

Invermay School

Motto "Life-long Learning"

Mission "Inspiring a passion for knowledge"

Vision "Working together as a team today to build a successful tomorrow"

Values Respect, Integrity, Commitment, Compassion, Fairness



Table of Contents

Content	Page Number
Invermay School Code of Conduct	3
Invermay School Staff	6
Teaching Assignments	7
School Opening and Closing	8
Daily Bell System	8
School Programs	9
Distributed Learning	10
Subject Registration for Grades 10-12 Students	13
Credit Requirements for Secondary Level Completion	14
Anti-Bullying Action Plan	15
General Department	17
Servery	17
Microwaves	17
Use of School	17
Lockers	18
Discipline Policy	18
Cell Phone Policy	20
Illegal Substances	20
Attendance Policy	21
Homework Policy	24
Evaluation Policy	24
Final Exam Policy	26
Library Policy	27
Computer Technology and Internet Acceptable Use Policy	28
Playground Policy	29
Gymnasium / Extra-Curricular	29
Extra-Curricular Activities	29
Extra-Curricular Transportation Policy	30
Private Vehicle Policy	30
Parking	31
Inclement Weather Policy	31
Awards Policy	33
Invermay School Graduation Policy	34
Graduation Policy: Undergrad Obligations	35

Invermay School Code of Conduct

This code was developed using a collaborative approach which included input from students, staff, parents, and interested community members. We would like to thank those who contributed.

We all have a responsibility to see that this code is practiced as the expected and understood norm for behavior in our school. The term “all partners” refers to students, parents, teachers, support staff, and community members at large. The following expectations for “all partners” form the foundation of our code.

All partners of Invermay School can expect that...

- they will consistently be treated with courtesy, respect and fairness
- the school will be orderly, safe, non-threatening, and conducive to teaching and learning
- open communication will exist

All partners of Invermay School can be expected to...

- exhibit courtesy and respect for each other, school property, and the property of others
- behave in a manner that contributes to an orderly, supportive, and safe learning environment
- actively develop and promote open communications
- follow the protocol of the school when addressing concerns and issues

Students can expect that...

- they will be accepted as individuals
- they can access assistance when experiencing learning difficulties or problems with any school related matters
- teachers will be prepared to teach and will provide evaluation within a reasonable time
- they can learn in a clean and inviting environment
- they will have the opportunity to participate in extra-curricular activities
- proper supervision will be provided
- they will receive the necessary preparation to enter the work force or post-secondary schooling

Students can be expected to...

- attend school, be punctual, and be prepared to work and learn
- bring the necessary materials to class
- complete work on time and with their best effort
- wear appropriate clothing
- show pride in their school and accomplishments
- make the most of educational opportunities by actively participating
- resolve interpersonal conflicts in a non-violent manner
- be cooperative and helpful
- follow school policy and classroom rules

Staff can expect that....

- students will attend class, complete assignments on time, come prepared to learn, and behave appropriately
- students will not interfere with the job of teaching
- students will accept disciplinary action
- students will work to their full potential
- parents will accept the consequences for their children's actions
- the school administration will provide leadership and support
- they will be treated as individuals
- they will receive the support of the students, parents, community, and colleagues in the performance of their duties

Staff can be expected to...

- communicate regularly with students and parents regarding student progress
- have reasonable expectations of students
- be prepared for class
- teach according to curricula guidelines and to adapt curricula to meet students' needs
- assist students requiring help
- conform to reasonable standards in dress and grooming
- attend in-services and conventions
- follow school division protocol when addressing issues and concerns
- be positive role models in school

Parents can expect that....

- their children will acquire knowledge and skills, and will demonstrate self-respect and courtesy towards others
- they will be made aware of course evaluation, school events and activities
- they will be informed as soon as possible when problems with respect to discipline, learning progress, or attendance occur
- teachers will follow the curriculum, utilize a variety of teaching strategies, and provide a high level of education
- administration will provide leadership and support, and monitor instruction in the school

Parents can be expected to....

- encourage respectful behavior by their children
- support the policies of the school
- inform the school about student absences
- be supportive of and involved in school programs and activities
- provide constructive input to help improve the school and school programs
- provide the necessary equipment or materials to enable their children to participate and learn more fully
- inform the school of any medical conditions which their children may have

Community members can expect that...

- they will be informed about school activities
- students and staff will respect community facilities and property
- the school, when available, can be used for community events
- they will feel welcomed in the school

Community members can be expected to...

- be aware of and adhere to school rules
- treat school property with respect and care
- attend school events and meeting
- be supportive of school programs and activities

**INVERMAY SCHOOL
GOOD SPIRIT SCHOOL DIVISION
2019-2020**

Teaching Staff:

Student Support Teacher/Kindergarten	Brenda Carbno
Kindergarten/Grade 1/2	Dalice Nelson
Grade 3/4/5	Ashten Langille
Grade 5/6	Ashley Davis
Grade 6/7/8	Diana Enge
Grade 9/10	Kent Seerey
Grade 11	Cheng Teh
Grade 12	Melissa Grona
Band	Nathan Seghers
PAA	Paul Geerdts
Principal	Melissa Grona

Support Staff:

Administrative Assistant	Amanda Carlson
Educational Assistants	Tara Bosovich Karen Dubas Lori Fogg Charmaine Wallin
Library Technician	Ashley Davis (afternoons)
Maintenance Staff	Tim Chodak
Bus Drivers	Bev Wyatt Cheryl Knight Glenda Kozak
Professional Service Providers:	
School Counsellor	Lindsey Propp
Speech and Language Pathologist	Jill Craig
School Psychologist	Gary Scheffler
Occupational Therapist	Maureen Blight

Teaching Assignments – 2019-2020

Brenda Carbno	.50 Student Support Services Kindergarten ELA, ELA 9, ELA 10A, ELA 10B, Career Ed. 9, Distributed Learning Facilitator 10, Computer Literacy 9, PAA 7/8
Dalice Nelson	Kindergarten/Grade 1/2 Homeroom Grade K/1/2 Math, ELA 1/2, K/1/2 Science, Social Studies, Health, Art
Ashten Langille	Grade 3/4/5 Homeroom 0.65% Grade 3/4 ELA, Social Studies, Grade 3/4/5 Science, Health
Ashley Davis	Grade 5/6 Homeroom 0.50% Grade 5/6 Math, ELA, Social Studies, Grade 6 Career Ed.
Diana Enge	Grade 6/7/8 Homeroom Grade 7/8 Math, ELA, Grade 6/7/8 Science, Health, Art, Phys. Ed., Grade 3/4 Math
Kent Seerey	Grade 9/10 Homeroom K – 12 Phys. Ed., Grade 7/8 Social Studies, Science 9, Science 10, Social Studies 9, History 10, Distributed Learning Facilitator
Cheng Teh	Grade 11 Homeroom Math 9, Workplace and Apprenticeship 10, Pre-Calculus & Foundations 10, Foundations 20, Pre-Calculus 20, Workplace and Apprenticeship 20, Foundations 30, Workplace and Apprenticeship 30, Pre-Calculus 30, Digital Citizenship 9, Distributed Learning Facilitator
Melissa Grona	Principal Grade 12 Homeroom ELA 20, ELA 30A, ELA 30B, Canadian Studies 30, History 20, Wildlife 20, Physical Science 20, Art 3/4/5, Visual Art 10, Visual Art 20, Visual Art 30, Career Guidance, Distributed Learning Facilitator
Paul Geerdts	PAA 7/8, PAA 9, PAA 10/20/30
Nathan Seghers	Band Program

School Opening and Closing

Students should arrive in time to prepare themselves properly for class. Buses are scheduled to arrive at 8:35 am and drivers, should ensure that their time of arrival is NO SOONER than 8:35am on a regular route.

