

BORDEN SCHOOL
“ACHIEVING SUCCESS TOGETHER”



2018-2019

2018/2019 SCHOOL YEAR CALENDAR

Month	Day	Event
August	27	First Day for Teachers
September	4	First Day for Students
October	5	No School for Students
	8	No School – Thanksgiving
November	8	3-way Conferences (3:15-8:30)
	9	No School for Students
	12	No School – Remembrance Day
	16	1-12 Progress Report #1
	26	No School – Day in Lieu
December	22-31	No School – Christmas Break
January	1-6	No School – Christmas/New Year’s
	29	No School for Students
February	1	6 to 12 Progress Report #2
	16-24	No School – Winter Break
March	11	No School for Students
	15	K to 5 Progress Report #2
	21	3-way Conferences (3:20-8:30)
	29	No School – Day in Lieu
April	19	No School – Good Friday
	20-28	No School – Easter Break
May	17	No School for Students
	20	No School – Victoria Day
June	26	Last Day for Students
	26	K to 5 Progress Report #3
	26	6 to 12 Progress Report #4

***Please note that a Prairie Spirit school division calendar is available at www.spiritsd.ca, but that our own school calendar will have some additional dates.*

CONTACT & STAFF INFORMATION

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S0K0N0

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Principal: Mr. Brody Morris

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Mrs. T. Young	Superintendent	tracey.young@spiritsd.ca
Mr. A. Ward	Band Teacher	alexander.ward@spiritsd.ca

****All school information is available on our school website – please check it regularly for updates, schedules, forms, etc.**

<http://blogs.spiritsd.ca/bordenschool/>

INFORMATION for STUDENTS

K-12 TIMETABLE

8:35	Doors Open
8:45 - 9:50	Period 1
9:50 – 10:55	Period 2
10:55 - 11:10	Recess
11:10 - 12:15	Period 3
12:15 – 1:00	Lunch Break
1:00 - 2:00	Period 4
2:00 – 3:00	Period 5

Students are expected to head to class when the first bell rings in the morning (8:40am), and when the first bell rings after lunch (12:55pm). For the remainder of the day, students should transition quickly to each class and use their break times efficiently. ***Please note that there is not an afternoon recess break this year.***

BREAK / NOON GUIDELINES

Students living in town may leave the school during the lunch break. If they choose to stay at school during the lunch break, their attendance is subject to good behavior. Grade 9–12 students are allowed to leave the school grounds during recess and lunch breaks, provided they have permission from their parents (signed form at the start of school year). Grade K-8 students require a note each time they need to leave the school grounds. Student drivers and passengers are to have the permission of their parents/guardians to leave in a vehicle.

LOCKER USAGE

Locks and lockers are the property of the school. Students should not assume to have an expectation of privacy to the lockers. Lockers may be searched at the discretion of administration. ***Lockers should remain locked at all times when not in use – students who do not regularly use their locks may lose locker privileges.***

CARE OF SCHOOL FACILITIES

The physical attractiveness of our school and grounds has an impact on your learning and our school culture. Although we have a custodian, everyone is responsible for helping to keep our school clean. Please make sure that you:

- Keep your desk/locker clean and organized.
- Place all trash and recyclables in the appropriate places.
- Let staff members know if you notice anything that appears to need our attention.
- Report any damage/vandalism to school property.

COMPUTER ACCESS

School computers, iPads, and the internet services provided (including Wi-Fi) are the property of PSSD. Students should not assume to have an expectation of privacy (files nor web searches) when using these services. Students who use computers in our school agree to the following:

- 1) No online chatting.
- 2) Students need permission for all print jobs.
- 3) No food or drink while using any computers in the school.
- 4) Students wishing to use the computer lab after 3:00 p.m. need to make arrangements with a school staff member.
- 5) Use of all websites (particularly YouTube, social media, etc.) are subject to teacher approval.

TEXTBOOKS

Students are provided with textbooks free of charge. There will be a charge for any books that are lost or damaged. Students are always assigned specific numbers and are responsible for the exact number being returned at the conclusion of the course. If the student accidentally changes books with someone, they are still individually responsible for the numbed book assigned to them at the start of the year. Take care of your books and don't exchange them with others! Failure to return textbooks may result in the withholding of grades and progress reports at the end of the year.

