



BORDEN SCHOOL

“ACHIEVING SUCCESS TOGETHER”

2024-2025

BELL SCHEDULE	
Warning Bell	8:46
Period 1	8:52
Period 2	9:56
Break	11:00 – 11:15
Period 3	11:16
Meal Time	12:20 – 12:35
Lunch Recess	12:36 – 12:56
Transition	12:57 – 1:02
Period 4	1:03
Period 5	2:07
Dismissal	3:10

INFORMATION for STUDENTS

BELL SCHEDULE

Students are expected to head to class when the first bell rings in the morning and when the first bell rings after lunch. For the remainder of the day, students should transition quickly to each class and use their break times efficiently.

BREAK / NOON GUIDELINES

- **Town/Rural Students (K-Grade 6):** Students in K-6 require a note each time they need to leave the school grounds whether at lunch break or at any other time.
- **All Students In 7-12:** ALL students in Grades 7 to 12 require the "Permission to Leave School Grounds Form" completed annually. This form may be found on our school website: [Permission to Leave – INSERT after edits](#).

STUDENT DRIVERS

The Division recognizes a parent/guardian may seek permission for a student to drive only for 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". Student drivers shall not drive a 12-15 passenger van.

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. 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 needs 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) Students need permission for all print jobs from their teacher; with the use of shared documents, printing may not be necessary. Students may also email teachers materials that need printing. All student print jobs are sent to the common copier in the library or in the office.
- 2) No food or drink while using any device in the school, except during lunch, when given permission from a teacher.
- 3) Use of all websites (particularly YouTube, social media, online chatting, 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 numbered book assigned to them at the start of the year. Take care of your books and don't exchange them with others!

FIRE DRILLS

Every fire alarm must be taken seriously. During the year we will have 6 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 and quietly 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. This applies to field trips and PAA opportunities.

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?

STUDENT DISCIPLINE

Borden School is committed to the principle of the duty to act fairly and to developing environments which are physically, emotionally, and spiritually safe and positive. The Division believes that parents, staff, and students must work together to ensure that learning occurs in a safe, orderly, and nurturing environment.

Interventions on behalf of students must reflect the dignity of the individual, natural justice, and a focus on forgiveness and restitution. Discipline is part of the teaching-learning process. Every effort must be made to teach appropriate behavior to students, while at the same time recognizing that students must be

increasingly accountable for their own behavior.

For more information, see AP 409 on the division website.

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

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 a particular 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. 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). Parents/guardians may enter the absence using Edsby.

- 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 10–12 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 departmental examinations and final examinations. If there are extenuating circumstances, due to illness or an emergency, parents/guardians are expected to immediately contact the principal, teacher, and school secretary prior to the exam being written.
- 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 CODE

Dress Code Philosophy:

Borden School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words,

speech that incites others to imminent lawless action, defamatory speech, or threats to others.

- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Borden School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). Borden School is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric.

However, cleavage should not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear, while following the basic principle of Section 1 above:
 - A Top (with fabric in the front, back, and on the sides under the arms), AND
 - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
 - Footwear.

**Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes and clothing requirements are permitted (for example, athletic shoes for PE).*

3. Students May Wear, as long as these items do not violate Section 1 above:

- Hats
- Religious headwear
- Hoodie sweatshirts
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.

- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
 - kneeling or bending over to check attire fit;
 - measuring straps or skirt length;
 - asking students to account for their attire in the classroom or in hallways in front of others;
 - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
 - accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days, as well as any school-related events and activities, such as graduation ceremonies, dances, etc.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES

Borden School follows the procedures set in their administrative procedures AP-437:

<https://www.spiritsd.ca/files/app/437-Student-Use-of-Personal-Electronic-Devices.pdf>.

SMOKING/VAPING

Prairie Spirit School Division Board Policy does not allow smoking or vaping in any school, on school grounds or on school trips. If students do choose to smoke or

vape, they must be across the street and out of sight of the elementary end.

RULES FOR BUS SAFETY

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.

*****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 and walk their bikes to the bike rack. Students are not to ride bicycles on the school grounds at noon or during breaks.

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.
- All school work must be complete and up-to-date as evidence of their strong commitment to the school and team.
- Show that it is a privilege to represent their school.

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.

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.

WITHDRAWAL FROM CLASSES

Parents, students, and principal will be in communication regarding course withdrawals.

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.***

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 in a reasonable amount of time, 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, a Vulnerable Sector's Check, a Policy 501, and a Volunteer Driver Authorization 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 / EMAIL

Please report immediately any change to your address or home telephone number to the office. Also, report any changes to work or cellular telephone numbers and email 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 3:10 or will not run, in which case bus students will be directed to the billets.

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.

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. 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.

EXTRA-CURRICULAR ACTIVITIES

In addition to regular classes, students are encouraged to participate in various activities that occur outside of regular school hours. Students who choose to participate are required to be "good standing" - displaying conduct that is respectful to peers, staff, and guests, as well as maintain successful academic achievement and study habits. 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.

LOST AND FOUND

Please put your name on all 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 in the front entrance for student use during breaks for school related calls or in case of illness. This phone is not to be used during class time unless teacher permission is acquired, and it is not to be used to arrange after school playdates. Once teacher permission has been given, students must inform the school secretary that they are going to use the student phone.