

## **Principal's Message**

On behalf of the Allan Composite Staff, I am happy to welcome you to the 2021-2022 school year. Last year was a very unique year for all of us. We began last year with so many questions, as I am sure many of you did too. We learned a lot about our students and how accepting they are of change. The staff were very proud of that! We know that Covid will again affect some of the things we do here at the school, but we are confident from the experience of last year, our students, your children are extremely resilient and will continue to learn. It was because of them and the dedication of our staff that last year was so successful. We are looking forward to having a productive partnership with all of you and our surrounding communities! We know how vital it is to have this engagement with not only the students, but the parents and families of our school community. It really does make a difference!

As partners in educating your children, we share the responsibility for the success of our children and all of us here at the school want you to know that we will do our very best to ensure your children are educated, cared for and safe. We ask that you assist us with your child's learning this year by having them:

1. Attend school regularly and arrive on time (school doors will be locked until 8:45 am)
2. Read daily and develop a love for reading. It is extremely important to develop literacy skills at a young age to allow for success in subject areas.
3. Completes all learning tasks given by staff
4. Share with the school experiences that will affect the learning of your child.

I want to take the time to emphasize the importance with reading to your children or having them read. We know that there is a direct correlation between student success and early learning literacy skills. Reading for thirty minutes a day will really have a positive impact on your child. If you have any questions around this, please do not hesitate to call your classroom teacher.

Lastly, I would like you to know how important it is to me to be able to connect to all of you. It was a tough year last year in the sense that we missed having parents and community members in our building. I appreciated the opportunity to be able to communicate via phone or in some cases Zoom/Team calls. Although it was not the same, it allowed for at least some connection. Please feel free to connect with me in regards to anything you feel will impact your child educationally. I look forward to working closely with all of you and providing an amazing experience for our children.

# Allan Composite School Handbook 2021-2022

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### **Allan School Staff**

Mr. Craig Reinhardt (Principal)  
Mr. Kelly Wandler (Vice-Principal)  
Mr. Chris Anderson  
Ms. Sherry Brown  
Mrs. Diane Clark (Counsellor)  
Mr. Colton Hope  
Ms. Monica Koroluk  
Ms. Kelly McIntyre  
Mrs. Rochelle Otsig  
Ms. Brianne Parkalub  
Mrs. Adria Rault  
Mrs. Nicole Robinson  
Mrs. Connie Scharback  
Mrs. Kristin Teneycke-Day

### **Allan School Support Staff**

Mrs. Sandra Birrell (Caretaker)  
Mrs. Wanda Boon (Administrative Assistant)  
Mrs. Sherry Brossart (EA)  
Mrs. Shelly Geib (Bus Driver)  
Ms. Lorraine Heppner (Assistant Caretaker)  
Mrs. Shauna Leier (EA)  
Mrs. Kathy Pasternak (EA)  
Mrs. Tonia Peters (EA)  
Ms. Karla Shirley (Bus Driver)  
Mrs. Lorraine Sommerfeld (EA)  
Mrs. Vanessa Wolfe (Bus Driver)

## 2021/2022 School Year

September	1	First Day of Classes Gr. 1 - 12
	6	No School – Labour Day
	22	Picture Day
	30	National Day for Truth and Reconciliation – No School
October	8	No School – Prep./PD Day
	11	Thanksgiving Day—No School
	21	Parent/Teacher Interviews – evening
	25-28	Scholastic Book Fair
	28	Picture Retake Day
	28	Parent/Teacher Interviews - evening
	29	Day in Lieu – No School
November	5	No School – Prep. Day
	11&12	No School-Remembrance Day/ School Holiday
	18	Quarter 1 Report Cards (Gr. 9-12)
December	3	Report Cards (Gr. 1-8)
	17	Last Day of Classes before Holidays
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January	4	Classes Resume
	13	Quarter 2 Parent/Teacher Interviews
	31	Prep. Day—No School
February	3	Quarter 2 Report Cards
	21-25	Winter Break – No School
	28	Classes Resume
March	7	Prep. Day – No School

	10	Parent/Teacher Interviews - evening
	14-17	Scholastic Book Fair
	17	Parent/Teacher Interviews-evening
	18	Day in Lieu – No School
April	1	Term 2 Report Cards (1-8)
	4	No School – Prep. Day/PD Day
	15-22	Easter Break – No School
	25	Classes Resume
	28	Quarter 3 Report Cards
May	13	Prep. Day - No School
	23	Victoria Day—No School
June	6	Prep. Day/PD Day – No School
	28	Last Day of Classes - Report Cards Gr. 1-8
	29	Prep. Day—No School
	29	Report Card Pick Up for Gr. 9-12

### **Bell Schedule for 2021-2022**

First Bell	8:50 a.m.
Period 1	8:55 a.m. — 9:58 a.m.
Period 2	9:58 a.m. — 11:01 a.m.
<b>Recess (K-12)</b>	<b>11:01am - 11:16am</b>
Period 3	11:16 a.m. — 12:19 p.m.
Lunch	12:19 p.m. — 12:39 p.m.
Activity Time	12:29 p.m. – 12:59 p.m.
Afternoon Bell	12:59 p.m.
Period 4	1:04 p.m. — 2:07 p.m.
Period 5	2:07 p.m. — 3:10 p.m.

