

CABRI SCHOOL HANDBOOK

P.O. Box 349 Cabri, Sask. S0N 0J0

Phone: (306) 587-2229 Fax: 587-2221

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

Principal: Mrs. Debbie Thomas

Vice-Principal: Mrs. Abby Watson



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CABRI SCHOOL MISSION STATEMENT

At Cabri School we are committed to educating and supporting all students to achieve individual excellence in learning so they may become healthy, knowledgeable and responsible citizens.

CABRI SCHOOL VISION

At Cabri School we are committed to:

- ❖ *Addressing each student's needs so they achieve their personal potential*
- ❖ *Promoting a healthy lifestyle*
- ❖ *Providing the individual with opportunities to learn, grow and be successful*
- ❖ *Continuing to explore challenging and innovative ways to educate our students*

CABRI SCHOOL VALUES

In order to achieve our vision we will:

- ❖ *Support the academic, physical and social needs of individual students*
- ❖ *Respect all individuals*
- ❖ *Promote the learning of our students in an atmosphere of collaboration among parents, school staff and peers*
- ❖ *Provide engaging and challenging learning opportunities.*



Live to Learn.....Learn to Live

COMMUNICATION

Bi-monthly assemblies are held for all students to share our successes, engage in school-wide learning, increase interactions between elementary, middle years and high school students and share important information.

If you have any **questions, concerns or celebrations** about anything during the school year, please contact the school immediately. If it has to do with your child's classroom, your first contact should be with the teacher. If it's about an issue outside the classroom, please contact the office. We are all here to support students to feel safe and supported so they can achieve their very best.

We are most successful when parents and school staff work together as a team. Thank you for your support.



HIGH SCHOOL BELL SCHEDULE

8:40 – 8:55	Before school teacher supervision
8:55	Warning Bell – time to get to first class
9:00 – 10:02	1st class
10:02 – 10:05	3 minute transition time to get to next class
10:05 – 11:07	2nd class
11:07 – 11:10	3 minute transition time to get to next class
11:10 – 12:12	3rd class & announcements
12:12 – 1:02	Lunch
1:02	Warning Bell – time to get to block 4 class
1:02 – 1:07	5 minute transition time to get to next class
1:07 – 2:09	4th class
2:09 – 2:14	5 minute transition time to get to next class
2:14 – 3:16	5th class
3:16	Dismissal (teachers available to offer extra help before buses leave at 3:30)



ELEMENTARY BELL SCHEDULE

8:40 – 8:55	Before school teacher supervision
8:55	Warning Bell – time to come inside & get ready for day
9:00 – 10:30	Class time
10:30 – 10:45	Recess
10:45 – 12:12	Class time
12:12 – 12:57	Lunch
12:57	Warning Bell – time to come inside & get ready for afternoon
1:02 – 2:09	Class time
2:09 – 2:24	Recess
2:24 – 3:25	Class time
3:30	Dismissal (*see below)

Due to safety concerns, elementary students leave the school in two groups at 3:30 dismissal. **Bus students leave first followed by students walking (who will leave after the buses are gone). See page 8 for more information. **Student safety is our priority.***

STUDENT REPRESENTATIVE COUNCEL (SRC) INFORMATION

Prime Minister:	Jessie Coulter
Deputy Prime Minster:	Kaylee Dowdeswell
Parliamentary Secretary:	Sienna Watson
Advertising Manager:	Kramer Anderson
Communications Manager:	Bella Kliem
Inventory Manager:	Bailey McDonnell
Minister of Sports & Recreation:	Kiera Lloyd-Lussier & Sienna Watson

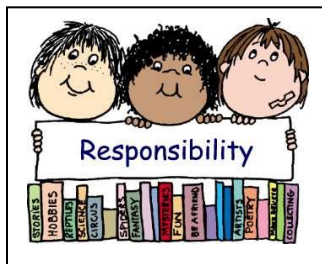


These are your representatives in the school.

***Please let them know if you have any ideas about student activities or
if you have any concerns about student representation.***

CABRI SCHOOL BEHAVIOUR EXPECTATIONS

Our expectations are based on the premise that all people should demonstrate **mutual respect for others** and **accept responsibility for their choices** that affect the school as a community.



At Cabri School we are:

Respectful:

- ✓ to yourself and your property.
- ✓ to fellow students, school staff, bus drivers and visitors to our school.
- ✓ of the personal space of others.
- ✓ of your school, the playgrounds, public property and the property of others.

Responsible:

- ✓ by making appropriate choices.
- ✓ by attending school regularly and punctually.
- ✓ by coming to school with required supplies and being prepared to improve academic and social skills.
- ✓ by representing your school proudly and maturely on the bus, at school sponsored events and during supervised activities.

