

HERBERT SCHOOL STUDENT HANDBOOK

2017-2018



RESPECT, RESPONSIBILITY, and PRIDE

Principal's Greetings

On behalf of the students and staff, I want offer a sincere welcome to the 2017/2018 school year. Herbert School is a K to 12 school that serves elementary, middle years, and secondary students from the communities of Herbert, Morse, and surrounding areas. **Our culture is based on the school values are respect, responsibility, and pride and these values are embedded in all that we do at Herbert School.** For 2017/2018, our school will continue to work on improving student literacy through the implementation of school goals in the areas of student writing K-gr. 8 and student engagement gr. 9-12.

At Herbert School, students have a diverse range of curricular and extra-curricular opportunities that meet the needs of the whole student. We are proud of the tradition of excellence at Herbert School and strive at engaging students, parents, and staff to create the ideal vision for our school. I encourage students to participate in all our school has to offer through their exciting classroom learning and extra-curricular experiences and to ensure they organized and prepared for learning.

I wish our students all the best for a great 2017/2018 school year!

Kindest Regards,
Arron Kohlman

Mission and Vision

Mission: Herbert School facilitates the learning and growth of all students, fostering their individuality and promoting effective citizenship.

Vision: Herbert School is a community where students and staff feel safe and valued - demonstrating respect, responsibility, and pride –while developing an appreciation for life-long learning.

School Administration Contact Information

Principal – Arron Kohlman

akohlman@chinooksd.ca

Vice Principal – Randy McCulloch

rmcculloch@chinooksd.ca

Phone: (306)-784-2454

Fax: (306) 784-3101

Herbert School Staff 2017-2018

Teaching Staff

Mrs. Mary-Anne Montgomery – Kindergarten,
Mrs. Suzanne Boutilier- Gr. 1
Mrs. Christie Schwartz – Gr. 2
Ms. Dakota Browne – Gr. 3
Mr. Kevin Falk – Gr. 3/4 and Gr. 7-10 PAA and Construction 20/30
Mr. Randy McCulloch – Gr.5, Gr. 7/8 Phys Ed, and Vice Principal
Ms. Danika Wolfe – Gr. 6 and Phys Ed 9, 20/30
Ms. Brittany Haidt– Gr. 7/8 Homeroom, Gr. 7/8 S.S., History 20 and 30; and HC 7/8/9
Mr. Ryan Gunstenson – Gr. 9/10 Homeroom , Middle Years and High School Sciences, and Mathematics; Welding 10/20
Mrs. Tami Krahn Nagy – Gr. 12 Homeroom, Gr. 7-12 ELA, History 10, and Gr. 7/8/9 Art
Mrs. Natasha Olynick– Gr. 11 Homeroom, Gr. 6-12 Mathematics, and Gr. 7/8 PAA
Ms. Lori Moon-Penner – Learning Intervention Teacher and Cyber School Support Teacher
Ms. Pat Jahnke – Student Services Teacher; Gr. 5 Art and Social; and Gr. 9/10 PAA
Ms. Jessica Dyck – U of R Intern
Ms. Alexis Poh – U of R Intern
Mr. Arron Kohlman – Principal

Support Staff

Mrs. Darlene Enns - Educational Assistant
Mr. Donovan Epp – Educational Assistant
Mrs. Elizabeth Gordon - Educational Assistant
Mrs. Natasha Jahnke - Educational Assistant
Mrs. Lorraine Klassen – Educational Assistant
Mrs. Candace Epp – Educational Assistant
Mrs. Heather Wilson-Gerbrandt – Educational Assistant
Mrs. Anne Haubrich– Librarian
Mrs. Anne Francis - Office Manager
Mrs. Rhonda Gerl - Facilities Manager
Mrs. Laurie Giesbrecht – Custodian
Mrs. Martha Funk – Custodian

Bell Schedule for 2017/2018

Middle Years and High School		Elementary	
Warning Bell – O’Canada and Announcements	8:50	Warning Bell – O’Canada and Announcements	8:50
Period 1	8:55-10:00	Period 1	8:55-10:30
Period 2	10:05-11:10	Recess	10:30-10:45
Period 3	11:15-12:15	Period 3	10:45-12:15
Lunch	12:15-12:55	Lunch	12:15-12:55
Period 4	1:00-2:00	Period 4	1:00-2:00
Recess	2:00 -2:15	Recess	2:00-2:15
Period 5	2:15-3:15	Period 5	2:15-3:10

Home-School Communication

Home-School-Community partnerships and communication are vital for student success at school. At Herbert School, our teachers communicate with parents to update them on students’ successes or concerns. We invite parents to contact the school should they have any questions or concerns. In addition to teachers communicating with parents through phone calls, emails, and agendas, the school uses the following methods to keep parents informed about school events:

School Website <http://www.chinooksd.ca/school/herbert>

Herbert School Newsletter - Subscribe to the school newsletter by entering your email on the newsletter subscribe link on the school website

Remind

Remind is a text messaging program whereby you can receive information from the school through text messages. To sign up for Remind, please do the following:

1. To receive messages from Mr. Kohlman via text, **text@herbschool to (647) 496-2812**. You can opt-out of messages at any time by

replying, “unsubscribe@herbschool”.

2. Or to receive messages via e-mail, send an email to herbschool@mail.remind.com. To unsubscribe, reply with ‘unsubscribe’ in the subject line.

What is Remind and why is it Safe?

Remind is a one-way text messaging and email system. With Remind, all personal information remains completely confidential. Teachers will never see your phone number, nor will you ever see theirs. Visit remind.com to learn more.

Twitter - Follow Herbert School on Twitter @herbertlaurels

School Community Council

A great way for parents and guardians to become involved in school and to learn about school events is to attend the School Community Council meetings held once per month. We welcome all parents to attend the SCC meetings and are always looking for parents to help with the SCC. Watch the newsletter and school website for SCC meeting dates. If you are interested in joining the SCC or if you have any questions about the SCC, please contact the school at 306-784-2454.

2017-18 School Year Calendar

				Student Contact
Days				
3	August	Aug 29 - Aug 30 - Aug 31 -	Local Administrative Day Chinook Professional Development Day Convention	0
20	September	Sept 1 – Sept 4 - Sept 5 - Sept 25–	Local Professional Development Day (PLC) Labour Day First Day for students Local Professional Development Day (PLC)	18
21	October	Oct 9 - Oct 30 -	Thanksgiving Day Chinook Professional Development Day	20
21	November	Nov 13 - Nov 17- Nov 21 and 22 - Nov 27 -	Remembrance Day Holiday Report Cards – K-12 Student Led Conferences Day of in Lieu of Student Led Conferences	21
16	December	Dec 22 - Dec 23 to Jan 3-	Last Day of Classes before Christmas Break Christmas Break	16
20	January	Jan 4 - Jan 25 - 30 - Jan 31 –	Classes Resume Provincial Exams Turn Around Day – No school for Students	19
101 Total days in Semester I				94 contact days
15	February	Feb 1 – Feb 2 – Feb – 19 - 23 -	Semester 2 begins Report Cards (Gr 7 – 12) Spring Break	15
21	March	Mar 12 – March 30 –	Chinook Professional Development Day Good Friday	20
17	April	April 2 – 5 – April 6 - April 16 - April 18 and 19 - April 23 -	Easter Break Local Professional Development Day Report Cards (K – 12) Student Led Conferences Day off in lieu of Student Led Conferences	16
22	May	May 21 -	Victoria Day	22
21	June	June 22-27 - June 27 - June 28 – June 28 - 29	High School Provincial Exams Last Day for Students Report Cards (K – 12) Administrative Days	19
96 Total days in Semester II				92 contact days
Semester I: 101 days with 94 student contact days				
Semester II: 96 days with 92 student contact days				
Totals: 197 days with 11 non-instructional 186 instructional days				

Elementary Program of Studies K to Grade 5

- Language Arts
- Mathematics
- Science
- Social Studies
- Health
- Physical Education
- Health
- Arts Education

Middle Years Program of Studies Grades 6-9

Core Academic Program	Complementary Program
<ul style="list-style-type: none">• Language Arts• Mathematics• Science• Social Studies• Health• Physical Education• Health• Arts Education	<ul style="list-style-type: none">• Industrial Arts (7-9) • Home Economics (7-9)

High School Program of Studies

Saskatchewan Ministry of Education Graduation Requirements

- 24 credits total
- One class from each of the compulsory subjects
- One P. E. credit
- Two PAA or Arts Education options at the 10, 20 or 30 level
- Five level 30 options
- One science at 20 or 30 level
- One social science at 20 or 30 level

Grade 10

Students must enroll in and complete 10 credits in grade 10.