FIRE DRILLS

Every fire alarm must be taken seriously. During the year we will have 5 planned drills. Signs indicating the nearest exits are posted next to the door in each classroom. During a fire drill, students will proceed in an orderly fashion to the designated area beside the shed/garage. Once there, homeroom classes will line up quickly according to the teacher's directions. Homeroom teachers will take attendance to make certain no student is missing. Students and staff will return to the building only after a signal from the principal or designate.

LOCK DOWN / HOLD & SECURE DRILLS

The school takes the possibility of threats seriously and has procedures in place to minimize risks. During the year we will have two 'lock down' drills and two 'hold & secure' drills. Students will always be fully warned prior to these drills occurring. A 'lock down' occurs when a threat has possibly entered the building and a 'hold & secure' occurs when a threat is outside of the building.

STUDENT CONDUCT & BEHAVIOR

EXPECTATIONS OF STUDENTS

When students register at school, they are required to attend regularly, behave in a courteous manner, apply themselves academically, and contribute to school life and spirit of the building. Students are expected to behave in a courteous, responsible, and cooperative fashion at all school activities whether the activities are in the school building or not.

STUDENT CONDUCT

The rules of conduct of Borden School are based on respect and responsibility. All members of the school community (teachers, staff members, students, and parents) are entitled to be treated with respect. Respect includes: respect for oneself, respect for the feelings and rights of others, respect for property, and respect for the environment. Responsibility involves being accountable for one's own actions. Expectations of responsibility increase with age. Recognizing that no list of rules will cover all situations, the following questions will allow each individual to determine if a particular action is acceptable:

- Does my behaviour demonstrate respect for the rights, property, and feelings of others?
- Does my behaviour contribute to a positive school atmosphere?

4-STEP DISCIPLINE PLAN

Consequences for inappropriate behaviour may vary. Parents/guardians are contacted when there are serious problems at school. In most cases, behaviour problems will be dealt with using a 4-Step Discipline plan:

Step 1 - You and your teacher will identify the problem and discuss solutions. At times consequences may be required in order to help change unacceptable behaviour patterns, to preserve classroom order and to allow students to complete their work. At times, consequences may be applied at the first occurrence of an unacceptable behaviour (discretion of the teacher / administration).

Step 2 - If the problem persists, your parents/guardians will be notified by your teacher to discuss possible solutions and/or consequences.

Step 3 - If the problem still persists, the Principal will phone or meet with your parents/guardians and your teacher to discuss a plan of action.

Step 4 - If steps 1, 2 and 3 have failed to resolve the problem, the Principal will meet with you and your parents/guardians to inform you of the consequences that will be imposed by the school.

Note: Any incidents of gross misconduct (e.g. fighting, theft, vandalism, etc.) may result in immediate suspension.

ANTI-BULLYING GUIDELINES

Borden School staff is committed to providing a caring and safe environment for all students to learn in a secure atmosphere. Any type of bullying will prevent this from happening. It is important that students are aware that if bullying does occur that it will be dealt with promptly.

Our Definition of Bullying – Any act or behavior that is aimed at causing harm to another student.

Bullying can be:

- Emotional: being unfriendly, excluding, tormenting, etc.
- Verbal: name calling, spreading rumours, sarcasm, teasing, etc.
- Physical: pushing, kicking, hitting, punching, etc.
- Digital: the use of social media or cellphones to engage in bullying behavior.

Bullying of any Borden student by another, whether occurring at school or outside of school, is subject to consequences.

GUIDELINES ON HARASSMENT AND ASSAULT

The staff at Borden School cares about our students and believes it is important to provide them with a safe and healthy environment. In situations where the presence of some student calls into question the safety or the physical, mental, or emotional well-being of others, application may be made to the Board of Education to have that student suspended from attending Borden School until such time that the situation is satisfactorily resolved. During the period of suspension, the suspended student will be expected to make arrangements to have homework sent home and to submit assignments to teachers. In such a case, the suspended student will have access to the mediation conflict guidelines set out by the Board of Education (see Section 147, Education Act, 1978).