In addition, so as to facilitate school opening and closing, The Invermay School staff implements the following:

1. The official door opening time is 8:35 am on a regular school day.
2. Preschool, recess, noon and after school supervision will be conducted by the teachers assigned to supervision for that particular day.
3. The students of Invermay School should not be arriving before 8:35 am on any regular school day. Parents are asked to ensure compliance so as to guarantee their child (ren)'s safety especially during inclement weather.
4. Student dismissal time is 3:05
5. The after school supervision continues from 3:05 to 3:20pm. After that, the only students permitted to remain at school are those who are participating in a teacher-supervised and designated function of which they are a member in good standing.

Daily Bell System:

8:45 am	Call to homeroom/first class
8:50	First Class
9:40	Second Class
10:20	Morning Recess
10:30	Third Class
11:10	Fourth Class
11:55	Noon Break
12:10pm	Recess
12:35	Call to homeroom/first class
12:40	Fifth Class
1:25	Sixth Class
2:10	Afternoon Recess
2:20	Seventh Class
3:05	Dismissal for the day

School Programs 2019-2020

Level of Study

Grade 10	Grade 11	Grade 12
Required Courses of Study		
English Language Arts A10 English Language Arts B10 Science 10 One of: Math: Foundations and Pre-Calculus 10 Math: Workplace and Apprenticeship 10 One of: Social Studies 10 History 10 Native Studies 10	English Language Arts 20 One of: Math: Foundations 20 Math: Pre-Calculus 20 Math: Workplace and Apprenticeship 20	English Language Arts A30 English Language Arts B30 One of: Social Studies 30: Canadian Studies History 30: Canadian Studies Native Studies 30: Canadian Studies
Specified Areas of Study	In addition to the above required courses of study, credits are required in the following specified areas of study:	
Science	One additional credit required at Grade 11 or 12 level	
	Computer Science 20	Computer Science 30
	Health Science 20	Biology 30
	Environmental Science 20	Biology 30, Earth Science 30
	Physical Science 20	Physics 30, Chemistry 30
Social Science	One additional credit required at the grade 11 or 12 level	
	History 20	Social Studies 30: Canadian Studies
Health/Physical Education	One credit required at the grade 10, 11, or 12 level	
Wellness 10	Physical Education 20	Physical Education 30

Course Load Expectations:

All students in Grades 10-12 are expected to register for a course load which will meet with the requirements for the grade in which they are enrolled. Each student will be made aware of the grade requirements. If a student encounters a credit bind in Grade 10, 11 or 12, they may make application to Distributed Learning in order to pick up a credit. Another option would be to register for the credit through a summer school program.

Students may not register for courses through Distributed Learning if the course is being offered within the current school programming. Special circumstances through credit binds may allow for application through the school office. Senior students wishing to take additional courses which are not offered within the school are encouraged to do so. The staff will be available for reference support.

Course Withdrawals: - Grade 11 or 12

Students wishing to withdraw from a course must complete a “Request to Drop Subject” form within two (2) weeks of starting the class and have the required signatures – parent, classroom teacher, and principal. This form will state the reason for withdrawal, current student standing, overall academic average, and activity involvement. If the student has registered for a correspondence course, the student will then work on that course material in the same classroom. Drop forms must be submitted for approval prior to the indicated deadline.

Advanced Placement:

This placement will occur only upon recommendation of the classroom teacher in collaboration with the other grade level teachers, resource teacher and school principal. Further consent must be given by the parents for the placement to occur.

Modified Programs:

Modified programming for students will be arranged through the Student Support Teacher and classroom teacher(s). Modified courses in Division IV must have division approval.

Distributed Learning: GSSD Distributed Learning (DL) Guidelines

General Information

- Online learners may select courses at a grade level other than the student's current grade level provided all prerequisites are met.
- Home-based Education students and home-bound students have equal access to DL options.
- Students who are upgrading may be enrolled in online courses if seats are available in the courses and with the recommendation of the school administrator and superintendent.
- All registration changes (enrolment and withdrawal) must be requested through forms available on the Distributed Learning site. Teachers should not be directly contacted for registration but may be contacted for information.
- DL does not offer modified programming.

Recommendations

- Students may enroll in no more than 2 distance learning courses per semester. Special consideration may be made for students in schools where there are minimal course options and with the approval of the Superintendent.
- Students have a minimum of 5 hours of school time per week dedicated to each distance course in which they are enrolled.
- An in-school facilitator should be assigned for students enrolled in Distributed Learning Courses.
- Upon 10 days of inactivity in a course, a Course Progress Review will be initiated. The base school principal, school facilitator, and Distributed Learning Coach will discuss further steps of action/support.
- Students should be enrolled in semesterized courses when possible. Continuous Intake (CI) courses will be reserved for special circumstances.

Registration Guidelines

1. Schools are limited to 5 seats per online course. Any additional seats in that course requires a consultation with the DL Coach
2. Students may enrol in no more than 2 distributed learning courses per semester. Special consideration may be given to students in special circumstances, with final approval assigned to the DL Coach.
3. Enrolment within courses that run for a semester is limited to 25 seats.
4. Enrolment within Continuous Intake Courses may vary according to the workload of the teacher.

Credits/Completion

1. Continuous Intake courses are to be completed during the time period established by the student during the registration process
2. Semester courses are to be completed by the end of each semester. Credit Recovery or Extension requests must follow the GSSD Credit Recovery AP 359 with Form 359 -1 completed and shared with the teacher of the course as well as the Distributed Learning Coach.
3. Teachers will identify and communicate to students and facilitators a final submission date for assignments to allow online teachers to complete assessments.
4. If a student has not completed the requirements of an online course, the student will receive an incomplete. At this time the DL Coach and the base school administrator will discuss the options for this student. This may include:
 - Residing school will deliver the remaining outcomes.
 - Complete withdrawal from the course.
 - Successfully completed outcomes will not be required if student returns to the course.

Course Withdrawal

The student must make a request to their principal or guidance/career counselor who will fill out the Distributed Learning Course Withdrawal Form located at:
(https://gssd.ca/school/dlc/course_registration/Pages/default.aspx)

Roles and Responsibilities

- Student
 - Maintain regular activity in the online course(s).
 - Communicate with online teacher regarding extended inactivity.
 - Keep up to date with assignment completion dates.

- Teacher
 - Make contact with students via phone call, skype, zoom, or email within the first week of starting a course.
 - Prepare and deliver courses and assess student work.
 - Provide course outlines, unit outlines and clear target/grading outcomes.
 - Communicate with students, administrators, facilitators and parents.
 - Ensure assessments are entered and up to date in Moodle.
 - Provide feedback for completed assignments to students in a timely fashion (3 school day turnaround is the expectation).
 - Track student progress and communicate concerns to students, facilitators and DL coach.

- Facilitator
 - Monitor progress of students and ensure the timely completion and submission of course work.
 - Identify possible learning difficulties and communicate these concerns to the online teacher.
 - Maintain effective communication with online teacher and school administration.

- Base School Principal
 - Ensure appropriate workspace and devices for online students.
 - Ensure that a facilitation process is established.
 - Ensure that students have assigned DL time in their timetables.
 - Communicate with DL Coach and online teacher when special learning needs are required.
 - Communicate in a timely manner with online teachers concerns regarding their students.