COMPULSORY COURSES

ELA A 10

ELA B 10

Math 10 Workplace and Apprenticeship

Math 10 Foundations and Pre-Calculus

Wellness 10

Science 10

History 10

Grade 10 OPTION COURSES (Students Must Choose Three)

Accounting 10*
Career and Work Experience 10
French 10*
Cow Calf/Ag Tech 10*
Practical and Applied Arts Survey 10
Special Projects 10
Psychology 20*
Information Processing 10*
Crop Science 10*

Energy and Mines 10 *
Cosmetology 10 *
Photography 10*
Wildlife Management 10*
Visual Art 10*
Drafting 10*
Native Studies 10*

***Denotes Chinook Cyber School Course**

Grade 11

Students must enroll in and complete 9 credits in grade 11

COMPULSORY COURSES

ELA 20
History 20
Sciences – *Choose at least one of the following:*
 Health Science 20
 Physical Science 20
 Environmental Science 20*
 Computer Science 20 *

Mathematics – *Choose at least one of the following:*
 Math Workplace and Apprenticeship 20
 Math Foundations 20
 Math Pre-Calculus 20

GRADE 11 OPTION COURSES

Students must choose a minimum of five option courses depending on how many compulsory subjects are chosen. The compulsory subjects and option courses must total 9 credits

Ag Tech/Cow Calf 20 *
Accounting 20*
Apprenticeship A and B 20
Career and Work Exploration 20
Computer Sciences 20*
Cosmetology 20*
PAA (Construction) 20
Phys Ed 20

Special Projects 20
Visual Art 20
Wildlife Management 20*
Welding 20
Drafting 20*
French 20*
Photography 20*
Sports Psychology 20*

***Denotes Chinook Cyber School Course**

GRADE 12

Grade 12 students must enroll in and complete a minimum of 8 credits.

COMPULSORY COURSES

ELA A 30
ELA B 30
History 30

OPTION COURSES

Apprenticeship A and B 30	Energy and Mines 30*
Career and Work Exploration A and B 30	Law 30 *
Ag Tech/Cow Calf 30*	Life Transitions 30*
Photography 30 *	Biology 30
Psychology 30*	Calculus 30*
Special Projects 30*	Chemistry 30
Visual Arts 30*	Computer Science 30
Wildlife Management 30*	Cosmetology 30
PAA (Construction 30)	French 30*
Math Pre-Calculus 30	Math Workplace and Appren. 30*
Math Foundations 30*	Phys Ed 30
Physics 30*	Welding 30

***Denotes Chinook Cyber School Course**

Academic Load and Spares

Students are expected to carry a full academic load of 10 credits in grade 10. At the minimum, students must enroll in and complete 9 credits in grade 11 and 8 credits in grade 12. **If students have a spare in grades 11 and 12, they are expected to work on their courses and use this time constructively in a designated classroom or library.**

Dual Credits

Students in the Chinook School Division have the opportunity to attain high school credits and post-secondary training credits simultaneously. If students are interested in pursuing dual credits, they are contact Mr. Kohlman and Mr. Simpson

Ensuring Students are Eligible to Graduate

- ✓ The process to determine graduation eligibility begins in grade 10 with the grade 10 registration meetings and presentations to students and parents. **Students will be tracking their credits and learning career related information through Sask. Careers <https://saskcareers.ca/>**

- ✓ In grade 10 and grade 11, students will meet with the principal for high school registration each spring and ensure they choose credits that fulfill graduation requirements.
- ✓ In the fall of the grade 12 year, students will meet with the principal and career counsellor to review credits and complete the credit checklist to ensure the students have met all required credits up to and including semester one.
- ✓ After semester one, students' courses are reviewed to ensure they pick up any required courses they may have failed in semester one or courses they need to complete to obtain the 24 credits to keep them on the path to graduate as per the Saskatchewan Ministry of Education Guidelines for graduation.
- ✓ If by the first report card in semester one of their grade 12 year, a student is in jeopardy of not passing one of his/her required classes to graduate, parents will be contacted and there will be a meeting with students and parents
- ✓ If by the end of semester one of Grade 12, a student has failed more than one of the required classes to graduate, the following may occur:
 - ✓ If the number of credits a student needs to achieve to graduate is beyond that of a reasonable number based on some failed classes in semester one and very unlikely the student will graduate, it may be determined at that time that the student will need to return for semester one in the fall to complete these required classes. This decision will be made by the principal in consultation with parents, the student, and staff and it is depending on whether or not the student has exhausted all reasonable opportunities to graduate in June.
 - ✓ If the number of credits a student needs to achieve to graduate is still attainable, a plan may be established with staff, students, and parents to help the student remain on the track for graduation. The decision to establish such a plan will be made by the principal in consultation with students, parents, and staff.

- ✓ If by the first report card in their grade 12 year in semester two a student is significantly failing his/her courses and is in jeopardy of not passing one or more of his/her required classes to graduate, parents will be contacted and there will be a meeting with students and parents.
- ✓ If at any time, it is determined that a student is failing too many courses and his/her marks are well below 50% and after consulting with staff the student is not in a reasonable position to fulfill the requirements of the graduation plan established with parents and staff, the principal in consultation with the parents and staff may determine at that time the student will need to return the subsequent year and as a result not be eligible to graduate and participate in the graduation activities in June. For the student not to be allowed to participate in the graduation activities and attain the Ministry's requirements to graduate it must be determined at this time that the student is not in a reasonable position to graduate based on marks and credits, all opportunities to assist the student have been exhausted, and in all likelihood the student will/will not pass his/her required courses.

Grade 12 Valedictorian

The graduating class valedictorian will be chosen by the high school teachers and school administrator in May of each year. The student with the highest overall combined average in all gr.10, 11, and 12 courses will be awarded the position of valedictorian. The student's overall average will be calculated by using all grade 10, 11, and 12 marks – excluding special project marks and dual credit marks - on their transcript as of May 1st along with the student's semester two marks in all subjects- including Cyber School Marks - as of May 1st. To be eligible for valedictorian, grade 12 students must have completed at least one 30 level science and one 30 level math.

Dropping a Class

If grade 10-12 students wish to drop a class offering, they **must obtain permission** from their parents, their teacher, and Herbert School administration. There is a course drop form that must be signed by teachers, students, and parents. Students are to see Mr. Kohlman and their teacher if they wish to drop a course.