ATTENDANCE GUIDELINES

Regular attendance is vital to a student's success in school. Punctual attendance in all classes is expected at Borden School. Absenteeism for reasons other than illness, compassionate leave, or occasional appointments is not acceptable. Students should attempt to make doctor, dental, etc. appointments outside of regular class time whenever possible. The attendance policy at Borden School requires that:

1. Parents/guardians inform the school secretary by telephone of your absence by 8:45 a.m. on the morning of your absence (or sooner if possible).
2. The school secretary contacts parents/guardians by telephone on the day students are absent if the school was not notified about the absence.
3. If a student must leave during the school day, parents/guardians must contact the school secretary or send a signed note. Students must report to the office before leaving. Attendance for Grade 9–12 students will be taken at the beginning of every period. Students who are absent without permission are truant.
4. Students accept responsibility for all time and work missed during an absence.
5. Teachers will contact students' parents/guardians if their achievement is affected by absenteeism.

6. Students must be present for all examinations. If they miss an exam due to illness or an emergency, parents/guardians are expected to contact the school secretary prior to the exam being written. Students must present a doctor's certificate if they are absent from writing a final exam. Failure to follow these procedures may result in the loss of the credit.
7. If a student anticipates being absent for three or more days, please advise the homeroom teacher and the school office as soon as possible. Students are responsible for completing any assignments missed during their absence.

LATE GUIDELINES

If students arrive after attendance has been taken, they must check in at the office with the secretary and then report immediately to class. Arriving late habitually will result in being referred to the school administration.

ALCOHOL AND DRUGS

Alcohol and drugs will not be tolerated at school or on school trips. If students are found holding, using, or trafficking drugs, arriving at school after consuming alcohol or drugs, or consuming alcohol or drugs on school premises they will be suspended. Parental involvement, referral to rehabilitative agencies and/or police involvement may be additional consequences.

DANGEROUS MATERIALS

A student who is found to be in possession of any dangerous material or instrument is potentially subject to a minimum one-day suspension regardless of the students' age.

SCHOOL DRESS

The type of clothing students wear reflects their attitude towards their school-work and their school. Just as there is an acceptable standard of dress for the gymnasium, office, or factory, there is also one for the school and classroom. Students are expected to dress appropriately. Inappropriate clothing includes short shorts/skirts, tube tops, half shirts, ripped or torn clothes, and clothing with inappropriate designs or language on them. Hats, caps, toques, and bandanas are not to be worn in any classroom setting. Students are expected to be dressed in clean and tidy clothes. Proper, non-marking gym shoes and gym strip must be worn for all gym activities.

Winter Dress - Elementary students are required to play outside during all breaks and thus must have appropriate clothing. The staff member on supervision will determine if weather conditions warrant an indoor recess.

CELL PHONES

Staff expectations may differ regarding cell phone use. There are times where cell phone use may be appropriate during class, and times where it is not. We do not want to ban cell phones but would rather work together to learn and understand proper school/business usage. If phones are being used inappropriately, staff members may confiscate them and submit them to the office to be picked up at the end of the day. There will be no capturing images (picture or video) without

the full consent from those being filmed. Confiscated phones may be searched at the discretion of administration. All school cell-phone policies apply while students are in the building or on school-based excursions.

SMOKING

Prairie Spirit School Division Board Policy does not allow smoking in any of their schools, on school grounds or on school trips. If students do choose to smoke they must be across the street and away from the elementary end.

RULES FOR BUS STUDENTS

In order to ensure safe and efficient transportation, students must:

1. Stand away from the bus when it is approaching the bus-stop.
2. Be ready to board the bus five (5) minutes before the designated pick-up time.
3. Sit in the seat the driver has assigned you.
4. Remain seated facing forward when the bus is in motion.
5. Be quiet and orderly at all times while on the bus.
6. Not use profane language on the bus.
7. Not place arms or head out the windows of the bus.
8. Not smoke, drink, or eat on the bus.
9. Assist the driver in keeping the bus clean.
10. Keep the bus aisles and doorways clear of any obstruction.
11. Not use the emergency exits except in emergency situations or during evacuation drills.
12. Board the bus within five (5) minutes after class dismissal.
13. Upon leaving the bus, check for oncoming traffic before crossing the road. The driver will engage the alternating flashing lights and the stop arm display until you are safely across the road.
14. Be dressed appropriately for the weather in case the bus breaks down.

