



**CLAVET COMPOSITE SCHOOL  
2019/2020**

Box 5

Clavet, Saskatchewan  
S0K 0Y0

Telephone: 306-933-1022

Email: [clavet@spiritsd.ca](mailto:clavet@spiritsd.ca)

[www.spiritsd.ca/clavet](http://www.spiritsd.ca/clavet)

**Mr. B. Matisz**  
Principal

**Mr. P. Schmidt**  
Vice-Principal

**Mrs. L. Cameron    Mrs. D. Waldner**  
Administrative Assistants

Cover art by Rachel Simonson

## **PRINCIPAL'S MESSAGE**

Welcome to the 2019-2020 school year!

Clavet School has a tradition of excellence and we are very proud of the students' academic, artistic, and athletic accomplishments. The school provides high quality education with an individualized approach in enriched, regular, modified and alternate programs. The Pre-K -12 continuum of courses is designed to provide students with the necessary knowledge, skills, and attitudes for success in post-secondary venues and prepare them for the school-to-work transition. The staff provides strong academic instruction with student-centred teaching strategies. Standardized test results indicate that we are surpassing our achievements goals!

To enhance our academic programs, the school offers an opportunity for students to participate in athletic and fine arts activities. The Cougar sport teams are very successful and have won many titles and trophies. The Band Program has been enthusiastically received and all have enjoyed the quality performances, and celebrated their results at competitions. Our fine arts programs provide numerous opportunities for our students to showcase their skills and talents on the local, regional, and provincial level. As well, there are many activities offered at the school for students of all ages and interests.

Education of children is a partnership of home, school, and community. We are very proud and appreciative of the community and parental involvement and support in the school. Our strong School Community Council bolsters the goals of the school by helping to enhance parental involvement. Communication is a vital link and we encourage parents to keep accurately informed. We are progressing with the technological times in our communication. Please consult our school webpage to keep updated on school information and activities as well as teacher web pages, blogs, etc. Together we can provide the best education for all students in a safe, caring school environment.

## **INTRODUCTION**

Education is a life-long process. At Clavet Composite School, students will learn skills, attitudes and values which will enable learning to continue beyond their school years.

The School aims to provide an educational environment that promotes the development of successful, responsible, and co-operative students. The school has a climate conducive to learning and will strive to meet the individual needs of students, so they will be able to experience success in a changing society.

Schools do not replace parents/guardians. Character, social habits, and social behaviour are developed in the home and reinforced in the school. A successful educational environment can be achieved only with the cooperation of parents, staff, and students. Our over-riding ethic is respect for self, respect for others, and respect for property. We look forward to working with the parents and community to develop and instil this ethic in our students through our academic and extra-curricular activities.

## **VISITORS & SCENT ALERT**

Visitors are to report at the office before proceeding into the school. Students are discouraged from having out-of-school friends in the school. Many people are very sensitive to strong scents (paint, chemical and even perfumes). We would ask that all staff, students and visitors be aware of this sensitivity.

# BELL SCHEDULE

8:50	Preparation Bell
8:55 – 9:53	Period One
9:53 – 10:51	Period Two
10:51 – 11:06	Recess
11:06 – 12:05	Period Three
12:05 – 12:20	Lunch
12:20 – 12:45	Lunch Activity
12:45 –	Preparation Bell
12:50 – 1:48	Period Four
1:48 - 2:08	Whole School Reading Time
2:08 – 3:07	Period Five
3:12 –	Bus Departure