## Allan School Programs & Opportunities

### Safety First

The safety and security of our students and staff are a top priority for Allan Composite School and the Prairie Spirit School Division. From time to time we implement a number of measures as part of a comprehensive plan aimed at ensuring our school remains a safe place for our student to learn.

One procedure our school employs is a **“lockdown drill.”** During a lockdown drill, classroom doors are secured and the students remain inside the room until instructed by administration or in some cases Police Officers. All exterior doors are locked and no one is permitted to enter or leave the building. Students are isolated within the school when circumstances make it safer to stay in the classroom rather than evacuate. Just as we prepare our students to properly respond to a fire drill, they also need to be aware of the proper response during a lockdown drill. The drills should be treated with the same level of importance as fire drills. Please be assured that the staff at our school will spend time discussing the importance of the procedure with the students prior to conducting a drill. These drills are announced to the students ahead of time.

In addition to lockdown drills, the school practices **“secure and hold.”** This is a precautionary measure taken when there is an emergency happening outside of the school that may pose a risk. Classes continue as normal however the doors of the school are locked.

Allan Composite School has implemented the Prairie Spirit School Division ***Safe and Secure Protocol*** where all ***school perimeter doors are locked after the morning bell and will remain locked during the school day. Parental access to the school during the school day will be through the main entrance door. Should students arrive late to school, they will need to enter the building through the front doors.***

Prairie Spirit School Division believes schools provide a safe environment for students and staff, while offering a learning environment that is welcoming to all visitors. However, restricted access to the school comes at the recommendation of the RCMP and better aligns our practices with our partner school division in the Saskatoon and Area Community Threat Assessment Support Team (CTAST). The

protocol is fully implemented across all Prairie Spirit Schools.

Student safety is of utmost importance to us and in order to respect the health concerns of our student body, Allan School is a **Nut Free** school. We kindly ask that you do not send products that may contain nuts or nut extracts to school. We also ask that students not trade or share lunches.

Allan School is designated a **Fragrance-Free** school, meaning that for health reasons students and staff are asked to refrain from using scented products of any kind. This includes scented deodorants and other scented personal hygiene products.

In addition, all parent/guardians that have students that are transported here by bus are expected to have arranged for **billets** in the event that students are not able to be transported home due to inclement weather. We ask that you inform the office as to whom your children are billeted with.

We ask that everyone respect the **speed limit** posted on the street outside of the school as well as refrain from parking or stopping in the **crosswalks and posted areas**.

Allan School's notification system is called SwiftK12. This notification system is loaded with features that will make it easier for us to keep in contact with your family. This is an attendance notification system as well as an information and emergency message notification system. To guarantee this messaging system is used efficiently, we need you to confirm that your contact information is accurate and up to date at all times. Messages will be delivered via voice, text and/or email messaging. Emergency messages will be labeled as such so you will know it is an actual emergency.

## Other Programs

### **Babysitters Training Course**

- Is part of Gr. 7 Home Economics.

### **Apprenticeship Credit**

- Is made available to all high school students in the event that they pursue a trade after high school. For more information, please contact Mr. Craig Reinhardt.

## Work Experience

Work Experience is a credit class offered to all Gr. 11 and Gr. 12 students. **Work Experience is offered every second year.**

## **Student Services**

We are proud to be able to offer a full range of student support services and programs. We have an in-school guidance counsellor who can be accessed by request at the school, as well as speech language, occupational therapist, and educational psychologist services as required. We also offer driver's education to eligible students annually.

## **Fees and Charges**

There are no student fees required to attend Allan School, however **students must purchase a combination lock so that they may keep their valuables secure.** These locks cost \$8.00. Upon leaving our school we will buy the undamaged lock back for \$8.00. **Students must use official school locks.** Remember that lockers are school property and that they can be accessed by the administration at any time.

Students will be charged a reasonable fee for any library books, textbooks or course materials that are lost or damaged. In addition, students are expected to pay for supplementary materials for their projects in Home Economics and Industrial Arts.

