuality

Sr. High CALM – human sexuality

Jr. High Health – human sexuality

World Religions – religion

Section 58 of the *Education Act* states that

(1) A board may

- (a) prescribe religious instruction to be offered to its students;
- (b) prescribe religious exercises for its students;
- (c) prescribe patriotic instruction to be offered to its students;
- (d) prescribe patriotic exercises for its students;
- (e) permit persons other than teachers to provide religious instruction or exercises to its students.

(2) Where a teacher or other person providing religious instruction or exercises or a teacher providing patriotic instruction or exercises receives a written request signed by a parent of a student that the student be excluded from religious instruction or exercises or patriotic instruction or exercises, or both, the teacher or other person shall, in accordance with the request of the parent, permit the student

- (a) to leave the classroom or place where the instruction or exercises are taking place for the duration of the instruction or exercises, or
- (b) to remain in the classroom or place without taking part in the instruction or exercises.

Section 58.1 of the *Education Act* states that

(1) A board shall provide notice to a parent of a student where courses, programs of study or instructional materials, or instruction or exercises, include subject-matter that deals primarily and explicitly with religion or human sexuality.

(2) Where a teacher or other person providing instruction, teaching a course or program of study or using the instructional materials referred to in subsection (1) receives a written request signed by a parent of a student that the student be excluded from the instruction, course or program of study or use of instructional materials, the teacher or other person shall, in accordance with the request of the parent, permit the student, without academic penalty,

- (a) to leave the classroom or place where the instruction, course or program of study is taking place or the instructional materials are being used for the duration of the part of the

instruction, course or program of study, or the use of the instructional materials, that includes the subject-matter referred to in subsection (1), or

- (b) to remain in the classroom or place without taking part in the instruction, course or program of study or using the instructional materials.

(3) This section does not apply to incidental or indirect references to religion, religious themes or human sexuality in a course, program of study, instruction or exercises or in the use of instructional materials.

La Crete Public School begins each school day with the National Anthem and the Lord’s Prayer at 8:48 – 8:50.

Career and Academic Counseling

The counselor is available for scheduled or, if necessary, unscheduled visits to assist students in areas of concern and difficulty. These visits may involve academic concerns (e.g. program or courses, study skills, time management, etc.), or career and further educational planning. All high school students will meet to discuss their three year high school plan annually with the career and academic counselor.

Student Evaluation

Reporting Student Progress

Students in grade 7 through 12 will receive 4 Report Cards each school year.

LCPS Reporting Student Progress

2024-2025

Reporting Term	Gr 7-9		Gr 10-12		Gr 7-12
	Term End Date	Report Sent Home	Term End Date	Reports Sent Home	Parent Teacher Interviews
1	Nov 15, 2024	Nov 22, 2024 due in office Nov 18	Dec 20, 2024	Oct 25, 2024 Progress Reports Sent Home Jan 10, 2025 Report Cards Sent home Due in office January 7	Nov. 26, 2024 5:00 – 8:00
2	Feb 21, 2025	Feb 28, 2025 due in office Feb 24	April 17, 2025	Feb 28, 2025 Progress Reports Sent	March 4, 2025 5:00 – 8:00

				Home May 2, 2025 Report Cards Sent Home Due in Office May 1	
3	June 6, 2025	June 6, 2025 due in office June 2	June 6, 2025	June 6, 2025 due in office June 6	

Parents and students are encouraged to access grades through Powerschool via the website (<https://fvsd.powerschool.com/public/>) or the app.

Appeal Process

To appeal a grade a student has been given, parents or students are encouraged to contact the classroom teacher. If the appeal cannot be resolved with the teacher, the parent or student shall appeal to the principal who will make and communicate the final decision. A principal’s authority to rule on such appeals is set out in the Education Act. Administrative Procedure 391 outlines specific appeal process dates.

Missing and Incomplete Assessments

Assessments, include quizzes, tests, assignments, projects and a variety of other learning activities that illustrate a student's ability to meet the learning outcomes of the course. Missing or incomplete assessments impact the ability of the student to acquire the skills, knowledge and understanding required to be successful.

La Crete Public School uses a variety strategy to encourage students to complete assessments and achieve their potential. A zero or extremely low grades may result for assessments that are not completed. Zeros and extremely low grades may be entered into Powerschool to illustrate the effect of not completing assessments. When assessments are completed, the zeros or low grade will be replaced with the grade on the assessment. Students may complete assessments up to 10 days before the end of the reporting period.

Such strategies may include but are not limited to the following:

- Modifications or Accommodations to a program to meet the student’s needs
- Differentiated Instruction
- A focus on in-class assessments of learning
- Extra help from the teacher during lunch, during *Flex* time, or after school
- Contact with the parent regarding missed homework or incomplete assignments
- Exam retakes (when equally valid/reliable exams are available)
- Mark substitution (when outcomes are successfully attained grades change)
- Credit recovery

Student Success and Wellness Services

Student Awards

Academic Awards

80% average (core subjects only)	Trophy (Academic)
Top Academic Student in each grade (five core)	Trophy (Top Academic)
Top Subject Mark in a course	Certificate
Honors (80% term average all subjects)	Honor Roll Board
Alexander Rutherford Scholarship	Certificate
Governor General's Award	Medallion

Each reporting period, students having 80% or higher will be recognized on the Honour Roll. Students must have an 80% or higher final average to receive an academic award for that grade level.

Top Academic: Awarded to Gr 10-12 students with highest average of English, Social Studies, Math, and two Sciences at the Academic course level.

Top General: Awarded to Gr.12 student with highest average of English 30-2, Social Studies 30-2, Math 20-3, and Science 24.

Top K&E: Awarded to Grade 12 student in English 30-4, Social 20-4, Math 20-4 and Science 20-4.

Citizenship Awards

Philip Bueckert Memorial Award Recipient is chosen by the student body Based on citizenship qualities	Plaque
Citizenship Award Nominations by staff	Trophy
Top Citizenship Award for each grade	Trophy

Athletic Awards

In order for a student to be eligible for Athlete of the Year, Most Sportsmanlike, or Rookie of the Year the student must participate in a least two sports.

Athlete of the Year Male and Female Junior and Senior High	Trophy
Most Sportsmanlike Male and Female Junior and Senior High	Trophy
Rookie of the Year Male and Female Junior and Senior High	Trophy
Sport Specific Awards (Most Dedicated, Heart & Hustle, Most Improved) Junior and Senior High	Small Trophy

Student Expectations and Discipline Procedures

Student Expectations

Each student is expected to contribute positively to the classroom learning environment and a student's level of success in school depends upon the manner in which studies are approached.

A successful student demonstrates self awareness, self management, responsible decision making, social awareness and relationship skills.

CODE OF CONDUCT

A school must provide a safe and caring environment for students to learn effectively. This positive atmosphere presumes the following:

- a. Students exhibit respect for themselves and others.
- b. Students respect personal and public property.
- c. Students respect the expectations and policies of La Crete Public School and the Fort Vermillion School Division.
- d. Students contribute positively to the atmosphere in the school.
- e. Students show a willingness to work and learn.

Progressive Discipline Approach

For a majority of classroom disruptions, teachers will use a systematic progressive discipline approach similar to the one noted below. For more serious offenses (see below), students will be referred directly to administration. Some of the possible steps a teacher may follow in dealing with student discipline may include, but are not limited to:

- Teachers will develop a classroom discipline plan and communicate it to students and parents at the beginning of the year. Students are encouraged to be part of the development process.
- initial warning (individual or whole-class) and/or discussion of the situation (one-on-one with the student or whole-class)
- the student may be placed in a different seating arrangement, moved to another location in the classroom, removed from group or partner activities, a second warning, confiscation of distractor, loss of a privilege, etc.
- the student may be placed on a short time out outside the classroom. This could be the hallway, another classroom, or the office. After discussion with the teacher, the student must agree to change their behaviour before reentering the classroom
- the student may be sent to the office for the duration of the class period. *The teacher will complete a log entry in Powerschool when a student is removed from class, chooses to leave the class or is asked to leave. Parents will be notified by the teacher.*
- Parents must be contacted prior to referring chronic classroom disruptions to administration.
- Chronic classroom disruptions referred to administration may result in in school or out of school suspensions.