Career Counselling

Students in their Health/Careers course use Sask. Careers, which has various resources available such as a high school planner, interest inventories, and post-secondary school information. Gr. 10 and 11 students will receive career education information in their ELA classes. Mr. Kohlman meets with the grade

12s to help them with post-secondary planning, life after high school, and scholarship applications. We ask parents to take on a leadership role in helping their child make plans for post high school and post-secondary opportunities.

Chinook School Division Cyber School

The Chinook Cyber School (CCS) was established in the fall of 2010 to provide Chinook students with a unique online learning opportunity. We are excited to be able to support our students in their quest for academic excellence and exploration. ***Students will be assigned timeslots in their school timetable to work on their cyber school courses. Students are expected to work in a designated classroom, library, or computer labs to work on their cyber school courses.***

<http://www.chinooksd.ca/school/cyberschool/Pages/default.aspx>

Local Scholarships for Grade 12 Students

Grade 12 students can apply for local scholarships and bursaries as well provincial and national scholarships. The local scholarships offered are:

Henry Koehn Memorial Bursary - \$1000.00 scholarship for any student entering any college, university, or Bible school.

Herbert & District Chamber of Commerce Memorial Bursary - For a student entering into a field relating to entrepreneurship, management or small business.

Herbert & District Rec Board Bursary - For student entering full time training at any accredited technical or trade school or university. Student must have demonstrated community involvement in recreation or culture either as a volunteer or in a paid position. Must be used within 18 months.

Herbert & District Health Care Auxiliary Bursary – For a student entering post-secondary study in health care.

Herbert Minor Hockey – Offers a scholarship to a student who has played minor hockey in Herbert.

Trevor Regier Bursary – Awarded in memory of Trevor Regier to a student pursuing a career in business administration, accounting, or sports related.

To access provincial and national scholarships, students will find the Chinook SD Scholarship document on the school website at

<http://www.chinooksd.ca/school/herbert/Pages/default.aspx?login=-256851370>

Student Honours Awards

Herbert School celebrates our students' academic successes. Each reporting term we acknowledge grade 7-12 students who have achieved an overall average of 80% or higher in all subjects.

Monthly Student Achievement Awards

Teachers nominate students, who have demonstrated improvement in their classes, achieved academic excellence, demonstrated perseverance and responsibility, or who have worked hard in class.

Individually Assigned Student Chromebooks

Students in grade 9-12 at Herbert School have the option to be assigned a Chromebook computer to use for the school year. If students are interested in having a personally assigned Chromebook, they are expected to attend the training session, complete the contract and checklist and have it signed by their parents, and to follow the Chinook SD Computer Use Guidelines and Herbert School Behaviour Expectations.

Student Awards Gala

In June, grade 7-12 students' academic and extra-curricular achievements are celebrated at a year-end awards gala. Awards given to students include:

Grade 7-12 Herbert School Merit Awards – Awarded to a student in each subject who has demonstrated passion, dedication, respect, responsibility, pride, and perseverance in each subject. The highest grade is not necessarily required for this award, however, it is expected the student will have a mark of at least 70%.

Grade 7-12 Herbert School Academic Excellence Awards – Awarded to the student with the highest grade in each subject.

Herbert School Athlete of the Year Division III and IV (Male and Female) - Awarded to students who demonstrates excellence in athletics.

Herbert School Fine Arts Awards for Division III and IV – Awarded to students who have demonstrated a natural ability in, a passion for, and interest in the fine arts ,and have shared their passions and talents with others in the school and community. These students have been involved in a variety of Arts related activities in the school. IE – Drama, Missoula, Sharing Art Projects, etc.

Student Honour Role Certificates – Students who have been on the honor role by achieving an average of 80% or higher in our November, February, and April reporting terms.

Herbert School Student Excellence in Attendance Award –Awarded to students who have achieved an attendance record of 95% or higher.

Herbert School Student of the Year (One award presented to student in each Grade 7, 8, and 9) (One Award presented to a student in each grade 10, 11, & 12) - Awarded to the students who have gone above and beyond in their commitment to their school through excellent work ethic, perseverance, respect, responsibility, leadership and pride in their curricular and extra-curricular pursuits.

Herbert School Achievement Award – Awarded to the student who, through perseverance, respect, responsibility, and pride, has overcome obstacles and improved as a student.

Herbert School Win It Awards – Students are acknowledged for their participation in extra-curricular participation in school and outside of school.

Herbert School HEART Award- Awarded at the discretion of staff to grade 7-12 students who go above and beyond in demonstrating sportsmanship and respect in athletics. The number of students given this award may vary from year to year.

Student Assessment

Teachers at Herbert School use the Chinook School Division's Assessment Guidelines and the Herbert School Assessment Policy. The Chinook School Division's and Herbert School's assessment policies are on the school's website <http://www.chinooksd.ca/school/herbert>

Student Led Conferences

Communication between home and school is vital to a student's success at school. During the year, teachers will be in contact with parents to share concerns and celebrations with them regarding their child's progress at school. Teachers may meet with parents at any time during the year at the request of teacher or parent.

Student led conferences are scheduled twice in the year shortly after report cards are issued in the spring and fall. Students are requested to attend these student led conferences where they will share their learning and successes with their teachers and parents.

Students will complete a learning questionnaire and self-assessment to help them prepare for the student led conference.

The Student Led Conference (SLC) provides students with the opportunity to show what and how they are learning. Students can share why they are successful as learners.

In a SLC:

Students are knowledgeable about their learning and take responsibility for it. Students learn to reflect on their growth, which deepens their understanding about themselves as learners. Teachers, parents and students all have an active role at the conference.

Herbert School Plagiarism Policy

At Herbert School, plagiarism is not tolerated. Students are advised by their teachers that if they copy or paraphrase or translate materials from websites, [the] library or other sources in your essays or written assignments without giving full and proper credit to the original author(s), you are committing plagiarism. If students have plagiarized any written work, the following will apply:

First Offence

- Student will re-write the plagiarized assignment and be directed to the tutorial, “You Quote It... You Note It,” which will be accompanied by a quiz that is to be handed in to the supervising teacher.

Second and All Subsequent Offences

- A minor violation will be triggered and while serving the proper consequence, as suggested by the discipline ladder, the student will be required to complete a plagiarism module, and test before being allowed to re-write, and re-hand in the plagiarized assignment.

*Note: All plagiarized assignments will be marked as a ZERO until they are re-written and re-assessed. Parents will also be contacted and notified of plagiarized work every time an act of plagiarism is committed.

School Counsellor

The Student Services Counsellor works with school personnel to provide a learning environment to meet the needs of all students. The counsellor provides preventive as well as remedial services to help students function effectively with others in the school, home, and community.

Student Services Teacher

The Student Services Teacher provides both direct and indirect services to support students. Direct services include assessment, such as the Key Math assessment or the Woodcock Johnson III Academic assessment; individual instruction and small group instruction for those students who just need a little extra time to understand a concept. Indirect services include support to classroom teachers in planning and developing adaptations and programs and assigning EA classroom support, as well as communicating with parents, other team members and outside agencies. She facilitates team meetings, develops Inclusion and Intervention Plans (IIPs) and is a liaison between the school and the division student services personnel.

Student Agenda

Kindergarten to grade 6 students are provided with a student agenda. The agenda is used to record students' assignments, school events, and to communicate with parents. Students are encouraged to use their agenda daily. The agenda is a great way for teachers and parents to communicate.

Student PROS Cards

The staff want to recognize students as often as possible for demonstrating respect, responsibility, and pride for all that they do. One way we accomplish that at Herbert School is through the PROS Cards. PROS means Positive Recognition of Students. Teachers give students a PROS card by recognizing their excellent behaviour. The cards are entered in a draw each month and the students chosen from the draw receive a prize. The PROS cards are issued to elementary, middle years, and high school students.