## **Student Council**

To those students who are entering Allan School for the first time and to those who are returning, WELCOME. The Staff sincerely wishes that you will have a successful year, both academically and socially. Your SRC is for your benefit. Please give them your whole-hearted support in order to promote a vibrant positive school year.

### ***The SRC Executive for the 2021-2022 school year:***

Hailey Mayer

Emily Birrell

Kylie Sommerfeld

Warin Burns

Joelle Ross

Staff Advisors: Mrs. Rault, Mrs. Otsig

### **SRC Selections**

The SRC Executive is selected each year in June through an application and interview process, information and application forms are made available to the student body in the spring of each year. To be eligible for executive office, students must be attending full time. They must have the necessary skills to fulfill their position as well as the support of the students, staff and administration. Successful applicants must have demonstrated leadership ability and involvement in school activities. Class representatives will be selected at the beginning of each school year.

Please check out our school  
clothing store at:



<http://allancs.entripyshops.com/>

## **Extra-Curricular Activities**

Participation in extra-curricular activities is strongly encouraged and supported at Allan School. With the opportunity to participate come the following responsibilities:

- Students must maintain a level of academic achievement which is suitable to their ability and students must continue to complete daily work and assignments.
- Athletes will be periodically reviewed to assure they meet this requirement.
- A student must remember that he/she is representing not only himself/herself, but also his/her school. All activities are school sponsored and any inappropriate behavior will be subject to regular discipline. The focus here is to have all our students represent both themselves and their school in a mature and responsible manner, and honour Allan School's fine tradition.

## **Band**

We are very fortunate to be able to offer students an opportunity to participate in a formal band program. All Gr. 5 & 6 students will attend Beginner Band Classes as part of the Arts Education curriculum. Gr. 7 – 12 students will be excused from their regular classes to attend the band classes on a regular basis, but they are expected to make up the work for the classes they missed. For more information, please contact Mr. Will Martin, band director.

## **Drama Club**

Allan School also supports a drama club within the school as an extra-curricular activity. Our goal is to involve as many students as possible. Productions are presented to the general public each year.

## Intramurals

We are an In-Motion School and place a high value on quality physical activity as part of a healthy lifestyle. For this reason, physical activities are organized in the gym for all our Gr. 7 – 12 students during the latter part of the lunch hour as scheduled.

### Allan School Fitness Center

Allan School SRC is very pleased to be able to offer a fully equipped weight room for the use of our grade 9 through 12 students. With the permission of a teacher, students may access this facility during the regular school day or by arrangement during the regular school year.

The weight room is off limits to students during holidays. Prior to use, students must undergo a formal orientation to the facility.

### Physical Education

Students who are medically unfit for physical education must bring a certificate to that effect from their doctor before they will be excused from Phys. Ed.

**All students in Gr. 5 – 12 are expected to change into athletic wear for physical education class.**

This includes:

- ✓ Athletic shorts or sweatpants
- ✓ School appropriate athletic t-shirt
- ✓ Socks
- ✓ Non-marking indoor shoes that can be tied up. (boots, sandals, etc. are not acceptable footwear)

Phys-ed. clothing should be stored in student lockers and not left in the change rooms. At the end of each week, students are expected to take their phys-ed. clothing home to be washed.

Showers are provided and students are expected to use them as long as they can get to class on time.

In addition, the following rules apply to the use of the gym **at all times**:

- ❖ The gymnasium may only be used when a teacher is present to supervise.
- ❖ Street shoes must not be worn in the gym.
- ❖ Money and valuables **should not** be left in the change rooms.
- ❖ The stage is out of bounds to all students except those given permission by a teacher.

### ***Allan School Code of Ethics For Coaches and Athletes***

The staff members of Allan School volunteer their time to provide opportunities for students to participate in competitive high school athletics. If a sufficient number of athletes wish to participate all attempts will be made to accommodate them, providing there are sufficient coaches available to supervise the program.

***Allan School coaches are expected to:***

- Remember that the athletic area is a classroom with moral and education obligations required at all times.
- Insist upon a high degree of scholarship from all participants.
- Maintain a genuine and current knowledge of that which he/she proposes to teach.
- Maintain fair, unprejudiced relationships with all team members.
- Pay careful attention to the physical condition of the athletes.
- Inspire a love of the game and desire to compete fairly.
- Take a strong stand against profanity, unfair play and unsportsmanlike behaviour of their athletes.
- Maintain self-control at all times and to accept the decisions of all officials.
- Teach athletes to win by use of legitimate means only.
- Believe in the honesty and integrity of opponents and officials.
- Teach that to win is always desirable, but to win at all costs defeats the purpose of the game.