The following behaviors are more extreme and will be reported to administration immediately. These behaviours include but are not limited to:

- extreme defiance/disrespect towards school staff
- verbal abuse of or swearing at staff or students
- physical abuse of staff or students, i.e., fighting or hitting
- bullying

- sexually inappropriate behaviour
- vandalism
- theft
- being in the possession of or under the influence of drugs or alcohol either at school or a school sanctioned activity on or off the school campus
- smoking (including e-cigarettes), vaping or chewing tobacco in the school, on school property or during school related events
- being in the possession of a weapon
- making threats towards staff, students or the school

If a student behaves in the extreme, the normal process of moving through the discipline program will not occur. Instead, consultation between teaching staff and administration will determine the appropriate course of action. Students may be given in school or out of school suspensions.

Out of school suspensions may be from one to five instructional days. A comprehensive review of the situation may occur, resulting in the development of a plan for the student to continue education at LCPS. This review may also lead to a recommendation to the Board Student Discipline Committee. Recommendations to the Board Student Discipline Committee may result in a further suspension of one to five instructional days to allow the Committee to review the situation in or make a ruling on the reinstatement of the student at LCPS or expulsion from School.

The guidelines for an in-school suspension are:

- a. The student must remain in the workspace provided at all times except for bathroom breaks.
 - b. Breaks will not be taken with other students, nor will the student have freedom to roam the school.
 - c. The classroom teacher for the student to do will provide course work.
 - d. Personal entertainment devices, such as cell phones, iPods, or gaming devices, will not be permitted.
1. After the in-school suspension, the student will return to classes. If the pattern of behaviour continues and two more referrals are filled out, the student will be placed on a 2-day in-school suspension. At some point during this suspension, the parents may be called in for a discussion with teacher(s) and administrators.
 2. Following this in-school suspension, if another 2 referrals are filled out, the student will be placed on an out-of-school suspension.
 3. If the student's behaviour does not curb after the out-of-school suspension, in future, for every 2 referrals, the student will be removed from school. Eventually, the route of expulsion may be examined.
 4. If the student's referrals result from skipping classes, he or she may be placed on an in-school suspension rather than an out-of-school suspension.
 5. Any junior high student who habitually is late for class or skips classes may be placed on an in-school suspension, which may include lunch break to minimize disruption to learning.
 6. Students referred to administration will be considered not in good standing to participate in extracurricular activities, including athletics, drama productions, or field trips.

It is important to remember that all steps in the discipline plan are:

- a. **A student's individual choice.** Students can monitor themselves with respect to how to change and where they are on the program. If a student chooses to behave

appropriately, this program will never be an issue for him or her. However, if a student chooses to disrupt the education of others on a persistent basis, this program will have an effect on him or her.

- b. **At the discretion of administration.** The timing of when the referrals come in, what the inappropriate behaviour was, how the situation was dealt with, the student's personal background, etc., could affect decisions made concerning consequences in the program.

Dress Code

Student appearance has an important effect on attitudes toward themselves, toward other students and the school. While it is recognized that choice of attire/grooming are matters of expression and subject to fashion or current trends, any form of dress that is determined to interfere with the learning environment is prohibited.

The following general rules apply:

1. Clean footwear must be worn at all times. Anyone entering the building will be asked to clean or remove wet/dirty footwear.
2. Clothing is to cover the chest, back and midriff. Low-cut shirts that allow inappropriate exposure such as halter tops, tube tops, or spaghetti strap tops shall not be worn. Shirts and pants are to meet at the waist to prevent exposure of the midriff. T-shirts that cover the shoulders and back meet the requirements of the dress code.
3. Undergarments are to be covered at all times.
4. Shorts, skirts and dresses shall be of an appropriate length to allow for standing, sitting, and bending while still providing adequate body coverage. Garments that reach the mid-thigh meet the requirements of the dress code.
5. Clothing shall be free of inflammatory, suggestive, or other inappropriate writing, symbols, advertisement, or graphics. This includes apparel advertising alcohol/tobacco products, those promoting drugs/drug paraphernalia, or ones with any type of sexual connotations.
6. For the safety and security of staff and students, the faces of all individuals must remain visible.
Sweatshirt hoods must remain down.

If a student attends school wearing clothing that does not follow the school dress code, that student will be asked to change. Non-compliance will result in parental notification and disciplinary action.

There are school-sanctioned events (such as graduation, swim trips, sporting events, etc.) that exist outside of the school's dress code policy. In these cases, participants are to be cognizant of our community's values around modesty.

Attendance

Our school recognizes that regular attendance at school is a significant contributing factor to student learning. In the interests of student learning, **regular attendance at school shall be required of all students** throughout the school year.

Statements of Responsibility

1. Attendance in all classes is the joint responsibility of the student, and the parents.
2. Students are responsible for all class work and assignments even if their absences are parent excused, unavoidable or school generated.
3. Parents are responsible for informing the school of all absences, preferably at the beginning of the absence.

4. The school will inform parents of all absences not reported by parents through our computerized phone-out system on a daily basis.
5. Teachers and administrators will work with parents to help solve any attendance issues.

Implementation

1. Teachers will discuss attendance concerns with students and will make the initial contact with parents either by telephone or through written notification.
2. Teachers will advise administration when they believe that additional intervention is necessary.
3. Teachers and administration will work with students and parents to try to modify behavior and to improve attendance. Disciplinary action may follow.
4. Students with unexcused absences or lates will not be permitted to participate in extracurricular activities, such as athletics, drama productions or field trips on that day.

Computerized Phone-Out System

Each day during the early evening, the LCPS computerized phone system will phone parents regarding any absences for that day. Parents are encouraged to contact the school to confirm absences either by calling the school at 780-928-3913 or by sending a note with their son or daughter.

Attendance Reports

Up-to-date summaries of student attendance are available upon request by phoning the school. An attendance record will also appear on each student's report card. Parents can also obtain viewing access of their child's attendance record by signing up at the school office for web access to the Power School Parent Portal.

Student Absences during the School Year

Parents/Guardians play an important role in developing a student's attitude toward attending school. As a parent, show that you have a positive attitude toward school attendance by making every effort to:

- ✓ schedule appointments outside of school hours,
- ✓ plan family vacations in accordance with the school calendar as much as possible,
- ✓ inform the school of any absences prior to the schedule absence when possible,
- ✓ refuse to write excuses for anything other than legitimate absences,
- ✓ and if needed, request a record of your son or daughter's school attendance from the school office.

In situations where parents/guardians choose to take students out of school for vacations, assistance to the family, farm leave, parents/guardians accept full responsibility for the absence. If an absence is planned during the school year, the student or parent should let both administration and the various subject teachers know well before the absence. If the absence is of short duration, teachers will advise the student of what work will be covered during the absence. Teachers may also give assignments and guidance that will reduce the negative effects of the absence. In situations where a student will be absent from school for extended periods, the student may be requested to register with the La Crete Learning Store. Teachers will not be expected to create special online or module based lessons for students who are absent for prolonged periods.

Lates

Students are expected to arrive at school by 8:40 am and 12:25 pm. **Students who are late must sign in at the office prior to reporting to their class.** Students that are habitually late for class will be dealt with according to established classroom and school discipline procedures. Students that arrive after attendance will be marked “late” and any student that leaves after the first 30 minutes will be marked “early leaver”.