Student Behaviour Policy

Mission: *Herbert School facilitates the learning and growth of all students, fostering their individuality and promoting effective citizenship.*

Vision: *Herbert School is a community where students and staff feel safe and valued - demonstrating respect, responsibility, and pride –while developing an appreciation for life-long learning.*

Behaviour Matrices and Discipline Plans

A safe and secure learning environment is vital for a student's success at school. Herbert School promotes positive student behaviour and a safe and secure learning environment based on a behaviour matrices developed by staff, students, and community members. These matrices describes expected behaviours in specific locations and situations in the school.

Students are taught the expectations and then reinforced when they behave appropriately through initiatives such as the Positive Recognition of Students (PROS Cards), staff member feedback, and overall success at school.

Because we are a K-12 school, we have adjusted our school discipline plans to reflect the developmental needs of our students. For K- Gr. 4 we have our behaviour matrix to guide student management. We have separate discipline policies and behaviour matrices for students in grades 5-9 and grades 10-12.

Kindergarten to Grade 4 Behaviour Matrix

The matrix focuses on three core values: Respect, Responsibility, and Pride.

Value	In The Classroom
Respect	<ul style="list-style-type: none"> • Be polite (say please and thank you) • Pay attention to the speaker (speak when appropriate) • Care for others and property • Use appropriate language and volume
Responsibility	<ul style="list-style-type: none"> • Be prepared and on-time for class • Clean up after yourself and others • Display positive attitude toward learning • Follow classroom expectations and directions • Finish work on time • Be organized • Be honest
Pride	<ul style="list-style-type: none"> • Work to the best of your ability • Acknowledge positive acts, efforts, and achievements • Participate positively in classroom activities • Offer to help others • Demonstrate an open mind • Be positive and encouraging
Value	In The Hallways
Respect	<ul style="list-style-type: none"> • Use appropriate language and volume • Take off hats • Respect personal space • Be considerate of school property • Be considerate of others' property
Responsibility	<ul style="list-style-type: none"> • Clean up after yourself and others • Dress appropriately • Walk at an appropriate pace • Clean up after yourself and others (keep the school clean) • Make others aware of the rules • Report dangerous situations • Look out for others

Pride	<ul style="list-style-type: none"> • Be kind and welcoming to visitors • Be a positive role model • Participate in school activities and events • Include everyone • Be involved in extra-curricular events • Compliment others on their work & accomplishments • Be a good sport
Value	Gym
Respect	<ul style="list-style-type: none"> • Use equipment for intended purpose • Share resources • Follow supervisors' instructions • Use at appropriate times
Responsibility	<ul style="list-style-type: none"> • Return equipment • Keep food and drinks outside of gym and off the stage • Leave promptly at the bell • Ask permission for equipment room, office, and props room • Use appropriate footwear
Pride	<ul style="list-style-type: none"> • Leave a legacy • Encourage participation • Include others • Organize group activities • Support all activities • Promote physical health
Value	Playground
Respect	<ul style="list-style-type: none"> • Be polite • Be kind • Respect personal space • Take turns and include others • Use Stop/Walk/Talk • Respect the work & play of others • Follow directions given by adults • Use equipment and the play structure properly
Responsibility	<ul style="list-style-type: none"> • Be safe • Dress appropriately • Stay in the correct area

	<ul style="list-style-type: none"> • Use appropriate language • Leave and return at the correct bell • Play appropriate games • Use the correct entrance
Pride	<ul style="list-style-type: none"> • Be a good sport • Be a good role model\ • Be active • Use the boot racks for outdoor shoes • Keep the playground clean and neat • Have a positive attitude about going outside.

School Discipline Policy Grades Gr. 5-Gr. 9

Herbert School promotes positive student behaviour based on a behaviour matrix developed by staff, students, and community members. This matrix describes expected behaviours in specific locations and situations in the school. Students are taught the expectations and then reinforced when they behave appropriately.

The matrix focuses on three core values: Respect, Responsibility, and Pride.

Value	In The Classroom
Respect	<ul style="list-style-type: none"> • Be polite (say please and thank you) • Pay attention to the speaker (speak when appropriate) • Care for others and property • Use appropriate language and volume
Responsibility	<ul style="list-style-type: none"> • Be prepared and on-time for class • Clean up after yourself and others • Display positive attitude toward learning • Follow classroom expectations and directions • Finish work on time • Be organized • Be honest

Pride	<ul style="list-style-type: none"> • Work to the best of your ability • Acknowledge positive acts, efforts, and achievements • Participate positively in classroom activities • Offer to help others • Demonstrate an open mind • Be positive and encouraging
Value	In The Hallways
Respect	<ul style="list-style-type: none"> • Use appropriate language and volume • Take off hats • Respect personal space • Be considerate of school property • Be considerate of others' property
Responsibility	<ul style="list-style-type: none"> • Clean up after yourself and others • Dress appropriately • Walk at an appropriate pace • Clean up after yourself and others (keep the school clean) • Make others aware of the rules • Report dangerous situations • Look out for others
Pride	<ul style="list-style-type: none"> • Be kind and welcoming to visitors • Be a positive role model • Participate in school activities and events • Include everyone • Be involved in extra-curricular events • Compliment others on their work & accomplishments • Be a good sport

School-Wide Classroom Expectations (grade 5-9)

Note: These expectations also apply to students in K to Gr. 4.

1. Students are on time
2. Students are prepared with all materials necessary for class
3. Students do not leave the classroom without permission
4. Students work / participate / stay on task
5. Students do not bring food and drink in the classroom (water bottles are ok)
6. Students do not distract others or damage the educational environment

Individual Classroom Expectations

Every teacher may add additional classroom expectations that fit their specific classroom environment.

Intervention

Intervention may be applied at each step in the ladder and may include such things as parent contact, a letter of apology, and a plan to avoid future recurrences, mediation sessions, and counsellor visits. In some cases a student may be given a choice between a consequence on the discipline ladder or a specific intervention.

Stop. Walk. Talk.

Herbert School encourages students to use Stop, Walk, & Talk in order to self-mediate conflict between two or more students. A student who continues disrespectful, harassing, or bullying behaviour after being asked to stop by another student will be referred to school administration and the student will have the consequences applied based on where they are on the discipline ladder.

Student Conduct Violations

Student conduct violations are deemed either **minor** or **major** violations. The following two discipline ladders will be used for determining consequences for conduct violations. Application of consequences is intended to help students change their behaviour in the future in order to preserve a harmonious learning environment.

Minor Violations of student conduct Major Violations of student conduct

Step 1: ½ day In-School Separation

Step 1: 1 day In-School Separation

Step 2: 1 day In-School Separation

Step 2: 1 day suspension

Step 3: 2 day In-School Separation

Step 3: 2 day suspension

Step 4: 1 day suspension

Step 4: 3 day suspension

Step 5: 2 day suspension

Step 5: 5 day suspension

Step 6: 3 day suspension

Step 6: 7 day suspension

Minor Violation Examples

- Swearing / vulgarity / racist or

Step 7: 10 day suspension and/or recommendation for expulsion

sexist language / inappropriate comments

- Repeated failure to meet classroom expectations
- Lates / class skips
- Disruptive behaviour
- Dress code violations

Major Violation Examples

- Defiance toward adults (staff)
- Fighting / violence / weapons
- Swearing / vulgarity directed at adults (staff)
- Disrespect / bullying / harassment
- Racist or sexist language directed at another person
- Drugs / alcohol / tobacco / illegal substances
- Damaging property / vandalism

These examples are not intended to be exhaustive but instead serve as exemplars. Behaviour will be evaluated in the three dimensions of **Intensity**, **Duration**, and **Frequency**. Behaviours with a significant combination of intensity, duration, and frequency will be referred to school administration and the student will have the consequences applied based on where they are on the discipline ladder. Each subsequent violation will cause the student to move up one step on the discipline ladder. This process is similar to well-established Canadian justice norms and conventions.

