

STAFF & STUDENT HANDBOOK
2023 - 2024
THREE OAKS SENIOR HIGH SCHOOL

MISSION STATEMENT

Our school community shall provide opportunities for the intellectual, physical and social development of students in an environment of fairness, dignity and respect.



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Vision Statement

Students, teachers, staff and community value education as essential to future prosperity and well-being.

Core Values

Excellence

- Produces work of the highest quality
- Sets high standards and personal goals for improvement in all areas of school life

Respect

- Values all members of the school community
Shows respect for the school buildings, facilities and surrounding environment

Accountability

- Take personal accountability for our actions and results
- Focus on finding solutions and achieving results

Engagement

- All students can become deeply engaged learners
- Deeply engaged learning leads to higher student achievement

Safe and Caring Environment

- All students have the fundamental right to learn in a safe, supportive environment and to be treated with respect.
- All staff have the fundamental right to work in a safe, supportive environment and to be treated with respect.
- Recognize that a caring, safe, respectful, and positive learning environment is the foundation of successful and high-performing school.

Guiding Principles

- TOSH believes that we should work to our highest potential to achieve academic excellence.
- TOSH ensures the school community is held to its responsibility and is prepared to have open discussion to achieve our goals.
- TOSH provides and encourages opportunities for involvement for students, staff and families in all areas of student life.
- TOSH provides a positive environment of which the school community is proud to be part.
- TOSH values education as essential to future prosperity and well-being.
- TOSH provides an environment where learners develop essential fundamentals skills to become strong future citizens.
- TOSH supports and encourages the mental, emotional and physical wellbeing of students and staff.

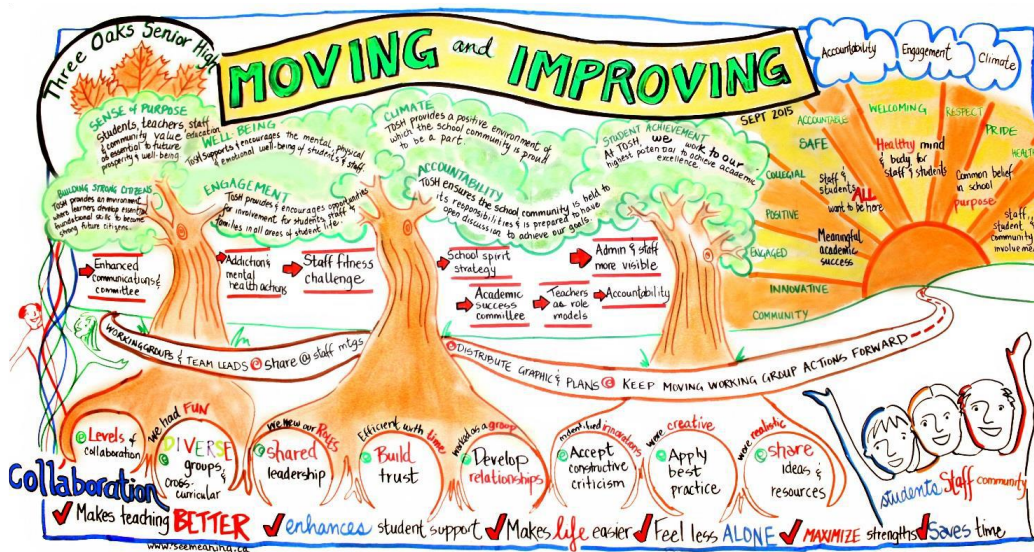


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BLOCK	TIME
TRANSITION BELL TO PERIOD 1	8:50 AM
A	8:55 - 10:10 AM = 75 mins
RECESS	10:10 - 10:20 AM = 10 mins
TRANSITION BELL TO PERIOD 2	10:18 AM
B	10:20 - 11:45 AM = 85 mins*
ANNOUNCEMENTS	10:20 - 10:30 AM = 10 mins via PA or google meet
LUNCH	11:45 AM - 12:35 PM = 50 mins
TRANSITION BELL TO PERIOD 3	12:30 PM
C	12:35 PM - 1:50 PM = 75 mins
RECESS	1:50 - 2:00 pm
TRANSITION BELL TO PERIOD 4	1: 58 pm
D	2:00 - 3:15 PM =75 mins

**STUDENT TIMETABLE
SEMESTER 1**

PERIOD	BLOCK	COURSE	SEC	TEACHER	ROOM
1	A 8:55-10:10				
10:10-10:20		R E C E S S			
2 B	10:20- 11:45				
11:45-12:35		L U N C H			
3 C	12:35 – 1:50				
1:50– 2:00		R E C E S S			
4	D 2:00 - 3:15				

SEMESTER 2

PERIOD	BLOCK	COURSE	SEC	TEACHER	ROOM
1	A 8:55-10:10				
10:10-10:20		R E C E S S			
2	B 10:20-11:45				
11:45-12:35		L U N C H			
3	C 12:35 - 1:50				
1:50 -2:00		R E C E S S			
4	D 2:00- 3:15				

1 HOUR DELAY SCHEDULE -

9:51 AM Students proceed to first class.

9:55 AM Bell to commence first class.

10:35 AM Class Ends.

10:35-10:45 AM Recess

10:45 AM Students proceed to second class. Announcements

10:55 AM Second class.

11:45 AM Lunch

BELL SCHEDULE

REGULAR

8:45 AM	-	Transitions & Co-op Buses (Distinct Bell)
8:50	-	Students proceed to first class
8:55	-	Bell to commence first class
10:10	-	First class ends -Recess begins
10:20		Recess ends - Students go to second class
10:20	-	Bell to commence second class
10:30	-	Announcements finished & Second Class Begins
11:45	-	Second class ends - Noon hour begins
12:10 PM	-	Transitions Bus (Distinct Bell)
12:25	-	Co-op Bus (Distinct Bell)
12:30	-	End of Noon hour - Students go to third class
12:35	-	Bell to commence third class
1:50	-	Third class ends - Recess begins
2:00	-	Recess ends - Students go to fourth class
3:15	-	Fourth class ends
3:27	-	Buses leave

FINAL EXAM SCHEDULE

8:45 am	-	Exam rooms open
9:00 am (sharp)	-	Morning exams begin
10:30 am	-	Early dismissal
11:30 am	-	Final Exams conclude - Noon hour begins

NOTE: Should school be cancelled during exams, the missed exam will be written the following day. Students are not permitted at their lockers between 9 & 11:30 a.m.; therefore, they should plan accordingly and follow any postings on the school's website for further information.

SCHOOL SERVICES

AXE OUTLET - Basic school supplies and various items of school spirit wear (sweatshirts, sweatpants, hoodies, etc.) are available in the Axe Outlet store during selected hours. Hours are posted.

BUS SERVICE - Students and parents who have questions or concerns about bus service are asked to contact the transportation supervisor, at the Public Schools Branch (888-8450). Expectations about behavior on the buses will be described and enforced by individual drivers with support from the school administration.

FEES - Your Fundraising and Finance Council, in cooperation with the school administration, has approved an annual fee which will cover the cost of the following items:

- The rental of a full-sized locker and combination lock;
- A Student I.D. card complete with photograph and durable lamination
- Printing school related documents on school printers;
 - o Graduation Fee ~ In cases where financial need cannot allow for the payment of the fee, special arrangements may be made through the main office.

STUDENT SERVICES - Two school counsellors are available to help students with personal, vocational, educational and career concerns. Assistance is available on course selection, university and college information, scholarships and student loan information, student assessment, study skills and emotional support. Students are urged to take advantage of this service as well as the career resources available in the Student Services area such as MyBluePrint.ca/pei. Appointments are recommended and can be arranged in the Student Services Office.

FOOD SERVICE - Full or partial meal service is available in the cafeteria at lunch hour. Students are expected to be respectful of the cafeteria and return trays, as well as, to separate and deposit all waste in the appropriate Waste Watch receptacles provided. Students are asked to keep the area clean once they have finished their lunch. Students are also asked to avoid consumption of nuts and nut products on school property. Please note that once the bell rings, food will no longer be served to students in the cafeteria and students will be expected to move to their classes to be on time.

HEALTH SERVICE - Students who become ill during the day and are unable to attend classes are to report to the main office for assistance.

LOCKERS - Lockers are available to each student. \$5 will be refunded in June or upon leaving school. The lock must be in good condition and all student fees and textbook fees must be paid in full (if not \$5.00 will be credited toward outstanding fees). *Please take note of the following:*

- a) This is the only place you have to secure valuables; do not share your combination with anyone!
- b) If you have reason to bring large sums of money or anything of particular value to the school, please bring it to the office for safekeeping in the vault.
- c) Trading or sharing lockers is **not allowed**.
- d) If your lock or locker does not work properly, please come to the office for assistance.
- e) The replacement cost for a lost lock is \$8.00
- f) **Lockers can be inspected by administration at any time.**
- g) Locker must be cleaned out before the last day of school.

PLEASE NOTE: Gym lockers are for gym clothing only. Arrangements for gym lockers are to be made with the Athletic Director in the Physical Education Department.

LOST AND FOUND - Any items found within the school are brought to the main office where they may be claimed by the owners. Unclaimed items will be periodically given to local charities.