Flex Block (Gr 10-12 Only)

Students in grades 10-12 will have a 40 minute flex block each day. Flex blocks are an opportunity for students to complete homework, complete missed assessments, or get extra help. Grade 10 and 11 students must attend flex each day from 11:20 – 12:00 as follows:

Monday and Wednesday: Period 1 Course

Tuesday and Thursday: Period 2 Course

Friday: Either Period 1 or Period 2 Course

Grade 12 students can choose whether they attend flex, however teachers may request students to attend if they are failing or missing assessments.

Lunch

LCPS is an open campus and students can eat lunch at school or go off campus for lunch.

Junior High students remaining at school during lunch, eat lunch in their homerooms.

Senior High students are free to use the student gathering area, the main foyer, or designated classrooms, to eat their lunch. Students are expected to keep the hallways clear at all times and place garbage in the appropriate receptacle bins.

GYMNASIUM USE GUIDELINES

1. Only clean indoor footwear with soft soles is allowed in the gym. Hard soled shoes or outdoor footwear are not allowed. Playing in stocking feet is not permitted.
2. The equipment room is to remain locked at all times.
3. Equipment is to be used for its intended purpose, i.e., playing soccer with a volleyball is not permitted.
4. Equipment is not to leave the gym without prior consultation with the P.E. staff.
5. Equipment must be returned to the proper storage area after use. It is the responsibility of the the supervising staff member to ensure that this occurs.
6. The floor coverings must be used for any event requiring chairs, etc. on the gym floor. Chairs, desks, tables, etc. must be removed from the gym after use.
7. Damaged equipment should not be returned to the storage area. It should be reported to the P.E. staff immediately.
8. Students must be supervised when in the gym. At no time should students have access to the gym or storage room without a responsible adult present; i.e. staff member or designate.
9. Basketball hoops, volleyball and badminton nets and posts must be cranked up or taken down after team practices, except when practices coincide with P.E. use of the same equipment.

10. The locker rooms and shower area must be kept clean and tidy. Towels should be placed in the bins after use. Pinnies should be returned to the equipment room. No equipment is to enter the locker room.

Students on Spares

Students in their grade 11 or 12 year that are enrolled in a 30-level course and are on track to graduate are eligible to have a spare built into that semester's timetable. It is expected that students utilize their spares to complete coursework and/or study in the student gathering area, library, or main foyer. Students on spares may also use the fitness room, library to read, or sign out to go home. Students on spares are expected to keep noise levels to a minimum.

Leaving the School

Students do not need to sign out if they are leaving the school during lunch time provided they are back before the end of the lunch period. Junior High students will only be allowed to leave the school during lunchtime. Senior High students will be allowed to leave the school during lunchtime and during their spares. **All students must sign out at the office before leaving the school during class time, during spares or if they are leaving for the remainder of the day.** Parents will be notified before school trips are conducted off school grounds.

Cell Phones and Personal Technology Devices

Devices that are potentially disruptive to the learning process, such as cell phones and iPods, are better off left at home. As a staff, we are committed to working alongside your son/daughter to ensure that the use personal electronic devices brought into the school reflect use similar to that in the work force. For those students who do bring their phone or electronic device to school, they must follow the following policy:

While involved in instruction, all students are prohibited from using personal technology devices unless approved by the principal for instructional purposes and/or included in the student's instructional support plan (IPP). These devices are to be powered off and placed in the classroom cell phone holders. In both junior and senior high, students are permitted to appropriately use personal devices before or after school, during breaks, and non-instructional blocks. The Fort Vermilion School Division has provided all technology devices needed for learning.

Students who use cell phones for bullying, harassment, viewing inappropriate material or other negative behaviours will be referred to administration. A comprehensive review of the situation may occur, resulting in the development of a plan for the student to continue their education at LCPS. This review may also lead to a recommendation to the Board Student Discipline Committee. Recommendations to the Board Student Discipline Committee may result in a further suspension of one to five instructional days to allow the Committee to review the situation in or make a ruling on the reinstatement of the student at LCPS or expulsion from School.

Students in violation of this policy will be disciplined in accordance with established procedures at La Crete Public School. If a student is using their personal communication device during class, teachers will ask that they be put away and/or be turned into the teacher and returned at the end of that class. Habitual use during class time may result in a student turning their device into the office and parents asked to come pick it up. In the case of habitual violations, a decision to suspend the student may occur for not following policies and expectations as outlined by the

school.

Emergency Procedures

PROCEDURES

1. Students follow the route marked on the map for that room until they get out of the building. They proceed to the location designated for each grade. The Muster Point is 100 feet north of the school building behind the third bus island (the one with the lamp posts on it). Teachers should stand on the bus island to take attendance and supervise the students who should be lined up alphabetically in a straight row behind the bus island. Special Needs students will line up closest to the blue parking fence (east end). After that, classes will line up starting with CTS, then Grade 7, 8 and 9. Senior high classes will line up alphabetically by teacher name. Students on spares with line up next to the CTS classes.
2. Students are to remain with the teacher they are with at the time of the evacuation.
3. All teachers must be able to see, and personally account for, the students they are responsible for at the time of the fire alarm.
4. Teachers should appoint two students to close windows and turn off lights. The last person through each exit should close the door.
5. The first two students of each class should hold open doors for the rest of the class.
6. It must be impressed upon students that all fire alarms are to be taken seriously. Any misconduct will be dealt with immediately after everyone is accounted for.
7. Teachers are responsible for making students aware of fire regulations applicable to them as well as evacuation routes from all points of the building.
8. Occasionally during drills, some exits will be obstructed. In such cases, students should know that they move in an orderly fashion to the nearest alternate exit.
9. Drills may be initiated without warning to teachers.

Procedures in case of a Real Emergency or Fire

1. Students and teachers will proceed to the arena.
2. Teachers will take attendance at the arena. Missing students will be reported to the assistant principal. Appoint a student runner to report to the assistant principal.
3. The principal will give official notice to call buses, if necessary.
4. All students will stay at the arena until the buses arrive or are signed out by parents.

5. When all students have been accounted for, the Principal will dismiss staff.

Lockdowns

1. Schools will not practice a mock lockdown.
2. Schools are required to train students in lockdown procedures (this is not a practice drill.) This will include students walking through the instructions for a lockdown procedure in a class discussion.
3. Training is to be completed in classrooms a minimum of two times per year and documented in the Health and Safety Profile.
4. Training shall be taught by a certified teacher and will include (but not be limited to) the following:
 - a. Where in the classroom students are required to move to when a lockdown is called.
 - b. That no sounds or movement should take place during a lockdown (after moving to a safe location.)
 - c. What to do if outside the classroom when a lockdown is called.
5. If possible, a lockdown should be announced over the intercom by saying "Staff we have a lockdown situation."
6. Lockdowns occur in situations that require students to remain secure and quiet for their safety. This includes, but is not limited to an intruder, a civil disturbance, or a major incident near the school.
7. Lockdowns are ended by Local Emergency Personnel going door to door to unlock classrooms.

Student Lockdown Understandings

These understandings are re-enforced during lockdown training:

- Listen to the instructions provided by the adult staff member.
- What constitutes a "safe" location.
- Stay away from windows and doors.
- Stay quiet for the duration of the lockdown.
- If you are outside the classroom when a lockdown situation is announced, move to a safe location. This may include leaving the building.
- Never open the doors once closed.
- Lockdowns are ended only when or Emergency Personnel unlock the doors.

Computer and Technology Procedures and Expectations

The Fort Vermilion School Division has a computer network usage agreement for students. This agreement must be signed by the student and parent before students are allowed internet access. As a student user of the computer network, students must agree with the FVSD Guidelines for All Technology Users and the Student Internet Use Guidelines. Failure to adhere to the usage guidelines could result in the student's loss of computer or internet privileges, suspension, payment for damages, and/or other disciplinary or legal action including expulsion.