Conduct Violation Descriptions

1. Defiance

Defiance includes, but is not limited to:

- a. failure to comply with directions of teachers or other authorized school personnel
- b. arguing with teachers or other authorized school personnel over established classroom or school rules

2. Disruptive Behaviour

Disruptive behavior is damaging to the school environment because it interferes with the learning process, hinders the ability of teachers to teach effectively, and diverts energy and resources away from learning.

Disruptive behavior stems from not adhering to classroom/school expectations, as listed in each classroom. Disruptive behaviour which will constitute cause for discipline by school officials shall include, but is not limited to:

- a. behaviours identified in the classroom/school expectations list
- b. obscene actions,
- c. the use of obscene words or gestures,
- d. the use of profanity, racist or sexist comments (not directed at an individual)
- e. the use of derogatory statements or gestures

3. Harassment

Harassment is the act of disturbing, pestering, persecuting, or troubling repeatedly. Harassment may be based on race, gender, sexual orientation, national origin, age, disability, physical makeup, or religion.

4. Disrespect / Bullying

Disrespect or bullying behaviours are negative behaviours that disturb, frighten, or cause harm. These may include, but are not limited to verbal, written, and electronic threats, or physical harm. Disrespect may include:

- a. physical intimidation, taunting, name calling, mocking, imitation, exaggerated facial expressions, and insults
- b. comments regarding the race, gender, sexual orientation, religion, physical abilities, or characteristics of a person or his associates
- c. false statements about other persons

5. Destroying, Defacing, Damaging, or Misusing School Property

If a student damages, destroys, defaces, or carries away school property, the parents or guardian shall be required to pay for damages and the misconduct will result in disciplinary action. This also applies to property owned by another person.

6. Violence / Weapon Possession

Possession or use of dangerous items will result in disciplinary action. Violence may include:

- a. fighting, wrestling, kicking, punching, or throwing items at another person, or any other assault on another person.

7. Drugs / Alcohol / Tobacco / Illegal Substances

Use or possession of drugs, alcohol, tobacco, or any illegal substance will result in disciplinary action.

School Discipline Policy and Behaviour Matrix Gr.10-12

The matrix focuses on three core values: Respect, Responsibility, and Pride.

Value	In The Classroom
Respect	<ul style="list-style-type: none">• Be polite (say please and thank you)• Pay attention to the speaker (speak when appropriate)• Care for others and property• Use appropriate language and volume
Responsibility	<ul style="list-style-type: none">• Be prepared and on-time for class• Clean up after yourself and others• Display positive attitude toward learning• Follow classroom expectations and directions• Finish work on time• Be organized• Be honest
Pride	<ul style="list-style-type: none">• Work to the best of your ability• Acknowledge positive acts, efforts, and achievements• Participate positively in classroom activities• Offer to help others• Demonstrate an open mind• Be positive and encouraging
Value	In The Hallways
Respect	<ul style="list-style-type: none">• Use appropriate language and volume• Take off hats• Respect personal space• Be considerate of school property• Be considerate of others' property

Responsibility	<ul style="list-style-type: none"> • Clean up after yourself and others • Dress appropriately • Walk at an appropriate pace • Clean up after yourself and others (keep the school clean) • Make others aware of the rules • Report dangerous situations • Look out for others
Pride	<ul style="list-style-type: none"> • Be kind and welcoming to visitors • Be a positive role model • Participate in school activities and events • Include everyone • Be involved in extra-curricular events • Compliment others on their work & accomplishments • Be a good sport

School-Wide Classroom Expectations (grade 10-12)

- Students are on time
- Students are prepared with all materials necessary for class
- Students do not leave the classroom without permission
- Students work / participate / stay on task
- Students keep their work area clean and clean up after themselves
- Students do not distract others or damage the educational environment
- Students will not disrupt classes during spare periods

Individual Classroom Expectations

Every teacher may add additional classroom expectations that fit their specific classroom environment.

Student Conduct Violations

Student conduct violations are deemed either **minor** or **major** violations. The following two discipline ladders will be used for determining consequences for conduct violations. Application of consequences is intended to help students change their behaviour in the future in order to preserve a harmonious learning environment.

Minor Violations of student conduct

- Step 1: ½ day In-School Separation
- Step 2: 1 day In-School Separation
- Step 3: 2 day In-School Separation

Major Violations of student conduct

- Step 1: 1 day In-School Separation
- Step 2: 1 day suspension
- Step 3: 2 day suspension

Step 4: 1 day suspension
Step 5: 2 day suspension
Step 6: 3 day suspension

Step 4: 3 day suspension
Step 5: 5 day suspension
Step 6: 7 day suspension
Step 7: 10 day suspension and/or
recommendation for expulsion

Minor Violation Examples

- Swearing / vulgarity / racist or sexist language / inappropriate comments
- Repeated failure to meet classroom expectations
- Lates / class skips
- Disruptive behaviour
- Dress code violations

Major Violation Examples

- Defiance toward adults (staff)
- Fighting / violence / weapons
- Swearing / vulgarity directed at adults (staff)
- Disrespect / bullying / harassment
- Racist or sexist language directed at another person
- Drugs / alcohol / tobacco / illegal substances
- Damaging property / vandalism

These examples are not intended to be exhaustive but instead serve as exemplars.

Behaviour will be evaluated in the three dimensions of **Intensity**, **Duration**, and **Frequency**. Behaviours with a significant combination of intensity, duration, and frequency will be referred to school administration and the student will have the consequences applied based on where they are on the discipline ladder. Each subsequent violation will cause the student to move up one step on the discipline ladder. This process is similar to well-established Canadian justice norms and conventions.

Intervention

Intervention may be applied at each step in the ladder and may include such things as parent contact, a letter of apology, and a plan to avoid future recurrences, mediation sessions, and counsellor visits. In some cases a student may be given a choice between a consequence on the discipline ladder or a specific intervention.

Stop. Walk. Talk.

Herbert School encourages students to use Stop, Walk, & Talk in order to self-mediate conflict between two or more students. A student who continues disrespectful, harassing, or bullying behaviour after being asked to stop by another student will be referred to school administration and the student will have the consequences applied based on where they are on the discipline ladder.

Conduct Violation Descriptions

1. Defiance

Defiance includes, but is not limited to:

- a. failure to comply with directions of teachers or other authorized school personnel
- b. arguing with teachers or other authorized school personnel over established classroom or school rules

2. Disruptive Behaviour

Disruptive behavior is damaging to the school environment because it interferes with the learning process, hinders the ability of teachers to teach effectively, and diverts energy and resources away from learning.

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- a. behaviours identified in the classroom/school expectations list
- b. obscene actions,
- c. the use of obscene words or gestures,
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- f. physical intimidation, taunting, name calling, mocking, imitation, exaggerated facial expressions, and insults
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If a student damages, destroys, defaces, or carries away school property, the parents or guardian shall be required to pay for damages and the misconduct will result in disciplinary action. This also applies to property owned by another person.

6. Violence / Weapon Possession

Possession or use of dangerous items will result in disciplinary action. Violence may include: fighting, wrestling, kicking, punching, or throwing items at another person, or any other assault on another person.