### **Allan School athletes are expected to:**

- Conduct themselves at all times with honour and dignity, cooperating fully with all coaches and staff members.
- Treat visiting teams, spectators, and officials as honoured guests.
- Faithfully complete schoolwork as practical evidence of their loyalty to school and team.
- Show that it is a privilege to represent their schools.
- Remember that there is no place in school athletics before, during, or after competition for the use of drugs, tobacco or alcohol.
- Maintain a suitable level of fitness.
- Be fair at all times no matter what the cost.
- Believe in the honesty and integrity of opponents and officials, accepting gracefully and without question the decision of the officials.
- Learn and abide by the rules of the game.
- Accept both victory and defeat with pride and compassion, being neither boastful nor bitter, recognizing and applauding honestly and wholeheartedly the efforts of their teammates and opponents.
- Play hard to the limits of their abilities regardless of discouragement. True athletes do not give up, nor do they cheat, bet or show off.

Allan School is a place where academics is the top priority and participation in extra-curricular activities is encouraged. Students are expected to comply with the Duties of Students as prescribed in the Education Act and to follow all school rules as outlined in the Allan Student Handbook. Students who do not meet these minimum requirements may lose the privilege of participating in extra-curricular activities.

Parents who have a concern about a coach's philosophy or their child's program should speak to the coach first. If the issue is not resolved, they should then see an administrator. If the issue remains unresolved, they may contact the Superintendent for the Prairie Spirit School Division.

## **Technology/Personal Electronic Devices**

We are able to provide students with wireless internet access. We are very sensitive to the nature of the internet and the possibility of accessing inappropriate material. Students must complete and have parents sign a permission form. Use of the internet is a privilege; misuse of the internet will result in the removal of this privilege for cause. In addition, we require your permission to allow us to post student work on the internet, forms will be sent home requesting your permission.

At the start of the 2018/2019 school year, we implemented a new policy with regard to the use of personal electronic devices (cell phones, tablets, iPod, etc.) at Allan Composite School. Students are not able to bring their personal electronic devices to class. Staff will also model this behaviour by storing their phones and personal electronic devices. In order to ensure the safety of personal electronic devices, we will require that all students leave and secure them in their locker. Locks are available through the office for a deposit fee of \$8 that will be refunded once the undamaged lock is returned at the end of their time at Allan School.

It is **STRONGLY ADVISED** that while in the building, students use the school's free Wi-Fi service. The use of devices will **ONLY** be allowed with permission of the teacher during that class.

## **Library Information**

One of our goals is to help our students to develop into independent lifelong learners. An important aspect of this goal is our library policy. Whether it is for research or pleasure, we encourage all of our students to utilize the library. The library is open during regular school hours. On occasion, the library may be reserved by an entire class. In this case it may be closed to students for a short period of time.

Students who fail to return library materials or excessively damage materials will be charged the replacement costs of the material. Consequences of not returning books or failure to pay replacement charges will result in loss of library loaning privileges.

### **Overdue Library Book Policy**

- Books must be returned or renewed prior to the due date.
- Books overdue more than one month will be considered lost, and therefore replacement costs will be charged. Materials, found and returned within the school year will be reimbursed the amount that was previously paid, depending upon condition.
- Students are encouraged to check out all materials prior to leaving the library. Materials taken out of the library and not properly checked out will be deemed as stolen and dealt with accordingly.

# Allan Composite School

## Behaviour Matrix

	<b>Respect Self, Others and Property</b>	<b>Be Responsible</b>	<b>Choose to Learn</b>
<b>Classrooms</b>	Wait to be acknowledged Be polite & friendly Be kind Use respectful language Be empathetic Take care of equipment Respect off limit areas	Be punctual Have appropriate materials Follow directions Be a positive example Self-monitor progress Meet deadlines Complete assigned work Ask for help when required Maintain a positive attitude	Actively listen Stay on task until dismissed Participate Do your homework Be prepared Organize your work Be neat Ask questions/volunteer answers Give your best effort every day
<b>Hallways</b>	Use garbage cans Respect personal space Take care of your locker Remove head wear when entering school Remove muddy or wet footwear at entrance Public displays of affection may make others feel uncomfortable	Keep clean locker Look out for others Report damage to property Recycle Be orderly Keep an aisle clear for others to walk Report bullying Encourage other to be responsible	Read announcements Listen to announcements Increase awareness by reading posters and viewing bulletin boards
<b>Labs/Gym/Library</b>	<b>Do not bring food or drink inside</b> Be responsible with computer Respect privacy of others Clean up your area Return materials in the same condition you receive them	Report equipment problems immediately Follow safety rules Be responsible with computer programs & websites Return books on time Wear appropriate clothing/footwear	Listen to instructions Expand interest by reading Challenge yourself Learn through responsible exploration
<b>Parking</b>	Park in designated areas Follow safety rules Take turns exiting	Park in designated parking Obey speed limit of 15 km/hr. Watch for pedestrians <b>Do not park in the bus lane</b>	Observe traffic safety laws

