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EASTEND SCHOOL MISSION:

Eastend School Students and Staff believe that we can ALL reach our potential given sufficient time and the right support.

EASTEND SCHOOL MOTTO: Echoing Excellence

Communication Information:

Good communication between home and school is essential in providing the best possible environment for our children. The purpose of this handbook is to inform parents and students of the current school policies which are being followed in our school.

We will continue to communicate via Newsletters.

- Weekly newsletters are available every other week via email or Eastend School Web page.
- The newsletter is posted to our school website – link shown below
- The 1st set of Student LED Conferences for K-12 students will be held in November, 2019
- The 2nd set of Student LED Conferences for K-12 will be held in April, 2020

EASTEND SCHOOL CONTACT INFORMATION:

Phone: 306-295-3601

Fax: 306-295-3709

Address: 131 Oak Avenue North
 Box 69
 Eastend, SK S0N 0T0

WEBSITE: www.chinooksd.ca/school/eastend

Principal: Randy Johnson

EASTEND SCHOOL STAFF:

Miss Kelli Stangeland (Ms. S)	Grade K / 1 / 2
Mrs. Maureen Neabel	Grade 3 / 4
Miss Kaylee Melhoff	Grade 5 / 6
Ms. Julie Kerr	Grade 7 / 8
	Student Services Teacher / Intervention Teacher
Mr. Jordan Daigle	Math 7-12; PAA 8-10
	Construction/Carpentry 10/11/12
Mrs. Marie Hanson	Science 5-12; Health 7/8/9
	Chem 30 distance Learning (SEM 2)
Mrs. Dianne Johnson	Physed K-4 / 20/30, Social 9-10 English 9-10
Mr. Randy Johnson	Principal; ELA 1-12; History 20/30;
	PhysEd 5/6/7/8
Mrs. Marion Sanford	Office Admin
Ms. Laurie Laird	Librarian
Mrs. Nikki Whitney	Educational Assistant
Mrs. Lorna Topham	Educational Assistant
Mr. Wayne Dixon	Facility Operator
Ms. Deb Mortimer	Custodian (0.5)

Other personnel who work directly with our school:

Superintendent of Schools	Public Health Nurse
Educational Psychologist	School Counsellor
Occupational Therapist	Youth Worker
Literacy Coach:	Student Services Coordinator
Math Coach:	Speech Language Pathologist

CHINOOK SCHOOL DIVISION #211 CONTACT INFORMATION:

TOLL FREE: 1-877-321-9200
Main Reception: 1-306-778-9200
Address: 2100 Gladstone Street East
Swift Current, SK S9H 4J8

Website: www.chinooksd.ca

Superintendent of Eastend School: Mr. Mark Benesh
Chinook School Division Director of Education: Mr. Kyle McIntyre

SCHOOL COMMUNITY COUNCIL INFORMATION:

2019 / 2020 MEMBERS:

Chairperson: Josie Koolen
Vice Chairperson: Nicole Girard
Secretary: Heidi Topham
Treasurer: Allison Ziegler
Principal: Randy Johnson
Teacher Rep: Kaylee Melhoff
Student Rep (s):
Members: Bonnie Gleim, Cassie Wiebe, Shelley Wilson

School Community Council (SCC) meetings are held on the third (3rd) Tuesday of each month @ 7:00 pm in the school library.

*Our Trustee on the Chinook SD board is Gwen Humphrey, Eastend, SK

BUS DRIVER INFORMATION

Name	Bus Number	Phone Numbers
Boyd Taylor	615	306-295-7435
Skip Giverhaug	617	306-295-4051
Sharon Giverhaug	620	306-295-7200
Larry Stork	619	306-295-7865
Michelle Scott	621	306-295-7490

Student conduct on Buses (Chinook School Division policy 2.18.6):

Every Student Shall be accountable to the driver of a school bus as follows:

- Students must be on time. The bus driver should not be expected to wait on students unless he/she is early.
- Students may be assigned seats on the bus.
- The use of profane language on the bus is prohibited.
- Students are expected to assist the driver with keeping the interior of the bus clean. Littering inside or outside the bus will not be tolerated.
- Arms, heads, or limbs must not protrude beyond open windows.

Students must not use the rear door except in an emergency

Students must be properly dressed in winter for any emergency

Students must obey the school bus driver

Parents are expected to inform the bus driver if/when the student is not on the bus

Young students will not be dropped off at any house if parents are not at home.