Library

The La Crete Public School library has a good selection of novels, nonfiction resources, and magazines to satisfy the reading interests of students. Students are allowed to sign out a maximum of 2 items (novels/nonfiction resources) for 2 weeks and these items may be renewed twice, unless it is a new book and/or is reserved for another student. Students are welcome to

come in and browse through the magazines as long as they are returned to the shelves before they leave.

If there are concerns with the library resources (books, novels, audio-visual materials, magazines, etc.) parents may submit a statement of concern about that particular item. The form can be accessed at the following Link: [Library Resource Concern Form](#)

Textbooks/Chromebooks

Textbooks & Chromebooks are signed out to the students from the library using each student's library number. Junior High students must return their textbooks at the end of the school year. Senior high students must return their textbooks at the end of each course. Chromebooks must be returned at the end of the school year. All outstanding replacements fees/materials must be cleared before new materials can be signed out.

FVSD has the following guidelines in place regarding payment for lost and/or damaged materials:

1 year old or less	80% of replacement cost
2-3 years old	60% of replacement cost
4-5 years old	40% of replacement cost
5 years old or more	20% of replacement cost

Extracurricular Activities

All students have access to participate in various extra-curricular opportunities. However, at times the privilege of participating will be removed if there are academic, discipline or attendance concerns. The following guidelines will be followed:

Academics

If a student is failing, but **putting forth appropriate effort (all assignments are complete, requesting/receiving extra help, etc.)**, the student will be permitted to continue participating. If a student is failing, but **not putting forth appropriate effort**, then the student will be put on probation for one week (progress monitored by teacher/coach/supervisor/ administration). During this probation, the student may remain on the team or club, but must demonstrate that they are completing missed work in an attempt to raise their grades to passing. After one week, follow-up will occur and if evidence is provided that appropriate effort is being put forth, the probation is lifted. If poor academic behavior continues, then the student will be suspended for one additional school week. After this period, a decision to reinstate or remove the student from the team or club will be made by administration through consultation with teachers/coaches/supervisors. Coaches and supervisors need to confer with teachers regarding the performance of the team members, and teachers should notify coaches and/or supervisors of poor academic performance as soon as academic concerns are noted.

Behaviour

Students will be suspended from participating in all extra-curricular activities for the following situations:

1. Any student on suspension will not be permitted to participate in curricular or extracurricular activities, field trips, etc. after school. The time frame will include a weekend if the suspension ends on a Friday.
2. Three referrals during the extra-curricular season will result in permanent removal from the team or club.

3. Extreme behavior resulting in a suspension will result in a suspension from the extra-curricular activity as decided by administration.
4. Any student who has displayed extreme behaviour leading up to the commencement of the extra-curricular activity can be denied the privilege of trying out. This decision will be made by the administration.

Attendance

All students involved in extra-curricular activities **must have a minimum of 80% attendance during the previous four weeks of school.** Excusable absences are not part of the absence calculations. If the attendance is less than 80%, the following conditions will apply:

1. A student not maintaining an 80% attendance rate will be placed on probation for two weeks. The student may still participate during this probation. During the course of the probation, the student must bring his/her attendance up to 80% or higher. If this does not occur, the student will be permanently removed from the extra-curricular activity.
2. **If a student is absent from any classes during the school day, he or she will not be permitted to participate in curricular or extra-curricular activities,** unless prior arrangements have been made with administration.

NOTE: No student can be placed on probation or removed from an extra-curricular activity due to academic, behavioural, or attendance reasons without approval of administration.

Student Travel

As a La Crete Public School student and/or athlete, students will be provided with the opportunity to travel to various schools or events within our school district and beyond.

Students are expected to:

1. Ride to and from the sports venue on school approved transportation.
2. Follow proper rules for riding on the bus.
3. Behave as a proper guest in other schools/facilities.
4. Represent LCPS with pride and diligence.
5. Return to the school - parents must give written permission for another parent to transport their child prior to the trip starting.

Athletes are expected to:

1. Demonstrate sportsmanship both on and off the court.
2. Respect officials and coaches.
3. Wear proper clothing and footwear for the sport.
4. Play their best, whether winning or losing.
5. Ensure that their coach/supervisor knows where they are at all times.

When we meet these expectations, our travel will be safe, fun, and leave a positive impression of LCPS on other communities.

Student Medical Information

Please inform the school of any medical concerns your son or daughter may have in writing. **It is necessary for us to know about the medical concern and the immediate treatment if we are to respond appropriately given any emergency situation.** Should a child require medication to be administered during the school day or during extra or co-curricular school sponsor events, a parent must make an a written request using the FVSD approved form. Copies of the Request to Administer Medication to Students form can be obtained at the school office. Medications will

be stored in the main office, and only upon written parental request, will the medication be administered by school personnel.

Scent Aware School

La Crete Public School is a scent aware school. Please be cognizant that some individuals experience health-related risks and discomfort when exposed to scented products. We encourage the users of our building to use scent-free products whenever possible.

Lockers

Students are issued a locker and school lock at the beginning of the school year. Students are encouraged to keep their personal property in their locked locker. All lockers remain the property of LCPS; however, any damage to a locker may be charged to the occupant of the locker.

Investigations and Searches

School administration has the authority to question, conduct a search, and seize school or student property if reasonable grounds for search or seizure has been determined. **With reasonable grounds, the school administration reserves the right to search school property which could include lockers, desks, classrooms, equipment, textbooks or any other space deemed to be school property at any time without the student present.** Searches of student property will only occur in the presence of the student (unless not possible and search is urgent). Searches will only be conducted by the school principal or designate in the presence of another employee.

Under the guidelines of the FVSD, random and arbitrary searches of students, school property, or student property including random and arbitrary canine searches are prohibited.

Parking

Parking is available for students and visitors in the visitor parking lot as well as in the bus lane closest to the road. Students that are leaving the school by 2:00 p.m. may park their vehicle in the fourth and fifth lanes.

The first bus lane directly in front of the school is designated as a fire lane and is not to be used for parking.

Second and Third lanes must remain clear during the school day as these are the muster points for students in the event of a school emergency.

To alleviate vehicle congestion at the beginning and end of the school day, there is to be no parking in the bus lanes between the hours of 8:00am-9:00am and 2:30pm 3:20pm.

Transportation

FVSD provides transportation for families to Division Schools. Please contact the Transportation Department at 780 928 3860 to arrange transportation for your child.

Inclement Weather

Bus service in a certain area is to be cancelled by 6:30 am by the Director of Essential Services when the temperature reaches -40°C without the wind or -48°C with the wind as measured by Environment Canada Data. This communication will be posted on the Bus Status App, schools' website and Facebook page.

Protocols for Canceling Extra-curricular Trips Due to Weather/Road Conditions

1. On the previous evening (before 9 pm) or on the day of the planned extracurricular activity, the principal will contact the Director of Essential Services to discuss the following information:

- a. School bus cancellations within the division.
- b. Weather and road conditions within the division. (511 Alberta Data)
- c. Present weather and road conditions outside the division. (511 Alberta Data)
- d. Weather forecast for the region. (Environment Canada data)

The principal will use the information gathered from the Director of Essential Services to make a decision with the Superintendent as to whether the planned extra-curricular activity will go ahead or not.

2. If busses are cancelled in some locations of the division and a planned extracurricular activity would bring students into that location, then the extracurricular activity would be cancelled/postponed for that school on that day.

3. If busses are cancelled outside of the division due to weather/road conditions and a planned extra-curricular activity would bring students into that location, then the extra-curricular activity would be cancelled/postponed for that school on that day.

4. When a previously planned field trip is expected to travel in or through an area where buses have been cancelled for that day, consideration may be made to continue with the planned trip if weather/road conditions have significantly improved through the day. In such cases, prior to the beginning of the scheduled trip, the school administrator will consult with the Director of Essential Services and then the Superintendent and provide evidence of appreciable improvements.

