

WHITE FOX SCHOOL STUDENT HANDBOOK



WHITE FOX SCHOOL STAFF ASSIGNMENTS 2023-2024

Grade

Teacher

Principal

Graham Comfort

K/1

Jamie Grandfield / Danica Fehr

2/3

Sydney Franks

4/5

Amy Scheidl

6/7

Sydney Dabek

8/9

Andrea Hayes / Graham Comfort

Administrative Assistant Shannon Steeg

Educational Associates Tara McKinnon, Melissa French, Carla Price

Caretaker

Irene Moar

School Schedule

<u>Time</u>	<u>Event</u>
8:40 – 8:45	Attendance, O Canada & Announcements
8:45 – 9:30	Period 1
9:30 – 10:15	Period 2
10:15 – 10:30	Recess
10:30 – 11:15	Period 3
11:15 – 12:00	Period 4
12:00 – 12:20	12:20 students go outside after their lunch
12:20 – 12:45	Recess
12:45 – 12:50	Attendance & Announcements
12:50 – 1:40	Period 5
1:40 – 2:30	Period 6
2:30 – 2:45	Recess
2:45 – 3:35	Period 7
3:35	Dismissal

White Fox Behaviour Matrix

	RESPECT FOR SELF	RESPECT FOR OTHERS	RESPECT FOR LEARNING	RESPECT FOR ENVIRONMENT
ALL SETTINGS	<ul style="list-style-type: none"> -Do what is expected and right in different settings -Be trustworthy -Make the right choice -Dress appropriately for school setting -Participate and support school activities 	<ul style="list-style-type: none"> -Keep your hands and feet to yourself -Be considerate -Use good manners and appropriate language -Treat others as you would want to be treated -Respect others allergies 	<ul style="list-style-type: none"> -Arrive on time -Be positive -Use electronic devices in the appropriate way at appropriate times -Be prepared and ready for learning 	<ul style="list-style-type: none"> -Respect property of others -Show pride in your school and community -Be positive and welcoming to guests and community members
LIBRARY AND COMPUTER LAB	<ul style="list-style-type: none"> -Use a quiet voice -Follow procedures for use -Wait your turn -Leave things in proper place 	<ul style="list-style-type: none"> -Wait your turn -Leave things in their proper place -Speak in a normal voice and only to the people at your table -Keep it clean 	<ul style="list-style-type: none"> -Use appropriate websites -Follow procedures for use of equipment -Eat and drink elsewhere -Put things back where they belong 	<ul style="list-style-type: none"> -Keep area tidy -Treat books and equipment with respect -Push in chairs when done -Conserve paper
HALLWAYS AND ENTRANCES	<ul style="list-style-type: none"> -Use appropriate language/voice -Be orderly-walking -Hands and feet to yourself -Boots and shoes on shelf 	<ul style="list-style-type: none"> -Use appropriate voice -Keep hallway free for people to walk - Be respectful of others tolerance for fragrances 	<ul style="list-style-type: none"> -Quiet voices in the hallway -Respect displays and posters on walls 	<ul style="list-style-type: none"> -Please walk -Respect the work of others on the bulletin boards -Keep lockers locked and clean -Pick up garbage if you see it -Recycle -Keep entrances clear
CLASSROOM	<ul style="list-style-type: none"> -Be prepared with books and materials -Be on time -Listen respectfully to others -Be an engaged learner 	<ul style="list-style-type: none"> -Wait for your turn to speak -Listen respectfully to others ideas -Work cooperatively when appropriate 	<ul style="list-style-type: none"> -Be prepared to learn -Be a good listener -Be in time -Hand work in on time -Appreciate your learning opportunities -Try your best -Ask for help when needed 	<ul style="list-style-type: none"> -Keep desks, walls or school materials free from graffiti -Put garbage in garbage cans -Use materials and resources responsibly -Take care of assigned textbooks and materials