JAMES WALLACE MACNEILL LEARNING CENTRE (LIBRARY) - Students are urged to use this area and its resources for study, research and quiet reading. This area is closely supervised and students who use it for social purposes (talking, etc.) will be asked to leave. All materials **borrowed** from the Resource Centre must be signed out at the main desk. Students are responsible for the care and return of all such materials and will be required to pay for any loss or damage incurred. Students are asked to refrain from gathering in the hallway and on the landing area heading into our Resource Centre so that those who wish to do so may have easy access to the facility. **Computers in the area are to be used for school related purposes only. Gaming and other non-school related use of the computers will result in loss or suspension of computer account(s).**

ACADEMIC POLICIES

COURSE CHANGES & DISCONTINUED COURSES - Course change requests will be considered for legitimate reasons **only when** class sizes permit. After that, only **exceptional cases** will be considered. Requests must be made during the first week of classes and decisions are based on academic reasons. (i.e. changing courses to be with friends is not considered legitimate). Courses that are discontinued after the first month of a semester (semester 1: after the end of September and semester 2: after the end of February) will be listed as discontinued on student transcripts. **Courses cannot be discontinued by students once the final assessment period has started at the end of the semester.**

EVALUATION - Final marks in all courses will be calculated by using the summative assessment results connected to course curriculum outcomes. These **assessments** may include, but are not limited to: class tests, projects, assignments, and the major exam or other major assessment activity. Further details will be provided by subject teachers found in course outlines. Marks are based on an ongoing evaluation system where assessment weighting may cause mark/grade fluctuation within a short period of time. **Your child's teacher will share with your child a syllabus providing specific expectations for each class.**

ACADEMIC AWARDS - For awards related to Graduation and the Scholastic Awards Assembly (held each fall) see the specified details outlined in the Three Oaks Senior High School Course Description Handbook.

GRADUATION REQUIREMENTS - Please refer to the Course Description Handbook for specific details. Please make an appointment in Student Services to meet with a school counsellor to discuss course selection, graduation requirements and to obtain post-secondary information.

PROGRESS REPORTS & FINAL REPORT CARDS – Progress Reports will be sent home with students once mid semester. Final Report Cards will be sent home with students at the end of each semester.

STUDY PERIODS - Students in Grade 10 & 11 **can not** choose a study period in their course schedule. Grade 12 students may choose to have **one** study period during the school year. Students are expected to use this time for academic reasons and are to be located in one of the following: the cafeteria, the James MacNeill Learning Centre/Library with permission, or off school property.

PART TIME STUDENTS – Students who are not attending classes at Three Oaks on a full time basis (*A student who is enrolled in less than 8 credits in grades 10 & 11 and enrolled in less than 7 credits in grade 12*) are limited to when they can be in the building. Students that are part time are permitted on school property only during their scheduled classes (ten minutes prior to the start of class, and ten minutes after the end of a class.) For example **part time morning students, taking two courses must leave the premises prior to 11:55 a.m., and afternoon students, taking two course may arrive no earlier than 12:25 p.m. Students taking only ONE course should only arrive no earlier than ten minutes prior to classes and leave within ten minutes after class.**

TEXTBOOKS - All textbooks and related resources will be provided on a loan basis. These are to be given proper care and security and must be returned at the designated times, usually at the end of each semester. **Students are required to return the numbered book assigned by the subject teacher. Students will be expected to pay replacement costs in cases of loss or willful damage.**

TRANSCRIPTS - The school maintains a transcript of marks for all students. A copy of this transcript will be made available to each Grade 12 student in the fall and at the end of the year to confirm the accuracy of this record. Students who need copies of their transcripts are asked to contact the Student Services Office during the school year. If student's would like their transcripts forwarded automatically to a post-secondary institution they must sign up in Student Services. Postgraduates can request transcripts from Student Services. All transcripts requested *after* graduation require a fee.

ACADEMIC HONESTY POLICY – Three Oaks believe that student success is dependent on personal effort. There is a clear expectation that all students will complete assignments, labs, tests, etc., with honour and integrity, as authentic assessment should represent a student's true ability.

In a broad sense, cheating includes, but is not limited to:

- (1) The use of AI (artificial intelligence) to complete an assignment in whole or in part.
- (2) Copying homework or allowing someone to copy one's homework
- (3) Reporting to another student what is on a test or quiz, including providing questions or looking another's test or quiz or letting another student look at one's test or quiz.
- (4) Using information from another source that is not properly credited or cited.

- (5) Possessing unauthorized material or electronic devices (phones and watches) during a test or exam.
- (6) Working with others on an assignment that was meant to be done individually.
- (7) Taking someone else's assignment or portion of an assignment and submitting it as your own.
- (8) Copying answers from the back of the textbook.
- (8) Submitting course work from another course, even if you are the original author, without the prior permission of the teacher.

Students who are unsure what would be considered cheating for a particular assignment, are responsible for requesting clarification from the teacher.

Consequences:

The consequences for cheating are severe.

- 1) Students who cheat will receive 0 % for the work under consideration.
- 2) Administration and parents will be notified by the subject teacher.
- 3) If student repeats this offence for the same course, he/she may lose credit in that course.

EXTRA-CURRICULAR POLICIES

ACTIVITIES - There are many extra-curricular activities available at Three Oaks. Students are encouraged to participate in activities to enrich their high school experiences. Extra-curricular activities are defined as those activities that take place outside the prescribed school curriculum (i.e. prom, safe grad, banquets, dances, athletics, band, clubs, grad events, sporting events, etc.). **Extra-curricular activities are considered a privilege and students must place academics as their top priority.** Students are expected to conduct themselves in such a way that they demonstrate respect for themselves, others, and the property of others. Failure to abide by this policy may quite possibly result in loss of privileges. Please see extracurricular pod policy further on in the

Participation in extra-curricular activities is dependent upon the following:

- The student must be enrolled in school on a full time basis (Grade 10 & 11 - 8 courses; Grade 12 - 7 or 8 courses).
- All fees, including student, athletic, band, textbook, library, etc., must be paid.
- Members of the band, sports teams, and other groups, as well as parents or guardians, **are required** to sign a contract agreeing to adhere to the extra-curricular policy.

Extracurricular Policy

Participation in extra-curricular activities will be dependent upon the following academic criteria:

Attendance

- Parents can access detailed attendance information using PowerSchool.
- Unexcused absences from classes may lead to a suspension from the activity or activities.
- Students are expected to attend all classes for the duration of the class
- No unexcused lates/early departures.
- **If absent from class because of illness or an unexcused absence, the student cannot attend extra-curricular events on the same day.**

Effort / Attitude

- Attentive and engaged in class.
- Respect for all school staff and fellow students.

Completed Assignments

- Students are expected to keep up with their academic course work to the best of their abilities.

Consequences for violation of academic policy:

- After identifying a student who has an unexcused absence or has excessive lates/early departures, the student may not be permitted to participate in the next game,
- Students who are absent on the day of an activity may not be permitted to participate in that practice, performance, or activity after school. Final decisions shall be the responsibility of the teacher, Athletic Director and the School Administration.

Students who have demonstrated a continued lack of adherence to the academic policy will be subject to the following:

- | | |
|-------------------|--|
| Probation | - The student will continue to participate in the activity and will be placed on a daily monitoring system that is checked by his/her coach/advisor. The probation period will be for a minimum of two weeks, but may be extended if deemed beneficial to the student. |
| Suspension | - If, after the probationary two weeks, there has been no improvement, the student will be removed from the group/activity for a period of two weeks. |
| Removal | - If, after the two week suspension from the group/activity, there is still no improvement, the student will be removed from the group/activity for the remainder of the season. |

Note: Any student who has been placed on a suspension or has been removed from a group/activity must have demonstrated improvement in order to have the opportunity to become a member of another group/activity. If this improvement is evident, the student is permitted to participate and will be placed on probation.

HAZING AND INITIATION

Three Oaks has a “**Zero Tolerance**” policy toward hazing and initiation rituals that are performed on team/group members by other team/group members with/without their consent and with/without the knowledge of coaches. Consequences for participating in hazing and/or initiation rituals include

immediate removal from the particular athletic team/extracurricular group the student is involved with and suspension from all athletic/extracurricular activities for one calendar year.

Alcohol and Drug Use Policy

Three Oaks has a “Zero Tolerance” policy regarding alcohol and drugs. Students are not to use, **be under the influence of**, or be in possession of any illicit drugs and/or alcohol while involved in any school sponsored activity (see Alcohol / Drug Policy for consequences) as a participant and or a fan.

MUSIC PROGRAM (Co-curricular) - All band members must register for a minimum of one academic music course per school year (Music 421,521 or 621). Attendance at rehearsals and personal practice are key elements in striving for excellence. Students must attend all practices and sectionals.

The Music Director realizes that a student may have to legitimately miss a rehearsal and allotments can be made for these situations. Students have three permitted absences per semester. If a student misses more than three without valid reason, he or she may be asked to leave the ensemble.

Tardiness is also unacceptable. Students should arrive at practice fifteen minutes prior to rehearsal in order to set up and warm up properly. Personal practice is essential for success in the program. Students should practice a minimum of 30 minutes/five times a week.

A Band Parents Fee of \$90 helps offset the cost of fundraising, and covers the cost of uniforms, music, and some travel. If a student is unable to pay this fee, special arrangements may be made through the Music Director in consultation with the Administration.