## STAFF LIST 2019-2020

### Administrators

B. Matisz                      Principal  
 P. Schmidt                  Vice-Principal

### Custodians:

B. Huegle  
 A. Beresh  
 J. Cameron

### Teaching Staff

H. Bolton	Middle Years SERT	J. Pedersen	Middle Years
M. Brochu	French	L. Perry	Elementary
H. Drennan	Middle Years/Music	R. Price	Senior Science
C. Dyck	Fine Arts	S. Priel	Elementary
B. Endicott	Elementary	C. Rempel	Elementary
C. Findlater	Pre Kindergarten	J. Shabatoski	Elementary
T. Fitzsimmons	Kindergarten	L. Ulrich	Elementary
L. Gardner	Middle Years/English	K. Wenc	Elementary
A. Gavlus	Middle Years/P. Ed	L. Wessel	Elem. SERT
A. Hagan	Elementary	C. Williams	Elementary
M. Hamm	Senior English	J. Yeo	French/P. Ed.
F. Hrynewich	Senior Math		
T. Lalonde	Elementary		
J. Loewen	Elementary	<b>Support Staff</b>	
T. Lundquist	French/Middle Years	L. Cameron	Admin Assistant
J. Malainey	Math/Physics/Psych.	D. Waldner	Admin Assistant
G. Meldrum	H Ec/Middle Years	T. Kennedy-Reid	Student Counselling
P. Meszaros	Elementary		
J. Nickel	Social Studies	<b>Education Assistants</b>	
B. O'Reilly	Senior SERT	K. Bradford	C. Fenton
S. Oleksyn	Industrial Arts	E. Brisbin	L. Kehrig
M. Parras	Elementary	A. Callaway	S. Quirk
<b>Interns:</b>		J. Dale	S. Salahub
L. Rathgeber	S. Oleksyn	A. Davies	C. Scanlon
C. Kindrat	M. Hamm	V. Dilsner	N. Wist

## PRAIRIE SPIRIT SCHOOL DIVISION CENTRAL OFFICE STAFF

(Warman) 306-683-2800

L. Jeshke	Director of Education
F. Cassidy	Superintendent Schools & Learning
D. Badrock	Trustee
M. Hallgrimson	Work Experience Co-ordinator
T. Pluhator	Driver Training

## GENERAL SCHOOL INFORMATION

**Core Values: RESPECT INTEGRITY PERSEVERANCE HAPPINESS**

### Code of Conduct:

**Respect Yourself:** appropriate language, dress, and behaviour

**Respect Others:** appropriate language, behaviour

**Respect Property:** classroom, school, community

### When Expectations Are Not Met

1. Reminder:
2. Fair Warning
3. Hallway Conference – in hallway – to discuss behaviour with teacher before returning to class – Contact with Parent – Restitution Plan
4. Office – Parent call – Restitution Plan
5. Team Conference – with student, parent/guardian, teacher and principal/vice-principal – Action Plan

### Clavet School Discipline Plan

The purpose of the Discipline Policy is to guide the conduct of pupils in a way which permits the orderly and efficient operation of the school. When students exhibit inappropriate behaviour, the majority of the time, this inappropriate behaviour will be handled by a staff member. However, there will be occasions when the behaviour will require intervention by the school administration; this is considered a major offence.

#### Minor Offences

Minor offences generally are those which a staff member will handle in the classroom, hallway, gym, or on the playground. Corrective strategies might include a warning (private, brief), a noon detention, withdrawal of privileges, a class isolation, a move within the class, contact with parents, an additional assignment, a restitution activity, or another action appropriate to the minor offence.

## **Major Offences**

Students have the right to attend school, but it should also be considered a privilege. If a student abuses the privileges, then the most logical consequence is a progressive loss of the privilege.

Clavet School views the following violations as major offences:

1. It is a major offence to damage or steal school property.
2. It is a major offence to fight, to use physical or verbal abuse or to intimidate a staff member or student.
3. It is a major offence to show open opposition to or defiance of a staff member.
4. It is a major offence to exhibit conduct which is illegal or deemed injurious or harmful to the well-being of the school or the people in it.

Consequences for major offences will include a three step procedure:

STEP 1- There will be a meeting which will include the student, the staff member, and at least one school administrator. As a result of the meeting, further consequences will be determined.

STEP 2 – The severity of the offence will determine the stage of discipline selected.

STEP 3 – Parents will be informed of the incident and the consequences.

## **Elementary Noon Break Expectations**

### **12:05-12:20**

- Eat lunch and remain in classroom until bell rings
- Students are expected to clean up any mess left from their lunch

### **12:20-12:45**

- All students are expected to go outdoors to play

### **12:55 – 1:00**

- Washroom/drinks then directly to class

## **Playground Area/Recess Play Expectations**

- Expectation is to be outside for recess
- ‘Hands off policy’ in effect
- Respect property and students

## **PARENT COMMUNICATION WITH THE SCHOOL PROTOCOL**

Parental concerns regarding classroom events should be directed to the classroom teacher first. If further information is required, contact the school based administration. If additional information is still required, contact the Superintendent of Schools and Learning.