BREAKS/ PLAYGROUND	<ul style="list-style-type: none"> -Help others, be kind -Appreciate differences -Act in a way that benefits others 	<ul style="list-style-type: none"> -Stay in designated areas -Share equipment -Try to include others while being friendly 	<ul style="list-style-type: none"> -Use washroom -Make healthy drink and food choices -Stay hydrated 	<ul style="list-style-type: none"> -Put garbage in trash cans -Recycle -Keep school/ community clean
GYM	<ul style="list-style-type: none"> -Strive to accomplish personal goals -Display sportsmanship -Participate and support others -Dress appropriately for phys.ed activities 	<ul style="list-style-type: none"> -Encourage others to do their best -Follow the rules -Share equipment -Be safe 	<ul style="list-style-type: none"> -Participate in outcome-related activities -Give your best effort 	<ul style="list-style-type: none"> -Keep equipment room tidy -Wear proper clothing -Food and drinks do not belong in the gym
BATHROOMS	<ul style="list-style-type: none"> -Use trash cans - Keep clean -Keep free from vandalism -Respect the privacy of others 	<ul style="list-style-type: none"> -Respect the privacy of others -Be respectful of others sensitivities to fragrances 	<ul style="list-style-type: none"> -Use trash cans, keep clean -Use at recess and noon hour 	<ul style="list-style-type: none"> -Use trash cans, keep clean -Keep free from graffiti -Turn off faucets -Flush toilets
BUS	<ul style="list-style-type: none"> -Be on time -Sit properly -Wear appropriate clothing for the weather -Follow bus driver's rules 	<ul style="list-style-type: none"> -Keep your hands and feet to yourself -Be considerate -Use good manners and appropriate language -Treat others as you would want to be treated 	<ul style="list-style-type: none"> -Be respectful 	<ul style="list-style-type: none"> -Pick up after yourself -Be safe by staying in designated areas during loading and unloading

Behavior Leveling:

Level 1

Level 1 behaviors are handled by the attending staff member.
Chronic level 1 behaviors **could result** in a referral to the school administration.

<ul style="list-style-type: none">- Assembly behavior- Bus behavior- Temporary damage of school property- Disrespect towards other students- Misuse of electronic devices- Food Theft- Gym behavior- Hallway behavior- Incomplete homework- Inappropriate Internet sites- Inappropriate print material- Lateness	<ul style="list-style-type: none">- Litter- Non-compliance- Pushing- Playground behavior- Talking out of turn- Teasing/derogatory remarks- Unprepared for class- Swearing (not directed at anyone)- Inappropriate clothing- Invasion of personal space- Parking lot behavior- Wandering halls during class time
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Level 2

Level 2 behaviors are handled by the attending staff member.
Chronic or extreme level 2 behaviors **may result** in a referral to the school administration.

<ul style="list-style-type: none">- Cheating on an exam or major assignment- Inappropriate representation of school (sports, field trips, etc.)- Willfully abusing school property- Opposition to authority- Lying- Refusal to conform to the rules of school	<ul style="list-style-type: none">- Misuse of matches and/or lighters- Plagiarism- Unexcused Absences- Neglect of duty- Bus behavior to/from school
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Level 3

Level 3 behaviors will result in an immediate referral to the school administration.

<ul style="list-style-type: none">- Intimidation or threats- Irregular attendance- Dangerous use of vehicle- Defiance- Illegal substances (Tobacco products, Alcohol, Narcotics)	<ul style="list-style-type: none">- Physical Aggression- Action which endanger the safety of others- Sexual behavior- Sexual harassment- Swearing that is directed at an adult or student
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<ul style="list-style-type: none"> - Fighting - Non Emergency Fire Alarm/911 	<ul style="list-style-type: none"> - Theft - Weapons - Vandalism or willful destruction of others' property - Racial and other derogatory slurs
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SCHOOL VISITORS

Parents, all maintenance and delivery persons, or other guests and visitors **MUST** report the nature of their call to the office before carrying out their business. As of September 2023, the front door is locked after the first bell to ensure the safety of all students and staff. There is a video camera and doorbell to the right of the door to call the office and have the door open automatically.

SCHOOL ARRIVAL AND DEPARTURE

Mornings: Students who live near the school are encouraged not to arrive at school until 8:20 a.m. The doors to the school will not be opened and there is no supervision until that time.

After School: Students within walking distance are encouraged to go home as soon as they are dismissed and then continue with after-school activities. Bus students will be departing when buses leave. Students involved in teacher supervised activities should be going directly to that activity.

SCHOOL ABSENTEE CHECK - Call the school at 276-2140 or enter on Edsby

To ensure students' safety, if your child is going to be absent, please call the school at 276-2140 after 8:15 or enter using the Edsby app. If we are not notified, an automated call will be placed to your contact info. Regular and punctual attendance is a legal requirement for all students under the age of 16. Irregular attendance and persistent late arrivals are discussed with parents to ensure the student's education and physical safety are met.