<b>Out of School Activities</b>	<p>Appreciate extra opportunities</p> <p>Follow the guidelines of the place you are visiting</p> <p>Observe all school rules</p> <p>Support chaperones' decisions</p>	Be a good ambassador	<p>Step outside your comfort zone with new learning opportunities</p> <p>Leave with positive thoughts</p>
<b>Assemblies</b>	<p>Use appropriate applause</p> <p>Celebrate others' success as well as your own</p> <p>Listen attentively</p> <p>Participate when given an opportunity</p>	Sit in assigned area	<p>Be open-minded</p> <p>Appreciate differences</p>
<b>Lunch Areas</b>	<p>Use good manners</p> <p>Clean up after finished eating</p>	Discard empty lunch containers appropriately	Recycle
<b>Bus</b>	<p>Greet your driver</p> <p>Appreciate your driver, thank them often</p> <p>Enter &amp; exit in an orderly fashion</p> <p>Clean up after yourself</p> <p>Follow the driver's requests</p> <p>Monitor your volume</p>	<p>Care for others, especially younger students</p> <p>Follow safety rules</p> <p>While bus is moving, stay seated</p> <p>Report vandalism</p> <p>Be ready when your bus arrives</p>	Use your travel time on the bus to complete homework or to read

## **Allan School Regulations**

To allow the school to run smoothly and achieve the purposes it is intended for, the following policies have been formulated along with supporting regulations. A condition of your attendance at Allan School is that you abide by these rules and regulations. The regulations have been kept at a minimum while we focus on self-discipline, being responsible, and mature at Allan School.

In 1995 the Saskatchewan Government outlined how education was to be organized throughout the Province of Saskatchewan. The Education Act which is the legal framework for education was drafted. In this document the duties of pupils are clearly outlined. This Act governs the operation of all aspects of the school. If you would like to see this document, please call the school or the links are available on the Prairie Spirit School Division website at [www.spiritsd.ca](http://www.spiritsd.ca).

### ***Our Expectations of Students:***

- Students shall cooperate with all employees of the School Division.
- Students shall attend school regularly and punctually.
- Students shall respect others and their property.
- Students shall not vandalize or deface school property.
- Students shall use appropriate language at all times.
- Students shall be diligent in their studies and do all assigned work.
- Students will not cheat or behave dishonestly.

Other specific policies as outlined in the remainder of this handbook shall also be enforced according to this policy or as specified in the appropriate section of the handbook.

### **Discipline Policy**

It is the goal of Allan School to provide each student with the opportunity to grow and develop in a safe and caring environment. We hope that we are able to help our students to reach their potential as contributing members of society by providing them with quality learning experiences. Our discipline policy is designed so that it fosters several desirable characteristics in our students. We hope to promote responsibility, accountability and a sense of self-worth and empowerment.

The process itself is progressive in that it encourages the above traits. The student always has the opportunity to modify or change his/her behavior and thus redeem him/herself. If the student chooses not to correct their behavior, and all forms of intervention have failed, then the student will progressively receive more dire consequences for his/her actions. This policy governs how we deal with inappropriate behavior.

All school policies and expectations will be communicated to all students, parents and staff through newsletters, meetings, assemblies, and the student handbook. In addition, the consequences for inappropriate behavior will also be known so that students may make informed choices.

If a student chooses to behave inappropriately, they will be held accountable for their actions and they will have to face one of the following consequences:

- Verbal reprimand
- Final warning and parent notification
- Developing a student action plan
- Restitution, community service
- Meeting with parents, student, and teachers
- Student contract
- Loss of privileges ie) field trips, dances, sports participation
- In school suspension
- Out of school suspension
- Expulsion

In the case of suspensions or expulsions the school administration and the Board of Education shall comply with the guidelines laid out in sections 151-154 of the Education Act. It should also be stressed that our intent is to help our students to make effective, responsible decisions. In the event that a student chooses not to conform to our expectations we will have no choice but to exercise our rights and deal with the situation in the most fair and expedient manner. The possible range of consequences available to a student will depend on the number of previous offences and/or the specific situation. In all cases the consequences used will be made known ahead of time and documented. It is our sincere desire to provide students with the opportunity to change and grow. The consequences employed will be those that will help us to reach these goals.