Reaching for our best:

- ✓ in class.
- ✓ in extracurricular activities.
- ✓ with others.

Collaborative Problem Solving

If a student has a problem at school, they will participate in **Collaborative Problem Solving (CPS)** to get to the root of the problem and find solutions. CPS was created by Dr. Ross Greene has been used for many years at our school. If you have any questions about CPS, please call the school. You can also check out <http://www.livesinthebalance.org/> to learn more about CPS both in schools and at home. Please be assured that if a student engages in violent or threatening behavior at school, direct consequences are in place. If you have any questions, please call the school.

Goals of Collaborative Problem Solving

- ✓ Provide a quality education that will allow our students to be successful citizens.
- ✓ Establish an orderly, safe school environment that promotes respect and consideration by the students for the school, staff and for each other.
- ✓ Develop and promote student problem solving, self-discipline, and good decision making.

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**Bullying will not be tolerated at our school.**

**If you experience or witness bullying, please report it immediately.**

**“BULLYING is a conscious, willful and deliberate hostile activity which is intended to harm.** Bullying is not about anger, or even about conflict. It’s about contempt – a powerful feeling of dislike toward someone considered to be worthless, inferior or undeserving of respect.” (Barbara Coloroso, *The Bully, the Bullied and the Bystander*, 2002)

### **The Four Markers of Bullying:**

1. an imbalance of power
2. intent to harm
3. threat of further aggression
4. when bullying escalates unabated – terror

## STUDENTS LEAVING DURING SCHOOL HOURS

If a parent has to pick up their child, they can call the office at 306-587-2229 and Lori will arrange for the student to meet the parent outside in the parking lot. **Students will not be permitted to leave the school at any time until contact has been made by a parent (grades K-12).**

## DROPPING OFF ITEMS AT SCHOOL

If a parent has something to drop off for their child, they can call the office and Lori will arrange to get the item to the student. There is a drop off/pick up box at the front door for items needing to be exchanged.

## ACCESSING THE SCHOOL

**All doors to the school will remain locked as per our safety plan.** The only exception to this is the high school doors which will be open before school and during noon hour when there is a teacher on supervision. If you need to enter the school, please ring the doorbell on the main entrance door. **If a student is arriving late for any reason, they, or their parents, can also call Lori at the office and she will make arrangements for the door to be opened (306-587-2229).**

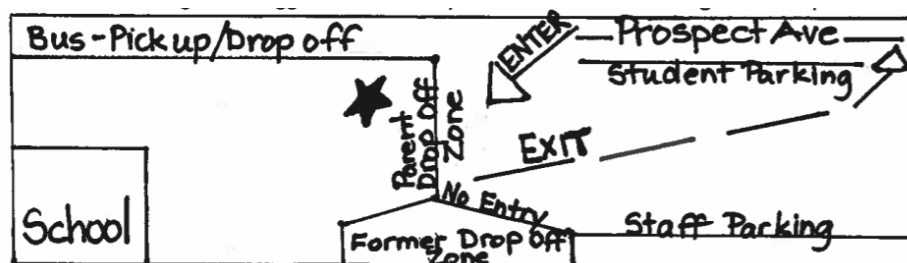
## STUDENT ABSENCES

If a student is going to be **absent** from school for any reason, please **contact the school before 9:00 on the day of the absence.** We encourage that **no students or staff come to school if they have any symptoms of illness.**

## END OF DAY DISMISSALS & PICK UP OR DROP OFF

As per our bell schedule, **students in grades 6-12 are dismissed at 3:16**, and will then go to their lockers and get ready to head home. Bus students will head to the buses at about 3:25. This reduces congestion and improves safety in the parking lot as it gives time for our high school drivers to leave before the younger students are dismissed. **The elementary dismissal bell goes at 3:30 and bus students are dismissed first** to again reduce congestion in the parking lot and keep students as safe as possible. **Students who are not riding a bus that day will be dismissed once all the buses have pulled away.** If a parent is at school to pick up their elementary student and they don't want to wait until all the buses have gone, they can come up to the main doors and the teacher supervisors will get their child out to them asap. We appreciate your support as we do all we can to keep all students safe.

If you are **dropping off or picking up your child(ren) at school**, please use the following sketch to confirm where the drop off area is. The paved area near the school is not available. Please watch for students in the parking lot as you enter and leave.





## NOON HOUR

We strongly encourage children living in town to go home for lunch if possible. **Child(ren) who stay at school for lunch** will be eating in their homeroom. There is one elementary noon hour supervisor and one high school noon hour supervisor.

**Elementary students** will go outside for recess after they've eaten (@ 12:30), weather permitting. **Grade 6-12 students who do not live in town may leave the school grounds during the noon hour if they have parent permission**, which is granted by signing and returning the form sent home at the start of the school year. The gym will be open at 12:30 daily, alternating daily between students in grades 6-9 and 10-12. A schedule will be posted throughout the school for students and staff.