***** Misbehaviour on the bus may result in students being barred from the bus and/or additional disciplinary action.***

*****Bus drivers are the authority figures at all times when students are riding the bus.***

BICYCLES

If students ride their bikes to school, they must park as soon as they arrive at school. Students are not to ride bicycles on the school grounds at noon or during breaks. Students are encouraged to lock their bicycles so that others do not take them without permission.

A CODE OF ETHICS FOR PLAYERS

The **school** requires the athletes to:

- Conduct themselves at all times with honour and dignity.
- Treat visiting teams, spectators, and officials as honoured guests.
- Complete school work as evidence of their strong commitment to the school and team.

- Show that it is a privilege to represent their school.
- Remember that there is no place in school athletics before, during, or after competition for the use of drugs or alcohol of any kind.

The **game** requires the athlete to:

- Maintain a high degree of physical fitness.
- Be fair at all times, no matter what the cost.
- Believe in the honesty and integrity of opponents and officials.
- Accept gracefully and without question the decision of the officials.

Sportsmanship demands the athletes:

- Recognize in a positive manner the efforts of all competitors.
- Give opponents full credit in victory and learn to correct their own faults in defeat.
- Play to their full potential. True athletes do not give up, nor do they quarrel, cheat, bet, or show off.
- Accept both victory and defeat with pride and compassion.

INFORMATION for HIGH SCHOOL STUDENTS

COURSE REQUIREMENTS

Grade 10 - To receive complete Grade 10 standing, you must acquire a minimum of 8 credits which include the following compulsory subjects: English Language Arts A10, English Language Arts B10, History 10, Science 10, and either Workplace and Apprenticeship 10 or Foundations and Pre-Calculus 10.

Grade 11 - To receive complete Grade 11 standing, you must acquire a minimum of 16 credits which satisfy the requirements for Grade 10 and which include the following compulsory subjects: English Language Arts 20, a math 20 credit (Workplace and Apprenticeship 20, Foundations 20, Pre-Calculus 20), and six additional elective credits at level 20 or 30.

Grade 12 - To be eligible to graduate from Grade 12, you must acquire a minimum of 24 credits which satisfy the requirements for Grade 10, grade 11 and which include the following compulsory senior subjects: English Language Arts A 30, English Language Arts B 30, Canadian History 30, a science 20 or 30 credit (Environmental Science, Physical Science, Health Science), a social science 20 or 30 credit, and two credits must be from the areas of Arts Education or Practical and Applied Arts, and one of physical education credit (Wellness 10, Physical Education 20 or Physical Education 30).

GRADUATION GUIDELINES

Graduation festivities in Borden School are traditionally held in the evening on the second Friday of June. The two school-sponsored functions are the banquet and exercises. The school has no part in any other student created festivities/parties.

In order to take part in the school-sponsored functions as a “graduate”, the student must:

1. Be enrolled in credits that, if successfully completed, will fulfill the requirements for Grade 12 standing as set by Saskatchewan Education.
2. Have a mathematical possibility (at the time of grad) of fulfilling the requirements of Grade 12 as set by Saskatchewan Education.

VALEDICTORIAN SELECTION GUIDELINES

The Valedictorian will be the democratic choice of the graduating class and the teachers that work with those students during the year. The Valedictorian is an honour of recognition, awarded to one of the highest achieving students of the graduating class. To be eligible, students must be on the honour roll (80%) and also be an active participant in school activities throughout the year.

HONOUR ROLL

Grade 9-12 students with averages of 80% or greater will be recognized on the Honour Roll at the end of the year. Averages of 90% or higher will be recognized as Honour Roll with Distinction. Honour Roll averages are calculated using a specific formula and are not a simple average of student grades.

WITHDRAWAL FROM CLASSES

The deadline for class withdrawal is November 25th for the first semester classes and April 28th for second semester classes. Exceptions may be made on a case-by-case basis by administration. To withdraw from a course, a withdrawal form must be completed and signed by a parent or guardian (available at the office).