CLASSES CANCELLED DUE TO SEVER WEATHER OR EMERGENCIES

Buses will not run:

- When outside temperatures are -40°C or lower, or
- When the wind chill is -45° C or lower

In the event that no buses run due to severe weather:

- Bus drivers will notify the parents
- The School will be open however all classes will be cancelled (no new material will be covered – any students who arrive at school will be required to do homework or remedial / practice work).

In the event that an individual bus is unable to make a morning run due to road conditions or bus conditions, it is the policy of the Chinook School division NOT to provide bus service in the afternoon.

- Students who have been transported to school in other ways will also need to be transported home by other means.

In the event of emergency closure (power outage, water or sewer problems, etc.) parent (s) will be contacted by school staff members. Buses will be called but no child will be released unless a parent has been informed of the closure.

**CHINOOK SCHOOL DIVISION
2019 – 2020 PUBLIC SCHOOL CALENDER**

August 26	Teacher Admin Day
August 27	Teacher Admin Day
August 28	PD Day
August 29	Local Professional Development Day (PLC)
August 30	School Holiday
September 2	Labor Day
September 3	First Day for Students
October 14	Thanksgiving
October 28	Convention
November 11	Remembrance Day Holiday
November 29	Parent Teacher Conferences
December 2	PD Day
December 20	Last Day of Classes
January 6	Classes Resume
January 27-30	Provincial Exams
January 31	Turn Around Day – No School for Students
February 3	Semester 2 Starts
February 17-21	Family Day and February Break Vacation
February 21	Local Professional Development Day (PLC)
March 27	Parent Teacher Conference
March 30	PD Day
April 10	Good Friday
April 13-17	Easter Monday & Easter Break Vacation
April 17	Local Professional Development Day (PLC)
May 18	Victoria Day
June 23-26	Provincial Exams
June 26	Last Day for Students
June 29	Administrative Day

EASTEND SCHOOL INFORMATION:

- Eastend School is a PEANUT AND TREE NUT FREE facility. We remind you to pack lunch items that follow under this category. Thank you.

School Access:

Grade K – 3 student entrance:	West doors (playground doors)
Grade 4 / 5 student entrance:	Main South doors
Bus Drop Off:	North Doors
Grade 6 – 12 student entrance:	North or South doors

****All Doors except the Main South Door are locked at 9:05 AM every Morning.**

****ALL Visitors, including PARENTS, are to report to the school office upon entering the school****

BELL/CLASS Schedule:

PERIOD 1	9:00 – 10:00
PERIOD 2	10:00 – 10:55
Morning Recess	10:55 – 11:05
PERIOD 3	11:05 – 12:00
Noon Hour	12:00 – 12:50
PERIOD 4	12:50 – 1:50
Afternoon Recess	2:10 – 2:20
PERIOD 5	2:20 – 3:20

Clothing Policy:

All Individual within the school should wear clothing appropriate to the weather and clothing that falls within the guidelines of school dress policy: All apparel must be in good taste:

- Any clothing items showing profanity, alcohol/drug related sayings, or unsuitable slogans (as per the judgement of a teacher and/or administration) are not permitted.
- Scant or suggestive clothing is inappropriate and not permitted – keep things covered!!

- Shoes are to be worn inside the school at all times.

ESSENTIAL MEDICATIONS AND/OR MEDICAL TREATMENTS:

If your child requires essential medications or medical treatment, please contact the school Administration.

Student Behavior / Discipline

Conduct Statement

School expectations, policy, etc. are governed by policy as outline in the Education Act and in the Chinook School Division policy manual.

In Eastend School, it is expected that students' actions, interactions and decisions reflect...

- A drive for Excellence
- Compassionate dealings with others
- Respect of staff, students, the facility and guests
- A willingness to collaborate with others
- A focus on attendance and participation

What we strive for: At Eastend School, we strive to create the highest quality learning environment for our students. This environment ensures students are safe and cared for, and promotes the ability to have fun while learning. We believe that it is the joint role of Staff, Parents/ Guardians, and Students to work to support students in assuming responsibility for their own actions. Student discipline is an important step in ensuring that we are creating opportunity for students to learn and develop from their mistakes. By adhering to expectations, we are supporting students in developing positive habits that will carry forward in their life outside of Eastend School and in to their future. It is imperative that students be held accountable for their actions, so repeated offenses will result in escalating consequences.

Bottom Lines:

At Eastend School we believe that it is important to have fair and consistent measures of discipline. For this reason, Bottom Lines have been created. In understanding these Bottom Lines, students will be will know the consequences of certain actions, and understand that staff will follow through in implementing these consequences. The bottom lines are as follows:

1) Appropriate Language- Students are expected to use respectful language at all times. Any sort of name calling, whether implied, spoken, written or gestured is unacceptable and will be dealt with in a manner that reflects the severity of the offence. The disciplinary action will increase following each offense.