Note:

- After a bus driver begins transporting students, the bus driver has the responsibility to make the decision as to whether it is safe to continue or not.

(FVSD Administrators' Handbook, Transportation, pp. 2-3)

Staff Guidelines and Procedures

Faculty Expectations

Fort Vermilion School Division employees shall conduct themselves in an honest and diligent manner. Employees should not engage in any activity of any nature which would conflict with their duty to the division or which could reasonably be expected to be detrimental to the interest or reputation of the division. Employees shall maintain strictest confidence of information gained through their position. An employee who breaches the staff conduct guidelines may receive disciplinary action up to and including dismissal.

Please remember that we are members of a professional organization and, as such, we are expected to adhere to the professional code of conduct. (See ATA Handbook.) **Our behaviour should be reflective of that which we expect of our students.**

Supervision of Students

Staff are responsible for the supervision of students from the time that students arrive in the morning until the students leave at the end of the day. Students must be supervised if they remain in the school beyond the instructional day. No student shall remain in the school unsupervised.

Students must also be given permission to leave class. As the classroom teacher, you are responsible for students that leave your class. It is expected that no more than one individual be out of the classroom at a time, unless special circumstances warrant it. Teachers must ensure that appropriate reinforcements and consequences are in place to effectively deal with students who continually abuse the system.

All staff members are expected to take a share of the supervisory duties outside of the scheduled instructional time. A schedule will be drawn up at the beginning of each semester and updated as necessary. As a staff we must ensure that we are on time for our supervision and consistent in the implementation of school expectations. Even when not on scheduled supervision we have a collective responsibility to ensure the safety of our students and that students are meeting the student code of conduct.

Staff are expected to attend and actively supervise students during school-wide events (assemblies, presentations, school picnics, etc.) that occur during the instructional day. To actively supervise, staff are to sit amongst the students.

It is imperative that while supervising and instructing students, staff comply with the rules of the school and the rules of the classroom. It is through this role-modelling that we gain the respect of both our students and parents.

Staff Arrival/Departure Time

Staff are to be at school prior to the beginning of classes, while students are in the building, and may leave after buses have departed at the end of the school day. This is to ensure adequate coverage in the event of an emergency, enable time for professional collaboration with other staff, and be available to parents.

Faculty Absences

In the case of early morning illness or another emergency, please call Gregg and/or Rachel prior to 7:00 a.m. If you know that you will need a sub for any reason, please let administration know as soon as possible.

All requests for leave must be made to the principal, through ATRIEVE, via PowerSchool. Make requests as soon as practically possible before the date requested, except in emergencies. Those requests will be made on the same day of the request. **Please indicate the dates and the type of leave you are requesting.** You will receive a response via e-mail/weekly memo once the leave is approved. The responsibility for accessing leave and knowing the requirements for each type of leave, (refer to the Collective Agreement or Terms of Employment) resides with the staff member requesting the leave.

Teachers are expected to have a sub binder to organize appropriate lesson plans, class lists, emergency procedures, and supervision duties. Where possible, you should have sub plans available in case of emergency. Administration should know where these are kept.

Extra-Curricular Activities

Staff members are encouraged to be involved in extra-curricular activities, including at least one activity that involves students. It is this involvement that can help improve the culture and climate of our school.

Leaving The School Building

All staff must inform the office staff prior to leaving the school building during regular school hours. This is to ensure adequate coverage in the event of an emergency fire drill, lockdown or other emergency.

Care and Maintenance of the School Building

It is the responsibility of all staff to take due care of all school equipment and property. Part of the pride we have in our school shows in the manner we treat it. Any faulty equipment, vandalism, or classroom repair should be reported to the office immediately in order to allow for swift repair or replacement. Staff are expected to refrain from using tape or glue on any surfaces including walls, whiteboards, and desks; appropriate adhesive (FunTak, 3M adhesive tabs) is available in the office. Staff and students are expected to remove or clean wet/dirty footwear upon entering the school. There are, however, times that this fails to occur, and each classroom is equipped with a broom and dustpan to assist with this. Care should be taken to leave classrooms neat and orderly after each period and/or at the end of the school day as several of our classrooms are used by more than one staff member. Removal of furniture or equipment from a classroom/school or structural change to the school including painting must be approved by administration.

Professional Development and Religious Holidays

All teaching staff are expected to be ready for duty during the hours of 9:00 a.m. - 3:00 p.m. on all professional development days.

It is the responsibility of all staff to maintain school hours when religious holidays, or cold days arise. Although buses do not run, students may attend and receive instruction, as the school remains open to students. The school is not closed. It is important to note that Professional Development activities may be planned on cold days or religious holidays.

Cold Days

Director of Essential Services may cancel school bus route(s) when the safety of students is in question (-40° Celsius without wind chill, or -48° Celsius with the wind as measured by Environment Canada). Unless weather conditions are so severe as to cause a danger to staff, staff are expected to be at the school during normal operational time and be prepared to instruct

the students who come to school. Should travel be a safety concern, staff are to contact administration informing them that they are reporting to the school (of a similar grade configuration nearest) their home residence. Staff can be requested to cover classes in the school they report to.

Smoking and Alcoholic Beverages

Smoking or the consumption of alcoholic beverages is not permitted in any buildings or property owned and operated by the Fort Vermilion School Division.

Personal Electronic Devices and Cell Phone Usage

It is expected that staff comply with our cell phone policy and the FVSD Information Technology Acceptable Use Protocol in an effort to model that full co-operation and complying with the rules of the school and school division are important. We are obligated to follow the FVSD guideline with respect to personal technology devices. The guideline states that “*while involved in direct instruction with students, all staff are prohibited from using personal technology devices unless approved by the Principal for instructional purposes. The FVSD has provided all technology devices needed for instruction.*” (FVSD Administrator’s Handbook, Information Technology Acceptable Use Protocol). With this understanding it would be expected that staff, along with students leave their personal electronic devices out of sight and powered off during instructional time.

KEYS

Each staff member will be issued one entrance/classroom key and cabinet keys for their classroom. Anyone requiring a science prep room, gymnasium storage or outside storage key issued is one upon request.

COPYRIGHT MATERIALS

Staff is reminded that there is a Canadian *Copyright Act* (CANCOPY) in existence. Teachers must be aware of the copyright status of resource materials in their possession. The copyright laws are posted on the bulletin above the copier.

VOLUNTEERS & SPECIAL GUESTS

The use of guest speakers/presenters or volunteers is encouraged. Please notify the office of any guests invited to the school and ensure that they sign in at the office upon their arrival. Volunteers that work alone with students **must** provide LCPS with a clean Vulnerable Sector Check, and a clean Intervention Record Check. Volunteers are responsible for ensuring that they give a copy of these checks to each school they want to volunteer at.

HOMEROOMS

Each teacher is assigned a homeroom class/grade grouping for the purpose of locker clean-up, emergency evacuation drills, and distributing report cards. The teacher of the last class of the day will be responsible for distributing materials to students when the need arises.

Planning and Instruction

Each teacher is expected to have the following short and long-term plans available:

Course Outlines

A course outline/year plan must be submitted to the office prior to the commencement of classes and must be distributed to students within the **first week of classes**. A course outline is designed to give the students the following:

- i. general goal statement (course overview)
- ii. course objectives
- iii. course content, topics/units inclusive of a timeline
- iv. major resources to be used
- v. evaluation scheme (must follow the [Assessment, Evaluation and Reporting Procedure .docx](#))
- vi. student expectations

It is also a requirement for teachers to communicate with parents if their course includes subject matter that deals explicitly with religion, sexuality or sexual orientation. It is the responsibility of the parent to provide written consent to exclude their son/daughter from the subject matter that deals with religion, sexuality or sexual orientation.