UNASSIGNED HIGH SCHOOL PERIODS

In some cases students in grades 11 and 12 might not have a scheduled class during each period of the day. Students with unassigned periods are to use their time effectively to complete school work. If students are not using their time appropriately or become distracting to others, they will be placed in a designated location within the building or possibly be required to return home during these periods. The number of unscheduled periods allowed per semester will be determined by the administration on a case-by-case basis for each student. ***Students who enroll in online courses OR are behind in other classes are required to work on these items during spares. Only students who are fully caught up and are not in online courses will be permitted to leave or work on non-curricular activities during spares.***

ONLINE COURSES

In some cases, grade 9-12 students will have the opportunity to enroll in online classes. This could happen in the following situations:

- A student is interested in a course that is not offered at our school.
- A student requires additional credits and/or prerequisites.
- A student has failed a course, and would like to take it again.

Students will typically not be permitted to take an online course in lieu of something that is being offered at school.

Students who take online courses must do so with the following policies in mind:

- Failure to successfully complete an online course (either through dropping it or failing it) will result in a \$250 penalty to offset the cost of enrolment.
- In addition, failure to complete an online course will preclude the student from taking any online courses in the future.
- It is the responsibility of the student, their parents/guardians, and their online course teacher to monitor progress and ensure successful completion – it is not the responsibility of Borden School staff (although we may require students to dedicate additional time to the course based on updates received from the course teacher).

Students and parents may be required to sign a contract to demonstrate understanding of these policies.

INFORMATION for FAMILIES

PROPER CHANNELS OF COMMUNICATION (Protocol)

Proper channels of communication help teachers and parents to work in the best interest of the student. Teachers are ready and willing to answer questions about student progress. If students or parents have concerns or questions about an issue at school, please follow this communication process:

1. The classroom teacher is to be the first person to hear and address any concerns from a student or parent.
2. If the issue cannot be resolved with the teacher, the principal may be contacted. \
3. If the matter remains unresolved, the parent may request a meeting with the Superintendent.
4. If the matter remains unresolved, the parent may also request a hearing with the Director or Board of Education to further appeal the decision.

VOLUNTEERS & VISITORS

Interested adults are encouraged to become involved in the school as a volunteer for special events. Volunteers in the school will adhere to the policy established by the Prairie Spirit School Division. ***In order to volunteer OR drive any students other than your own children, we require a Criminal Record Check (CRC) and a local volunteer form to be completed.*** If you have any questions, please contact the office. Remember to always check in at the office upon your arrival.

CHANGE OF ADDRESS / PHONE NUMBER / E-MAIL

Please report immediately any change to your address or home telephone number. Also, report any changes to work or cellular telephone numbers and e-mail addresses.

BILLETING/EMERGENCY CONTACT

Every student is required to have a local billet (emergency contact person) who would be called when parents/guardians are not available and circumstances dictate that the school close early, that buses are unable to complete their return run, or in the event of student illness or injury. Students are not released early in the event of a storm - buses will either leave at 3:00 or will not run, in which case bus students will be directed to the billets.

ACCIDENT INSURANCE

Mandatory accident insurance is required for all students by Prairie Spirit School Division. Parents are encouraged to purchase additional insurance in order to have 24-hour coverage.

PHOTOCOPYING

When time permits, the staff will photocopy (black and white only) personal materials for community members at 25 cents per page.

COMMUNITY THREAT ASSESSMENT AND SUPPORT PROTOCOL (CTASP)

Prairie Spirit School Division is committed to providing safe and caring learning environments in each of our schools. As part of this commitment, Prairie Spirit works with other local school divisions and a variety of community organizations to put best safety and prevention procedures into place. This collaborative work, called the Community Threat Assessment and Support Protocol (CTASP), involves the entire community to support our safe schools and neighbourhoods.

As part of the protocol, we are committed to following established safety procedures in our schools. Our principals are required to complete a threat assessment to determine the immediacy and the level of risk whenever a student makes a significant threat to harm themselves or others. The purpose of the assessment is to determine how best to support high-risk students so that their behavior does not become hurtful or destructive.