## Bullying

***Bullying occurs when one person derives pleasure from another's pain. Both of these children are victims and losers in the situation.***

Bullying generally involves a real or perceived imbalance of power, with the more hurtful child or group attacking those who are less powerful. It includes an assortment of negative acts carried out repeatedly over a period of time generally away from the presence of adults or, in the presence of adults who fail to intercede. A broad definition of bullying is when a student is repeatedly exposed to negative actions on the part of one or more other students. These negative actions can take the form of physical contact, verbal abuse, or making faces and rude gestures. Spreading rumors and excluding the victim from a group are also common forms. Bullying also entails an imbalance in strength between the bullies and the victim, what experts call an asymmetric power relationship. For these reasons we consider bullying to be a very serious matter and will investigate any instances of bullying reported to us, any students involved in such behavior will face appropriate disciplinary action. Cyber bullying is a relatively new form of bullying, and most often involves the use of computers or cell phones. Although difficult to regulate, we will make every effort to work with RCMP and parents to address this form of bullying.

## **School Attendance Policy**

As previously stated, one of our goals is to provide each student with quality educational instruction. If students are to benefit from formal instruction it is imperative that they attend classes punctually and consistently. Teachers will take attendance every period. All absences will be reported and recorded on a daily basis. Attendance will be closely monitored by the administration to ensure no difficulties arise. We consider all school days important, attendance at special events and activities are not optional, all students not in attendance will be considered absent. In order to maintain punctuality and a high level of attendance in classes the following regulations apply:

- Whenever a student is absent for any reason, parents or guardians must phone the school at 306-257-3311 to report the absence. Absences should be reported

to the administrative assistant **before school starts in the morning.**

- Our school notification system is called SwiftK12. If the school does not receive a prior call from a parent/guardian, a voice, text and/or email message will be sent to parents/guardians to alert them that their child is not in school and has been marked absent from that class. Messages will be going out three times daily if the absence is not excused during the day, once in the morning, once after the lunch break and again at the end of the school day.
- **Keeping your contact information accurate in PowerSchool is your responsibility. It is this information that is used to send out the attendance notifications and other important information from the school. If you wish to opt out of receiving messages through one or two of the methods used, please contact the school and we can alter the method of contact.**
- Lates will be recorded and monitored. Students who are habitually late may face subsequent disciplinary action.
- Students who miss an exam for valid reasons are expected to arrange an alternate time with the subject teacher.

Acceptable reasons for absence of students from class include:

- Illness (in some cases a medical certificate may be requested)
- Medical, dental appointments
- Bad weather or road conditions
- Compassionate and family emergencies
- Approved school activities
- Those reasons listed in section 157 of the Education Act
- Other reasons may apply provided prior arrangements are made with the school administration

When students miss classes for any reason, it is their responsibility to find out what they have missed and to make every effort to get caught up as soon as possible. Students who habitually miss classes or come late to class without valid reasons will be referred to the administration.

## School Trips

All school trips are student privileges and not necessarily their right. Students must earn trips with appropriate performance and behaviour. Before each trip the students involved will have their performance and behaviour reviewed as to whether or not they will be included on the trip. It is expected that the majority of the target group will participate, or the trip may be cancelled due to lack of interest.

## Student Dances

The student council will hold dances for the student body. Students attending senior dances must be in at least Gr. 7. Students not attending Allan School may attend by invitation only and they must be recorded on the guest list prior to the dance. Gym doors will be locked one-half hour after the dance commences and only students on the late list will be permitted entrance after that time. If the student has an unexcused absence on the day of the dance, they will not be permitted to attend. All regular school rules apply, including the dress code.

## Dress Code

Students are expected to wear clothing appropriate for a school setting. Please use common sense and good judgment.

- No clothing carrying obscene or inappropriate graffiti
- No clothing advocating alcohol or drugs
- No clothing that may be associated with gang activity
- Footwear should be worn at all times

Students wearing clothing deemed inappropriate by a staff member may be asked to cover up, turn clothes inside out or they may be issued “school clothing” to wear over the offensive item(s). Failure to do so will result in the student being asked to return home to change their clothing.

Students are allowed to wear ball caps or hats in school.

During the winter we expect all students to wear appropriate clothing: this means warm jackets, boots, headgear and gloves or mitts. It is especially important for students to be dressed properly in case of emergencies. **Bus drivers can refuse to transport students who are not dressed**

***appropriately. All caps, hats, winter parkas and boots are not to be worn in the school.***

### Late Assignments

All late assignments will be handled at the discretion of the individual teacher.

### Examination Policy

In the event that a student has a legitimate reason for missing an examination, prior arrangement must be made before the exam with the teacher or school office to schedule an alternate writing time.

### Cheating

Cheating includes illegal use of unauthorized materials or copying on exams, internet fraud, electronic plagiarism, or copying of other student's assignments which are to be submitted for marks.

Cheating will not be tolerated; any instances will be handled at the discretion of the teacher and/or the administration.