## **DRESS**

Students are expected to exercise good judgement and to take pride in their personal appearance. Clothing should be clean and neat. Clothing with offensive language, slogans advocating substance or alcohol use, vulgarities, prejudicial or sexist mottos are not acceptable. Students will be required to change their shirt or wear it inside out.

Students are not to wear outdoor clothing (parkas, jackets) in instructional areas. Each student is provided with a locker or cubby space in which to store outer garments and backpacks during school hours. Footwear is to be worn in the school.

Students are not to wear headwear (hats, visors, bandanas, etc.) during school assemblies or in the office. Wearing hats in classrooms will be at the discretion of the teacher. Students not meeting these expectations will be given a warning. If the student persists in disregarding the expectation their hat will be turned into the office until the remainder of the day. Students who consistently have their hat confiscated will require a parent to come to the school to retrieve the hat.

These expectations are not designed to hinder anyone's right to choose clothes, but instead, they are intended to assist students with the development of positive and responsible attitudes towards situationally appropriate clothing.

## **STUDY HALL AND DETENTION**

Teacher-supervised study hall is held every noon hour from 12:20-12:45. The teacher may assign students who have not completed homework or other assignments to study hall. The purpose of study hall is for students to have extra time to complete their schoolwork. Students skipping classes will also be assigned to study hall to make up missed schoolwork.

Teacher-supervised detention is held every noon hour from 12:20-12:45. Students who have displayed disrespectful, inappropriate behaviour or language, numerous instances of being late to class, driving offenses or other instances of breaking school rules may be assigned to detention.

## **TEXTS**

Students will be provided with the necessary texts for the courses in which they are enrolled. Students who fail to return their texts, or who return texts that have been excessively worn will be required to pay the replacement cost of the texts.

## **POSTERS**

All posters put up in the school must be initialled by an Administrator. Posters that are not approved will be taken down. Students who put up any posters must see that they are taken down when the event is over.

## **SCHOOL DANCES**

School dances are intended for our grade 7-12 students. Dances begin at 7:00 pm. Doors close at 7:45 pm. No one will be admitted after the doors close unless prior approval has been given by the office.

A guest may be registered under the following conditions:

- i) The sponsoring student assumes all responsibility for the guest.
- ii) The sponsoring student must ensure that the guest is prepared to respect all regulations.
- iii) The guest cannot be an elementary school student or a student who has graduated.

Only people on an approved guest list will be admitted to the dance. Any guest may be required to show identification at the door.

## **A. Chaperones**

There will be at least ten adult supervisors (including two staff members and one administrator) present throughout the dance period. The chaperones will meet at 6:50 to discuss the supervision expectations and/or duties. Supervision will include the dance area, the hallways, washrooms, entrance, coat check area, and the parking lot in front of the school.

Supervisors will oversee the operation of money collection and the coat check. The dance committee must have the required number of chaperones by three schools days before the dance. If the dance committee does not have the required number of chaperones, the dance will be cancelled.

## **B. Coat Check**

Students will be expected to leave their coats at the designed coat check area. Backpacks and purses will be locked in the main office. Access to the coats, backpacks and purses will only occur when the student is ready to leave the dance or under chaperone supervision.

## **C. General Guidelines**

When a student has entered the dance and paid the admission price and then leaves the dance at any time, he/she will not be allowed to return to the dance.

The dance committee will be responsible for any cleanup that is required during an following the dance. It is preferred that food and pop not go into the gym.

The late list will include the reason for being late. Doors are closed at 7:45.

There will be zero tolerance for alcohol or drug consumption. Students who violate this rule may not be allowed to attend a school dance for a period of at least one (calendar) year. As well, they may not be allowed to participate in any extra-curricular activities for a period of at least four weeks.

Prairie Spirit School Division does not allow smoking/vaping on school property. This means that smoking/vaping is not allowed in the school, the school yard, or the parking lot. Students who have an unexcused absence on the day of the dance or are on suspension will not be allowed to attend the dance.

## **SMOKING/VAPING**

All Prairie Spirit School Division buildings and properties are SMOKE-FREE. Smoking includes the use of e-cigarettes or similar tobacco-related products. No one is allowed to smoke in either the building or on school property. Students are not allowed to smoke/vape in the tunnels or on the trails leading to or from the tunnels. It is expected that students will not smoke/vape on the property of businesses or on the roads in the village. Students are expected to smoke/vape in the designated area west of the trail to the tunnel.