**Microwaves are not available for student use** due to fire regulations. **Water bottle filling stations are located at each water fountain.** Students are asked to bring a full water bottle from home every day.

## TECHNOLOGY/DIGITAL CITIZENSHIP EXPECTATIONS

### Grades K-5

Any electronic equipment brought to school by students must be given to teachers during school hours.

### Grades 6-12

Electronic equipment, including cell phones, are brought to school at your own risk. Cabri School is not responsible for any personal property brought to school. Students are encouraged to leave electronic equipment in locked lockers. Cell phone usage is permitted with the following guidelines:

#### Students may:

- ✓ Use a cell phone during **class time** for educational purposes **WITH A STAFF MEMBER'S PERMISSION.**
- ✓ Use a cell phone **until 8:55, from 12:12-1:02 and after 3:16.**

#### Students may not:

- X Use a cell phone during **class time WITHOUT A STAFF MEMBER'S PERMISSION** (even during Distance Learning or spare classes).
- X Use a cell phone during class transition time.
- X Take pictures in school or during extra-curricular activities for any reason **without staff's permission**

Technology is only to be used during **class time** when students have permission from a staff member. During **noon hour**, students may use personal technology as long as they are being responsible and respectful of others. **To respect the privacy of others, students may not take photos at school unless they have been given permission by their teacher.**

If a student **does not have staff permission** to use technology during class time or they are using technology inappropriately during class time or noon hour, their device must be given to the staff member and left in the office for the remainder of the day. The student will be able to pick up their technology in the office at the end of the day from Mrs. Thomas or Mrs. Watson. If inappropriate use of technology continues, parents will be contacted, and the student may lose the opportunity to bring technology to school.

***The school is not responsible for any electronic equipment brought to school.***

### **Acceptable Use of the Internet**

- ✓ All of our students will be taught and reinforced in the **responsible and appropriate** use of the Internet as an educational resource.
- ✓ Students must give appropriate credit for materials that have been obtained from the Internet and used in class assignments, as per Cabri School Assessment Policy (Plagiarism). Teachers will assess whether or not students have plagiarized materials from the Internet.

### **Digital Code of Conduct (written by Cabri School Students)**

**1. Be appropriate.**

Only post things you would want your grandparents to see.

**2. Remember your manners.**

Follow the same rules online as you would face to face.

**3. Be respectful.**

See # 1 & 2. Ask others before you post about them. Accept people for who they are.

**4. Be safe.**

Set your privacy settings and only add people you know in person. Only navigate safe sites and don't give out personal information.

**5. Think before you post.**

## **EXTRA CURRICULAR & SCHOOL TRIPS EXPECTATIONS**

The policy of **Chinook Division** regarding the transporting of students to school activities is as follows:

- Private vehicles shall be used only with the approval of the principal, and where there is a seat belt for every passenger. **All drivers of private vehicles must submit a Driver Authorization form** (sent home on the first day of school) and **a current Criminal Records Check** to the office **before they drive students on a school or extra-curricular trip.**
- Parents must return a signed permission form to allow their child(ren) to ride in a vehicle driven by any adult who is not their parent. This permission form was sent home at the start of the school year.
- **No secondary student, irrespective of age, may drive a private vehicle transporting other students to a school sponsored activity.**
- Students are to return to Cabri with the driver they travelled with unless other arrangements have been made by the parent with the teacher **prior** to the trip and accompanied by a note from the parent.
- Students are expected to represent our school proudly and maturely on the bus and at school sponsored events.
- All students who are **travelling in a private vehicle and still legally required to use a booster seat** must have their **booster seat at school for the driver to use to ensure the child is safe.**

## DISTANCE LEARNING

Distance learning is offered through Saskatchewan Distance Learning Corporation (SDLC). It is new for all of us this year and we will be learning many new things together. SDLC offers the **opportunity for students to take a course that is not offered at our school or is offered at a time that does not work with a students' schedule. It is not intended to replace classes with teachers at Cabri School but improve student's course options when we do not have staff available to teach specific courses.** Cabri School students who take a DL class will have the class scheduled in their school timetable. This is class time and is not to be considered a spare by students. **They will be assigned a place to work and they are expected to be in that location working on their DL course according to their timetable.** If a student finishes a course early, they can have a spare in that block when they have their teacher confirm with Mrs. Thomas that their DL course is complete and their parent contacts Mrs. Thomas to give their child permission to have a spare. **Both of these contacts must be made before a student has a spare class.**

Students who take a distance learning (DL) class have to be **self-motivated and committed to completing the course in the allotted time.** Teachers of DL classes are primarily teachers throughout Chinook School Division and every student at Cabri School is assigned a staff member from our school who will oversee student progress to help support their success. If students have **questions** in a DL class the first person they need to contact is the teacher of the course. If their problem is not resolved, they must next go to their Cabri School support teacher. If you have any questions about distance learning, please check out SDLC's website at <https://www.saskdlc.ca/> or give Cabri School a call.