2) Swearing/ profane language- Any student caught swearing or using profane language or gestures will receive a ½ day in- school suspension. Students who violate this rule will call home and describe to their parents what it is that they have said.

3) Representing Eastend School- Students are expected to act in a manner that positively reflects Eastend School when on extra-curricular excursions, or trips that are an extension of the classroom. All relevant school regulations apply.

4) Extra-Curricular involvement- Extra-curricular involvement is a privilege that gives students the opportunity to represent Eastend School. It is imperative that students representing Eastend School reflect the expectations of conduct in the building. Therefore, any student who receives an out-of-school suspension will also receive a 2 week exclusion from Extra-Curricular activities.

5) Physical Fighting- Physical fighting with intent to injure will result in an automatic suspension. The location and duration of the suspension will depend on the result of the administrative investigation. The number of days suspended will increase following each offense.

6) Verbal Attack of Staff and/ or Students- Will result in a suspension, the duration and location of the suspension will depend on the result of the administrative investigation. The number of days suspended will increase following each offense.

7) Physical Attack of Staff- A physical attack of any kind toward staff will result in a minimum 3 day out- of –school suspension. The number of days suspended will increase following each offense.

8) Drugs or Alcohol- Being in possession or under the influence of drugs (including marijuana) or alcohol, or the use of drugs, alcohol on school property will result in an out- of- school suspension. The length of the suspension will depend on an administrative investigation.

9) Tobacco, Vapes or E-cigarettes- The use or possession of tobacco products, vapes or e-cigarettes is prohibited and will result in a suspension to be determined after an administrative investigation.

Possible Grounds for Suspension

The following actions are possible grounds for suspension as supported by the Education Act (1995):

- 1) Theft
- 2) Vandalism including the intentional damage to school property
- 3) Repeated defiance of school staff or bottom lines
- 4) Skipping classes
- 5) Fighting
- 6) Bullying
- 7) Being in the possession of any weapon or replica (Violent Threat Risk Assessment may be initiated)

Any instance of these will involve an administrative investigation. Outside agencies (ex. RCMP) may be contacted throughout this process, as well as connection with the school counsellor.

Communication of Disciplinary Action- At Eastend School we believe that communication between Parents/ Guardians and Staff is essential through the disciplinary process. Communication of disciplinary action will be handled as follows:

- 1) **Minor incidents-** will be communicated by classroom or supervising teacher.
- 2) **Student Removal from Classroom-** will be communicated by classroom teacher.
- 3) **Discipline as dictated by Principal-** will be communicated by the Principal
- 4) **Suspension-** will be communicated by the principal.

Parent / Student Communication:

- If you need to call your child, please call during break times.
- Please refrain from texting your child or your child's teacher during class time.
- Please contact the school office directly (phone or written note) with information pertaining to your child (ex. School absences, after school instructions, bus instructions, general instructions for leaving the school, etc.)
 - o Permission to leave the school will be given at the school prior to anyone leaving the school.
- If no permission note or phone call has been received, students will remain at the school until parents have been contacted.
- All school rules apply to any/all extra-curricular activities.

Leaving the School:

- Grade 6-12 students may leave the school without permission at lunch times unless school personnel are otherwise instructed by parent.
- Kindergarten – Grade 5 Students are not allowed to leave the school grounds at any time without a signed note, or a phone call, from their parents.

Attendance Policy:

Students of Eastend School are required to attend school regularly and punctually. Regular class attendance is essential. Irregular attendance will lower a student's chance of success and disrupt the continuity of the class.

The Education Act, 1995, clearly states that every student must attend school regularly and punctually. The Act also states that it is the parents' responsibility to make sure their children attend school.

Excusable Absence Reasons:

- a.) Illness (written confirmation may be requested i.e. Doctor's Note)
- b.) Hospitalization or confinement at home under doctors' orders.

- c.) Medical or dental appointments (written confirmation may be requested.)
- d.) Compassionate or sympathetic reasons (i.e. Funeral).
- e.) When the student's school bus does not run.
- f.) Student participation in a school sponsored trip, competition, or event
- g.) Court
- h.) Meetings with School Administration or Student Services Staff

Students are required to contact their teacher either in advance of, or immediately following, any absence to get their assignments and required homework. Students are responsible for meeting any due dates of assignments as per arrangements with the teacher.

