



Caslan School

Student Handbook

2015 - 2016

www.caslanschool.ca

Principal's Welcome

Welcome to the Caslan School Student Handbook. This document is meant to give an overview of our school policies and hopefully answer some questions you might have. If this doesn't answer all the questions you may have, please check the school's website (www.caslanschool.ca) as it is a great resource and it's one that's constantly growing and being updated. You can also call, drop in and visit or send us an email.

Thank you for taking the time to read this handbook and keeping it handy for future reference.

School Mission Statement

Caslan School is dedicated to providing educational opportunities and experiences to our children in a caring environment. Working with our community, Caslan School strives to enable children to be independent, responsible and successful citizens.

At Caslan School, we believe...

- ...that every individual is unique.
- ...that every individual can learn.
- ...that learning is a life-long process.
- ...that education is the co-operative responsibility of the home, school, and community.
- ...that learning best takes place in a secure, supportive and challenging environment.
- ...that the educational community nurtures individual learners towards meeting his/her potential.
- ...that each individual is worthy of respect and dignity.
- ...that education is of ultimate importance.

NLSD Mission Statement

“Working Together to Help Every Student Learn and Excel”

The Vision: *“Improving our world, one student at a time”*

In the Northern Lights School Division, we believe...

- ...each and every person can learn and has the opportunity to learn.
- ...students and staff are entitled to a safe and caring learning environment.
- ...stakeholders should have opportunities for meaningful involvement.
- ...education is everyone’s responsibility.

Daily Schedule

Classes Begin:	8:50 AM
Recess:	10:31 - 10:46 AM
Lunch:	12:22 - 12:37 PM
Lunch Recess:	12:37 - 1:07 PM
Recess:	2:43 - 2:58 PM
School Ends:	3:30 PM

Student Expectations

We believe positive behavior promotes strong character and good citizens. Acceptable behavior enhances a friendly, fun and disciplined learning environment. This will empower students to reach their fullest potential at home, at school and in their future careers.

1. Students will respect each other and be accepting of any personal differences.
2. Students will respect and care for their school.
3. Students will take responsibility as partners of the school community by:
 - following school and classroom routines.
 - completing assigned class work and homework on time.
 - being prepared for class with the required materials.
 - co-operating at all times with staff and fellow students.
 - being punctual for each class and not missing school.

Student Progress Reports

Student Progress Reports showing students' academic progress are handed out three times a year: November, March and June.

Parent-Teacher Interviews for Term 1 will be held on November 18th and 19th. Term 2 interviews will take place on March 9th and 10th. Teachers are also available to meet with parents to discuss a student's progress throughout the year. Please phone the school at 780-689-2118 to arrange a time. Teachers are encouraged to periodically contact parents to keep them informed of a student's progress and accomplishments.

Awards

The following awards will be given out at our annual ceremony at the end of June.

- Academic Achievement Award (all 4 Core subjects: Language Arts, Math, Science, Social Studies)
- Individual Core Subject: Academic Achievement Award
- Effort Award
- Most-Improved Award
- Athletic Award
- Citizenship Award

Volunteers

At Caslan School, we believe that we are part of a bigger community. Family and community members are invited to volunteer at the school and share in the learning. If you have a special ability or skill and would like to volunteer, please call or pay us a visit and let us know your interest. Volunteer duties may include reading with students, storytelling and cultural skills.

Library

The library is an important part of our school. Our collection of books and materials is constantly growing. Students have scheduled library times every week to take out books. In order to ensure that students can take out new books, they must return items they've previously checked out. Books that aren't returned must be paid for.

Sickness / Excused Absences

If your child is sick or misses school for an appointment or extenuating circumstances, please call the school at 780-689-2118 to let us know or send a note the day they return. Otherwise your child's absence will be marked as unexcused.

If a student becomes sick at school, they will be assessed and, if required, be allowed to rest in the infirmary. Should the student become very ill, a phone call home will be made to arrange a pick-up. **Please do not send your child to school if they are sick.**

The school is not allowed to give out over-the-counter medication. We do however, have a basic first aid kit which includes bandages. Parents of students on prescribed medication, or students with a special health problem such as allergies, physical disability, etc. should contact the class teacher and the office to give specific instructions and authorizations.

In case of emergency, the Boyle ambulance will be called.

Bus Messages

If your child is to ride a different bus in the afternoon, please make prior arrangements with your bus driver whenever possible. The school must be notified before 3:20 PM.

Appropriate Clothing

Students must be dressed appropriately for the season. Policy regulations require that in the winter time children be dressed warmly enough to withstand the weather conditions should a bus become disabled or stranded. This is especially critical for younger children who often leave mitts, toques or winter boots behind.

Children are asked to have a pair of inside shoes only to be worn inside the school. Students will be asked to remove outside shoes when they enter the school and put them on the boot racks. Students wearing shoes that mark the floors will be asked not to wear them in the school.

Lockers

All students are issued a locker at the start of the school year. It is the student's responsibility to keep their lockers clean and organized. Students in grade 5 - 8 are required to bring locks. To ensure that their personal items are kept safe, students should not be sharing their lock combinations with others.

Please note that school administration has the right to search lockers if they suspect the school is threatened.

Agendas

Agendas at our school are used as a communication tool between home and school for students in Kindergarten to grade 4. They're meant to be an informal dialogue for reminders, announcements and daily activity. Agendas should be brought home daily, signed and returned the next day.

Personal Items

Students are asked to keep valuable possessions and personal electronics at home. Please mark new jackets, shoes and boots clearly with the name of the student. While we do understand that students carry cell phones with them in case of an emergency, we do not allow phones to be out during class times.