ATHLETIC PROGRAM - Representing our school in athletic activities is a privilege that students must accept with a full sense of responsibility and pride. Being an ambassador of our school, student athletes are expected to project a positive image throughout their extra-curricular involvement in the school and in the community. Acceptable behaviour and attitude, is expected in the school, and in the community at large, at all times.

A Code of Conduct and Athletic Contract addresses issues such as academics, social media, part-time employment, fundraising, uniforms/equipment, smoking, alcohol and other drug use, activity areas, practices, overlapping sport seasons, and outside activities will be available for all student athletes and parents/guardians to read and sign prior to the beginning of the specific sporting season or activity.

Student athletes may be placed on athletic probation and/or removed from a particular sport, season or the year.

Athletic Fees, which offset the cost of uniforms, equipment, tournaments and travel, **must be paid in full** before the first league game. Students may participate in school sponsored fundraising activities to recoup part or all of their athletic fees. Athletic Fees are as follows (subject to change):

\$ 65	AA Basketball	\$ 50	A Volleyball	\$ 50	Friendship Hockey
\$105	AAA Basketball	\$ 75	AAA Volleyball	\$ 50	Golf
\$ 50	A Rugby	\$ 30	Badminton	\$ 20	Powerlifting
\$ 65	AAA Rugby	\$ 50	Baseball	\$ 50	Softball
\$ 50	A Soccer	\$ 20	Cross Country	\$ 20	Track
\$ 65	AAA Soccer	\$ 50	Field Hockey		

AWARDS SYSTEM - An awards system is in place to recognize Grade 12 students who have demonstrated a high level of extra-curricular involvement during their years at Three Oaks. The level of participation is measured by the coach or staff advisor and a point is awarded for every 10 hours of

participation. Two levels of awards are presented: a Certificate to those who demonstrate 500-999 hours of participation, and a Pin for those showing outstanding participation with 1000+ hours of activity.

ELIGIBILITY FOR AWARDS - Most extra-curricular activities are open to all full-time students at Three Oaks. Some, like interscholastic sports, have certain rules of eligibility which will be made known on the application for the award. Continued participation in extra-curricular activities is not only dependent on whether students have passing grades, but also on attitude and effort towards their academic studies. Students who do not make a reasonable effort in their curricular program may be denied participation in extra-curricular activities. Part-time students are not eligible to participate in extra-curricular activities, except social events.

TRAVEL - In most cases where school sponsored activities require students to travel, transportation is provided by the school. Students are required to use this transportation unless other specific arrangements are requested and approved. In all cases, whether for curricular or extra-curricular activities, parents will be notified of the purpose and details associated with the activity. In keeping with School Board policy, students and parents will be asked to sign the appropriate travel authorization forms. **Under no circumstances** will students be allowed to transport other students to and from the event. Students and/or student athletes who violate this policy will be reported to the Athletic Director (and possibly school administration) where consequences will be determined on a case-by-case basis.

CODE OF BEHAVIOUR & STUDENT CONDUCT

The conduct of everyone at Three Oaks Senior High is based on mutual cooperation and respect. The goal is that each person will exercise self-discipline and will consistently behave in a manner which demonstrates the ability to work together and harmoniously co-exist with all members of our school community. Consequences resulting from violations of our code will be administered in a fair, consistent, and equitable manner.

As a member of Three Oaks Senior High School's community, everyone accepts certain **RIGHTS** and **RESPONSIBILITIES**.

Each individual has the **right** to:

- ▶ be treated with fairness, dignity, and respect.
- ▶ be in a safe and secure environment.
- ▶ express oneself freely and openly while maintaining respect for the rights of others.
- ▶ be listened to.
- ▶ be educated.
- ▶ become a productive member of the community.

Each individual has the **responsibility** to:

- ▶ attend school regularly and adhere to the school's attendance policy.
- ▶ be on time and prepared for all classes.
- ▶ complete all assignments on time and to the best of one's abilities.
- ▶ keep up-to-date with schoolwork even when absent.

- ▶ contribute to a peaceful and conducive learning and teaching environment.
- ▶ treat each other with respect and consideration.
- ▶ dress in a manner that is not offensive to other members of the community and adhere to the School Dress Code.
- ▶ communicate without using foul, condescending, or intimidating language.
- ▶ respect others including those with differing race, culture, religion, gender, physical or mental abilities, language, or sexual orientation.
- ▶ refrain from physical, verbal, written, sexual, or psychological abuse.
- ▶ abstain from public displays of affection beyond hand holding.
- ▶ respect an individual's privacy, personal property, and the school's property.
- ▶ compensate appropriately for damage or harm done to school or student property.
- ▶ follow the guidelines outlined in directives for computer use.
- ▶ maintain a clean and attractive school environment.
- ▶ respect the school as an alcohol (and any other drug) and smoke free community.
- ▶ adhere to this code of behaviour during all school related activities in and outside the school.

Consequences for Violations of the Code of Behaviour

When dealing with such abuses of our rights and responsibilities, we, the school community, will make every effort to pursue a process of mediation and consultation with the offender (involving the parent(s)/guardian(s)). Throughout this process, we shall apply and enforce the rules and regulations of the official discipline policies as established by The Public Schools Branch.

A “**zero tolerance**” policy is adopted and suspensions will result for certain violations of the code of behaviour. Violations will include, but are not limited to:

- threats
- abusive behaviour of a verbal, physical, technological (texting, social media, etc.), or a sexual nature.
- persistent disruptive behaviour.
- alcohol and/or other drug use.
- smoking on school property.
- bomb threats, acts of arson, or activating the fire equipment.
- possession of a weapon, a weapon replica or any item deemed to be used for harmful purposes.

All assaults, fights, threats, drugs, alcohol and weapon situations may involve the Summerside Police Department.

ATTENDANCE

Rationale

Regular, in-class attendance is expected at Three Oaks Senior High School and is considered to be an integral part of the learning and evaluation process. Research and experience have proven that regular in-class attendance has a positive correlation on the teaching-learning environment and optimum student

achievement. Regular attendance also helps students develop a responsible attitude and work habits that they can apply throughout their lives.

Part VI. B. 69 (3) and Part VI. D. 72 (b) of the PEI School Act places the responsibility for regular attendance on students and their parents/guardians. Parents/guardians are asked to use discretion in excusing students and to hold them accountable for attendance. Parents can contact the office to gain access to PowerSchool, our school's internet based program. Please note that family travel days outside of designated school holidays are deemed "unexcused absences" and students will be **solely** responsible for catching up on any missed work. Parents are asked to give the school ample notice, when possible, before removing their child from school for any extended period of time so that appropriate arrangements can be made.

Excused Absences are defined as:

- school sponsored or sanctioned activities, e.g. field, athletic and band trips, student exchanges and Encounters with Canada, national participation, etc. (Code AC or AX) legal
- and religious obligations or special appointments (Code AO)
- illness (Code AS) (Verification of absences due to illness must be supplied to the subject teachers via a note or a phone call to the school **within 2 school days** of the student's return to school. For extended illness (more than 6 absences in a semester due to illness), a doctor's note is required within 3 days of the student's return to school.)
- any reason which has been reported to and approved by the principal as per the Public School Branch's Policy.

Unexcused Absences:

All absences that are not accounted for by one of the aforementioned reasons will constitute an unexcused absence (Code A), or if parents/guardians have contacted the school with a parent approved absence (Code AF).

Students having an excessive number of unexcused absences will be dealt with individually after consultation with student, parents/guardians, subject teachers, and administration.

A Grade 10 or 11 student who is removed from a course must make arrangements to leave school property for the period of time that course is scheduled.

A Grade 12 student who is removed from a course may choose to have a study period during that time if they do not already have one in their schedule.

Any student registered in fewer courses than required and deemed eligible to remain in attendance at Three Oaks **must** be off school property during those times when the student is not in class unless permission has been obtained by the school administration.

Part-time students are ineligible to participate in extra-curricular activities and some social events.

Daily Attendance

Each subject teacher is responsible for monitoring, keeping a record and reporting absences and lates of the students registered in each of his/her classes on PowerSchool.

Students require a note (or phone call to the office) from parents explaining their absence from class **within two school days** of the absence or late.

A note from parents/guardians must be provided if a student is absent from class when a test has been scheduled acknowledging that they are aware that their child missed this test and must state the reason(s) for the absence.

A doctor's note must be presented if an exam or major assignment is missed due to illness. Also, in cases where a student misses excessive class time due to illness (more than 6 days in a semester) a doctor's note must be presented.

Interventions

Parents are encouraged to contact the school to provide their email address and receive a PowerSchool user name and password. This online program keeps an up-to-date account of a student's attendance.

The Public School Branch's Attendance Policy sees the following guidelines for interventions by school staff. In a paraphrased form, it reads,

Step 1 After 5 unexcused classes missed, the teacher will advise the student and contact home to advise parents of the situation.

Step 2 After 10 unexcused classes missed, the teacher will advise the student and forward the information on to Administration. A meeting with the student and Administration will be held to discuss next steps. A phone call will be made to parents by Administration and a Letter Initial Notification of Absenteeism will be sent home and added to the student's school file. Administration will also meet with the parent to discuss plans to improve the attendance and discuss possible implications if further behaviour continues.