Unit Plans

In brief, a unit or topic plan is to be prepared for each of the units identified in the course outline. It is expected that these plans will be developed before or as the course progresses.

The contents should reflect:

- i. general and specific outcomes

- ii. timelines
- iii. procedures
- iv. resources
- v. evaluation

Lesson Plans

As unit plans are developed, the lesson plans will reflect progress through the unit. This being the case, the lesson plan/daybook should reflect:

- i. each lesson to be taught
- ii. timeline for each lesson
- iii. outcomes for lesson
- iv. teaching and learning activities
- v. assessment

Religious or Patriotic Instruction

Given the expectation that school staff decide upon the content of instruction, it is the duty of school staff to communicate with parents. All communication must be sent to Administration prior to sending home.

Section 58 of the Education Act states:

58(1) A board may

- (a) prescribe religious instruction to be offered to its students;
 - (b) prescribe religious exercises for its students;
 - (c) prescribe patriotic instruction to be offered to its students;
 - (d) prescribe patriotic exercises for its students;
 - (e) permit persons other than teachers to provide religious instruction or exercises to its students.
- (2) Where a teacher or other person providing religious instruction or exercises or a teacher providing patriotic instruction or exercises receives a written request signed by a parent of a student that the student be excluded from religious instruction or exercises or patriotic instruction or exercises, or both, the teacher or other person shall, in accordance with the request of the parent, permit the student
- (a) to leave the classroom or place where the instruction or exercises are taking place for the duration of the instruction or exercises, or
 - (b) to remain in the classroom or place without taking part in the instruction or exercises.

Notice to parent 58.1

(1) A board shall provide notice to a parent of a student where courses of study, programs of study or instructional materials, or instruction or exercises, include subject-matter that deals primarily and explicitly with religion or human sexuality.

(2) Where a teacher or other person providing instruction, teaching a course or program of study or using the instructional materials referred to in subsection (1) receives a written request signed by a parent of a student that the student be excluded from the instruction, course or program of study or use of instructional materials, the teacher or other person shall, in accordance with the request of the parent, permit the student, without academic penalty,

(a) to leave the classroom or place where the instruction, course or program of study is

taking place or the instructional materials are being used for the duration of the part of the instruction, course or program of study, or the use of the instructional materials, that includes the subject-matter referred to in subsection (1), or

(b) to remain in the classroom or place without taking part in the instruction, course or program of study or using the instructional materials.

(3) This section does not apply to incidental or indirect references to religion, religious themes or human sexuality in a course, program of study, instruction or exercises or in the use of instructional materials. (2015 c1 s2)

Non-compliance 58.2

(1) If a board, teacher or other person fails to comply with section 58 or 58.1, that failure to comply is deemed to be a decision that may be appealed in accordance with section 42.

(2) A decision of the board under section 42 with respect to an appeal relating to subsection (1) is final. (2015 c1 s2)

Student Evaluation

Priority must be given to the maintenance of an electronic evaluation record in Power School for every course (including off-campus courses). The evaluation must clearly indicate the manner in which a student has been assessed which also **reflects consistency with curriculum expectations/outcomes and the FVSD Student Evaluation Requirements**.

The student evaluation record for all courses is to be kept up to date in PowerSchool. Parents have access to the PowerSchool parent portal to check marks and attendance for all classes. Summative assessments must be returned and recorded in Powerschool within 5 days. (FVSD Administrators' Handbook, Student Evaluation Requirements)

Faculty Evaluations

Professional Staff

Summative reports must be written on all probationary staff and those requiring permanent certification. All other professional staff are to be evaluated on a "needs" basis. Along with informal classroom visits, the summative report will reflect a minimum of four formal classroom observations. The cycle for summative reports will be:

- probationary staff - during the first year;
- permanent certification - after 400 teaching days while certified;
- tenured staff - on a needs basis as per the Quality Teaching Standards (Ministerial Order #016/97) or upon request of the teacher

Each of the four formal classroom observations will include:

1. A pre-conference discussion based on the approved template that will focus on the teacher's objectives and the evaluators objectives for the lesson.
2. The observation of the lesson.
3. Post conference discussion based on the approved reflective template that will take place in a timely manner following the observation, (within 1-2 days).
4. Follow up documentation provided to the teacher. Documentation should summarize the discussion in the post conference. This documentation should mention the strengths and

areas for growth in the lesson and for any other areas outside of the classroom the evaluator needs to comment on.

TEACHER SUPERVISION

As indicated in Section 9 of the *Teacher Growth, Supervision, and Evaluation Policy* a fundamental responsibility of the administration of a school is the ongoing supervision of teachers by:

- (a) providing support and guidance to teachers;
- (b) observing and receiving information from any source about the quality of teaching a teacher provides to students; and
- (c) identifying the behaviours or practices of a teacher that for any reason may require an evaluation.

It is therefore imperative that the administration of LCPS dialogue with teachers, visit classrooms, share information gained about a teacher's performance, and work with teachers to maintain or improve the quality of teaching.

Support Staff

Performance reviews are completed by the immediate supervisor(s), in consultation with the principal. A written performance review must be completed during an employee's probationary period. The probationary period for all support staff is three months.

If performance is unsatisfactory during the probationary period, the options are:

1. terminate employee;
2. extend probationary period prior to end of probationary period (up to a maximum of three months); or
3. allow probationary contract to expire.

Employees, who are working at least 20 hours per week, are eligible for benefits after successful completion of their three-month probationary period, unless the probationary period is extended for an additional three months.

After a successful performance review during the probationary period, future reviews should be completed on a need's basis. Copies of the written review along with a Status Notice are to be submitted as follows:

- probationary staff - at the end of the probationary period;
- tenured staff - April 30th if the report is expected to be satisfactory and May 31st for unsatisfactory reports.

PROFESSIONAL DEVELOPMENT

A. Growth Plans

All teachers employed by a school authority that are under a probationary contract or continuing contract are responsible for completing a teacher professional growth plan (P.G.P.) each year. P.G.P.s are due the first week of October. The supervisor must sign off on the staff member's P.G.P. and will meet to discuss the staff member's progress three times a year. These meetings will occur initially, mid-year, to track progress and prior to the end of May to discuss completion and possibilities for next year.

B. Budget

Funds are also available at the school level for staff to access Professional Development activities determined by the current school budget. Funds can be carried forward for an additional year, when plans for the funds are clearly articulated in advance and in a staff member's Professional Growth Plan.

PD funds are to be used to accomplish the goals of the Teacher Professional Growth Plan and to assist the teacher in meeting schools' and/or school division's goals. Funds can be utilized to attend conferences, travel to sessions, pay for professional development resources, online courses, etc.

Applications to secure additional PD funding to attend conferences can also be made through the FVSD PD Committee. Teachers are encouraged to solicit funds first through the local P.D. committee. If the P.D. committee does not approve the conference, the leave approved by the principal may be negated.

Budget

School administration will meet periodically with staff to discuss matters related to school budget planning and monitoring.

The budget period is from September 1 to August 31 of the current school year. After **April 30**, all subject and department-based budgets will be closed unless specific plans are in place for the remainder of the school year.

General Supplies:

Items such as binders, pens and general office supplies are requisitioned through the school secretary. These items are intended for teacher use only and not as a continuous supply for students. Items not normally supplied at the office will be charged to classroom budgets.

Textbooks:

All teachers' resources, reference materials, required and recommended textbooks are requisitioned through the school librarian. All cataloguing is completed by the school librarian, and all materials will be signed out through the library.

Classroom Budgets:

Teachers are to utilize the classroom budget for items that would enhance instruction. These items can include any item a teacher wishes to buy that is not covered by a department, textbook, special education or general supplies budget. As a rule, items specific to your classroom would be purchased via a classroom budget.