Cell Phones

Cell phones are not to be used in class, unless their teacher gives them permission. Students who are using their phone during classtime will have it taken away. On a first offence, teachers will hold onto the phone and return it to the student at the end of the day. Multiple offences will result in the phone being held at the office until a parent or guardian picks it up.

Contraband

Contraband items such as drugs, alcohol, cigarettes, matches, knives and weapons of any type are not allowed on school property. This is not an exhaustive list and is only meant to serve as an example. If you are unsure whether your child is allowed to bring a particular item to school, please do not hesitate to contact us.

Discipline Plan

Show respect for yourself, each other and the school.

We believe that each and every day, students should be given the opportunity to achieve to their ability levels and develop a strong sense of personal pride and self-worth. The responsibility of a child's self-worth lies with the child's family, school staff and the community at large.

The word 'discipline' means to teach. In every case where discipline is required, the aim is to help the student acknowledge their mistake, identify the impact of their actions, attempt to fix the mistake, and return to the classroom ready to be a positive contributing member of Caslan School once again.

Level 1 Behaviors

- Teasing
- Swearing
- Repeatedly talking out in class / out of turn
- Lack of respect for others, environment (i.e. littering), property
- Misuse of personal equipment
- Physical aggression / horseplay
- Unsafe conduct
- Being late coming to class from breaks
- Incomplete homework
- Inappropriate physical contact
- Inappropriate dress
- Poor assembly behavior
- Misuse of washroom
- Dissent (not taking responsibility for your actions)

Level 2 Behaviors

- Repetitive Level 1 behaviors (minor)
- Bullying
- Inappropriate Internet sites
- Disrespecting teachers' personal space and belongings
- Inappropriate sexual behavior
- Skipping class
- Disrespecting others
- Cheating
- Forgery

Level 3 Behaviors

- Repetitive Level 1 and 2 behaviors
- Serious harassment
- Chronic negative behaviors
- Destruction of property (vandalism)
- Theft
- Violence / fighting / threats / extortion
- Leaving the school grounds
- Sexual behavior (major)
- Blatant defiance
- Swearing at staff
- Drugs and alcohol
- Weapons: A weapon is anything used, designed to be used, or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person

Actions for Discipline Plan

Level 1

- Step 1: - Reminder to student of behavioral expectations
- Step 2: - Reminder to student of behavioral expectations
- Documentation in PowerSchool (student files)
- Individual class / teacher consequences
- Step 3: - Reminder to student of behavioral expectations
- Documentation in PowerSchool (student files) and **home contact** by teacher
- Student completes reflection note
- Once restitution has been made, go back to Step 1

Level 2

- Step 1: - PowerSchool documentation and **home contact** by teacher
- Individual class / teacher consequences
- Student completes reflection note
- Step 2: - PowerSchool documentation and **home contact** by teacher in consultation with administration
- Individual class / teacher consequences
- Student complete reflection note
- Step 3: - Referral to administration
- **Home contact** by administration/Student Advocacy Counsellor
- Behavior Contract made with student, parents/guardians, teacher, Student Advocacy Counsellor and administration
- Step 4: - In-school or Out-of-school suspension

Level 3

- Step 1: Referral to administration (possible actions include):
- Parent conference with administration
 - 1-5 Day In-School Suspension
 - 1-5 Day Out-of-School Suspension
 - Recommendation for Expulsion

Drugs & Alcohol - Students who are suspected of being under the influence of and/or observed in possession of alcohol or non-prescription drugs while in attendance at school or a school sponsored activity shall be immediately reported to the Principal. The Principal shall suspend the student. Students who are observed in the act of providing alcohol or non-prescription drugs to another student shall be reported immediately to the Principal.

The Principal shall suspend the student and recommend to the Superintendent that the student be expelled. The local police authorities and/or school resource officer shall be notified and asked to become involved in alcohol/drug incidents as warranted and/or required by law. Students whose behavior during alcohol/non-prescription drug related incidents becomes abusive or students who are repeat offenders under this procedure are subject to more stringent disciplinary action.

Weapons - Students who are suspected of having possession of a weapon on their person or in their locker or desk while in attendance at school or a school related activity shall be immediately reported to the Principal. The Principal shall suspend the student and recommend to the Superintendent that the student be expelled. The local police authorities/outside agencies shall be notified and asked to become involved as warranted and/or required by law.

In-School Suspension

In the case of an in-school suspension, the student remains at school. During an in-school suspension students work outside of their classroom and away from their peers.

Assignments will be given to the student and they will spend the day working in the office or in another place in the school where they can complete their assignments. Non-compliance during an in-school suspension can be viewed as breaking the suspension agreement and can result in a Recommendation For Expulsion being given.

Out-of School Suspension

Out-of-School suspensions are the result of serious student disruptions or dangerous behavior. During an out-of-school suspension, the student is not permitted to be at school. The school will provide work for the student. It is the student's responsibility to ensure it is completed. Students returning from an out-of-school suspension will meet with administration for a brief meeting before returning to regular classes to ensure that they've met all the requirements of the suspension.

Expulsion

An expulsion is an action that can only be taken by the Superintendent or his/her designate. A student may be expelled from one or more specific schools or all schools in the District. An expulsion can be for a specific period of time, or the rest of the school year. Further details are available upon request.

Appeal Process

If you are concerned about a decision that has been made regarding your child, you can appeal the decision. Please take the following steps when making appeals:

1. First, talk to your child's teacher about the decision.
2. If you are not satisfied, please contact the school's principal, David Skoglund, at 780-689-2118.
3. If the issue still hasn't been resolved, you may contact Terry Moghrabi, Associate Superintendent, at the Northern Lights School Division Sub-Office, at 780-623-4414.
4. If you are still not satisfied you may make a final appeal to the Minister of Learning at 780-427-7219.