Subject Registration for Grade 10-12 Students

Invermay School is dedicated to meeting the academic needs of all students to ensure that our students, particularly those in Grades 10-12, enroll in classes which meet the requirements mandated by Sask. Learning and which best prepare them for the future opportunities; Invermay School has adopted the following policy for full-time students:

1. Grade 10 students will register for those classes which will constitute a full course load, with student choice taken into consideration for DL courses.
2. Grade 11 students may spare from 1 class during the school year.
3. Grade 12 students may spare from 2 classes during the school year.

In the event of credit complications, students must check with the office to complete arrangements for class enrollment. Students with special learning needs will have the programs modified accordingly.

Only full time students are eligible for graduation, (see #3 above), unless they have not participated in a graduation previously and are completing the grade 12 at Invermay School. Students require a complete grade 11 standing before moving to the grade 12 homeroom.

Credit Requirements for Secondary Level Completion



Credit Tracking for Graduation

Student Name: _____

Grade 10 Cohort Year: _____

As you learn more about yourself and begin implementing your career plan, you will be able to select the courses that best suit your abilities and needs. Be sure to keep your options open. It is easier to obtain course credits while in high school, rather than after you graduate. Course options vary depending upon the resources available and the student needs at each school. In an effort to provide equitable opportunities, Good Spirit School Division offers a variety of online courses through Distributed Learning to assist in credit attainment.

In order to graduate from high school, the Saskatchewan Ministry of Education requires students to complete the following minimum 24 credits. Modified courses (11, 21, 31, and 10A, 20A, 30A) can be used to fulfill requirements in the required courses of study, specified areas of study, and electives.

ENGLISH LANGUAGE ARTS		Total – 5 credits
2 credits: <input type="checkbox"/> ELA A10 <input type="checkbox"/> ELA B10	1 credit : <input type="checkbox"/> ELA 20	2 credits : <input type="checkbox"/> ELA A30 <input type="checkbox"/> ELA B30
MATHEMATICS		Total – 2 credits
1 credit : <input type="checkbox"/> Workplace & Apprenticeship Math 10 <input type="checkbox"/> Foundations of Math 10	1 credit : <input type="checkbox"/> Workplace & Apprenticeship Math 20 <input type="checkbox"/> Foundations of Math 20 <input type="checkbox"/> Pre-Calculus 20	
SCIENCE		Total – 2 credits
1 credit : <input type="checkbox"/> Science 10	1 credit: <input type="checkbox"/> Computer Science 20 <input type="checkbox"/> Physical Science 20 <input type="checkbox"/> Health Science 20 <input type="checkbox"/> Environmental Science 20	<input type="checkbox"/> Computer Science 30 <input type="checkbox"/> Biology 30 <input type="checkbox"/> Physics 30 <input type="checkbox"/> Chemistry 30 <input type="checkbox"/> Geology 30 <input type="checkbox"/> Earth Science 30
SOCIAL SCIENCE		Total – 3 credits
1 credit: <input type="checkbox"/> History 10 <input type="checkbox"/> Native Studies 10 <input type="checkbox"/> Social Studies 10	1 credit: <input type="checkbox"/> History 20 <input type="checkbox"/> Psychology 20 <input type="checkbox"/> Social Studies 20 <input type="checkbox"/> Native Studies 20 <input type="checkbox"/> Geography 20 <input type="checkbox"/> Economics 20	1 credit: <input type="checkbox"/> History 30 <input type="checkbox"/> Native Studies 30 <input type="checkbox"/> Social Studies 30 <input type="checkbox"/> History 30 <input type="checkbox"/> Psychology 30 <input type="checkbox"/> Social Studies 30 <input type="checkbox"/> Native Studies 30 <input type="checkbox"/> Geography 30 <input type="checkbox"/> Economics 30 <input type="checkbox"/> Law 30

HEALTH/PHYSICAL EDUCATION		Total – 1 credit
1 credit:		
<input type="checkbox"/> Wellness 10	<input type="checkbox"/> Physical Education 20	<input type="checkbox"/> Physical Education 30
ARTS ED/PRACTICAL & APPLIED ARTS		Total – 2 credits
2 credits: Wide variety of courses (refer to attached <i>Secondary Level Courses of Study</i> sheet)		
<input type="checkbox"/>	<input type="checkbox"/>	
ELECTIVES		Total – 9 credits
9 credits – 6 credits must be at 20 or 30 level (refer to attached <i>Secondary Level Courses of Study</i> sheet)		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Credit Requirement for Each Grade:		
Grade 10 Credits Obtained:	Grade 11 Credits Obtained:	Grade 12 Credits Obtained:
<u> </u>	<u> </u>	<u> </u>
(8 credits minimum)	(minimum 16 credits by the end of grade 11)	(minimum 24 credits by the end of grade 12)

Student Signature

Parent Signature

Principal Signature

Anti-Bullying Action Plan

Mission Statement:

Our goal is to ensure that Invermay School is a safe and secure place where all individuals are treated with respect and dignity. This policy is aimed at creating and maintaining such an environment; and also at preventing and prohibiting acts of harassment, intimidation, or bullying.

Definition:

Invermay School recognizes that bullying occurs when a person is targeted, repeatedly and over time, to negative actions on the part of one or more persons. Bullying is a conscious, willful, and deliberate hostile act which intends to threaten, intimidate, and harm another person. An imbalance of power exists, so that the victim has trouble defending him or herself. A threat of further aggression exists, and without intervention, this may escalate into systematic violence.

Bullying may be verbal, physical, psychological, or emotional in nature. Cyberbullying occurs when communication technology is used as a means for hostile, targeted action. More subtle and indirect bullying takes place through actions such as social isolation, rumor spreading, and scapegoating.

Bullying is NOT a normal peer conflict which occurs occasionally and has an equal balance of power where those involved show remorse and an effort to solve the problem.

Course of Action:

1. Nurture a positive, inclusive school community by learning to treat others with care and respect. Responsibilities and expectations of staff, students, parents, and community members are outlined in The Code of Conduct.
2. Continue to educate staff, students, parents, and community as to the nature of bullying and the best means to discourage and eliminate it.
3. Stop any bullying behavior. Respond immediately to such behavior.

Intervention Program:

1. Report the bullying incident to the principal or principal designate who will investigate the matter.
2. Depending on the severity of the incident, the following is a general guideline for procedure:
 - a) Verbal & written warning
 - b) 1-day in-school suspension, school counseling available
 - c) 3-day suspension from school, extensive counseling suggested
 - d) 10-day suspension from school, referred to Board of Education
3. Provide counseling for both the bully and the victim.

Communication Strategies:

1. Discipline sheets which record the incident will be sent to parents.
2. Discipline sheets will be filed in the office in order to track student behavior.
3. Parents of those students involved will be notified immediately upon confirmation of a bullying incident.
4. Staff and principal will record incidents on R360.

General Department

Students are expected to conduct themselves with respect for themselves, staff and their school. Students should refrain from wearing clothing which advertises inappropriate content (e.g. illegal substances, explicit language or pictures, inappropriate messages). No short-shorts or short skirts, pants and shorts are to be worn at the waist. Students should dress in a manner appropriate for a school setting without underwear showing. If this becomes a problem, students may be asked to return home until proper attire can be obtained.

Students should have indoor and outdoor footwear in case of emergency situations, as well as it helps to keep the school floors clean. With our changing weather conditions, students are required to wear proper seasonal attire especially in winter situations, as we require our elementary students to go outside for their recess sessions. Students requesting to stay in must have a note from their parent and/or teacher as to the reason.

Students will be allowed to walk to their lockers with their headwear on. Once you are at your locker, please take off your hood or hat.