## **OFF CAMPUS PRIVILEGES**

Clavet School has a closed campus policy for students in grades K-9. The exception to this is for students who live in the village of Clavet and return home for lunch. K-9 students may only leave the school grounds with prior permission from a parent. A written note, signed and dated, is required for **each** occurrence. Infractions will result in a progressive loss of freedoms.

GRADE 10 students may leave the school grounds only during breaks.

GRADE 11 & 12 students may leave during breaks and spares. Students leaving the school property need to sign out through the office in order to track students in the case of an emergency.

## **USE OF VEHICLES**

We recommend students travel by bus as the safest means of transportation. Students possessing a valid driver's license may, with parental approval, travel to and from school in a private vehicle. Unlicensed motorized vehicles are prohibited.

Parents and students assume all responsibilities when a student uses a private vehicle for travelling to and from school.

### **If a student brings a vehicle to school, there are specific school rules to follow:**

- Students will follow the traffic safety guidelines and the expectations of their parents/guardians for transporting other students.
- Students will drive in a proper manner following all school and traffic rules
- Only students whom have parked in the west student lot may leave before the buses depart.
- Students will park in the designated student parking areas
- Students will not use their vehicles during the school day unless they have requested permission from the principal or designate.

Infractions will result in increasing consequences:

1. warning
2. detention
3. restricted driving privileges
4. loss of driving privileges

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES (PSSD Administrative Procedure 807)**

The Board recognizes that there will be times when it is impractical or inefficient to use school buses. In such cases, it is permissible to use private vehicles. Adult drivers will be used to transport students in private vehicles where possible. Approval will only be granted upon: i) Approval of private vehicles by the principal or vice principal ii) Approval and completion of vehicle information and safety Volunteer Driver Authorization Form (Appendix A) iii) Evidence of a safe driving record.

The Division recognizes a parent/guardian may seek permission for a student to drive only school-sanctioned programs and/or extra-curricular purposes. The Division may refuse to allow a student driver where distance, road conditions, safety and other conditions apply. All SGI rules and regulations need to be followed. For the safety of our students, only two (2) passengers will be allowed per student driver, except when specifically approved by the principal. In order for a student to drive for a school-sanctioned program or extra-curricular purposes, parents/guardians must have completed and signed Section C, "Parent Permission for Student 3 Learning without limits in a world of possibilities Driver/Passenger" of the Volunteer Driver Authorization Form (Appendix A), which must be approved by the principal. The student must also complete Appendix A "Volunteer Driver Authorization Form".

All employees, parents/guardians and other principal-approved drivers must submit, or have on file, a criminal record check.

## **SEVERE WEATHER AND STUDENT TRANSPORTATION(PSSD Administrative Procedure 805)**

Because of the Division's geographic size, it is possible that inclement weather conditions may affect parts of the Division when other parts are unaffected. As a result, the Division believes that enabling procedures for local discretion in dealing with inclement weather conditions is both prudent and appropriate.



1) Responsibility of the Director of Education: The Director of Education or designate has the authority to cancel school bus service on a Division-wide basis. Inclement weather driving conditions may be a valid reason for nonoperation of school buses.

2) Early Morning Decisions – Inclement Weather Conditions Procedures

a) If buses are cancelled for the day due to adverse temperature conditions, the Transportation Manager or designate will update the Bus Cancellations page on the Division website after 6:00 a.m. An information hotline (306-683-2805) with a recorded message on the status of buses not running will be available.

b) In determining if buses should run, Environment Canada Saskatoon temperatures are to be used as a guide for all schools. Contacts for Saskatoon and area may be made at (306) 975-4266 or <https://weather.gc.ca/>.

c) Buses are not to run if the combined temperature/wind chill factors result in a reading of -40 degrees Celsius or below at 6:00 a.m. Buses that do not run at the regular time in the morning due to a -40 degrees Celsius combined temperature/wind chill weather conditions are not to run at all on that same day.

d) Staff who transport students as part of their regular duties using private vehicles are to follow the same procedures as set out for school buses.