CANCELLATION OF SCHOOL

School will never be cancelled. The school will be open each day. On days when there are severe weather conditions such as wind chill or blizzard, the buses may not run. If a bus route is cancelled it will be announced on CJVR, and CJNE. Bus cancellations may also be checked online on the White Fox School homepage or at NESD.ca. Bus drivers will also notify parents/guardians of the cancellation. Also, buses will not be sent home early due to adverse weather. Buses will run at the usual time after school and no earlier. A driver may decide not to make their afternoon run. In that case parents will be contacted.

LUNCH PERIOD 12:00 p.m. - 12:45 pm

White Fox School provides the service of noon hour supervision for bus students or for town students who, due to special circumstances, are unable to go home for lunch. We have developed specific guidelines for students who remain for lunch. School expectations are that students will use this time to eat their lunch. Students must eat their lunch in their room (classrooms have microwaves for student use) at their desk/table and clean up after themselves before leaving the classroom. They must remain in their classroom until 12:20 p.m. They are then expected to use the washroom if need be and then Div. I and II must go outside unless they have written permission to stay in (due to illness, etc.) or unless they are participating in an organized school activity. Div. III has the choice of either going outside, Library or Gym. Our expectations are that students will conduct themselves in a responsible and respectful manner. Staying on school property over the lunch period is a privilege. Lunch Time Supervisor's instructions and directions must be followed.

STUDENTS LEAVING THE SCHOOL GROUNDS

The White Fox School assumes that when parents send their children to school, they come directly to school and stay at school, except for students who go home for lunch. Leaving the school grounds requires a note or phone call from parents. Parents may sign a blanket permission form for students in grades six to nine. This note allows the student to leave at lunch for the school year. Students **will not** be allowed to leave the school without the permission form being signed. If inappropriate behavior is witnessed regarding students uptown, the student or students involved may have their privilege of leaving the school grounds and going uptown revoked.

RECESS BREAKS

At recess students are encouraged to use the washrooms, have a snack then go outside to play and visit with their friends. Please dress your child appropriately for the weather.

The North East School Division has updated its acceptable use policy to reflect current practices in technology. Please sign and return to the school.

Our students use technology to learn. Technology is essential to facilitate the creative problem solving, new media literacy, and collaboration that we see in today's democratic societies. While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. This acceptable use policy (AUP) supports our vision of technology use and upholds in our students a strong sense of digital citizenship.

How the NESD Uses Technology

The technology program within the North East School Division (NESD) develops the new media literacy skills our students require to contribute in a connected world. We use technology to facilitate creativity and innovation, support communication and collaboration as well as extend research and information fluency. Students will develop a sound understanding of technological operations and concepts. Technology can be transformative and students are encouraged to use technology to extend learning.

Digital Citizenship

NESD uses information and technology in safe, legal and responsible ways. It is important that we educate our students accordingly.

We support the following conditions or facets of being a digital citizen.

- **Respect Yourself.** I will select online names that are appropriate and be conscious of the information and images that I view and post online.
- **Protect Yourself.** I will not publish or share my personal details, contact information or a schedule of my activities.
- **Respect Others.** I will not use technologies to bully or tease others.
- **Protect Others.** I will protect others by reporting abuse and by not forwarding inappropriate materials or communications.
- **Protect Intellectual Property.** I will accept and adhere to copyright laws.
- **Respect Intellectual Property.** I will suitably cite any and all use of websites, books, images and media, etc.

Student Personal Electronic Devices

NESD recognizes that students are bringing their own personal electronic devices to school. Such devices include digital cameras, smart phones, tablets etc. Each school in our division has its own guidelines regarding the use of these devices in the school and classroom. NESD provides the following conditions if the devices are to be used in the schools.

- student-owned devices in class may only be used with teachers expressed permission.
- students may record audio, video and take photos at school with permission from a staff member and those being recorded. School administration may search devices if it is suspected that school rules have been violated.
- if students are accessing wireless mobile services (e.g. 3G), they are under the same usage guidelines and expectations as in the NESD AUP.

The following includes examples, but is not limited to, inappropriate uses of personal electronic devices: harassment, threats, intimidation, electronic forgery, cyberbullying/ cyberthreats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non-instructional day. Students are not to use material or text messages to invade personal privacy or harass another person, or disrupt the instructional day, or engage in dishonest acts.