Internet/Media Policy:

- School computer use is to be appropriate and related to school assignments/projects.
- All students are required to have a signed media release form.

Discipline Procedures:

Discipline is part of the teaching-learning process. The goal of Eastend School is to provide a safe environment in which effective and on-going learning can take place. We believe that everyone involved with the school, students, parents and staff should be treated with respect.

- Teachers are responsible for maintaining discipline within their classrooms and students plan for appropriate behavior strategies.
- If the teacher is unable to solve a discipline problem in his/her classroom, the problem is referred to the administration who may, in consultation with the teacher initiate a plan of action for the teacher to carry out.
- This plan may include Removal of Privileges (recess, noon hour, extra-curricular activities).

Major Discipline Issues, such as the following, would be referred immediately to the school administration and would be dealt with immediately:

- Persistently displaying overt opposition to authority
- Refusal to conform to the rules of the school
- Being absent from school on a regular basis
- Habitually neglecting his/her duties and responsibilities
- Willfully destroying property – personal, others or school
- Consistently using profane or inappropriate language
- Or engaging in any other type of activity considered to be gross misconduct

Progressive Discipline for any/all of the above issues may include detention, suspension (in school or out of school) or expulsion.

Problem Solving Procedure

If you need to address a school-related problem or concern, the following steps will outline the appropriate procedure:

- First, deal directly with the teacher/coach most involved with your concerns. A great deal can be resolved quickly, easily and satisfactorily at this level.
- If you are not satisfied with the results of this conversation, or you do not feel that you are able to deal with the situation at this first level, then contact the school administration. The Principal will attempt to resolve the issue satisfactorily for all involved.
- If you are still not satisfied with the outcome after trying to resolve the issue with the school administration it will be then handed over to our Superintendent of our school.

School Volunteer Requirements

Any/all individuals who volunteer in the school, and who work with the student in any capacity, are required to provide a current Criminal Record Check (CRC) and Vulnerable Sector check to the Administration prior to volunteering.

- There is NO charge for a CRC/Vulnerable Sector check if you are a volunteer.

- CRC/Vulnerable Sector checks can be requested in person on Tuesdays at the Shaunavon RCMP Detachment.

Approved Driver Requirements:

- All Parents are able to transport their own child (ren) at any time.
- Approved Driver status gives an individual the authorization to transport children OTHER than their own.
- Approved drivers have typically been utilized for field trips and/or sports trips when bus transportation was unavailable. Once the students have returned to Eastend School following any school event, parents are free to make arrangements for anyone of their choice to pick up their own children – no Approved Driver authorization needed once we have arrived safely back at our starting point – Eastend School.

However....that being said, please note:

- NO child will be released to someone other than the parent without us first contacting the parent to corroborate child transportation plans, regardless of whether we know the driver or not, unless we have already had direct instruction from the parent indicating who is picking up the child.
- The staff of Eastend School will NEVER willingly release a child to someone we are unfamiliar with or to someone who we believe is not there by parent invitation or authorization.

In these cases, the staff member will maintain full responsibility for the child (ren) until we have made direct contact with the parent and have received further instruction confirming the arrangements.

Extra-Curricular Activities:

Eastend School offers opportunities for students to take part in the following extra-curricular activities at both Junior and Senior levels.

Golf	Volleyball	Cross Country	Curling	Football
Badminton	Track & Field	Drama	Yearbook	

Yearbook:

Eastend School produces a yearbook on an annual basis. Contact the school office at any time during the school year to indicate your desire to purchase a yearbook.

SRC:

Eastend School SRC (Student Representative Council) is made up of an active group of elected students who representative the entire student body. Business meeting(s) are held on Wednesdays at noon hour.

SADD:

Eastend School has an active SADD (Students against Drunk Driving) chapter. Any/all interested Grade 6-12 students are encouraged to join SADD. Business meetings are held on Thursdays at noon hour.

Color Night:

Color Night is a celebration of student achievement in academics, extra-curricular and student leadership. The evening is traditionally held in June.

Academic Awards are given for honor roll, top overall averages, academic excellence, top subject averages, plus the Governor General's award is given to a student from the previous academic year.

Grade 12 Graduation:

Grade 12 Graduation Ceremonies take place each year on the second (2nd) Friday in June. The event generally includes a banquet, exercises and a social. This is planned by the Grade 12 class and the teacher advisor(s).

During the graduation exercises, scholarships and bursaries (both local and provincial) are handed out. All graduates may apply for any scholarship/bursaries for which they qualify. Grade 12 students are able to access scholarship/bursary information and criteria requirements at any time throughout their Grade 12 year.