e) If buses do not operate due to a -40 degrees Celsius combined temperature/wind chill (as per (c) above), educational tours or extra-curricular travel by bus scheduled for later in the day will also be cancelled. Cancellation of educational tours or extra-curricular travel by private vehicle is to be at the discretion of the principal applying the following conditions:

i) All cold/severe weather criteria identified in Division criteria must be followed before any tours or trips are permitted.

ii) There is no current weather advisory against travel.

iii) The Highway Hot Line and Environment Canada do not post advisories that travel is not recommended.

iv) A record is maintained regarding confirmation of above details (i.e. time, date of calls, etc.).

f) In addition to the criteria in (b) above, extra-curricular travel in private vehicles is permissible in temperatures of -40 degrees Celsius or below subject to conditions set out in AP-807 Transportation in Private Vehicles, Appendix A "Volunteer Approved Driver Authorization Form."

g) Wheelchair lift equipment are not to operate if combined temperature and wind-chill are at or below -35 degrees Celsius. Drivers must contact the wheelchair family to advise of no pickup that morning. They will pick up the child in the afternoon if the combined temperature is above -35 degrees Celsius. Drivers must refer to the Division bus cancellation website by 6:15 a.m. to confirm all temperature data.

h) Road conditions can deteriorate during spring melting and prolonged rainy weather. Bus drivers should consult with families on their route to determine if roads are safe to travel and use their individual discretion whether to travel down certain roads, provide yard service or choose an alternate route/road to travel on.

i) Buses are not to operate if weather conditions, such as freezing rain, dense fog, heavy rain or severe dust storms, impair visibility or otherwise cause dangerous travel conditions.

j) The good judgment of bus drivers in their decisions regarding safety is to be supported.

i) Bus drivers are to decide whether to run by no later than thirty (30) minutes before the first scheduled morning pick up, and by no later than one (1) hour prior to the scheduled afternoon dismissal.

ii) If a decision is made not to operate a rural bus route (except as in (a) above), the bus driver is to immediately inform the school principal and the Bus Shop (306-374-2496) no later than 7:15 a.m.

iii) The bus driver will also inform all families on the route about the decision not to run. If the bus does not run due to mechanical problems, the route will only be cancelled for the morning or afternoon run. Consultation with a service technician is required for determining if a repair or another bus will allow for the route to be run.

## **USE OF PERSONAL MUSIC DEVICES**

The use of music devices in class is at the teacher's discretion. There must be assurance of appropriate music selections. Electronic devices are not to be used for recording. Recording of conversations or instructions may only occur with the active consent of all involved. Infractions will result in consequences.

## **USE OF TELEPHONE**

The Student's Representative Council has installed a phone in the hall for student use which can be used for personal calls. Students may not use the phone during class time.

Any parent wishing to contact his or her child is requested to phone the main office and leave a message for the student to return the call. In case of emergency; the student will be called directly to the office phone.

## **USE OF CELL PHONES**

The staff at Clavet Composite School believe in the responsible usage of cell phones. Students in grades K-9 are not to use cell phones during the school day. This includes during breaks and recess times. Teachers may, at their discretion include the use of cell phone activities in their instruction. Students will be directed to retrieve their cell phones from their lockers in those instances. There are many times when cell phones can be used as educational devices, yet cell phones can also hinder learning. For example, cell phones can disrupt class discussions, and there is an inherent problem with using phones or text messaging during exams. Should cell phones not be used responsibly during class time, consequences will be imposed for infractions.

1<sup>st</sup> offence: warning

2<sup>nd</sup> offence: turn in phone to office until the end of the day

3<sup>rd</sup> offence: treated as a defiance issue with consequences ranging from detention to suspension, with parent notification. The phone may also be confiscated until a parent is able to collect it.

## **EVALUATION OF PROGRESS**

Continuous evaluation of progress will be made. Classroom tests, daily assignments, and personal work habits may be used in arriving at a report card mark.

## **MISSING EXAMS**

a) Students/parents/guardians are expected to contact the teacher in advance of missing an exam to make alternate arrangements

b) Students are expected to write all final exams. It is only in very rare situations, for exceptional circumstances, with advance notice that alternate arrangements are made to write high school final exams. Please do not plan any holidays during the scheduled exam weeks until the exam schedule is finalized.