- First Offence – you will be asked to remove your hood or hat.
- Second Offence – the staff member will take your hat/toque and you can retrieve it at the end of the day. If a hood, you will be asked to remove your hoodie. If needed, you will be required to change into your Phys. Ed. t-shirt.

Servery

Our School servery is for students to purchase lunch if necessary. The servery will be operated by school staff. All food is to be eaten in the classrooms or the vestibule area for Grades 9 - 12.

Microwaves

Students in Kindergarten – Grade 2 will place their warmups on a cart to be warmed up. Please clearly label your child (ren) food items and containers with name and grade. Due to the lengthy cooking time of the KD and noodle cups, we ask that parents cook them at home and we warm them at school. Grades 3 – 8 will warm up their own food in the Multipurpose Room or the Quiet Room classroom at lunch. Grades 9 – 12 will warm up their own food in the Gr. 5/6 classroom.

Community Use of School

School functions take priority. An application (GSSD Form 547-1) must be submitted to the Principal which includes the dates and times that the school will be used. Adult supervisors must be present.

Lockers

Students will be assigned a locker on opening day. Locks are not issued, but it is recommended that students do use one in order to assure that their property and belongings are kept secure. If property is lost or stolen, it is to be reported to the office immediately. The school is not responsible for lost or stolen property since students do have the option of using a lock. The school will attempt to recover materials stolen from information gathered.

Lockers are not private property whether locked or unlocked, and students may be asked to have the contents of their locker checked for inappropriate materials if staff deems it necessary. Dependent upon the seriousness of the situation, the proper authorities may be called upon to conduct the locker search. The suspicion of an illegal or inappropriate item may justify a locker search. Students are not allowed to put inappropriate pictures, logos, slogans, etc., on the interior or exterior of their locker. Any damages to a student locker must be reported as soon as possible or any applicable charges may be the responsibility of the student who occupies that locker.

Discipline Policy

The discipline policy encourages responsible appropriate behavior which is conducive to a positive school climate. The severity of each situation will be determined by the teacher / supervisor, and the consequences will then be finalized in a fair and consistent manner. There are three levels at which the disciplinary situations will be referred:

General:

1. Teacher / classroom management
2. Written documentation at the discretion of the teacher
3. Classroom disturbances, lates, academic effort, etc.

Minor:

1. Inappropriate behavior which has been addressed, but not corrected
2. Documented copies for the office binder and teacher file
3. Parental contact at the discretion of the teacher
4. Referral to the principal at the discretion of the teacher

Major:

1. Consultation between student, teacher and principal
2. Severity of situation as determined by the required staff
3. Parental contact (as soon as possible)
4. Endangering another student's well-being, direct opposition to authority, or any direct violation of school and / or division policies

Extreme Situations:

Will be administered by the school principal and a superintendent of education. Consequences can result in a maximum suspension for a period of not greater than one year within this division. This may result from continued opposition to school guidelines and staff; numerous suspensions, habitual neglect of duties contributing to a negative school atmosphere.

In cases of further investigation students are sometimes asked to fill out student statement forms. These forms are so that the student has the opportunity to tell his / her side of the story if there appears to be some question about the truth or nature of the specific incident. The student will only be given one opportunity to do this.

The discipline referral form is filed in the office binder when deemed necessary, and copies made for the related teacher, and also mailed to the parents following contact by telephone when necessary. This form is kept on file throughout the school year so that staff and the specific student are aware of any habitual problems by knowing the date of each incident and the details of the severity of the situation(s). Once parents have received their copy they may contact the school or they may respond by returning the form with any questions and comments about the situation.

The rules and guidelines of Invermay School have been created to encourage and promote student safety and a positive learning environment. These rules are centered on respect for self, others and Invermay School.

Direct Opposition to Authority:

Students displaying blatant and direct opposition to a staff member who has the authority to request corrective measures relative to conduct and / or behavior will be immediately referred to the Principal for an appropriate course of action. Students have the right to ask for the intent of the request made by the staff member, but in choosing to ignore the request, may cause further disciplinary action. Staff requests are to be reasonable and fair in asking the student(s) to make corrective measures relative to their behavior and / or academic effort.

Cell Phone Policy

Teachers and students are both responsible for the learning that goes on in the classrooms. Teachers are responsible for preparing the lesson and course materials and presenting the material in ways that are engaging to students. Students are responsible for being present, both in body and mind, for their classes. This includes putting aside cell phones and other technical devices that distract them from learning. Invermay School has also updated the cell phone policy. The library is a cell phone free zone.

Cell Phone Policy – Students will be expected to drop their phones off on the teacher’s desk at the beginning of every class. Consequences for students caught with their cell phone during class time:

1. The phone is confiscated by a staff member and can be picked up from the office at the end of the day.
2. The second time a student is caught with their cell phone during class time is the phone must be picked up from the office at the end of the day by the student’s parent/guardian.

Illegal Substances

1. Smoking is prohibited in and on Good Spirit School Division property. This applies to students, staff and all visitors to the school.
2. Under the influence of alcohol or drugs: Reference to the course of action will be made through the GSSD AP 354.

Procedures

1. The principal will ensure that all staff in his/her school are informed regarding the procedures to be followed when dealing with instances of non-medical use of drugs and/or alcohol.
 - a. When a student is suspected and/or found to be in possession of, and/or under the influence of illegal substances such as, alcohol, solvents, intoxicants, controlled drugs, restricted drugs, or narcotics within a school, on Division property, or during an activity sponsored or approved by the Division, the staff member shall attempt to confiscate the illegal substance in an appropriate and lawful manner and report the incident to the principal. The principal shall refer to the Good Spirit School Division Alcohol and Drug Flowchart (AP354 Appendix A).
 - i. When a student is found or suspected to be engaged in activities characterized as trafficking, distributing, and/or selling illegal substances such as, alcohol, solvents, intoxicants, controlled drugs, restricted drugs, or narcotics within a school, on Division property or during an activity sponsored or approved by the Division, the staff member shall attempt to confiscate the illegal substance in an appropriate and lawful manner and report the incident to the principal. The principal shall refer to the Good Spirit School Division Alcohol and Drug Flowchart (AP354 Appendix A). Due to the severity of this activity, a suspension of 10 days will be administered. The principal should then refer to the Good Spirit School Division Alcohol and Drug Flowchart (AP354 Appendix A). The principal

- will contact their Superintendent of Education to notify him/her of the suspension.
- b. When a student is found to be undergoing a severe reaction from suspected alcohol and/or drug use while at school or while involved in an activity sponsored or approved by the Division, the required medical treatment shall be provided pursuant to Administrative Procedure 315 – Illness/Injuries at School and Administrative Procedure 553 - Transportation of Ill or Injured Students.
 - i. The principal should then refer to the GSSD Alcohol and Drug Flowchart (AP354 Appendix A).
 - c. Any illegal substance confiscated or found by staff members on Division property or while involved in an activity sponsored or approved by the Division shall be turned over to the police for disposal and a request made to the police to whom the substance is delivered for confirmation of the identity of the substance through some appropriate analysis.
 - d. The principal shall ensure that all staff members in the school are informed or advised in regard to the appropriate handling of issues resulting from the possession, distribution or use of illegal substances, including alcohol. This training shall include information as to the steps a staff member is able to take in an attempt to legally and appropriately confiscate a suspected illegal substance. The principal will refer to Administrative Procedure 356 Searches by School Authorities for additional guidelines.
2. The principal, in cooperation with the School Community Council and the school community, shall ensure that educational programs and community resources are focused on the resolution of the problems and reasons leading to, and resulting from, the non-medical use of drugs.