DRESS CODE

Students and their parents are expected to support a learning environment where attire is appropriate and not distracting to others. Students wearing such clothing will be asked to go home and change or wear the shirt inside out if they do not have suitable clothing at school.

The following items are not allowed:

- No inappropriately revealing clothing
 - i) Low cut shirts
 - ii) Clothes that do not cover bra straps
 - iii) See through clothing
- Graphics that are inappropriate, contain swear words, or advertise alcohol products, this includes hats that also advertise alcohol products.
- Shirts with an open back
- Halter tops
- Hats inside the school
- The Length of clothing:
 - i) Shorts and skirts must be longer than your fingertips, while you are standing with your arms resting at your sides.
 - ii) Shirts must touch the top of your pants while standing.

PRIVATE VEHICLE TRANSPORTATION

Teachers frequently request parents to drive students on field trips or extracurricular activities. Before a private vehicle and its driver can be used for transportation of students on school activities, they must have a package policy including two million in liability insurance. Driver authorization form must also be filled out and filed at the school. Parents will need to provide a copy of their package policy and valid driver's license.

MEDICATION

White Fox School Staff cannot administer oral medication to students without parental permission. This includes pain remedies such as Advil, Tylenol, etc. Some children have prescription medication that needs to be taken under adult supervision while the child is at school. Under these circumstances, parents need to contact their child's teacher. If your child requires medication of this nature, parents are required

to complete a request to administer medication form. If there is a change in your child's health that the school needs to be aware of, please let the school know as soon as possible.

OUTREACH SERVICES

The role of the outreach worker is to provide support and assistance to students and their families in areas outside of academics. The outreach worker is available to meet with students and/or their families to help them address any personal challenges they might be having in school, with their friends, or at home. If you wish to speak with the outreach worker, please contact or stop by the school. Students are also welcome to arrange a time to speak to the outreach worker.

FOOTWEAR AND A CLEAN SCHOOL

To help keep our school cleaner and to help our custodians keep our school clean; students are asked to have a pair of non-scuff gym shoes at school for indoor use and for gym use. When the weather becomes wetter later in the fall all students and staff are asked to take their outdoor shoes off at entrances and put on their indoor shoes. Parents and other visitors are also encouraged to follow this practice. This reduces the amount of grit and water getting into our school. We are proud of our well maintained buildings, furnishings and grounds. We encourage parents to assist us in fostering, in our students, a sense of respect and responsibility for maintaining it.

ALLERGY ALERT

Allergies can be severe and life threatening. Exposure to even a small amount of allergen could cause anaphylactic shock, and without immediate emergency medical assistance, loss of consciousness and even death may occur. If your child has an allergy please provide the school with medical documentation.

PHYS ED.

Div. III students are expected to change clothes for Phys. Ed. Shorts or sweaters, T-shirts and clean shoes are recommended. Showers are available for students use.

EXTRA-CURRICULAR

Students are invited to participate in noon hour and after school activities. If you as a parent are interested in coaching or providing leadership in an activity, please contact the school

SCHOOL BUS SAFETY CODE

The DRIVER is responsible for:

Being a professional driver

Ensuring the bus is mechanically ready for the journey

Safely operating the bus by following legislation, regulations, and NESD policy

Allowing enough time to arrive at the destination safely

Familiarizing passengers with emergency equipment and procedures

Establishing additional rules that will enhance bus safety

The PASSENGER is responsible for:

Before and while boarding

Arriving at the bus stop 5 minutes early

Wearing weather appropriate clothing

Always standing away from the road and once the bus stops, using the hand rail to board

Respecting others – no pushing, fighting or horseplay

Entering the bus and quickly sitting properly in your seat

During the bus ride –

Knowing what to do in an emergency

Never placing hands, head, or other body parts out the window

Obeying the safety rules

When bringing large items on the bus, leaving them where the driver indicates

Always remaining seated while the bus is moving

Not cluttering the aisles with bags, feet, etc

Doing your part to not distract the driver

Leaving the bus –

Letting the bus stop completely before standing up

Informing the driver if you drop something inside, under or close to the

Verifying with the driver that it is safe to cross the street

Exiting the bus using the handrail, and moving at least 2 meters away from the bus