Step 3 When the student has 15 unexcused absences, the teacher will advise the student and administration of the situation. Administration will call home and report to parents that the student is not to report to school until a parent meeting is held to review the matter. Administration will send home a second Notification of Absenteeism letter and said letter will be placed in the student's school file.

Step 4 When a student has 20 unexcused absences in a class, the teacher will advise the Administration and student of the matter and a Third Notification of Absenteeism letter will be sent home and a copy added to the student's file. Administration will have options including a reduction of the student's schedule, referring said student to an alternative program in efforts to allow the student to achieve, or discontinuing the student and giving the student and / or parent the option of Credit Recovery (the following semester) should that be an option best suited for that student. Parents have the opportunity to have the matter reviewed. The Administration will then report the matter to the Superintendent.

General Notes:

Parents/guardians **should contact the school immediately** when their son/daughter is absent. It is the responsibility of the student and his/her parents/ guardians to inform the principal of any reasons that might be considered legitimate which causes him/her to be absent and which fall outside the list of excused absences found on Page 16 of this handbook. **Medical evidence for long term or recurring illness may be requested from school for chronic absenteeism.** Periods or days spent on in-school or out-of-school suspensions will be counted as unexcused absences for the purpose of this policy. The school has the right to deny participation in any or all extra-curricular activities for any student who must withdraw from a course as a result of attendance concerns.

Chronic lateness will result in disciplinary sanctions. Being late 35 minutes or more into the period will be considered an absence. Parents/Guardians may call into the school if lates are legitimate. Arrangement for early dismissal must be made at the beginning of the class. Leaving class with 35 minutes or more remaining will be counted as an absence. Parents are urged to contact the specific teacher of send a note with the student.

LATES

Avoidable lates are both discourteous and disruptive to fellow students and the teacher. Reasons for any lateness must be given to the teacher upon request. If either the reasons for being late or the frequency of lateness becomes a concern, disciplinary action such as that assessed for absences will be taken.

A “late” is defined as “entering a class after the late bell has stopped ringing or being unprepared for class and unable to return with the necessary materials before the second bell (late bell)”. A late is excused if a note is presented for a special appointment (by parent) or a school sponsored activity.

Leaving classes early is also discouraged except for necessary reasons. See Late Policy below.

Students are expected to get required class materials and go to scheduled class when the early bell rings. It is suggested that students prepare for class prior to the early bell to avoid the rush that can occur.

LATE POLICY

- Late Occurrence (Unexcused)
- 1 & 2 Lates: Subject Teacher gives warning.
- 3-4 Lates: Subject Teacher assigns a 10 minute detention arranged by subject teacher.
- 5 + Subject Teacher informs staff with an email and assigns a 20 minute lunch detention to that student with the name and date being served.
- Refusal to complete detentions will result in disciplinary action from Administration.

VACATION HOMEWORK GUIDELINES

From time to time, parents take students on extended vacations during the school year. Although we respect the fact that it is not always possible for families to take their vacations in conjunction with the school year we feel that classroom instructional time is vital for our student’s success and it cannot be replaced with a package of homework. Without having participated in the classroom learning, the student would have difficulty doing the related follow-up assignment or related homework. Moreover, teachers adjust their plans, based on classroom progress, individual student need, special events, and testing schedules. We recognize that some families will still choose to take vacations outside our district’s scheduled vacation dates. Please understand, however, that teachers will not be able to provide lesson materials or homework in advance and should not be expected to provide an alternative assignment for extended vacation absences. Students may make up work when they return, at the teacher’s discretion, but they will not be able to recreate the shared classroom experience.

GENERAL INFORMATION

CARE OF SCHOOL PROPERTY

All students are expected to respect and to maintain the excellent condition of our school facility, equipment and contents. Any student who willfully damages school and/or student property will be responsible for replacement costs and subject to disciplinary action.

CARS

Students are permitted the privilege of bringing private cars to school. However, driving without due care and attention in or around the main parking lot will not be tolerated and will result in a loss of privileges. Students can park on the north side of the school's main parking lot only. Vehicles parked in staff zones or no parking zones will be identified and license numbers reported to city police. Bus and fire lanes must be clear of vehicles. The bus parking lots are out of bounds to all vehicles except school buses (and bus driver vehicles) during the school day.

FOOTWEAR

Students are asked to clean their footwear of mud/snow prior to entering the school. Only approved indoor shoes are permitted in the gym. Please check with the Physical Education staff for clarification if you are unsure.

CORRIDORS/LOCKER ROOMS, WASHROOMS, ETC.

When classes are not in session, students are permitted to use the various corridors, foyers and other open areas as a place for relaxation and socialization. A level of conduct that respects the rights of others to use these areas without feeling uncomfortable or threatened in any way is expected. Public displays of affection beyond hand holding are not considered appropriate. As well, respect for school property and the property of others is expected.

For reasons of safety and smooth traffic flow in the building the following restrictions apply:

- (a) Refrain from sitting or loitering on stairways;
- (b) Refrain from sitting in narrow split level skylight corridors - an open passageway is to be kept next to the north wall in the upper corridor and next to the south wall in the lower corridor (500's);
- (c) Refrain from gathering in the hallway and on the landing area heading into the Resource Centre, to allow easy access into the Resource Centre.
- (d) Refrain from standing next to or loitering on the rails in the skylight.
- (e) Refrain from sitting or loitering in the locker room.
- (f) The front entrance is an entrance and exit area only for reasons of safety, access, meeting space and emergency personnel. Loitering is not permitted in this area.

- (g) Refrain from loitering washrooms and only one person per stall is permitted at any given time.

OUTSIDE GROUNDS

Students may use school grounds during break times. When classes are in session, students who choose to go outside are asked to use the **Main Office entrance** only. The wooded area to the side (opposite cafeteria doors and behind the CTEC building) is private property and is off limits to students. Failure to comply will result school disciplinary action and police involvement.

SCENT FREE SCHOOL

Please note that all schools in the Public Schools Branch are Scent Free. Due to severe allergies, we ask that students adhere to this policy and not use scented products in the building.

TOBACCO USE BY STUDENTS

All property, buildings and vehicles owned by the Public School's Branch and /or the PEI Department of Transportation (bus) are designated as 'smoke-free' environments. As well, students are to refrain from smoking in privately owned vehicles when those vehicles are on the Public School Branch property. This includes the use of chewing tobacco, "vapes" and e-cigarettes. Students are **not** to have any tobacco products or lighters visible in school. Please note that students who are found to be sharing a stall in the washroom will be suspected of vaping and will be searched.

The consistent response to students who violate the smoking policy is as follows:

- First violation - a one day school suspension with a phone contact and letter to the parent(s) and documented on student's file by Administration or designate.
- Second violation - a two day school suspension with a telephone call and letter to parents indicating the specifics of the suspension and that a further violation will result in a more lengthy out-of-school suspension as well as documented on the student's file by Administration or designate.
- Third violation - a five day school suspension with a letter to parents and a meeting with the student and parents to discuss the specifics of the suspension and the problem.

Buying or selling of cigarettes is not permitted and will result in a one day suspension.

Note: cigarettes, e-cigarettes or "vapes" are not permitted to be used on school property or during school sanctioned events.

ALCOHOL / DRUGS

Students using, under the influence of, and/or in possession of alcohol, drugs or drug paraphernalia are in violation of the Public School's Branch and School Policy in relation to substance use and/or possession.

Consequences for violation of policy on alcohol and drugs.

In addition to a minimum 5 day school suspension, (length to be decided by the Three Oaks Administration), the student will **not** be permitted to participate in:

- the activity in which the violation occurred for a period of one calendar year.
- school sponsored evening socials, school sponsored overnight functions, or school sponsored off-Island trips for a period of one calendar year.
- other school sponsored extracurricular activities for a period of one year. After a five month period, students wishing to participate in other extracurricular activities must submit a written request to administration and appear before an appeal committee comprised of 3 members of the staff which must include at least one administrator.
- One of the conditions upon returning to school is that the student participate in meetings with an addictions counselor.

CONDUCT

Students are in an environment where they are expected to act as mature young adults. Conflicts will occur from time to time and if students are unable to achieve a peaceful solution to this problem, they are strongly encouraged to come to the office for help in mediation. At no time is shouting, inappropriate language, or physical contact an appropriate part of the solution to conflict. Bystanders have a responsibility to help achieve peaceful resolution to conflict and at no time can encourage or support a non-peaceful means to solve a conflict. Disciplinary action will be determined by administration on a case-by-case basis.

TOSH DRESS CODE

The Three Oaks Mission Statement encourages students to show respect for themselves, their peers, and their teachers. In light of this, and in the pursuit of a positive learning environment, the following are NOT considered appropriate school attire:

- Students may attend school and school-related functions in dress of their choice that conforms to the following:
 - Under garments may not be substituted for outerwear, and if worn, should be worn beneath a layer of outer wear.
 - Conforms with established health and safety requirements for the intended activity (ie. Health and physical education classes, science and chemistry classes, sporting events, technical education, drama/ dance classes, etc.)
 - Not promote offensive, lewd, vulgar or obscene images or language, including profanity, hate, pornography.(Playboy and Playboy symbols)
 - Not promote nor, could be construed as or include content that is discriminatory or that reasonable be construed as defamatory, threatening, harassing or promoting bias, prejudice, or hate.
 - Not symbolize, suggest, display or reference: tobacco, cannabis, alcohol, drugs or related paraphernalia, promotion or incitement of violence or any illegal conduct or criminal activities;

Students may be required to change, cover up, or go home to change if their dress is considered inappropriate or makes someone uncomfortable.