Attendance Policy

In accordance with the Education Act - Sec. 143, 144, 153, 154 and 155 and Good Spirit School Division Policy Code IEB: Student Conduct

Preamble: Philosophy

The staff and the School Community Council endorse the philosophy that students are obligated, legally and morally, to attend school. It is further felt that students who have good attendance have a much greater rate of success than those who do not. It is understood that parents and students also have an obligation in the educational system. Parents and guardians are obligated to ensure that their children attend school if they are of compulsory school age.

Right to Education:

Education Act Sections 143(1) and 144(2)

No teacher, director, superintendent or other school official will in any way deprive, or attempt to deprive, a pupil of access to or the advantage of the educational services approved and provided by the board of education.

Student Conduct:

Good Spirit School Division Policy

It will be the duty of every pupil to cooperate fully with all persons employed by the board and such other persons who have been lawfully assigned responsibilities and functions with respect to the services as may be provided or approved by the Board or Department; and without restricting the generality of the foregoing, it will be the duty and responsibility of every pupil to attend school regularly and punctually.

Policy:

Attendance

Since regular attendance at school is a significant contributing factor to student learning, the staff and Local Board hereby enact the following policy:

I. General Attendance

1. Students, in the school area or if Invermay School has been determined or authorized by GSSD, will attend Invermay School regularly if they are of compulsory school age.
2. Regular attendance includes attendance at all school day activities, whether they are in class instruction, examination periods, class tours or school related events.

II. Absenteeism: Students who are of compulsory school age must attend school regularly and punctually at all times.

Definition

Students will be considered absent from school if they are not in attendance:

- a. On those days that regular classes are being conducted and they are not present.
- b. On those days that special events, trips or presentations are planned and students are not present.
3. **Lates:** Students are expected to be in class with their materials when the bell has rung.
 - a. For grades 9 – 12 students who are transitioning classes at 9:40 (period 2), 11:10 (period 4), and 1:25 (period 6) have 3 minutes to change classrooms and materials.
 - b. Late Slips - If a student arrives after the above stated times, they will be marked late and must get a late slip from the office from either Mrs. Carlson or Mrs. Grona. Students must then hand in the late slips to their classroom teacher as an entry slip to the class.
 - c. Once a student has received 3 late slips, the consequence will be lunch detention on the following day. Detention means sitting in the room off the office with no cell phone or device from 11:55 – 12:35. Students will have 1 day warning of detention in order to bring a lunch for that day.

III. Absenteeism Follow-up Responsibilities:

1. Students who are not in regular school attendance must realize that they, along with their parents or guardian, are responsible for any lack of progress in learning during the period of absenteeism.
2. Students who know about an absence in advance must provide their home room teacher with a phone call or a note signed by their parent /guardian as to the reason(s) for the absenteeism. In the event that the absence is unanticipated, the parent/guardian is expected to contact the school office prior to 9:00 am on the day of the absence. Each morning once teachers have entered attendance, the administrative assistant or principal will contact the parent/guardian of students with unexplained absences.

- a. In the event that a test was missed, the student should, on the first day back at school, make arrangements with the respective teacher to write the test on that day or if applicable, at a mutually-agreed upon time. Failure to do so may constitute an automatic zero for that student.
- b. In the event of an absence, it is the student's responsibility to see their teacher(s) and pick up their homework.
- c. Exams missed during a period of absenteeism substantiated by a medical certificate must be written as soon as possible thereafter. The student must make arrangements with the respective teachers on the first day back at school.

IV. Absenteeism Follow-up Consequences:

1. Students who miss school should make up for the lost time. Please note that Grade 10-12 students may have two classes of one subject in one day and four classes of PAA in one day.
2. The parent/guardian(s) of students in K-8 who miss 5 days, and students in Grades 10-12 who miss 5 classes, will be notified by the home room / subject teacher.
3. Students in Divisions K-8 who miss 10 days, and students in Grades 10-12 who miss 10 classes, will be notified by letter of student's progress and absenteeism concerns.
4. Students in Division K-8 who miss 15 days, and students in Grades 10-12 who miss 15 classes, will meet with homeroom/subject teacher, principal and parent/guardian(s) to review the student's progress and to discuss the consequences of further absenteeism.
5. **Students in Division K-8 who miss 20 days, and students in Grades 10-12 who miss 20 classes, will be asked to meet with the home room / subject teacher, their parents/guardian(s), and the principal to discuss modifications to the student's program. In Grade 10-12, the modifications will occur as a result of the student's forfeiting the opportunity of writing final exams in the subject area in which the absenteeism has occurred. Removal from class is also an option that may be considered by the teacher, dependent upon the approval of the principal and/or GSSD designate.**
6. Special consideration will be given in cases where medical conditions necessitate prolonged absenteeism.

V. Process

1. The school office will review each student's attendance through Maplewood.
2. Teachers are responsible to consistently take attendance and record it in Maplewood program. Teachers are to monitor student attendance in their classes.
3. Notification:
 - a. Each home room teacher is required to bring to the attention of the student, absenteeism when it reaches five (5) days / classes.
 - b. The administrative assistant will send a form letter of notification, under the principal's signature, to the parents when the absenteeism reaches (10) days/classes. The classroom teacher is to arrange to meet with the student and parent/guardian(s). The goal is to assess student progress and make a plan to ensure better attendance.
 - c. The administrative assistant arrange a meeting of the teacher, student, parents/guardian(s) and the principal when the absenteeism reaches fifteen (15) days/classes.

- d. When the absenteeism reaches twenty (20) days/classes, the office will arrange for a meeting of the parents of the student, the teacher, principal and possibly the superintendent.

Invermay School Homework Policy

Background:

Invermay School believes that classroom time is to be utilized in an effective and productive manner to ensure that students meet curriculum objectives and gain the necessary skills to achieve success. Homework may be assigned to enhance student learning, but such work will be of a reasonable and fair nature. It will take into consideration the diverse needs of our students.

Guidelines:

The following guide provides suggestions for the types of homework which could be assigned and is not intended to be a comprehensive list. These are guidelines only.

- Follow-up practice and review of classroom work
- Work not completed in class time
- Work missed due to absenteeism
- Preparation for an examination
- Revising and editing of work
- Projects requiring resources outside of school
- Formal writing assignments
- Research projects
- Daily reading is encouraged for all students

Evaluation Policy

Preamble:

The philosophy of continuous progress requires that student's progress at different rates. Some may take longer than others to master the skills defined by objectives of the curriculum. The Invermay Staff thereby adopts the following as policy in an attempt to document how they have reached a compromise between evaluation as description and evaluation as assessment.

I. General:

1. The grade of each student will be determined on a basis consistent with the philosophy of continuous evaluation.
2. Comprehensive term tests are the option of each teacher.
3. Within one month of the commencement of classes, each teacher (K-12) will:
 - a) Develop long range plans for each subject being taught. (i.e. course objectives, strategies, course outline and evaluation formula).
 - b) Present to each student, a course outline and an evaluation procedure.
 - c) Explain the test review and rewrite procedure to the students.
 - d) Submit a copy of the long range plan for each subject to the principal.

II. Evaluation:

Techniques should measure both formative and summative development. Teachers must construct their evaluation formula for each subject area.

1. Regular attendance by students in classes in which they are registered is recognized as a basis of attaining adequate grades. As such, a teacher may use day to day attendance in class as a means of determining a portion of a student's grade.
2. Maintaining an attitude which is both positive and conducive to effective learning is an essential requirement that students should possess. Therefore, each student will be assessed on their learning behaviours (responsibility, learning, respect and citizenship), and this will appear on their report cards.