All teachers may make local purchases without prior approval using the following guidelines:

1. Purchases must be coded to your individual classroom budget.
2. Student purchases and pick-ups are not permitted.

Department/Subject Area Budget Amounts:

Each department head or subject area coordinator will draw up a budget for each calendar year. **It is expected that all teachers within the department have input into the budget. Approval of this budget must be given by the principal before ordering or purchasing.** Items that are purchased for a department or subject area must be added to the school inventory. **Deadline for spending department budgets is March 31.**

Capital Orders:

All orders will be made through the office based on long term planning by staff. The general guideline for capital is non-consumable items valued at over \$100. CTS, custodial, technology and F & E (Furniture and Equipment) will be required to review a 5-year capital budget plan annually.

Fundraising

All fundraising projects must be approved by the Administration before planning and promotion occur. Fundraising must be approved by Central Office and meet FVSD guidelines for Fundraising. Fundraising for equipment and resources for curriculum will not be approved. Fundraising projects can support extra curricular and non curricular equipment.

Safeguarding Money and Valuables:

It is recognized that teachers and administrators may have custody of monies and valuables in the course of their duties. It is required that at times the maximum degree of security possible will be adhered to.

GUIDELINES:

1. Cash in excess of \$100.00 shall not be left in schools overnight. Where it is not possible to follow this rule, staff are required to ensure the monies are secured in the school safe or a locked container in a locked cabinet in a locked room.
2. Staff are required daily to hand all monies collected by them to the school secretary and obtain a receipt. Staff are individually responsible for the safe keeping of such monies up to the point of obtaining such receipts.
3. Staff are required to always ensure that monies are not left in the classrooms but are either in the direct care and custody of another staff member, or in a secure environment such as a locked file cabinet in a locked secure room.
4. Where it can be clearly shown that staff have followed this policy, the Board shall accept liability for losses incurred. Where this is not the case, the responsibility rests with the staff member or administrator as appropriate.
5. Should a theft of monies or valuables occur an RCMP investigation may immediately be requested.

Staff Fees

Staff that drink coffee are asked to pay for coffee and water supplies, cost is \$60 for the year. Each staff member is encouraged to contribute to the staff fund: \$30 per year. This money is used to buy gifts, flowers, cards, etc. (weddings, births, funerals).

Student Accidents and First Aid

1. If an accident occurs or a condition arises requiring first aid during school hours, the school shall render first aid and communicate with the parent/guardian.
 - Before the child is sent home, the Principal or supervisor shall communicate with the parent/guardian by telephone.
 - In all cases an adult shall escort the pupil to the home or a place the parent/guardian designates as a place of care.
 - The person who escorts the pupil shall be instructed to bring the pupil back to school if he or she finds no one at home or at the designated place of care.
2. If hospital treatment appears to be required and the principal or supervisor cannot contact or communicate with the parents, arrangements shall be made for the student to be taken to the emergency ward of the nearest medical facility.
3. **Unless there is a probability of clear and present danger, the supervisor is not to move a student who appears to be seriously injured. Phone for emergency service and medical assistance.**
4. The Principal or responsible adult or teacher in charge shall have met the requirements of this policy once the injured party has become the responsibility of the parent or medical personnel, whichever occurs earliest.
5. The teacher/supervisor shall complete an incident report for all student accidents, near misses, or circumstances when first aid is required. This document shall be kept on-site in the OH&S binder for at least three years. A copy must be provided to the Health & Safety Department for the purpose of further lawfully required reporting to outside agencies, or for insurance purposes.
6. Schools shall have at least one staff member with a current Standard First Aid certificate.
7. In the case of a serious accident or critical incident, the Principal (or designate) shall inform the Superintendent of Schools immediately.

Student Medical Conditions

Schools will regularly encounter students that suffer from severe medical conditions. Some of these medical conditions can be life threatening if they are not dealt with promptly. The Fort Vermilion School Division believes that it is the responsibility of the parent to inform the school of any medical conditions that their student may suffer from. Parents and schools should work collaboratively to ensure that a safe learning environment exists for students that suffer from a medical condition. Principals should ensure that an Emergency Medical Plan is put in place for each student that suffers from a serious medical condition. Emergency Medical Plans will be signed by all applicable team members and updated annually (or as the need arises).

As soon as possible at the start of the school year, all members of the school community will be in-serviced regarding background information about the severe medical conditions present in the school. This training should include background information, recognition of emergent symptoms, emergent treatments and safety procedures. The school administration will also ensure that communication with the appropriate students and/or families occurs based on the severity of the conditions present in the school. This may include information being sent home with a specific class or potentially the entire school.

Communication of Student Medical Conditions

Student Medical Conditions will be noted and updated as required within power school, upon parental consent. It is necessary for all staff to know about the medical concerns and the immediate treatment of students assigned to their supervision. Teachers may access this information through PowerSchool (alerts) within each students' profile.

Parents of children with medical conditions will be asked annually to report these conditions to the school.

Administration of Medication to Students

While the Fort Vermilion School Division believes that the responsibility for the administration of medication does not lie with the school system, it also recognizes that, from time to time, situations may arise which will require an employee to administer medication and/or take action in order to ensure the wellbeing of and/or preserve the life of a student. Medication (if necessary) can be stored in the main office and, upon parental written request, will be administered by school staff.

Procedures:

1. At the beginning of each school year, the Principal shall request that the parent inform the school of any health related issues that a student may have. It shall be the responsibility of the parent to advise the school of any changes in the student's health during the school year.
2. Parents must make a written request that medication be administered to their son/daughter during the school day or during school sponsored events. The request must be in writing using the "*Request for the Administration of Medication*" form.
3. The school must ensure that plans are in place for the storage and retrieval of any emergent medications such as Puffers or EpiPens.

Communication Expectations and Procedures

Ongoing communications between administration and staff will occur primarily through email and Outlook calendars. Weekly memos will be available to staff each week highlighting the week's events, recognizing staff and providing any other informational items that are pertinent for the week. The LCPS Planning Calendar highlighting the yearly schedule (report card dates, exam dates, deadlines, special events, etc.) is available for all staff to access as well. Please ask for details to gain access to the school's planning calendar.

Social Media

CASL Policy Guidelines

All employees, contractors, vendors and any other person sending CEMs on behalf of FVSD must adhere to the following policies:

- All information systems within FVSD are the property of FVSD and will be used in compliance with this policy.
- All users will report any irregularities found in incoming or outgoing CEMs and the CEM delivery system to the IT team immediately upon detection.
- The CEM delivery system is subject to monitoring at all times. Use of the CEM delivery system constitutes acceptance of this compliance policy.

- Users will not use FVSD devices or personal devices on FVSD accounts to send CEMs without prior approval from management or another designated representative.
- Users will not use FVSD devices to conduct personal business.
 - No personal emails should be sent from FVSD email address that are CEMs
 - No instant messaging should be conducted with parties outside of FVSD that are CEMs

All CEMs must contain:

- Contact information, clearly laid out. This includes sender first and last name, sender email address, school name, mailing address, telephone number and web address.
- If the CEM is to be sent on behalf of another party at FVSD, the name of this party and the sender must both be included, in addition to the information listed above.
- An “unsubscribe” link, clearly visible.

(FVSD Administrators’ Handbook – Canada Anti-Spam Legislation (CASL))

LCPS Social Media Accounts

All pictures of school events, student projects, etc. will be released through official school social media accounts. LCPS has a facebook and instagram account.

At the discretion of the school principal, school social media accounts may be run by one or more school staff members.

Communication sent out via social media accounts should have a consistent voice and be positive in tone.

Official school accounts be updated regularly. Staff assigned to school social media accounts should ensure that:

- responses to questions in a way that is helpful to members of the FVSD community.
- Posts and comments that are of an inappropriate nature or that contain personal or irrelevant information should be removed/deleted promptly, if permitted by the tool.
- Set privacy settings so that you are notified if you are tagged or mentioned in photos or posts.