CELL PHONES

Cell phones during instructional time can be a major distraction for students. As a result, cell phones are not to be used, nor be visible/heard during instructional time on the Three Oak campus, unless given permission by the student's teacher. Teachers do have the right to ask students to place their phone on the teacher's desk during class time if students have them out without permission.. Consequences for the violation of the Three Oaks Cell Phone Policy during instructional time may include detentions, meetings with student and family and/ or suspension from school (multiple offences/ direct defiance).

Note: Students may not take pictures or videos within the building unless special permission has been granted. See Recording Devices Policy below.

Most school-related drama stems from inappropriate use of social media. These distractions create a negative impact on teaching and learning and do not contribute to a peaceful and conducive learning environment. The time and energy that administration uses to deal with such incidents is time consuming. The continued inappropriate use of a person's cell phone will result in the loss of the privilege to bring a cell phone to school.

1st Offence Violators of this policy will be given a warning.

2nd Offence Violators of this policy will not be able to have a cell phone at school for 1 month.

3rd Offence Violators of this policy will not be able to have a cell phone at school for the remainder of the year.

RECORDING DEVICES

The taking of photographic images or video of a person or persons is permitted at a school sanctioned public event that is associated with Three Oaks Senior High School. These events include: proms, dances, graduation, grad activities, athletic competitions and other school related activities. The Principal or designate can give permission for school related images or videos to be taken by a student for school purposes. This individual will be designated and identified with a lanyard and pass. The taking of photographic images, video or audio of a person or persons, the electronic transmission or posting of photographic images or video of a person or video of a person or persons, on school property or buses, at school events, other than those listed above, during school activities and/or school hours is prohibited without the permission of all of the following: the principal or designate, the person or persons being photographed, and the permission of their parent or guardian.

Sharing of recordings on social media may result in out of school suspension.

Consequences for violation of this policy are:

1st Offence Violators of this policy will be required to delete the images and recording device will be taken to the office and labeled. Administration has the right to check the phone to ensure that the images/videos are completely deleted. Parents will be notified by Administration. Recording device will be returned at the end of the day.

2nd Offence Violators of this policy will have to delete their images and recording device will be taken to the office and labeled. Students will be suspended for a minimum of 1 day. Recording device will be returned at the end of the day.

Further Offences and possible consequences for continued violation of this policy are: Suspension from school for 1 to 5 days depending on the severity of the violation and reviewed on a case-by-case basis. Students could expect to be suspended from extra- curricular activities as well. **Students will not be able to have a cell phone at school for the remainder of the year.**

MP3 / MUSIC / VIDEO PLAYING DEVICES

These devices can only be used during scheduled class time at the discretion of the teacher and cannot interfere with one's learning or the learning of others. Consequences will follow violations as set out in the cell phone policy.

VENDING MACHINES

Students are to use the vending machines only when they are **not** scheduled to be in class. The vending machines are off limits during class time beginning at the early bell. Students who are on a study period may be permitted for personal use only.

COMMUNICATION

CONTACT WITH SCHOOL

A weekly email, entitled This Week at Three Oaks, will be sent out each Sunday with details of what is happening at school. Communication is key to success.

Parents are urged to contact the subject teacher for inquiries concerning academic progress, attendance, or if a problem or concern develops. E-mail addresses are on the Three Oaks Web Page found at <https://threеоaks.edu.pe.ca/> Parents and students are encouraged to use our internet based school and student information SAS site. Parents can gain access by calling the school main office. A Parent Information Night and Open House will take place early in September, and Parent-Teacher Interviews will be arranged before each mid-semester reporting period (See school calendar for these dates).

Parents wishing to contact their child should call the office who will then take a message and forward it to the student. Except for emergencies, the student will return the call during the next break and can use the student phone located in the hall outside the main office or their cell phone. **Parents are urged not to text students** during instructional time unless it is for emergency purposes.

SCHOOL CANCELLATIONS

Notice of school closings due to weather conditions will be broadcast on CBC, CFCY Magic 93, Ocean 100.3 and C102 radio. An initial announcement will be made at 7:00 a.m. with a further announcement at 8:00 a.m. indicating whether or not classes will be held that day. When school is closed for a storm, there will be **no** school activities, curricular or extracurricular, for that day. Notice will also be posted on the Public School Branch's website at <https://psb.edu.pe.ca/>, Public School Branch Twitter, Instagram, and Three Oaks Facebook pages.

PARENTAL INVOLVEMENT

It is the intention of the school to involve parents in pertinent decisions related to student performance in school. Specifically, parents will be called upon to be active partners in course registration decisions and will be required to give approval before any course level changes are made. Parents will also be called upon to work with the school to encourage good attendance and to help in those instances when lates and absences become a concern. Parents will be contacted by the teacher after five (5) absences and a written letter when the student reaches ten (10) absences.

Three Oaks is a proud member of the PEI Home & School Association and has an active Parent / Student Council with a membership comprised of parent, student and staff representatives. This school year we are looking for more student representation on this council. The Council meets one Monday a month throughout the school year to raise and discuss issues of importance. Parents and students are welcome to come/join anytime.

IN-SCHOOL COMMUNICATION

The main method of keeping the student body informed of what is happening is the daily e-mailed announcement sheet which will be read at the end of reading period and posted on the corridor bulletin boards and screens. The TOSH Tube (TV's throughout the school) will also be used to publicize events and other matters of importance. All notices and posters are to be taken to the office for approval and, if approved, they will be posted as quickly as possible.

The P.A. System may be used sparingly when classes are not in session to relay messages or to make announcements that were not made at home room.

Other key components of our communication include the school's TV broadcast system, our weekly email from Administration, and our Three Oaks Facebook page.

SCHOOL DANCES AND PROM

GENERAL INFORMATION

Unless by special arrangement, all dances will begin at 8 pm and end at 11 pm. Students should not plan to arrive early as the doors will not open until 8 pm and there will be no late admittance beyond 9:30 p.m. without permission by Administration.

ADMISSION

1. Students who didn't attend school during the school day will not be permitted to attend dances.
2. Except for the first dance (closed), sign-in of students attending other senior high schools. Students with attendance and/or discipline issues may not be permitted to attend dances.
3. Students who wish to sign in students from other schools must fill in a permission form from the office at least five days in advance of the dance.
4. Graduates of the previous year from Three Oaks may attend school dances.
5. Students (or guests) who leave the building during the dance are not permitted to return.
6. The dress/theme for each dance will be determined by the Activities Council.
7. Entrance and exit for all school dances will be the main doors (by the office). All areas except the cafeteria and the corridor leading to the cafeteria will be locked during the dance.
8. The price of admission will be established by the Activities Council.

STUDENT EXPECTATIONS

In terms of general conduct and behavior, students are expected to adhere to all expectations held of them on a normal school day. Specifically:

- a) Absolutely no smoking, alcohol or other drugs are allowed in the school or school grounds.
- b) Payment for damage to property will be the responsibility of those involved.
- c) In the case of "sign-ins", students will be responsible for the behavior of their guests and are required to accompany them to the dance.

It is to be understood that any individuals caught using or under the influence of alcohol or other drugs, willfully damaging property or creating a disturbance will be excluded from all remaining social activities at Three Oaks for at least one calendar year. As well, students will be subject to consequences (see Alcohol/Drug Policy). In the case of sign-ins, if any guest is involved in a case of misconduct, the student signing them in will be held responsible. Loss of signing-in privileges would be a natural consequence, as well as being excluded from dances for a period of time. Please note the foregoing expectations extends to all school grounds. The City Police have suggested they will be patrolling the parking lot regularly. Anyone caught breaking the law should be prepared for the legal consequences involved.

DANCE WORKERS

For each dance, a number of students and teachers will be working on a volunteer basis to help with the administration of the dance. These people have the full support of the administration in carrying out their duties.

SALE OF PROM TICKETS

Although, Prom is now planned by a parent committee, and is held outside of our school, prom tickets are still sold on school premises and school guidelines are also followed at these events. Graduating students may sign in current high school students from Three Oaks and other high schools, as well as previous graduates from TOSH or other high schools who: have not been out of school longer than 2 years, who are under the age of 21 years, and who were students in good standing at the schools they last attended (exceptions to be approved by administration). All sign-ins are subject to approval by the Administration. Students must pay any outstanding fees including athletic, book, library or student fees before purchasing a prom ticket.

Three Oaks “Pods”

(Includes Athletics Student-Athlete, Music and other Extra Curriculars)

Preamble

The purpose of this document is to encourage, engage and monitor student athletes' academic progress and ultimate success. For example, the thought process behind the document (pods) is that we, as a school community, emphasize the concept of the Student-Athlete vs the athlete as a student. Playing on a school team or participating in any other extracurricular activity is a privilege, not a right.

Each student at the beginning of each sport season(fall/winter/spring) signs a document, an athletic contract, outlined formerly in our student handbook and now digitized in handbook, although located solely online at <https://threeoaks.edu.pe.ca/>. That document outlines the current extra-curricular policies that apply directly to our athletics program.