III. Application of Evaluation Data:

1. Evaluation procedures should not contribute to unfair competition among students, the labeling of students or cheating.
2. Evaluation procedures should enhance creativity, program individualization and teacher-student relations.
3. Evaluation procedures should help students to assess their own performances.
4. Confidentiality of information in student evaluation should be respected and safeguarded.
5. In grades 10-12, inclusive copies of the comprehensive tests and records of results of the final term will be kept for a period of one year and a copy of each evaluation instrument will be made available to the principal upon request.

IV. Reporting Periods:

1. There will be four (4) reporting periods in each academic year for the Gr. 10-12 students.
2. Kindergarten to Gr. 9 will have three reporting periods during the academic year.

V. Reporting Scales:

1. Kindergarten to grade 9 will be receiving Outcome Based Reporting and receiving marks valuing IE (Insufficient Evidence), 1 (Beginning), 2 (Approaching), 3 (Meeting), 4 (Exceeding).
2. Grades 10-12 students will receive a percentage for each class they are enrolled in.

VI. Testing:

1. Students should be advised at least one (1) day in advance of any exam (preferably more than one day).
2. Whenever possible, not more than two (2) exams should be administered to a grade in any one day.
3. Each teacher will inform students, in advance, about the content that the exam will cover.
4. No comprehensive final exam will exceed for percent (25%) of the final mark.
5. The students will be given the opportunity to view all answer papers except those written at the end of the semester or school year.
6. The final standing in any class should be derived by a variety of evaluation devices such as test, projects, essays, attendance and class participation.
7. Students who plan to be away for a test should contact the teacher concerned in advance to determine what arrangements may be made to write the test. If a student is absent for unforeseen circumstances, he/she will contact the subject teacher immediately upon

returning to school. A note which states a valid reason for the absenteeism from the parent is required.

VII. Student-Led Conferences:

1. The division office will arrange to have two formal conference dates during the course of the school year as outlined on the school division calendar.
2. The first conference will be held after the 1st term report during November.
3. The second conference will be held in the spring.
4. The dates of the conferences will be communicated by a memo to parents via the school newsletter.
5. The school office will arrange an conference schedule time for parents, students and teachers for each conference meeting.
6. Informal conferences will be held as the need arises by mutual arrangement between the school/parents; the classroom teacher/parents; the Student Support teacher/parents. Students are encouraged to attend the conferences.

Final Exam Policy

In accordance with Departmental Exams and the Evaluation Policy of Invermay School the following policy outlines the staff philosophy regarding student conduct during the final examination period in January and June.

I. General

1. The examination times for the exam block are as follows:
Morning 9:00 am – 12:00 pm
Afternoon 12:40 - 3:40pm
2. Final exams are only to be written in Grades 10-12. Under no circumstances should final exams be administered in grades earlier than Grade 10.
3. Final exams should be written in the following subjects for each grade:
 - a) Grade 10: ELA, Math, Science and Social Studies/History course
 - b) Grade 11: ELA, Math, Science and one Social Science course
 - c) Grade 12: ELA, Math, Science and Social Studies/History course
4. The weighting of final exams in all courses will not exceed:
 - a) Grade 10: 15%
 - b) Grade 11: 20%
 - c) Grade 12: 25%

II. Teacher Responsibilities

1. Room teachers must ensure that their students are seated in the examination room five minutes prior to the beginning of the exam.
2. The teachers, whose exams are being written, must be present at the beginning to assist the supervising teacher(s) in the distribution of tests, examination papers, etc.
3. The supervising teachers are to refrain from doing other work which detracts from their full attention of supervising the examinations which are in progress.

III. Student Responsibilities

1. All students must remain in the examination room for AT LEAST one hour after the exam has officially begun. Students writing Departmentals in the afternoon must remain until 1:00pm.
2. After the exam is submitted to the supervising teacher, the student may quietly go to get study materials, unless they have obtained permission otherwise.
3. Students will be permitted to go home after an examination ONLY IF:
 - a) The office has received a written notice from his / her parent requesting permission in advance.
 - b) The bus student has his / her own means of transportation as a result of parental arrangements.
 - c) NOTE: Under no circumstances is a student permitted to leave in another student's vehicle, (ref. - Private Vehicle Policy) unless specifically noted in the parent's permission note.
4. Students are not permitted to go downtown during school hours except for the lunch hour.
5. Any students who do not have an exam in the afternoon, and do not have a note to go home, will remain in the study hall until dismissal time.

Library Policy

This facility is to be used for the purpose of accessing information. Quiet is to be maintained or students will be asked to leave.

Procedures:

1. There will be a Library Schedule which permits each teacher to book classes into the center. This schedule will be posed in the Library, office and each classroom.
2. When the Library is booked, sparing students must stay with their class or receive permission from the staff member present to use the facilities.
3. Only staff members are to have access to the Librarian's computer. The maximum number of books that a student can sign out is three.
4. A list of overdue books will be posted in the classrooms by the Library Technician. If a student has a book overdue, no more books may be signed out until the overdue book(s) are returned. In June, when the list is posted, books must be returned, or a fee will be assigned to cover the cost of replacing the lost book. If this does not happen, the student's final report card will be withheld until one or the other happens.
5. If a student loses a book or damages the book beyond normal use, then the student will be assessed a charge equal to a fair and reasonable percentage of the replacement value of the book.
6. A student may sign out an encyclopedia if permission is given by the teacher.
7. No food or drink is permitted in the Library.
8. No cellphones are permitted in the Library.

Computer Technology and Internet Acceptable Use Policy

Computers are provided for users (students and staff) for the purpose of instruction of computer-based technology, conducting research and in the use of other educational activities. Access is a privilege, not a right, and entails responsibility. All users should be aware that all electronic communication, computer activity, history and document files are subject to review for inappropriate use.

Electronic Internet communications are public and often uncensored and students may come in contact with materials that are controversial or inaccurate from around the world. Invermay School bears no responsibility for content or inaccuracies of Internet information.

By adhering to the following guidelines, computer use both stand alone and on the network will be more satisfactory and safer for the users as well as protecting the network and workstations.

Guidelines:

1. Authorized supervision is required for computer use.
2. Printing of material and the use of outside disks requires permission.
3. Programs or files may not be downloaded.
4. Internet games, game sites, and chat lines are not permitted.
5. The use of e-mail for profanity, harassment or other inappropriate content will not be tolerated.
6. Workstations and the computer lab are to be used in a respectful manner.
7. Users must abide by copyright laws.
8. Notify a teacher immediately if you encounter Internet information you think is objectionable, or view inappropriate use of the computer network.
9. Students and parents must review this policy and signify their acceptance by signing and returning it to their teacher.

Student failure to comply with the above guidelines will result in:

1. Warning and documentation of incident
2. Removal of computer Internet privileges.
3. Removal of computer privileges.
4. Detention
5. Suspension
6. Further appropriate disciplinary actions.
7. Any or all of the above.

Playground Policy

The area north of the school is considered as playground. The front lawn is not considered a playground area (unless otherwise stipulated). For all recess and noon hour periods, a staff supervisor will be present. The playground equipment is designated for use by K – Grade 8 students.

Students are to use the equipment in a safe and cooperative manner. If a problem or injury results, students are to notify the supervisor immediately. Any physical or rough play will not be tolerated and disciplinary action will be enforced.

Athletic equipment will be distributed by the Phys Ed or classroom teacher and must be returned when the noon / recess concludes.