## **REPORT CARDS, INTERVIEWS, POWERSCHOOL**

There will be four reporting periods for grades 10-12 and three for K to 9. The first report card will be sent home mid-November. Parents or guardians are encouraged to participate in interviews so that they will become more fully aware of the overall progress of their child at Clavet Composite. Parents and guardians are also encouraged to contact the school at any time during the school year if they are concerned about the progress of their child. Powerschool is our web based student mark reporting program. It is password accessible to grade 7-12 parents. Contact the school for access information.

## **SCHOOL CLEANLINESS**

We take pride in the appearance of our school. Caretakers are responsible for the maintenance of the building. However, everyone is responsible for school tidiness and cleanliness. We encourage the use of recycling bins for paper and cans/plastic.

## **NOON HOUR EXPECTATIONS for grade 7-12 Students (From 12:05-12:50)**

Students will eat in designated areas with their homeroom and are expected to maintain the cleanliness of the room. Grade 7-12 students have access to the balcony, including the microwave ovens there and the servery.

## **LOCKERS**

Students must purchase a lock from the office. Any other lock found on a locker will be removed. Only the students assigned to the locker should know the combination of that lock.

Each student supplied with an individual locker is responsible for keeping it neat and locked throughout the day. The school cannot be responsible for stolen articles.

The school assumes no responsibility for personal items left in lockers at the end of the school year or after the publicized date of the locker clean-out.

Even though locks are owned by the student, the school reserves the right to inspect lockers when it is deemed necessary. Gym lockers are available for daily use. Students may use personal locks for these baskets.

## **LOST AND FOUND**

Students are to put their name on all their school belongings. Lost and found receptacles are in the high school gym and elementary hallway. Items will be displayed the last week of school, and then given to a charitable organization.

## **VALUABLES**

Money and articles of value, such as watches, should not be left in the gyms or on desks. Students are advised not to bring large sums of money to school.

Under no circumstances should money, jewellery, or other valuables be left at school.

The school accepts no responsibility for personal items lost or stolen.

## **FITNESS CENTRE**

Students must become a member of the Fitness Centre in order to use the facility during spares, recesses or outside of school hours. Membership requires a yearly \$15 fee, orientation and a signed parent consent form. Rules of use are posted in the Fitness Center.

## **STUDENT ACHIEVEMENT AWARDS**

### **Grades 10-12**

- Honor roll/honor roll with distinction/honor roll with great distinction
- 8 courses in each grade from grade 10-12 are used to determine honor roll

### **Grade 7-12 Awards**

- At each grade level we will be recognizing the following:
  - **ACADEMICS**
  - **ATHLETICS**
  - **ARTS**
  - **PERSERVERANCE**
  - **GENERAL PROFICIENCY**
  - **CITIZENSHIP**

### **ACADEMIC ACHIEVEMENT**

- Best all round student in ALL SUBJECT AREAS at the grade level
- ONE WINNER – chosen in consultation with other teachers at that grade level

### **ATHLETIC ACHIEVEMENT**

- Best all round ATHLETIC student ( not based solely on the number of sports participated in)
- ONE WINNER – chosen by the coaches
- One MALE and FEMALE winner at each grade level

### **ARTISTIC ACHIEVEMENT**

- Based on involvement in BAND, DRAMA, MUSICAL
- ONE WINNER – will be chosen by band teacher, drama supervisors and teachers

### **PERSERVERANCE ACHIEVEMENT**

- Displays INTERGRETY, DETERMINATION, and HARD WORK
- ONE WINNER – will be chosen by the teachers at that grade level

### **GENERAL PROFICIENCY**

- ONE WINNER will be chosen from each GRADE by the teachers at that grade level
- Based on ATHLETICS, CLUBS, and ACADEMICS

## **CITIZENSHIP AWARD**

- One recipient per grade – voted on by the teaching staff
- Awarded to the recipient who demonstrates the following characteristics
  - RESPECTFUL, POLITE, WELL MANNERED, POSITIVE ATTITUDE

## **GRADE 12 SPECIFIC AWARDS**

- Ivor Trischuk Math Award
- Moe Hryciw Science Award
- Digneau Scholarship
- Governor Generals Award
- Cargill Scholarship

## **DROPPING CLASSES (GRADES 10 – 12)**

Students wishing to drop a class must fill out a drop form that must be signed by the parent/guardian, subject teacher, and administrator. Students are expected to remain in their classes until all signatures are submitted for approval.