The concept of the pods will simply allow us to track and monitor the key components of our academic policy along with providing an avenue for our student-athletes and pod leaders to work together in order to be proactive, initiate support and remedy any potential situations that may put the student-athlete in violation of the academic policy and athletic contract.

What will the pod leaders monitor?

- Attendance
- absences
- lates
- Engagement

- Marks
- Behavior

Who will the pod leaders be working with?

- Student-athletes
- Parents
- Coaches
- Teachers
- Athletic director

How will the pod leaders monitor the behaviors and engagement?

- Athletics meeting
- For all seasonal athletes to be introduced to the concept, its reasons, and its potential outcomes.
- Initial pod meet
- Assigned athletes will meet with pod leaders to further discuss the “new” policy and ask/answer any questions they may have come up with from the original athlete meeting.
- Mass email sent home to parents explaining/detailing the “new” policy to keep all parties informed.
- Weekly PowerSchool check-ins with the individual athletes assigned to each pod leader.
- Pod leaders will be able to access attendance information and engagement information for each of their student-athletes.
- Pod leaders will keep the athletic director informed especially if any potential issues arise.
- Contact can be initiated with teachers, Student-athletes, parents and coaches if an issue arises.
- Measures can be put in place to help overcome any challenges they may be facing ie. peer tutoring in a particular subject for example.

There are many extra-curricular activities available at Three Oaks, of which athletics is one. Students are encouraged to participate in activities to enrich their high school experiences. Extra-curricular activities such as athletics are considered a privilege and students must place academics* as their top priority.

No student is required to take part in the contests or activities. Therefore, it is imperative that all students taking part in the program understand the following athletic code and conform to the rules therein, and that the coaches of the sport or activities and the Student Athlete POD Leaders along with the Athletic Director and Administration shall have every right to remove these privileges.

Students are expected to conduct themselves in such a way that they demonstrate respect for themselves, others, and the property of others. Failure to abide by this policy may quite possibly result in loss of these privileges. The tracking “pods” are meant to help and not hinder and keep our student-athletes on track during their sport season.

****includes attendance/engagement/effort/attitude***

Participation in extracurricular activities will be dependent upon the following

academic criteria:

● **Attendance**

- Parents can access detailed attendance information using powerschool.
- Unexcused absences from classes may lead to a suspension from the activity.
- Students are expected to attend all classes for the duration of the class.
- students are expected to be on time for class and recurring lates may also lead to a suspension from the activity.
- If absent from class because of illness or an unexcused absence, the student cannot attend extra-curricular events on the same day.

● **Effort / Attitude**

- Students are expected to keep up with their academic coursework to the best of their abilities.
- Assignments should and must be kept up to date with each subject.
- Attentive and engaged in class, which includes passing assignments in on time and meeting all classroom expectations.
- Respect for all school staff and fellow students.

****event defined as practice or game**

Consequences for violation of athletics policy: -

The athletes will be monitored on a weekly basis in the pods by the individual pod leaders. Final decisions shall be the responsibility of the pod leaders, TOSH athletics department, Athletic Director and the School Administration.

After identifying a student who has unexcused absences or has excessive lates/early departures, missing assignments, poor effort and attitude in any class, the student *may not* be permitted to participate in the next activity scheduled, such as a practice or a game, until a meeting is scheduled to discuss the situation.

Students who have demonstrated a continued lack of adherence to the policy will be subject to the following:

Stage 2 - Probation - If after meeting with your Pod advisor *THREE* times and there is no visible/measurable improvement, the student will continue to participate in the activity; however, they will be placed on a daily monitoring system that is checked by their Pod advisor. At this time, the athletic director will be updated. The probation period will be for a minimum of two weeks, but may be extended if deemed beneficial to the student.

Parents will be contacted by the student athletes Pod advisor and/or athletic director and will have the opportunity to be involved in their athletes plan from stage 1(probation). If parents wish to meet with the advisors/coaching staff/athletic director such meetings must be scheduled through our administration.

The conference will not take place without the presence of an administrator and will not take place immediately before or after a game. The following topics will not be discussed: 1. *Playing time* 2. *Other students or athletes* 3. *Game strategy*

Stage 3 - Suspension - If, after the probationary two weeks, there has been no visible/measurable improvement, the student may be* removed from the sport/team for a period of two weeks. At this time the athletic director and administration will be notified and become involved.

Stage 4 - Removal - If, after the two week suspension from the sport/team, and there is still no visible/measurable improvement, the student may be* removed from the sport/team for the remainder of the season.

**Any athlete "suspended" from school will automatically be moved to Stage 3 - Suspension for a period of two weeks, with further review by all parties noted.*

***Any athlete "suspended" from school on more than 1 occasion will automatically be moved to Stage 4 - Removal for the remainder of the season.*

Appeal process - The athletes will be permitted to appeal the final decision to the administration of Three Oaks. The appeal will be arranged through the office and will be done at the request of the parent/guardian. The athletic director will also be present to detail the lead up to the appeal process based on information provided by the athletic pod supervisors.

Three Oaks Senior High Brief Guide to MLA Formatting, Citations, and Works Cited

A Student Handbook

Three Oaks Senior High Brief Guide to MLA Formatting, Citations, and Works Cited

(Adapted from Purdue Writing Lab: *The Purdue OWL*. Purdue U Writing Lab, 2016.)

ACADEMIC HONESTY POLICY – Three Oaks believe that student success is dependent on personal effort. There is a clear expectation that all students will complete assignments, labs, tests, etc., with honour and integrity, as authentic assessment should represent a student’s true ability.

In a broad sense, plagiarism includes, but is not limited to:

1. Copying homework or allowing someone to copy one’s homework
2. Reporting to another student what is on a test or quiz, including providing questions or looking at another’s test or quiz or letting another student look at one’s test or quiz.
- 3. Using information from another source that is not properly credited or cited.**
4. Possessing unauthorized material or electronic devices during a test or exam.
5. Working with others on an assignment that was meant to be done individually
6. Taking someone else’s assignment or portion of an assignment and submitting it as your own.
7. Copying answers from the back of the text book.
8. Submitting course work from another course, even if you are the original author, without the prior permission of the teacher.

Students who are unsure what would be considered cheating for a particular assignment, are responsible for requesting clarification from the teacher.

Consequences: The consequences for academic dishonesty are severe.

1. Students who cheat will receive 0 % for the work under consideration.
2. Administration and parents will be notified by the subject teacher.
3. If student repeats this offence for the same course, he/she may lose credit in that course.

Formatting

- All English papers (essays, research papers, reflections, etc.) must be typed and double spaced unless otherwise specified.
- When typing a paper, use Times New Roman 12 point font.
- Use 1 inch margins (default)
- A properly formatted title page must be included with name, teacher, course, and date, double spaced between each piece of information in the upper left-hand corner of the first page. Do not create a separate title page.
- Include a title for your paper, centered, following the above details. Double space between title and beginning of first line of text.

- All pages of the paper must be numbered with the student's last name and page number in the top right hand corner. Directions for Microsoft Word: Select *Insert* at the top of the page, then *Page Number* in the Header and Footer column at the top of the page, select *Top of Page* from the drop down menu which appears, then select option *Plain Number 3*, then type your last name, and space 5 times between your name and number.
- Papers must be stapled in the upper left-hand corner.

Citing Sources

When a citation is needed

Cite anything the average person would need to look up. **Cite everything that is not your own idea. Cite both quotes and paraphrases.** Also, cite personal communications such as e-mails, interviews, or conversations with and lectures from teachers if you rely on them for your paper.

When a citation is not needed:

Common sense and ethics should determine your need for documenting sources. You do not need to give sources for familiar proverbs or common knowledge.

Proverb is defined as short, popular saying of unknown origin. Ex. "Absences makes the heart grow fonder."

Broadly speaking, common knowledge refers to **information that the average, educated reader would accept as reliable without having to look it up.** This includes:

Information that most people know, such as that water freezes at 0 degrees Celsius or that John A MacDonald was the first Canadian prime minister.

Information shared by a cultural or national group, such as the names of famous heroes or events in the nation's history that are remembered and celebrated, such as the beaver is Canada's national animal, and Confederation occurred in 1867.

In text Citations

Use brief references in parentheses (.....) within the paper to indicate where certain ideas or words were derived. This citation should include the author's last name and the page number (if available) of the reference. The complete citation is then found on the Works Cited page at the end of the paper. For electronic resources for which page numbers are unavailable, provide the first piece of information listed for that resource in its Works Cited entry (e.g. author, corporate author/organization, web page title, etc.).

Examples:

Documentation of every information source is a matter of ethics, efficiency and authority (Lannon 191).

Note: If the citation is at the end of the sentence, it comes before the closing punctuation.

Or

As Lannon states, documentation of every information source is a matter of ethics, efficiency and authority (191).

Note: If the author's name is used in the sentence (called a signal phrase), the page number is all that is needed in the citation.

Short quotations

If a quotation is **less than four lines** you may include it in the text, enclosed in quotation marks. A citation giving the author and page number is then given within the sentence, or in parentheses at the end of the sentence before the closing punctuation.

Examples:

As Lunsford and Connors suggest, source material should be used sparingly so that your writing does not become “a patchwork of quotations, paraphrases and summaries from other people” (593).