8. Drugs / Alcohol / Tobacco / Illegal Substances

Use or possession of drugs, alcohol, tobacco, or any illegal substance will result in disciplinary action.

9. In certain situations, school administration reserves the right to use professional discretion and judgement to bypass the steps in the consequences ladder to issue appropriate consequences as required.

Student Supervision

Staff provide supervision to students before school, during the AM and PM elementary recesses, noon, and the PM break for Middle Years and High School students. Staff also provide bus supervision after school. Students living in town are asked to arrive at the school by 8:40 because this is when supervisors are on duty.

Phone Calls

At Herbert School we try very hard to limit interruptions that distract our students from learning. For that reason we prefer to take messages from anyone phoning for students or teachers during class time. Students will be pulled from class to answer a phone call only if the phone call is very important.

Personal Electronic Devices

Music players such as iPods are not to be used in class unless the student has received specific permission for their use from a teacher. This also applies to tablets, laptops, gaming devices, and similar items.

Cell Phones

Cell phones, whether used for voice calls, texting, or games can be a serious distraction to students that interferes with their learning. Also, many businesses have severe consequences for inappropriate cell phone use and in Herbert School we feel it is important for students to learn societal norms and expectations for cell phone use.

Students are free to use their cell phones on campus before school, after school, and during lunch period.

Cell phones are not to be used during class time unless they have been given permission by the teacher to use them for educational purposes. Teachers will request students to put their cell phones away or hand over to the teacher if they are using them in class without permission.

Teachers will establish their own classroom procedures for cell phones to prevent them from being a distraction to students. Students are expected to follow each teacher's classroom procedures. For example, some teachers may have a routine, whereby students hand in their cell phones at the start of class.

The school's discipline policy will apply should a student engage in using his/her cellphone during class without a teacher's permission. It may be dealt with as a case of defiance.

Chinook SD Computer/Internet Use Policy

Students and staff must comply with the Chinook School Division's *Acceptable Use Policy*. Students and parents will be given this policy at the beginning of every school year. It must be signed and returned to school.

School WI-Fi Access

At Herbert School, we have the Chinook Network with students and guests can access. Students can use their phones or bring their personal laptops on this network for learning purposes. **Students are asked to refrain from playing computer games on their personal devices which consume a considerable amount of the school's bandwidth.**

Tobacco Products

Herbert School is a smoke-free facility and it is illegal for anyone to smoke anywhere on school property and there is a fine associated with this law. Using tobacco products of any kind including vaporizers and electronic cigarettes while on school property will result in consequences that may include suspension.

Substance Abuse

It is unacceptable for any person to be under the influence of, or in the possession of alcohol or other illegal drugs while at school and/or involved in a school-sponsored activity. This includes as participants or spectators in school sponsored events. The school's discipline policy will apply if students attend school or school sponsored events under the influence of alcohol or drugs or are suspected of being under the influence of alcohol or drugs.

Violation of this policy will result in consequences that will include suspension and may include legal action.

Student Dress

Herbert School is a conservative institution and the way students dress should reflect this. Dress should show respect for self and others.

All students will need an extra set of footwear in wet or muddy conditions and will be asked to change footwear when they enter the school. Students must wear footwear when playing outside at recess and noon hour. All students should strive to present a neat, clean appearance. If, in the opinion of a staff member, a student is inappropriately dressed, that student will be asked to change.

For Kindergarten to grade 6 students, hats are not allowed to be worn inside the school and must be removed upon entering the school. Students must remove their hoodie hoods upon entering the school.

For gr. 7-12 students, hats may be worn in the hallways, but must be removed for the following reasons: 1. The playing of O'Canada each morning, 2. Special school events such as Remembrance Day, the Christmas Dinner, school assemblies and guest speakers and other special events as deemed necessary by teachers and administration; and 3. At the teacher's discretion in his/her classroom. Teachers may ask students to remove their hats in his/her classroom as a part of their classroom routines and procedures.

Gr. 7-12 students are asked to remove their hoodie hoods in the hallways and classrooms.

Clothing should be respectfully modest. Clothing bearing a message will be deemed inappropriate if the message is, vulgar, obscene, sexually-oriented, or promotes drug or alcohol use even if these themes are not directly stated and can only be interpreted as such.

The "B" rule

At all times, clothing should be worn to ensure that butt, breasts, belly, bra, and boxers are not visible.

Dress Code Guidelines

The school dress code guidelines are *guidelines only*. As guidelines, they may not apply to some specific circumstances, depending on clothing style and individual body characteristics. **The “B” rule, common sense, and staff judgement will always take precedence over these guidelines.**

Skirts or dresses should be no shorter than one finger length longer than a fully extended arm including the hand, as measured from the outside of the leg.

Shorts should be no shorter than the last knuckle on the hand at the end of a fully extended arm, as measured from the outside of the leg.

Tops should be no lower than the bottom of a closed hand when the thumb and forefinger are holding the collarbone.

Students are expected to follow the dress code guidelines for school special events such as formal day and Christmas Dinner. If the school sports teams choose to dress up for home and away games, they must abide by the school dress code guidelines.

Consequences for dress policy violations will adhere to the behaviour matrix values and depend on the context of the situation.

Property

To avoid confusion for younger students, all clothing, especially shoes, boots, mitts, gloves, and jackets, should be labelled with the student's name.

The school cannot be held responsible for damage that occurs to toys brought to school by younger students. Some toys may become disruptive or dangerous. When this happens, a teacher may confiscate the toy(s) and students will be asked to take those toys home.

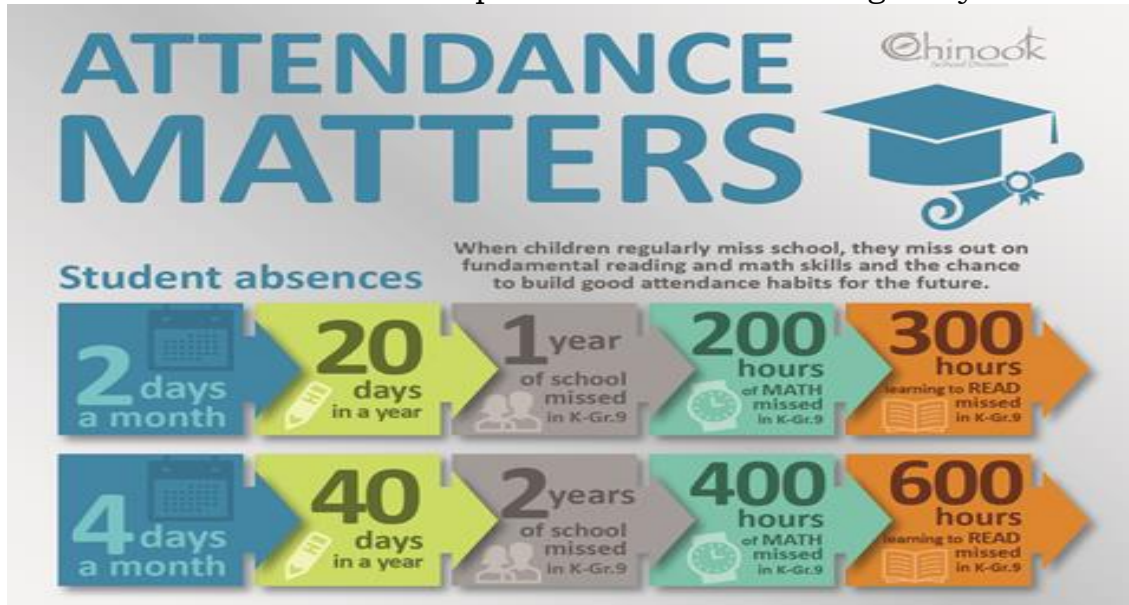
Students will be expected to pay for the repair or replacement of school property damaged willfully or carelessly. Students are advised to leave valuable items at home, to keep money in their lockers, and to lock their lockers at school.