## **ADDING CLASSES (GRADES 10 – 12)**

Students have one 6-day cycle from the beginning of the semester to add a new class. The form must be signed by parent/guardian, subject teacher, and administrator. Requests will be granted based on available space in the classes.

## **CHANGE OF ADDRESS**

Change of address, telephone number, and/or email address should be reported to the main office as soon as possible.

## **WITHDRAWAL FROM SCHOOL**

If a student withdraws from school, he/she must see all subject teachers, the homeroom teacher, Vice-Principal or Principal. The form for this procedure may be obtained from the secretary.

## **SCHOOL COMMUNITY RELATIONS**

Community groups or organizations may display posters in the school that have been authorized by the office.

We also encourage the various community organizations to contact the school when their activities involve the students. We can make note of these activities in the daily announcements or place the information in the school newsletter in the community section.

## **SCHOOL PUBLICATIONS and WEBSITE**

A school newsletter will be published near the middle of every month. Important information regarding special events, exams, holidays and other activities are incorporated into the newsletter. Elementary classrooms may also distribute a newsletter with specific classroom activities and curriculum information. As well, many classroom teachers maintain a personal website.

Community service announcements are also welcomed in the school newsletter. We would ask for brevity and for submission to the administrative assistant by the 10<sup>th</sup> of the month.

School newsletters and other important notices are distributed via email to all families who have filed a current email address with the school. Hard copies will be distributed to families without email addresses and those who indicate they would prefer hard copy communication.

The Clavet School website contains general school information as well as upcoming event information. The school handbook is posted on the website as well as the regular school newsletters. Parents are also able to subscribe to the school's calendar so that they have constant, live updates to any event changes in the school throughout the year on their mobile devices.

Parents can visit the school website to sign up for the SCC Remind notifications. These are messages that the School Community Council posts to remind parents of upcoming events in the school. Those who subscribe can either use the free Remind app to receive notifications of upcoming events, or they can receive text messages.

## **SCHOOL RENTAL**

PSSD believes that maximum use of school facilities should occur both in serving the needs of students and other community members. There will be a rental charge for approved groups. The priority order is:

1- School Activities 2-Student Community Activities 3- Adult Community Activities

Request Procedure:

1. groups must complete an application form stating requested day, time, room, equipment
2. the application will be reviewed by the Athletic Director and Principal
3. the application will be forwarded to the Clavet School Office for charge assessments.
4. the approved application will be returned to the group representative

It is important that all groups wishing to use the school facilities make their application as soon as possible. Please do not assume that because your group has used the school for many years that that will continue automatically. Forms are available from the school administrative assistant, or on the school's website.

## **FIRE AND EMERGENCY DRILLS**

Fire and other emergency drills are important as it may be the means of saving lives. There are many types of emergency drills; lock down, tornado, and bus evacuation. It is important that staff, students and parents understand the procedures for each drill and that the school conduct practices throughout the year. Again we would stress that the school must have accurate information to contact parents/guardians and the name of alternate contact.

When the fire alarm sounds, the students will proceed in an orderly fashion to the designated area outside the school. Persons visiting or renting the school must also obey the fire alarm. Attendance will be taken. Teachers and students will return to the building only upon the signal from the Principle or Vice-Principal.

Any person that tampers with fire extinguishers, automatic detention systems, automatic sprinkler systems, manual or automatic fire alarms, or any other safe guards in the building, is guilty of an offence and "liable on summary conviction to a fine of not exceeding \$2,000.00". Fire trucks are automatically sent to answer an alarm and costs can be incurred for false alarms.