Or

Source material should be used sparingly so that your writing does not become a “patchwork of quotations, paraphrases and summaries from other people” (Lunsford and Connors 593).

Longer quotations

If the quotation you wish to use is **over four lines**, present it as a block of text, **without quotation marks, double spaced**, with each line **indented approximately 1 inch** from the left margin. Do not further indent the first line of the quotation. Place the citation after the closing punctuation. When quoting verse, maintain original line breaks.

Example of Longer Quotation:

As Lunsford and Connors state:

Exactly how much you should use sources in an essay has to depend on your purpose, your audience, and the section of the essay. In general, however, your essay should not give the impression of being a patchwork of quotations, paraphrases, and summaries from other people. If it does you will have merely accumulated data; you won't have actually presented information in your own way. (593)

Works Cited

- The Works Cited list is the last page of the paper and should include citations to **every** source of information used in the paper.
- Number the Works Cited page.
- The title Works Cited should be **centered** one inch from the top of the page (the first line).
- Use **double spacing** with the first line of each entry at the left margin and subsequent lines with a **hanging indent of ½ inch. Do not add extra spacing between entries.**
- Arrange the list **alphabetically** by author's last name or title (ignoring A, An and The) if there is no known author.
- The **author's name is reversed** for alphabetization (last name, comma, first name).
- For multiple authors in the same entry, **only the first name is in reverse order**. Each subsequent name is in natural order, placing “and” before the last author.
- List each of up to three authors. For more than three, give the first author's name, followed by the abbreviation et al. (Brown, James, et al.)
- For a book with an editor, **use the editor's name in place of the author's name** with the abbreviation ed. after the editor's name.
- **Capitalize** the first and last words of the title and subtitle and all principal words.
- **Italicize** titles of books, periodicals, films, websites and library databases.
- Use **quotation marks** around article titles and web page titles.

When researching, write down all of the core pieces of information available from the list below. Then put them in order with the corresponding punctuation: either commas or periods, as specified below.

1. Author.
2. Title of source.
3. Title of container,
4. Other contributors,
5. Version,
6. Number,
7. Publisher,
8. Publication date,
9. Location.
10. Date of Access.

1. Author. Last name, First Name. Example: Brown, John.
2. Title of Source: For longer works like books and films, websites, italicize. For shorter works like articles and poems, and webpages, put in quotation marks. Example: *To Kill a Mockingbird* or “The Tell Tale Heart”
3. Title of Container. If a source is found within a larger source, the latter is referred to as a container. Cite all containers. A poem is the source, the collection of poems the container. A web article is a source, the website the container. The container is italicized, followed by a comma. Examples: *BBC News*, *The Short Stories of Ernest Hemmingway*, *Netflix*, *Google Books*, *Youtube*, *Ebsco*.
4. Other contributors. Editors, illustrators, and performers are cited when necessary to finding the source. Do not used abbreviations. Example: Translated by John Doe, Edited by James Smith, Annotated by Tim White, With an Introduction by . . . Created by . . . Performance by . . . Follow the name with a comma.
5. Version. List editions or versions if applicable. Ex: King James Version, or 3rd ed.,

6. Number: volume, number, seasons, and episodes in books, journals, or television series should be specified. Ex: vol. 2 or season 2, episode 7
7. Publisher: Cite the publisher and/or distributor. Capitalize. Separate multiple names with a forward (/). Examples: Universal Studios, Oxford University Press
8. Publication Date: Day, Month, Year. Abbreviated all months except May, June, July. If more than one publication date exists, go with the original date.
9. Location: page numbers or URLs. Ex: pp. 12-15 or www.bbc.com/worldwarI
10. Date of Access: for web sources only. Day/Month/Year Ex. Accessed 4 June 20017.

Works Cited

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- Nordhaus, William D. "After Kyoto: Alternative Mechanisms to Control Global Warming." *American Economic Review*, vol. 96, no. 2, 2006, pp. 31-34.
- Regas, Diane. "Three Key Energy Policies That Can Help Us Turn the Corner on Climate." *Environmental Defense Fund*, 1 June 2016, www.edf.org/blog/2016/06/01/3-key-energy-policies-can-help-us-turn-corner-climate. Accessed 19 July 2016.
- Shulte, Bret. "Putting a Price on Pollution." *US News & World Report*, vol. 142, no. 17, 14 May 2007, p. 37. *Ebsco*, Access no: 24984616.

Using the Reference Tool on Word

(*note that manual changes may be required if the Word Tool uses an earlier edition of MLA).

Place your cursor where you want the citation to go. Be sure to place it **before** the end punctuation. Go to the **Tool Bar** and Click on **References** (next to Page Layout). Directly under the References tab, click on the pull down menu labelled **Style**.

Click on **MLA**

Click on **Insert Citation**. Then click on **Add New Source**.

Under **Type of Source**, use the pull down menu to select the appropriate type.

Fill out the required fields. Be sure to put the last name of the author first. Use capitalization. Do not put extra periods after each field. Click on **okay**.

If you are citing a print source, you need to add a page number. Right click on the citation, and go to **Edit Citation**, then add pages in the field bar. (Barrett 2-5)

After you add each different source, and you need the same citation again, then you can simply click on **Insert Citation** and then add your source, which is already prepared for you.

When you want to add your Works Cited page, go to a new page at the end of your paper. Go to the pull down menu labelled **Bibliography**, and change it to Works Cited. Then you will need to move the title to the centre of the page and change the font colour to black. You will need to press Enter once after the title, to create a space between the title and the first entry.



Course Outlines 2023-2024

Provide students with copy (electronic or hard copy) of Course Outline on the first day of class. Outline must include the following:

- Course title and provincial code
- Teacher email/**Blog/Google Classroom if using**
- Available help times
- Course website link – if applicable
- Course description
- Pre-requisites
- Course Evaluation breakdown – same breakdown both semesters
- Tentative due dates for all major assessments
- Materials needed for the course
- Any additional program costs
- **Late work policy**
- **SAS expectations for marks**
- **Vacation homework guidelines**
- **Writing missed test policy**
 - Only measurable outcomes found in the provincial curriculum can be used in assessment
 - Post Course Outline in classroom
 - Students may access course outline online if teacher has link

Copies of course outlines emailed to Jacqueline by September 12th



Breaking Up Fights Guidelines



Occasionally, arguments between students escalate and erupt into fights. It is important that school personnel know basic guidelines for breaking up fights and dealing with students who are physically aggressive. Here are some suggestions. Never ignore aggression. If ignored, small acts of aggression can quickly grow to more violent aggression. Four times during the school day, it is particularly important that administrators and teachers watch for signs of trouble:

1. when students arrive in the morning,
2. in hallways between classes
3. at dismissal
4. lunch.

Before

- Go towards the scene of the violence. Sometimes just the presence of an adult will stop a potentially violent situation.
- Quickly review the situation. Try to determine what has happened, who is there, and what is likely to happen.
- Look to see if there are weapons present.
- In a calm strong voice, tell students that they must stop doing what they're doing. Sometimes students are hoping an adult will tell them to stop fighting so they will have a "graceful" way out.
- Tell any onlookers to leave the area. Call students by name if you know them, and tell them specifically where to go. For example, "Brian, go back to your class now!" is more effective than saying, "Everyone get out of here now!"
- Tell onlookers, and those involved in the aggression, the consequences of not following your directions (possible suspension).
- Make a mental note of the names of onlookers.

During

- The first step in handling a fight is for educators to remain calm "Don't come running and screaming. Use the first names of the students involved, followed by commands such as "Stop fighting now" or "Clear the hall and go to class right now."
- If the situation does come to blows, tell the students to stop. Sometimes just directing students to stop fighting -- in a calm, demanding voice -- is enough to make them stop. Again, in many cases the students actually are looking for an excuse to stop.
- Taking the students to separate areas as soon as possible.
- Work in teams to separate students if necessary

After

- After the incident, document what happened, and share this with other staff as required.
- Seek out Administration to share what happened. Administration can then determine the follow up.
- Support victims in any way you can. Get them any help they may need.

In the **2023-2024** school calendar, there are a total of **195** school days, including **181** instructional days.

The school calendar for the 2023-2024 school year is comprised of the school days and instructional days set out herein:

- 1** Professional Learning Day (no classes)
- 4** Statutory Holiday (no classes)
- 5** Teacher Orientation Day (no classes)
- 6** Professional Learning/Administrative Day (no classes)
- 7** First Day of School for Students
- 29** Professional Learning Day (no classes)

October

- 2** National Day for Truth and Reconciliation (no classes)
- 9** Statutory Holiday (no classes)
- 27** Professional Learning Day (no classes)

November

- 13** Statutory Holiday (no classes)
- 16,17** PEITF Convention / CUPE 1770, 1775, 1145, 3260 Annual Convention (no classes)
- 24** Parent Teacher Interviews, K-12 (no classes)

December

- 22** Last Instructional Day for students in 2023
January

- 4,5** Professional Learning Days (no classes)
- 8** First Instructional Day for students in 2024

February

- 1** Administrative Day for High Schools (no classes for high schools)
- 19** Statutory Holiday (no classes)

March (15 School Days) (14 Instructional Days)

8 Parent Teacher Interviews K-9 / Professional Learning Day 10-12 (no classes)

22-28

Mid-term Break (no classes)

29 Statutory Holiday (no classes)

April (21 School Days) (21 Instructional Days)

1 Statutory Holiday (no classes)

19

Parent Teacher Interviews 10-12 / Professional Learning Day K-9 (no classes)

May (22 School Days) (21 Instructional Days)

3 Area Association Professional Development Day/CUPE 3260 Annual Convention (no classes)

20 Statutory Holiday (no classes)

June (20 School Days) (18 Instructional Days)

12 First Day High School Exams

26 Last Day of Classes, K-9

27 Administrative Day

28 Administrative Day, Last Day for Staff



Public Schools Branch PSB STUDENT TRAVEL AUTHORIZATION FORM

The approval of the Director of Public Schools Branch (Director) is required for the four categories of student travel noted below. This form must be completed, signed by the principal and forwarded to the Director prior to promoting or organizing the student travel opportunity.