Hallways and Washrooms

Students may leave classes to use the washroom at the discretion of the teacher, but at no time may the washrooms or hallways be used for loitering. If a student fails to return for an extended period of time, teachers may consider the student as late.

Student Attendance Matters!

According to the *Education Act*, it is the duty of all students to attend school regularly and punctually. Poor attendance is directly linked to poor achievement. Students are required to attend school regularly.



Student Attendance Policy

When students are absent from school, a parent should inform the school so the absence can be **excused**. If a parent does not call, the absence will be considered an **unexcused** absence.

Procedures

Parents and guardians are requested to call the school – 306-784-2454 if their child will be absent from school.

When a student is absent from school, the Office will phone home and attempt to contact parents and guardians if they have not contacted the school.

For students in grades K-6

Parents will be contacted immediately by their child's teacher if there is an unexcused absence. After every 5 unexcused absences, parents will be contacted and there will be a meeting with parents and school staff.

School Attendance Policy Grades 7-12

Philosophy

Students of Herbert 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.

We acknowledge that parent(s)/guardian(s) have the right to permit absences in cases of illness or other circumstances which they may regard as sufficient reasons for permitting an absence. In making such decisions, parent(s)/guardian(s) assume responsibility for lower marks or failing grades, which may result. Parent(s)/guardian(s) are encouraged to support the school by promoting a positive attitude towards regular attendance and punctuality.

Parent/Guardian/Student Responsibilities

- Education Act - Section 150.3a - “Pupils shall attend regularly and punctually.”
- Education Act – Section 156.1 - “Every parent, guardian or other person having charge of a pupil who is of compulsory school age shall take all the steps necessary to ensure regular attendance of that pupil.”

Herbert School Responsibilities

- Taking attendance each period
- Having the subject teacher make contact (email/phone call) with the parent(s)/guardian(s) after a student’s third unexcused absence
- Sending a letter home if a student has four unexcused absences in a class or classes
- Attendance Contract

Excused Versus Unexcused Absences

1. Excused absences

- School-sponsored activities
- Absences reported by parent(s)/guardian(s). Parent(s)/guardian(s) will advise the school by 8:30 am on the day the student will be missing by phoning (784-2454) or email (afrancis@chinooksd.ca). Parent(s)/guardian(s) are asked to give the:
 - o relationship of the person calling
 - o student’s name,

- o date
- o reason for the absence (Refer to excusable absence list).
- If there has been no phone call or note received at the office within three school days, the student will be classified as “unexcused”.

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) Attendance at a recognized religious observance.
- f) When the student’s school bus does not run.
- g) Student participation in a school sponsored trip, competition, or event.
- h) Court
- i) Meetings with School Administration or Student Services Staff
- j) Represents his or her province or country in festivals, athletic events, or once in a lifetime opportunities.

***** “Personal” is not an excusable reason and will not be accepted by the office.**

***** Staying home to work on cyber school courses is not considered an excusable reason. Students are expected to attend school to attend their non-cyber school courses and work on their cyber school courses during their scheduled times in their timetable.**

***** 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 new any due dates of assignments as per arrangements with the teacher.**

***** Students who have a class during period one, are expected to report to their homeroom for announcements and O’Canada each day.**

2. Unexcused absences

- Students with unexcused absences can expect their parent(s)/guardian(s) to be called by the office. If a parent(s)/guardian(s) does not excuse the absence, consequences will be determined as follows:

Serve time at lunch in the office **or teacher's classroom** depending on the number of class hours that were missed (1 class = 1 noon hour, 3 lates = 1 class). Students are to bring their lunch and their homework to do. Teachers or administration will supervise the student. No electronic devices other than what is required for a student's work is allowed.

If the noon hours are not served by a predetermined day, then time must either be served after school (a time will be scheduled once weekly) or through an in school suspension. Parent(s)/guardian(s) would be contacted to arrange for an after school time or to inform them of the in school suspension.

Absence Consequences

When a student is "excused" from attending class, it does not count against consideration for attendance contracts, credit loss, or suspension. However, Herbert School reserves the right to seek parent(s)/guardian(s) validation of all absences.

Disputes about the validities of an absence or absences will be resolved through a consultation process involving: Herbert School Administration, subject teacher(s), parent(s)/guardian(s), and the student.

For an "independent student" (over the age of 16 and lives away from family home), Herbert School reserves the right to make the determination as to whether the student is excused or unexcused.

Lates and unexcused absences are subject to the school's discipline policy - page 25 of the school handbook - should the student not attend noon hour or after school sessions to make up for the missed time. The student will be placed on the appropriate step under minor violations. If a student refuses to follow the teachers' and administrators' directions and consequences to make up the missed time for unexcused absences, he/she will be subject to the school's discipline policy under the minor or major violations.

The following consequences shall be applied which correspond to the number of unexcused absences:

One or two - teacher shall discuss the absence with the student at the earliest opportunity. The student makes up the missed time at noon or after school as per the teacher's direction.

Three - teacher shall make contact with the parent(s)/guardian(s) (a minimum of three (3) contact attempts). The student will make up the missed time at noon or after school with the teacher.

Four - teacher will refer the student to Administration. A letter informing the parent(s)/guardian(s) of their child's four unexcused absences and potential future consequences will be sent home. The Superintendent of Schools and the Chinook SD Truancy Officer will be CC'd these letters. Administration will interview the student, review the student's attendance profile, and take appropriate action. The student will make up the missed time in the office at noon hour or through an in school suspension.

Five - student will be placed on an Attendance Contract. The student will make up the missed time in the office either at noon or through an in school suspension.

Ten - Administration will call home, send a letter, meet with parents, and outline a potential removal from class. Students will be expected to make up missed time at noon or through an in-school suspension.

Fifteen - teacher will refer the student to Administration and the student may lose credit for the class.

***** At any point in this process teachers and administration reserve the right for the student to make up unexcused absences by serving time at noon hour or after school.**

*****At a combination of Twenty excused or unexcused absences, a review with Administration, parent(s)/guardian(s), and student may occur.**

Late Policy

Excused Late - appointments, parent cleared, etc.

Unexcused Late - eating, smoking, visiting, etc.

Chronic lateness is unacceptable and consequences will be at the discretion of administration. Three unexcused lates equals one unexcused absence. **A late becomes an unexcused absence after 15 minutes. Teachers will contact the parents if a student is repeatedly late. The student will be expected to make up the missed time at the teacher's discretion.**

Lates

Students are expected to be in class, ready to work, on time. Students that are habitually late will be expected to make up the time out of class time. Chronic problems will be dealt with through the school's discipline policy. Parents will also be contacted by their child's teacher if the student is repeatedly late. **All students are asked to sign in at the office if they arrive late.**

Noon Period

If students go home for lunch, they need to return to school by 12:50. K-6 students may get a drink, use the bathroom, or wash up at the start of their lunch period, and should then remain in their desks in their classrooms to eat.

Grades 7-12 are expected to eat in classrooms, not in the hallways. Lunch period lasts until about 12:30. All students must clean up after themselves and eat in their designated classrooms. Noon hour intra-murals, open gym, or various clubs are available for grade 7-12 students during noon hour. Noon hour intra-murals, outside play activities, and various clubs are available for Grade 4-6 students. During noon hour, K-gr. 2 students go outside for recess or remain inside if the weather is inclement or too cold.