### Smoking/Vaping

As a part of the Prairie Spirit School Division, Allan School is a tobacco free school. Students are not to smoke, chew tobacco, or vape on school property or while involved in school activities. Students caught breaking this rule will receive a written warning on the first offence. Subsequent offences will result in suspension from school. As of August 15, 2010, tobacco use is not permitted in school or on school grounds due to changes to the provincial Tobacco Control Act. Once students, staff, or visitors enter the school grounds, they may no longer smoke, use tobacco, or hold lighted tobacco, at any time, day or night, whether or not school is in session. The school will be working with our school community to ensure compliance; however, individuals who breach the law can face a fine by tobacco enforcement officers.

### Alcohol & Drugs

Any use of alcohol or drugs on school premises or during school hours or while attending school activities of any sort is strictly prohibited. Should a student be observed to be under the influence or in possession of drugs or alcohol, the administration shall notify the parents of the student immediately and the student shall be suspended pending an investigation.

If necessary, administration at their discretion will summon the RCMP to the school to deal with the matter.

The school administration and/or the Director of Education shall investigate the matter thoroughly and as a result a further period of suspension or expulsion may be imposed as provided for in sections 153 and 154 of the Education Act and in conformity with applicable Board Policy.

### Locker Policy

In striving for an environment that is safe and conducive for learning, Allan School has adopted the following policy with respect to searching of lockers within the school and vehicles situated on school property. All students utilizing a locker within school property must clearly understand they can have NO EXPECTATION OF PRIVACY at any time, and without notice. The Principal or designate may also solicit and utilize the assistance of the RCMP and a trained Police Canine to facilitate any search. Further, the Principal or designate may direct a search of any vehicle that is parked on school property, again utilizing the assistance of the RCMP and police canine. Any illegal substances or contraband will be turned over to the RCMP for criminal investigation.

***Lockers must be kept locked, with an official school lock, to protect your valuables.***

### Sunflower Seeds

Sunflower seeds are not to be at school.

### Charges Due to Damages to School Property

The student shall be expected to pay the cost of any repairs or replacement to equipment, damage to property, which has resulted through negligence or willful actions. If the principal is unable to collect the assessed amount from the student's parents/guardians, then privileges and/or report cards may be withheld. Any charges left unpaid will be turned over to Prairie Spirit School Division for collection.

### Spare Policy

We expect that all students of Allan School are taking a full course load; however, in special cases, spares may be available at the consideration of the principal. Grade 11 & 12 students may be allowed to opt out of not more than one class per semester after consultation with the administration and parents/guardians. While on spares students are expected to behave in an appropriate and cooperative fashion. Students on spare may leave the school.

### Permission to Leave School Grounds

**K-6 bus students are allowed to leave school at noon with written permission from a parent/guardian. Blanket notes which serve for the entire year are permitted.** Students in grades 7 through 12 are permitted to leave during noon hours. **All students are required to remain on school property during recess.**

### Reporting Policy

There will be the following reporting periods: Kindergarten students will receive report cards in March and June. Grade 1– 8 students will receive report cards in December, April and June; Gr. 9 – 12 student will receive a report card after each quarter classes, in November, February, April and June. For more information, please contact the appropriate teachers.

## Continuing Education

Due to increasing competition for post-secondary education and the changing complexion of the workplace, education is becoming more important as students face their future. On occasion students requiring additional credits are returning to school to upgrade their marks.

In an attempt to serve the best interests of our students and our community we invite and encourage people to return for upgrading and we will do all we can to help them reach their educational goals.

Students who return to school are not expected to maintain a full load of classes; however, they are expected to adhere to all school rules and meet our expectations in terms of behaviour and attendance in classes. Student who are returning to school and are not taking a full load of classes are to attend only those classes they are enrolled in. When not in class they are to be working on school related activities or they should go home so that they do not interfere with the learning of others.

Students who fail to meet the above requirements will be asked to discontinue their studies. For more information, please contact the school principal.

## Grade Standing

**Grade 10** standing will normally be earned by successfully completing the five compulsory subjects (two English, a Social Science, Science, and Math) in addition to three other grade ten level courses, for a total of 8 credits.

**Grade 11** standing will normally be earned by acquiring English, a Math, a science and other credits for a minimum total of 16.

**Grade 12** standing will normally be earned by acquiring a minimum total of 24 credits, five of which must be at the grade 12 level. They must have successfully completed two English, a History plus one credit from each of the Science, Social, and Mathematics areas of study at the grade 11 or 12 level. In addition, two credits are required in the secondary level from the areas of Practical and Applied Arts and Health/Physical Education.

## Driving

Students may bring a vehicle to school but for insurance and liability reasons are not to be transporting other students. Only when necessary will a student transport themselves to an extra-curricular event or work experience. In this case, the parent/guardian will need to fill out the necessary paperwork prior to the event. If a student drives to school, permission must be obtained from the principal to leave during the school day.