Gymnasium / Extra Curricular

When participating in activities within our gym, students are to conduct themselves in a safe and sportsmanlike manner. Students are not to enter the equipment room unless instructed to by a staff member. All equipment is to be returned to the location in which it is taken from. Students should have proper footwear and clothing when participating. Students are not to have food or drink in the gym unless it is an after-school event (tournament).

Extra-curricular activities are a big part of our school and involve a large percentage of our student body. We take great pride in the accomplishments of our students in the classroom as well as their achievements through extra-curricular activities. These activities are privileges that at times are earned through effort of skill or commitment to a club or program. It is our expectation that these privileges will be respected and the first priority for our students in the classroom. If for whatever reason academic standards are being compromised by these activities they may be revoked until improvement is noted. Also, ongoing disciplinary action may result in the loss of some or all extra-curricular activities.

Extra-Curricular Activities

Our school activities conducted outside of the classroom provide an avenue for students to participate and learn other skills through athletics, drama, music, and each of our school clubs. These activities supplement the academic education in which we provide for our students. These teams, groups and events are ones in which we take great pride in the level of participation and the level of success they achieve. These activities are considered privileges and students must adhere to the standards and expectations placed upon them by their supervisors and coaches. These privileges can be revoked if circumstances justify disciplinary action relative to behavior and academic performance. Students are expected to conduct themselves in a respectful and considerate manner when participating in these activities outside the school.

Extracurricular Transportation Policy

Rationale:

The policy was developed to try to balance the rising cost of transportation with the need to provide students with good sports and extracurricular programming. Invermay School SRC was beginning to struggle in keeping up with its portion of the cost of these programs. Also, there was an identified need for a policy regarding the obligations of parent drivers.

The following policy has been created and adopted in consultation with the Invermay School Community Council, Invermay Student Representative Council, Invermay School Athletic Director and Invermay School Staff. The policy applies to the following sports: Junior Girls' Volleyball, Junior Boys' Volleyball, Senior Girls' Volleyball, Senior Boys' Volleyball, Cross Country, Jr. Curling, Sr. Curling, and Jr. Badminton, Sr. Badminton. It was revised May 14, 2010.

1. The family of each participating student is asked to donate up to 200 km in driving for each child for the extracurricular activity in which he or she participates.
2. When the family has donated the 200 km for each child, as approved by the supervisor/coach, the driver shall be reimbursed for subsequent services at the rate of \$0.30/ km. Drivers should understand it is their duty to transport at least two students to be considered a "driver".
3. Parents who do not donate the 200 km in driving for each child will be charged an additional transportation fee of \$35.00 per child.
4. It is the responsibility of the coach to communicate this policy to parents/students upon the commencement of the activity. Coaches will collect a \$35.00 cheque for each child involved in the extracurricular activity. The cheque will not be cashed unless necessary. At the end of the program, as applicable, the cheque is returned to the issuer.
5. All drivers are expected to refrain from cell phone usage and to obey all traffic laws (ex. following speed limit and seat belts for all) while driving.

Note: Parent drivers sometimes want to waive their driving fee. If you wish to do so, please contact the office for details on how to get a receipt, for this is a tax-deductible donation.

Private Vehicle Policy

It is recognized that situations will occur whereby parents will permit their child to take a vehicle, not authorized by the Board of Education, to school. Furthermore, it is recognized that the purpose of using a non-authorized vehicle is only for transportation from home to school and return.

Additionally, the Education Act confers upon the school, the responsibility of the students while going from home to school and return, unless conveyed by a parent / guardian.

It is with these obligations and understanding, the Invermay School staff adopts the following policy:

1. Non-authorized vehicles used for transportation to school, must remain parked and vacated for the period of the school day that the students is at school.

2. Only the students who are members of the family whose vehicle is being used for transportation to school for classes are permitted in the vehicle, unless a student has a note from the parent giving permission for the child to ride in another vehicle.
3. For the purpose of school sports / activities, students other than members of the family whose vehicle is being used, may pool together providing that they have their parent's permission and the owner / driver is prepared to assume the legal liabilities and responsibilities which accompany that act.

Parking

Students using private vehicles are to park in the lot directly across from the school (Invermay Community Hall). Students are to park appropriately in the hall parking lot, respecting the no parking zones as set by the hall committee. Students are to remain in the parking lot until all of the buses have left the school. Staff parking may be either in the west lot or on the north side of the hall.

Inclement Weather Policy

Good Spirit School Division #120 – Administrative Policy 131

Background

Because of the geographic size of the Good Spirit School Division, the Board of Education believes that providing local discretion in dealing with weather conditions is both prudent and appropriate.

The Director of Education is authorized to discontinue transportation services in inclement weather.

Procedures

1. Responsibility of the Transportation Manager

- 1.1 The Transportation Manager or designate shall inform bus drivers when a disruption interferes with their regular duties due to situations such as, but not limited to, inclement weather, water main break, power outage or hold and secure.
- 1.2 The Transportation Manager or designate shall receive, review, and maintain data regarding the disruption to bus services.
- 1.3 The Transportation Manager, in consultation with the Director of Education, will approve the cancellation of division wide bus routes with the exception of urban transportation when the temperature is below -40°C or when the combination of temperature and wind chill reaches -45°C.

2. Responsibility of Principals

- 2.1 If conditions are not safe for buses to transport students home, the Principal or designate, in consultation with their school Superintendent and Transportation Manager, will inform parents of the situation. When necessary, the principal will arrange for the billeting of students.

- 2.1.1. In the event of an extra-curricular group who is unable to return home the Principal is responsible for arranging accommodations and the Division will assume any costs incurred.
 - 2.1.2. In situations where severe weather conditions occur after students have been transported to school, the principal will ensure that school buses are not transporting students home until the regular dismissal time.
 - 2.2 The principal is responsible to maintain a record of emergency contacts and billet families for all rural bus students at the time of registration.
 - 2.3 The principal is to ensure that the school is accessible and operational when bus cancellations occur.
 - 2.4 The principal, in consultation with the Director of Education, will determine if school buses provided for co-curricular and extra-curricular activities will continue on days that transportation services are disrupted.
 - 2.5 When local weather related issues arise, the principal will notify the Transportation Manager about deteriorating conditions.

3. Responsibility of Bus Drivers

- 3.1 Each bus driver is responsible for canceling a route to ensure the safety and well-being of their passengers. If the bus driver deems it unsafe to operate their bus, the driver shall:
 - 3.1.1 Notify parents in a timely fashion.
 - 3.1.2. Call the local radio station to relay the information that their bus will not run.
 - 3.1.3. Notify the Fleet Supervisor or designate.
- 3.2. The bus driver will notify the principal when cancelling bussing for co-curricular or extra-curricular activity.
- 3.3. In the event that a bus route is cancelled in the morning due to weather related conditions, the route is cancelled for the duration of the day.
- 3.4. Buses may be cancelled as a result of:
 - Severely drifted or extremely icy roads
 - Limited visibility because of fog or blowing snow
 - Other environmental conditions are typically announced by Environment Canada through its telephone information services, web site or on a local radio station.

Awards Policy

Preamble:

Educators and parents agree that recognition by the school and student peers for outstanding effort and / or achievement by a student is a valuable reward. Additionally, educators agree that positive reinforcement encourages all students to become more devoted to their studies and extra-curricular activities.

Academic Roll

All Grade 10-12 students whose average is 80% or greater will be identified by the home room teacher and have their name posted in the school and the newsletter, and given to the local press.

Proficiency Awards

Proficiency Awards are presented to students in Grade 6-11 on Awards Night, which is usually held in the early part of June. The Proficiency Award for Grade 12 will be presented at the Graduation Exercises. The award is based on many criteria – academics (grades 10-12), leadership, degree of participation in school clubs and sports, a positive attitude and school attendance.