Leaving Campus

Students wishing permission to go leave campus during lunch period need to have a permission form signed by their parent or guardian. These forms will be sent home at the start of the year and can be obtained in the Office. **Elementary students are not permitted to leave campus during the afternoon 15 minute recess. Grade 7-12 students may leave during the 15 minute recess only with parent permission.**

All Parents/Guests Check in at Main Office

All parents and guests are asked to check in at the main office upon arriving at the school. Administration or the office manager will be able to assist you with your inquiry. Guests are asked to sign in at the office.

Locking the Secondary Entrances

To ensure the safety and security of our students and staff, the secondary entrances to the school which include south and west elementary doors and the student/staff entrances will be locked between 9:30-12:15 and 1:00-3:00. **The main doors (primary entrance) will remain unlocked throughout the day.** If students arrive between 9:30-12:15 and 1:00-3:00, they will need to enter through the main doors.

Emergency Procedures

In order to ensure the safety and security of our students and staff, during the school year, we practice emergency procedures for fire drills and lockdowns for armed intruders or threats to the school. The Chinook SD has established emergency procedures we follow.

Student Vehicles

All use of student vehicles (including grade 12) during school hours, including the noon period, must be approved by the principal. Approval may be granted for legitimate and unique purposes, but will be taken away if the privilege is abused.

If students drive a vehicle to school, they are expected to park in the student parking lot and to follow traffic regulations for parking and speed in the parking lot.

Bussing

Drivers are in full charge of the bus and students on it. Calm and reasonable conduct, consistent with the standards of the school, is expected on the bus.

For consistent inappropriate conduct a driver may report a student to the principal or vice principal. Discipline could include temporary suspension from riding the bus. The school's behaviour matrixes for grades k-12 will apply to student misbehaviour on the school bus.

School Bus Loading Zone

Please note that the school bus loading zone is not for parking purposes during the school day. The bus loading zone is marked with signage and we ask that no vehicles are parked in this area between 8:00 AM – 4:00 PM.

When students are being picked up at the end of the day, vehicle traffic is not allowed through the bus loading zone. Please respect the school bus stop arms that are initiated and not pass a bus during this time. Also our school has safety patrollers on duty after school to prevent traffic from moving through the bus loading zone and ensure students and parents can cross at the crosswalks.

School Equipment and Supplies

A supply list for students is sent out each June. Students are expected to come to school appropriately equipped but there are still numerous educational items supplied at the school.

Library

The library (Resource Center) is the key educational resource in the school. The number of available items is increased each year. To make these items accessible to as many students as possible, the checkout time is limited. There are 10 iPads for students to use for school projects and assignments.

If students lose or damage any items that they signed out from the library, they may be responsible for paying the cost to replace or repair the item(s). During the year the Library also has a Scholastic Book Fair and a Vintage Book Fair. Watch for announcements during the year!

Locks

Herbert School provides locks for all students in grades 7-12. Combinations will be kept in the office. Students are expected to use the school lockers and the school provided locks on the lockers to keep their belongings safe and secure. The lockers belong to the school and the Chinook SD and may be searched by school administration if it is warranted. If students lose or damage a school lock, they are responsible for paying \$5.00 to get a new lock.

Sports Equipment

Non-consumable sports equipment is supplied, although students are encouraged to purchase items such as badminton racquets and eye protection. Consumables such as badminton shuttlecocks or balls are supplied for classes, but should be purchased for personal use. Some of these may be purchased at the school. Students will be charged (replacement cost) for any damaged equipment. The most important item of sports equipment for all students is footwear. To prevent injury and to save the floor, students must have proper gym footwear before they will be allowed to take part in any gym activities.

Elementary classrooms are provided with sports equipment for student use at noon and recess.

Extra-Curricular Clubs and Teams

At Herbert School, we offer a wide variety of extra-curricular clubs and teams for the elementary, middle years, and high school students. We encourage students to get involved and participate in the many clubs and teams that we offer. We offer:

Junior and Senior Boys and Girls Volleyball

Junior and Senior Boys and Girls Basketball

Senior Soccer

Cross Country Running (elementary and middle years/high school)

Curling

Badminton

Track and Field (Elementary and middle years/high school)

Drama

Gym Rats

Yearbook

Lego Robotics Club

Lego and Looming Club (elementary)

Phone Ambassadors' Club (elementary)

Morning Announcers Club (Gr. 4-9)
SADD (Students Against Drinking and Driving)
Steve Nash Basketball Program for Grade 3-6 Students
Safety Patrol (Gr. 5/6)

Herbert School Yearbook

Pat Jahnke, as yearbook supervisor, meets with student volunteers to plan the current year's yearbook. They meet weekly, or as often as possible. The yearbook is then available in the fall for purchase. We have been able to keep our yearbook prices low because the proceeds from the weekly Grilled Cheese lunch are used to pay the bulk of the cost. In this way, all students can potentially benefit from the grilled Cheese program by having an affordable yearbook.

School Clothing Orders

Herbert School provides opportunities for students to purchase school clothing items such as t-shirts, hoodies, sweats, and other items during the school year.

School Breakfast Program

Herbert School offers a Breakfast Program every morning between 8:40 and 8:55 to **ALL** students who want/need access. There are many reasons why students do not have breakfast before coming to school, and regardless of the reason, we want all students starting their day with a full stomach, ready to learn. We offer a variety of choices for breakfast including, milk, toast, yogurt, granola bars, muffins etc.

School Hot Lunch Program

The School Community Council works in partnership with the school to offer monthly hot lunches for K-12 students. Information on the hot lunches is shared with the parents and the hot lunches typically cost \$5.00.

Classroom Microwaves

The school provides microwaves for students in grades 5-12. These microwaves are located either in classrooms or in the hallway for students to use.

Students Who Forget Their Lunches

If students forget their lunches, the school provides the students with a lunch such as a sandwich and granola bar. Students need to ask their teacher or stop at the office to obtain their lunch.

School Vending Machines

The school provides vending machines where students can purchase beverages and snacks. The vending machines are for students in grades 7-12 only. The money raised through the vending machines goes to support student extra-

curricular activities.

Grilled Cheese Lunch

Mrs. Jahnke organizes a weekly Grilled Cheese lunch where students can purchase a grilled cheese sandwich (with pickles and ketchup available) for \$2 each. Student volunteers from grade 8 and 9 help prepare and distribute these sandwiches. In semester 1, the lunch is offered on Tuesdays and switches to Wednesdays in the second semester so that Kindergarten students can still have the opportunity to participate. The proceeds from this program go to help pay for the yearbooks.

School Sports Teams, Student Behaviour, and SHSAA Code of Ethics

The students at Herbert School have the opportunity to play a number of different sports at the junior and senior level. In addition to the school's behaviour expectations and student discipline plan, we also follow of the SHSAA Code of Ethics for Players, Coaches, and Parents. Students are expected to be respectful and responsible as ambassadors of our school when attending tournaments and games at other schools.

The SHSAA Code of Conduct document can be accessed on the school's website – <http://www.chinooksd.ca/school/herbert> by going to the SHSAA website link.

Herbert School Athletic Fees

Herbert School asks that parents pay a fee for their child to participate on the school sports teams. These fees will be determined at the start of the season and announced to students and parents. These athletic fees help offset the cost of: travel, uniforms, equipment, and officiating fees. In addition to a team fee, students may be asked to pay a nominal fee to cover gas costs if the school van is used.