## Awards

The number of awards available to Allan School students is extensive. The following list includes those which are exclusive to Allan School. Most of these awards are made possible through the generous support of local businesses, organizations, and individuals.

Smith Tractor Bursary	Governor General Award
Best Athlete Award	Nurtrien Award
Logan Schatz Memorial	Cando Award
Most Improved Awards	Terrence Field Award
Home Ec. & I.A. Awards	Character Ed. Awards
Spirit of Youth Awards	O.J. Frost Memorial
Reid Drama Award	Subject Award
Student Recognition Award	High Achievement Awards

*Additional scholarship and bursary information can be accessed through Mr. Reinhardt.*

## Spring Exercises

Spring Exercises is an activity under the direction of the staff in recognition of our graduating students. To better ensure that those receiving graduation honours will in fact graduate, the following set of criteria must be met:

- Student must be eligible to complete 24 credits in June.
- Student must have met or realistically expect to fulfill the Department of Education requirements for grade 12 as prescribed by the end of June.

## Valedictorian

The Valedictorian will be the voted choice of the graduating class. However, the Valedictorian is an honour of recognition; nominees for the honour of Valedictorian must have high academic standing and have prior approval of the administration.

## Lost & Found

There is a lost and found box by the main staircase as well as a smaller one in the office. Articles that are found are to be turned into the office. We encourage students to keep their lockers locked to discourage mysterious disappearances of valuables. ***The school is not responsible for lost or damaged belongings; each student must take care of their own property.***

If there are any items left at the end of the year on the boot racks or in the lost and found, those items will be given to a charitable organization.

## Volunteers Needed and Appreciated

### **Due to COVID, volunteering is on hold for now.**

Schools rely heavily on volunteers for a variety of activities and events throughout the school years. We certainly appreciate the gift of time and expertise that so many of you give to us, for those of you who would like to become “new” volunteers we require a Criminal Records Check be submitted to the school. This is absolutely necessary for driving students to sports activities, or any activity where you might be working directly with students. This is strictly confidential and necessary to ensure the safety of our students. This is a one-time requirement and although it may be seen as an inconvenience it is important that we do all we can to ensure the safety of our children. Criminal Record Checks can be acquired from the RCMP at no cost for volunteers. If you require more information or assistance, please do not hesitate to call us or drop by the school.

In the case of volunteer drivers, you not only require a valid criminal record check you must also sign a volunteer driver form which will be kept on file at the school. ***A new volunteer driving form needs to be filled out each school year.*** When drivers are unavailable it becomes very difficult for us to attend sports events or field trips, our only alternative is to charge students for the usage of buses or other means of transportation. We greatly appreciate your assistance in this matter.

## **Pre-Kindergarten**

Pre-Kindergarten is active, experiential learning through play, focused on the development of the whole child: physically, socially, emotionally, spiritually and intellectually.

Pre-Kindergarten focuses on:

- Fostering social development and self-esteem
- Nurturing educational growth and school success
- Promoting language development

The Pre-K program is designed for three and four-year-old children who would benefit from extra support prior to starting school. The program provides children with developmental opportunities and supports at an early age.

Each Pre-K class has 16 spaces available and is part of the school. Pre-K is led by a professional teacher who is experienced in Early Childhood Education.

Pre-K is a half-day program that follows the school year calendar, with time designated for special events and family engagement activities.

## **Communication Protocol for Parents/Guardians**

If student or parents have concerns or questions about an issue at school, please follow this communication process:

- ✓ The classroom teacher is to be the first person to hear and address any concerns from a student or parent.
- ✓ If the issue cannot be resolved with the teacher, the Principal is to be contacted.
- ✓ If the matter remains unresolved, the parent may request a meeting with the Superintendent.
- ✓ If further discussion is required, the parent may ask to meet with the Director of Education.
- ✓ Finally, the parent may request the issue to be heard by the Board of Education.

## **Allan School Community Council**

The School Community Council is a volunteer group of individuals that dedicate their time and efforts to provide a connection between the home and the school and between our community and the Prairie Spirit School Division Board of Trustees. They are an advisory group that provides advice and direction to us at the school in terms of planning to best meet the needs of our students and community. They hold monthly meetings that are open to the public and have undertaken a variety of projects within our attendance area. We encourage you to get involved. Please contact the school for more information.

### **Members of the 2021/2022 SCC:**

Rhonda Balion

Sandra Birrell

Christine Douglas

Danielle Holtorf

Geralynne LaPlante

Tonia Peters

Craig Reinhardt

Kelly Wandler

Vanessa Wolfe