## CLOTHING EXPECTATIONS

**School should be considered a workplace, where the business is learning.** Students and staff are expected to dress in a way that is appropriate. Messages (written or symbolic) on clothing must be appropriate for school (nothing illegal, obscene, sexual, profane or promoting hate, alcohol or drugs - this includes innuendos).

Cabri School has a **no hat policy** (this does not include hoods on hoodies). **All hats** (including toques) **must be removed before going through the second set of doors as you enter the building.** In addition, **all students must wear indoor footwear** in the school.



## SCENTS IN THE BUILDING – HEALTH ISSUE

**Some people in the building are extremely sensitive to perfumes and other heavy scents (lotions, deodorants, essential oils etc.).** These sensitivities result in serious breathing issues. **Please do not wear or bring any items to school that are scented. Thank you.**

## SECOND DUE DATE POLICY (GR. 6-12)

It is expected that students will hand in assignments on the first due date given by teachers.

**When a student is unable to hand in a completed assignment on the first due date due to extenuating circumstances** (such as illness, family emergency, unforeseen circumstances etc.), **a student may negotiate a second due date with the teacher if the following process is followed:**

- the student's **parent makes contact with the teacher before the assignment is due** (no later than the morning the assignment is due, preferably at least a day before the assignment is due) **to let the teacher know their child will be contacting the teacher before class to negotiate a second due date** (or upon the child's return to school if they are absent due to the extenuating circumstance)
  - **parents must make direct contact with the teacher** via phone, email or text
  - parents cannot just leave a message at the school office for the teacher (but if they phone they may leave a message for the teacher to call the parent)
- **The student will see the teacher as soon as possible to negotiate a second due date.**
- **On the second due date, the student will hand in the completed assignment.** If it is not complete the student will hand in what is done to receive partial marks. If nothing is done, the student will receive a mark of 0.

If a student does not have an assignment completed on the first due date and they have not followed the process above, they will hand in whatever work has been completed on the first due date. They will receive partial marks or a mark of 0, depending on what is handed in. The teacher will contact parents to let them know when this situation occurs.

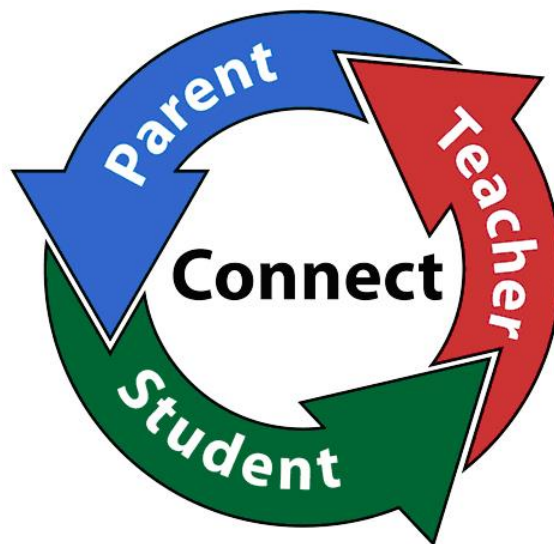
If you have any questions about this policy, please contact your child's teacher or school administration.



## PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held **every November and March/April**. It is an opportunity for parents and teachers to meet. We encourage students to attend with their parents so they can share their successes and things they are working on with their parents. More information will be sent home prior to conference dates.

**If the scheduled dates do not work for your family, please call the school to reschedule and an alternate day and time will be arranged.**





## **CELL PHONE USAGE** (grades 6-12)

### **You MAY:**

- ✓ Use a cell phone during **class time WITH A STAFF MEMBER'S PERMISSION.**
- ✓ Use a cell phone **until 8:55, from 12:12-1:02 and after 3:16.**

### **You MAY NOT:**

- X Use a cell phone during **CLASS TIME WITHOUT A STAFF MEMBER'S PERMISSION** (even in DL or on a spare).
- X Use a cell phone during **TIME BETWEEN CLASSES.**
- X Take pictures in school or during extra-curricular activities for any reason **WITHOUT A STAFF MEMBERS'S PERMISSION.**

***If you use a cell phone inappropriately, you will lose your phone for the day. Cell phones taken away can be picked up from Mrs. Thomas or Mrs. Watson at the office after school. If you have any questions, please ask a staff member.***



***Thank you in advance for your support  
throughout the school year.***

***Please remember to contact us with any  
concerns, questions or celebrations.***