## ATTENDANCE POLICY

- a) The Attendance Policy refers to missed classes and therefore missed subject content, regardless of the student's reason. ('Skipping classes' is a discipline issue and is addressed by the Discipline Policy). We are confident that we will have the support of parents/guardians in attempting to minimize absenteeism from school.
- b) Successful academic performance is closely related to the attendance record in class. Absenteeism affects the learning and understanding of information and concepts, and may lead to not passing the class.
- c) All student absences are to be acknowledged by a phone call or note from the parent/guardian. We ask that parents/guardians contact the office by phoning before the absence, if the absence is anticipated or during absence. Parents may leave absence notices on the school's voice messaging system at any time.
- d) If a student will be absent for an extended period of time (5 days or longer), there are forms and procedures to be completed. Information is available from the office.
- e) Students arrival time at the school is **8:45AM**. Departure time is **3:07PM**. No general supervision is conducted before 8:45AM or after 3:07PM. Students should **not** be in the building outside of these times unless they are directly involved in a staff-supervised activity such as extra-curricular sports or clubs, fitness center workouts, band, tutoring or homework sessions. If students are waiting for private transportation after 3:07 they should wait in the school main foyer.

## STUDENT FEES

Student Handbook Gr K-8	\$ 5.00
Student Handbook optional for Gr 9-12	\$ 5.00
Industrial Arts	Costs for optional upgrades beyond base project
Home Economics	Costs for optional upgrades beyond base project
Art/ Photography	Costs for optional upgrades beyond base project
Locks	\$10.00
Yearbook	\$42.00
Fitness Center Membership	\$30.00

## REQUIREMENTS FOR GRADUATION

Any student wishing to participate in the annual Graduation exercises at Clavet School must meet the following requirements:

- Have the necessary number of credits needed for graduation (24 minimum) or expect to have them by the end of the school year.
- Have the necessary compulsory credits in grades 10, 11 and 12 or expect to have them by the end of June of that year.
- Abide by the rules and commitments of the members of the graduating class as determined by that class.

## **LIBRARY POLICY**

Library materials are loaned to all students and staff from K-12. Most books may be borrowed for two weeks with an additional two weeks upon renewal. Students are responsible for the library materials they borrow and must pay for lost or damaged items. Students are expected to behave in a manner conducive to reading and studying. It is our hope that by encouraging enjoyment of and respect for books with our students will become lifelong readers. There is also a pod of computers available for student use. The expectation is that computers are for school work and not for personal entertainment.

## **COMPUTER POLICY (personal laptops, iPads, ITouches)**

The use of computers is to enhance students learning and to increase their personal knowledge of this technology. Clavet School has a pod of 10 Chrome Books in each elementary classroom, a computer lab, and computers in the library.

Student and parent must sign an agreement form before use of the Internet is permissible. This agreement is based on the acceptable use of computers for school work only. Any infraction of the terms will result in loss of internet privileges and perhaps other sanctions. There is a permission form if any student work is to be published on the Web.

Students using personal devices linked to school WiFi must abide by the same rules as when using school computers.

## **NUTRITION BREAKS**

Clavet School continues to focus on serving healthy foods and drinks. There are cold drink vending machines located on the balcony. A limited number of microwave ovens are available for grade 7-12 student use on the balcony. All students will eat lunch in their homerooms or on the balcony.

Grade 7-12 students also have access to the products from the servery.

Weekly lunches are available for order through the Healthy Hunger website for Clavet School. The consumption of energy drinks is discouraged and students are expected to refrain from bringing them to school.

## **BREAKFAST/SNACK PROGRAM**

Clavet School is recognized as a Health Promoting School by the Saskatchewan Health Region. We make every effort to provide healthy eating options for our students. We have a number of parents and staff who volunteer time to provide healthy snacks for students when they arrive at school. This is a universal access program, made possible by grants, donations and volunteer time. Volunteers also work to provide free vegetables and affordable, healthy lunch options for students.

## **MILK PROGRAM**

Students are able to participate in the school's milk program by purchasing a reusable milk cup. The cost of the cup is \$25 per semester (per year for kindergarten students). Student volunteers fill the cups daily and students are expected to take the cups home daily to be washed.



## **FOOD AND FRAGRANCE ALERT**

Clavet school is a “peanut alert” school. Some students suffer from a severe peanut allergy that is life threatening. To keep them safe, we ask that all students do not bring any food to school that contains peanuts.

Many students are very sensitive to strong scents (perfumes, body washes, deodorants, paint and chemicals). We would ask that students refrain from wearing products with scents to school. Infractions will result in consequences.

## **EMERGENCY INJURY POLICY**

If a child is seriously injured, every attempt will be made to contact parents/guardians. If necessary, we will call an ambulance to transport your son/daughter to hospital. **It is imperative that the office have up-to-date home, work, and cell phone numbers for parents/guardian**