The creation of other social media accounts must be approved by the Principal and Division Office staff.

Group Texting with Students

Safety is the overriding concern with regard to information posted online. Always respect the privacy and confidentiality of student information. Breaches of privacy and confidentiality can occur with respect to the Municipal Freedom of Information and Protection of Privacy Act, the Youth Criminal Justice Act, and board policies and procedures.

Parents of minor children, and students over 18 must give consent to participate in group texts. These can be Whatsapp Groups, Remind or other apps that allow group texting.

Faculty must ensure the following:

- Ensure privacy settings are appropriate, up-to-date, and protect the privacy and confidentiality of the account.
- Staff must never disclose confidential information about the school, students and colleagues.
- Particular care must be taken with students for whom the principal has identified custody/safety concerns.
- Personal information, including student names, location, etc., should not be posted on social media without informed consent from students' parents/guardians. This includes, but is not limited to blogs, student work, individual and group photographs, videos featuring the student or other identifying information and group texts.
- Informed consent is necessary when placing personal student information online. Consent is provided via the blanket consent form that is sent home with all students at the start of the school year.
- Information about school events should be posted on the official school media accounts and then shared by individual users.
- Everything you post can be altered and shared, even if your account is anonymous. Comments expressed privately between social media users can be shared in a more public domain, even with privacy settings set to high.

FIELD AND SPORTS TRIP GUIDELINES

Staff is to submit their intentions for field or sports trips to administration as soon as possible for approval. Please refer to the document titled ***FVSD Field and Sports Trips***.

PLANNING REQUIREMENTS FOR FIELD/SPORTS TRIPS

1. Inform the administration of the intent of the trip. E-mail the following pieces of information: date, time, group involved, purpose of trip, supervisors involved and bus requirement. For all trips, a **Trip Approval Form** is to be signed and approved by the principal. Superintendent approval is required for trips that are longer than one instructional day or a high-risk activity is to take place. Under no circumstances, should staff proceed to steps 2-6, without the approval of administration.
2. Fill out a bus request if needed. **Bus requests are to be submitted to the bus garage at least two weeks prior to the trip.** The forms are available in the office and completed forms should be handed back into the office.

3. **Field/Sport Trip Parental Consent Forms** (available in google drive) must be completed for any field trip which occurs off school grounds. Make sure consent forms are signed and returned to the school before any field/sports trips. Submit the original student copies to the office for filing and keep a photocopy for your own records.
4. Update the list of students who will be going on the field trip in the Student Activity Absences (available in Google Drive) the week prior to the trip.
5. One or two days before the trip, check with the office to see if the bus request has been granted. You will be given a copy of the approved requisition when it is faxed back from the bus garage.
6. All trips must be accompanied by a school or divisional employee with at least one supervisor having a **current Emergency First Aid certificate**.
7. **Out-of-division trips** require a teacher supervisor. There must be a same gender supervisor for all overnight trips. Out-of-division trips also require an **Itinerary of the Trip** and **Bus Manifest** be submitted to the bus garage and office for filing.
8. In the case of emergency, notify administration and parents as soon as possible. As a precaution ensure you have a student emergency report (available at the office), student permission forms, stocked first aid kit, and a cell phone available at all times.
9. Students are required to travel with the designated bus unless arrangements have been made in advance with administration. Under no circumstances are students to be granted permission to drive their own vehicles for any school event. A parent may transport only their own child.
10. In area supervision is required of all supervisors/coaches. Coaches/Supervisors must travel with students on road trips, remain at venues with students, or any other area that the our students are present.

Security Protocols

Security System Procedures

We have a security system in place in the school. **It is the responsibility of all staff to:**

- ✓ ensure that outside doors are locked when working late in the night or on the weekend
- ✓ ensure the office area is secured and outside doors are locked, prior to leaving the school
- ✓ activate the security system when leaving the school building

The following guidelines will help everyone become familiar with the operation of the system.

1. The system has been programmed to arm automatically at 11:00 pm; however, all disarming must be done manually. If the alarm is activated, Gregg is the first person called to check the situation. George B (Head Custodian) & Rachel are the next two on the call list.
2. *Have your security ID card with you at all times or keep the card in a secure place at the school.* Information on the card is for school staff only.

Basic Procedures for Security System Operations

1. Always enter through the entry doors that contain the touch pads. There is no speaker or audible alarm so you must go immediately to the main entrance to check the status of the alarm. If there is a green light the security system is “armed” go to step 2. If the light is amber the “system is already disarmed”.
2. To **disarm** system:
 - ✓ Enter your four-digit arming code when the touch pad has the green light (armed).
 - ✓ System will display, ‘System is disarmed’ and the display light will no longer be green.
3. To **arm** system:
 - ✓ Ensure all staff have left the building
 - ✓ Ensure all doors are closed and locked
 - ✓ Enter your four-digit arming code.
 - ✓ System will display a green light indicating the alarm is set.
 - ✓ You have 60 seconds to exit the building.
4. If the **system will not arm**, you can bypass the open sensor. Any open sensor can be by-passed but should only do so if you know it will not cause harm. Bypassing an open door would not be a good idea. To bypass on open sensor:
 - ✓ Press the * key twice
 - ✓ Screen shows "Scroll to bypass zone" Scroll to left or right using the< > keys The zone that is open will have show an O at the bottom right hand side.
- ✓ Press the * key and it will change to a B "B, It is then in Bypass mode"
 - ✓ Press the # key and the green check mark should be on, and you're ready to arm.

This is a bit complicated but we will all have to get used to it. There is no other simpler step in bypassing. The key is to not have any open sensors, and if we do, they need to be dealt with, or by-passed. So in the case of environmental alarms ie: low temperature, low pressure etc, please advise me on them before bypassing.

5. If you **accidentally trip** the system and it goes into alarm:
 - ✓ Whether you are able to disarm the system or not, you must call the monitoring station (1-877-777-7591) to notify them of the false alarm, or go to a telephone and wait for their call.
 - ✓ You must have your Security Card handy.
 - ✓ Tell them: the building account number, your name and ID codeword to avoid dispatch of Police or Fire Department.
 - ✓ Go back the touch pad to disarm system, or call Gregg/Rachel for the arming code.
 6. If school functions require extended hours, the monitoring station must be notified in advance. Please make arrangements with administration if you wish this to occur
- Keys

TECHNOLOGY

All staff are to review the **Information Technology Acceptable Use Protocol, Password**

Protocol, Messaging Protocol, and Canadian Anti-Spam Legislation (CASL) at the beginning of each school year. New staff are required to read and sign the **FVSD Staff Technology User Agreement and Canadian Anti-Spam Legislation (CASL) Sign Off**. Signed agreements will be uploaded to the admin center on the network. See the appendices for these documents.

Teachers will review the **FVSD Guidelines for All Technology Uses for Students** and the **FVSD Student Technology User Agreement** as well as the **FVSD Student Internet Use Guidelines and User Agreement** with students annually and as needed throughout the year. The **FVSD Student INTERNET User Agreement and Parent Permission Form** will be signed by the student and parent annually before students are given access to the internet. These signed agreements are kept on file at the school office. See the appendices for these documents.

All FVSD students are to receive Digital Citizenship instruction at the start of each school year using resources developed by the technology committee. These resources are found in the FVSD Teaching Resources tab found on the school's internal website. Teachers are encouraged to provide additional Digital Citizenship instruction as needed depending on the level of use of digital tools and apps. Supplementary resources can also be found in the FVSD Teaching Resources tab.

Most classrooms are equipped with a computer, projector, smart board, speakers, wireless keyboard & mouse. Should you have difficulty with any of the equipment or programs, e-mail the help desk.