Athletic Awards

Athletic Awards will be presented to a Junior boy and girl and a Senior boy and girl. These awards are based on a positive attitude, leadership, dedication to sports, achievement and involvement. Recipients will be selected by the Phys. Ed. teacher and coaches of school sports.

SRC Spirit Award

The SRC Spirit Award is presented at Awards Night in June for a grade 6 – 9 student and at the grad exercise for students in grade 10 – 12. The Spirit Awards are sponsored and chosen by SRC.

- Junior award presented at Awards Night and Senior presented at Grad by an SRC member
- SRC will nominate a candidate.
- SRC advisor(s) will approve candidate.
- SRC will use criteria to vote (by closed ballot) for the most worthy candidate.
- SRC advisor(s) will count ballots.
- SRC will not be told winners until Awards Night and Grad as it may be a current SRC member.

Candidate criteria for Spirit Award:

- Student must be a role model for other students.
- Must have positive relations with staff, students, community members and guests
- Student must show school pride and spirit at all times.
- Consistently participates in school activities.
- Attendance of activities should be considered.
- Student must show leadership qualities.
- Motivates and encourages others to participate.

SRC Recognition Awards

The SRC Recognition Awards for Yearbook.

Grade 12 Graduand Awards

In addition to the Proficiency Award, the graduating Grade 12s are eligible for the following awards:

1. **Subject Awards** - for Math, Science, English, History, Art and PAA are presented to the students who maintain a strong academic average combined with a positive attitude and a demonstrated love of the subject. In some subject areas (natural sciences), the student must be taking all offerings to be eligible. The award winners will be selected and awards presented by the subject teacher.
2. **Governor General Medallion** is presented by the principal to the top academic Graduate from the previous school year - based on the established criteria.
3. **Scholarships** - a cash award is made to the Graduand based on the specific criteria by the sponsor or representative. A Scholarship booklet is updated yearly with changes in criteria and sponsorships. Application forms are included in the booklet for students to fill out. Scholarships will be presented by the sponsoring group and individuals. All students in Division IV are encouraged to familiarize themselves with the scholarship booklet.

Invermay School Graduation Policy

The staff and students of Invermay School are of the belief that all school activities should contribute toward the development of an individual. Graduation is a celebration organized to recognize the culmination of one stage of a student's educational life. This celebration traditionally includes a banquet and program, exercises, and grand march. To ensure that graduation remains a wholesome, happy and safe school activity, the following policy has been developed:

1. **Date:**
The Graduation date at Invermay School will be set at a meeting in early September by the staff. The Graduation Coordinator will hold meetings with the grade 12 students throughout the year and an organizational meeting with grade 12 parents in November.
2. **Location:**
a) The graduation banquet, exercises and grand march will be held at the Invermay Hall.
3. **The Graduate:**
To be considered as an eligible graduate from Invermay School, the candidate must:
 - a) Be a registered full-time student of Invermay School, a part-time student in good standing or a part-time student returning to complete grade twelve.
 - b) Be a student in good standing: with attendance and discipline not being a concern.
 - c) If being a full-time student, must be registered in and completing 8 credits that year with a minimum of 4 credits per semester.
 - d) Have enough credits accumulated or maintain a possibility of accumulating the minimum 24 credits required for Grade 12 standing according to the Department of Education, or be completing an approved Functionally Integrated Education Program. Full credit standing must be possible by the beginning of the next school year (Sept. 1).

NOTE: Students who are deficient in one of the five (5) basic level 30 subjects may still graduate if they maintain the possibility of acquiring 24 credits or more. To be eligible for awards and scholarships handed out the night of grad, the student must ensure that he / she: has not missed more than twenty classes in any one particular subject and has not had a Major Discipline Contract during the course of the school year.

4. **Valedictorian:**

- a) To be eligible to be nominated as a valedictorian, the graduate must have an average of 65% or higher.
- b) A slate of eligible candidates will be posted by the graduation coordinator in May.
- c) The selection of the valedictorian will be made by the graduates.

5. **Budget:**

- a) This school activity will be operated with the intent of trying to make revenue cover the expenses.
- b) All funds will be fundraised through the Christmas dinner following the Christmas Concert in December.

Graduation Policy: Undergrad Obligations

Preamble:

To facilitate the planning and to ensure that responsible student leadership will develop, each of the senior grades along with volunteers from grade 8-9, are expected to coordinate one aspect of the graduation preparations. These primary responsibilities are as follows:

- a) Grade Ten – decorations
- b) Grade Eleven – decorations, assisting with banquet
- c) Grade Twelve - selection of grad theme, colors, guest speaker, toast makers and responders, grad to introduce guest speaker.

Policy:

Grade Tens

1. The Grade 10s will decorate the grad facility according to the theme and colours selected by the Grade 12s.
2. All Grade 10 students will participate in decorating the facility on the day prior to graduation.
3. All Grade 10 students will assist in transforming the hall from the banquet to the exercises and from exercises to the grand march.
4. Clean up will be looked after by grade 10 and 11 students the night of grad.

Grade Elevens:

1. The Grade 11s will decorate the grad facility according to the theme and colours selected by the Grade 12s.
2. The Grade 11 students will assist the caterers, monitoring the buffet tables, pouring punch for toasts, clearing tables following the banquet.
3. Two Grade 11 students will be greeting guests at the door and ushering them to the assigned tables.
4. A Grade 11 student(s) will MC the graduation banquet.

5. A Grade 11 student will provide the toast to the graduates at the graduation banquet.
6. The Grade 11s will select two classmates to serve as master / mistress of ceremonies for the grand march who will introduce the grads and escorts during the grand march and other announcements during the dance if / when they are necessary.
 - a) The MC must attend the rehearsal
7. The Grade 11s with the help of the entire student body are responsible for: ushering during the grand march, moving chairs and tables after the banquet transforming the hall from the banquet to the exercises and from exercises to the grand march.

Grade Twelve:

1. The principal is the Graduation Coordinator.
2. Attend grad meetings as set up by grad coordinator
3. Organize and prepare Christmas dinner
4. Choose theme, colours, music
5. Select a guest speaker and invite him/her
6. Choose individuals for reader at church, toasts to the queen, parents, staff, boards, and reply to undergrads
7. Choose a valedictorian
8. Set up a slideshow - Appoint 1 or 2 students to coordinate
9. Apply for scholarships
10. Submit info sheets for grad introductions and yearbook
11. Participate in Grand March practice

Staff:

1. The staff will select teachers to propose the toast to the graduates, respond to the toast to the teachers, introduce the graduates at the exercises, emcee the exercises, and make the subject award presentations at the exercises and contact the sponsoring organizations and arrange for award sponsorship.

Graduation Church Service:

1. To be organized by the grade 12 parents. The Church service must fit into the schedule of the graduation day.

Guests - Grad Banquet:

1. Each graduate is normally permitted to invite guests to the banquet. These tickets are to accommodate the escort, parents, grandparents, family and friends. The Grad gets a free banquet. Cost will be set by the caterers.
2. Under special circumstances, special consideration may be given to the graduate.
3. Each special circumstance must be judged individually and approved by the graduates and school administrator.
4. In no case will the number of guests the graduates are permitted to invite create an overcrowded seating problem at the banquet facilities. The number of invited guests will be determined according to the appropriate hall capacity relative to the number of graduates, fulfilling immediate family obligations first.
5. Parents of graduates are permitted to attend the exercise portion of the program free of charge.