The protocol facilitates sharing of information between community organizations (for example, the Ministries of Social Services, Education and Justice, as well as local police services and other organizations) when a student may pose a risk of violence towards themselves or others. All of our principals and vice-principals, as well as many other school leaders, have benefited from training in this area called *Violence Threat Risk Assessment*. Because of our shared understanding and commitment to safety, we are well equipped to intervene and respond to a student in crisis.

We will continue to work with you and with our community partners to provide safe and caring schools for our students.

If you have further questions about this protocol and our procedures, please contact your principal. For more information about our strategy for safe and caring schools, please go to our website: www.spiritsd.ca/safeschools.

STUDENT SERVICES

CAREER EDUCATION AND COUNSELLING

While attending Borden School, students will be required to make decisions and set goals. They may need professional assistance with personal or family problems, educational requirements, career planning, or decision making. Our school provides a program of services designed to help students make good decisions and set realistic goals. We provide access to specialists dealing with counseling. Students may talk to any of their teachers or the office about a referral for these services or simply talk to them about their concerns.

BAND & PIANO

Students in grades 5-8 will participate in a band program this year. Instruments will be available for rent and instruction will be shared between our PSSD band teacher and grade 5-8 classroom teachers. Students will be expected to participate, practice, and perform with the band throughout the year.

Piano instruction may be offered outside of our regular arts ed programming, and scheduling will be determined by school staff. ***Although we will do our best to accommodate piano lessons, they are extra-curricular and will need to be rescheduled if they conflict with school requirements.***

DRIVER EDUCATION

Driver education is provided to all Grade 10 students and to those in lower grades who will be 15 years old by December 31st of the current year. Students will be advised of the dates and times of in-car instruction (posted by the office door). Preparation for and writing of the provincial learner's license test is included in the course. If students have a school test which conflicts with the time set for in-car instruction, the test will have priority.

LIBRARY SERVICES

The Resource Centre shall be open for student use when supervision is available. Students are encouraged to view the Resource Centre as a place to spend time in recreational reading, to study, or to work on research projects. Resources are available to assist students with reference questions, with research projects, and to provide books and magazines for recreational reading. Generally students shall not re-shelve books. However, reference materials and periodicals should be re-shelved by the student immediately upon completing use of the item. The replacement cost of any item lost or damaged shall be charged to the student's parents/guardians at the end of the school term.

EXTRA-CURRICULAR ACTIVITIES

In addition to regular classes, students are encouraged to participate in various activities that occur outside of regular school hours. Involvement in various sports teams and interest clubs will help to develop skills and interests, as well as promote a sense of cooperative effort and

accomplishment. Students will undoubtedly find that the more involved they become in all aspects of the school program, the more enjoyable school will be. Although we encourage all students to participate regularly in extra-curricular activities, involvement is contingent on successful academic achievement and study habits.

LOST AND FOUND

Please put your name on all of your school materials. Found items should be turned in to the office. A lost and found area for larger items is located in the elementary hallway. Students are advised not to bring large sums of money or other articles of value to school. If they must bring valuables to school, they are encouraged to check them in at the office. The school carries no insurance and accepts no responsibility for personal items that are lost, stolen or vandalized.

STUDENT PHONE

A student phone is located in the front entrance for student use during breaks, noon, and before/after school hours – this phone is not to be used during class time unless teacher permission is acquired. Please keep calls short and to the point.

THE STUDENT REPRESENTATIVE COUNCIL - (SRC) MEMBERS

Members of the Student Council are leaders in the school, representing the student body and serving as positive role models. They must demonstrate positive leadership qualities and school spirit.

SRC members must be:

- willing to assume responsibilities such as volunteering to work at tournaments;
- involved in fundraising, and planning and organizing student services.
- honest and trustworthy.
- courteous, responsible, and cooperative during school hours and at all school activities

Students are encouraged to become involved in the SRC and its various projects. The SRC has purchased equipment and uniforms for the benefit of students, sponsored tournaments, organized and delivered services such as our school canteen, and organized a variety of school activities. They are to be commended on their accomplishments and are encouraged to continue to provide services to students that help to make their time at Borden School an enjoyable one.