- | | |
|---|--|
| <input type="checkbox"/> In-Province Multiple Day (consecutive instructional days) - No Overnight | <input type="checkbox"/> Out-of-province |
| <input type="checkbox"/> In-province - Overnight | <input type="checkbox"/> Out-of-country |

PART I – GENERAL INFORMATION

School: _____	Are you traveling with another school? _____	
If yes, name of other school: _____	Travel Leader: _____	
Leader's Cell Phone #: _____	Travel Leader's PSB Position: _____	
Purpose of Trip: _____		
Travel Destination(s): _____		
Departure Date (ex. Fri. Feb 6, 20xx): _____	Return Date: _____	
Number of Days: _____	Number of Nights: _____	Number of Days Students Out of Class: _____
Student Group (i.e. band, art students, rugby team): _____		
# Female Students (by grade): _____		# Male Students (by grade): _____

PART II – TRANSPORTATION

Mode(s) of Transportation (charter bus, vans, private vehicle, airplane, etc.): _____
Transportation arranged by: (PSB staff, coaches, parents/guardians, volunteer, travel agency): _____
If a travel agency, name of agency: _____
<i>If you are using PSB School Buses, please contact the PSB Transportation Services Department for the required forms.</i>

PART III - OVERNIGHT ACCOMMODATION INFORMATION

Accommodation site (i.e. hotel name): _____
Phone: _____
Address: _____
Other Information: _____

PART IV - FINANCIAL REQUIREMENTS – (Cost per student, DO NOT include student's spending money)

Transportation Expenses: _____
Meal Expenses: _____
Accommodation Expenses: _____
Staff Replacement Substitute Expenses: _____
Other (admission, tournament registrations): _____
Funding: School fundraising is required to allow all students to participate. Indicate the method(s) by which this trip will be funded: _____ _____ _____



Public Schools Branch PSB STUDENT TRAVEL AUTHORIZATION FORM

PART V – CHAPERONES

A chaperone plan for student travel is required. A minimum of two chaperones are required unless authorized by the Director. The provision of male and female chaperones must be provided, when appropriate. All volunteers (non-PSB employees) must provide a satisfactory Criminal Record Check and Vulnerable Sector Inquiry (CRC/VSI). See *Volunteers in Schools* procedure for more information on CRC/VSI.

Chaperone	Female	Male	PSB Employee		Satisfactory CRC/VSI	
			Yes	No	Yes	No

PART VI - ITINERARY – CURRICULAR INFORMATION

<input type="checkbox"/> Extra Curricular Student Travel Please describe the purpose of the student travel & list the specific learning outcomes & connection to the extra-curricular and/or the co-curriculum travel: _____ _____ _____	<input type="checkbox"/> Co-curricular Student Travel
<input type="checkbox"/> Detailed itinerary Attached	

PART VII - OUT OF PROVINCE AND/OR OUT OF COUNTRY TRAVEL HEALTH RISKS

<input type="checkbox"/> <i>Out-of-Province or Country Travel</i> Initial contact with the Immunization Coordinator (Chief Public Health Office 902-368-6114) Date: _____ Please indicate any identified risks, recommendations, etc.: _____ _____
**Subsequent contact with the Immunization Coordinator must also be made close to departure.
<input type="checkbox"/> <i>Out-of-Country Travel Only</i> - Attach the relevant "Advisory" and "Health" page from the Government of Canada website. http://travel.gc.ca/travelling/advisories

PART VIII - AUTHORIZATION

Student Travel Authorization requested by: _____	Position: _____
School Request Approved by: _____	_____
Administrator's Signature	Date
PSB Authorization: The approval of the Director is required prior to any formal contact with students and parents/guardians. Parent/guardian consent forms are required for all student travel.	
PSB Office Notes: _____ _____	
Director Public Schools Branch	Date

RELEASE – SPECIFIC ACTIVITIES

PLEASE READ CAREFULLY

Name of school: _____ Name of student: _____
(please print)

The above-noted school is arranging an activity(ies) on the following date(s):

A description of the activity(ies) is as follows:

THIS FORM MUST BE READ AND SIGNED BY EVERY PARENT/GUARDIAN OF A STUDENT UNDER THE AGE OF 18 FOR A STUDENT TO PARTICIPATE IN THE SPECIFIED ACTIVITY(IES).

THIS FORM MUST ALSO BE READ AND SIGNED BY EVERY STUDENT AGE 13 YEARS OF AGE OR OLDER WHO WISHES TO PARTICIPATE IN THE SPECIFIED ACTIVITY(IES).

1. BACKGROUND

The activity(ies) described above may involve certain elements of risk. Accidents may occur while students are participating in or travelling to and from such activities. An accident could occur and cause an injury, sickness or death, or damage to or loss of property without fault on the part of the Public Schools Branch, its employees, volunteers, representatives, agents, or the facility where the activity or event is taking place. In allowing the student to participate, the parent/guardian (if the student is under 18 years of age) assumes the potential risk. If a student is 18 years of age or over, the student assumes the potential risk.

NOTE: If signed permission is not provided, the student will not be permitted to attend the activity(ies) described above.

2. ACKNOWLEDGEMENT AND PERMISSION

I have read the above, and give permission for the student stated above to attend or participate in the activity(ies) described above, for which he/she may be eligible.

I recognize the potential for injury, sickness or death, or damages or losses to property, and agree to assume the risks associated with the activity(ies) described above. I also recognize that failure on the part of the student to obey school rules or failing to follow the rules or instructions laid out by teachers, administrators, volunteers, chaperones, or others associated with the activity(ies) described above may result in the student being subjected to disciplinary action.

The Public Schools Branch has in place Accidental Death, Dismemberment and Disability Insurance for students participating in school activities. Please refer to the Public Schools Branch website www.gov.pe.ca/edu/psb or contact your school for details on the coverage provided and procedures to follow for submitting claims.

X

Signature of Parent/Guardian (for a student under the age of 18)

Date

X

Signature of Student (if student is 13 years of age or older)

Date

3. RELEASE AND INDEMNIFICATION

In consideration of the above-noted school allowing the student to participate in the activity(ies) listed above, I hereby release, hold harmless and indemnify, the above-noted school, the Public Schools Branch, its employees (including teachers and administrators), volunteers, agents, representatives and their respective heirs, executors, administrators, successors and assigns from any and all actions, causes of action, claims, suits and demands of whatever nature including negligence, (except for the gross negligence of the above-noted school or the Public Schools Branch, its employees, volunteers, agents and representatives). I understand that this release applies to any injury, sickness or death and damages or losses of any kind, including property loss or damage sustained while participating in or being transported to or from this activity.

X

Signature of Parent/Guardian (for a student under the age of 18)

Date

X

Signature of Student (if student is 13 years of age or older)

Date

4. EMERGENCY SITUATIONS

In case of a serious accident or illness, I request the school contact me. If I cannot be reached within a reasonable amount of time, and if the emergency contact and the family doctor likewise cannot be reached within a reasonable period of time (based on the contact information provided to the school), I authorize the school to take whatever immediate action is considered reasonably necessary in the circumstances which may include rendering basic first aid, obtaining and following instructions from a physician or other licensed health practitioner, and providing or arranging transportation of the student to the nearest or most appropriate health care facility. I hereby release the above-noted school, the Public Schools Branch, its employees, volunteers, agents, and representatives, and their respective heirs, executors, administrators, successors and assigns, from any and all liability for any injury, loss or damage which may be sustained as a result of providing treatment, including transportation to facilitate such treatment.

I further agree to indemnify and hold harmless the above-noted school, the Public Schools Branch, its employees, volunteers, agents, representatives, and their respective heirs, executors, administrators, successors and assigns from any and all actions, causes of action, claims, suits and demands of whatever nature including negligence, except for the gross negligence of the school or the Public Schools Branch, its employees, volunteers and agents, or representatives which might be incurred by them as a result of or in relation to any treatment provided.

X

Signature of Parent/Guardian

Date

RELEASE - LOW-RISK ACTIVITIES

PLEASE READ CAREFULLY

Name of school: _____ Name of student: _____
(please print)

THIS FORM MUST BE READ AND SIGNED BY EVERY PARENT/GUARDIAN OF A STUDENT WHO IS UNDER THE AGE OF 18 FOR A STUDENT TO PARTICIPATE IN LOW RISK ACTIVITIES THROUGHOUT THE SCHOOL YEAR.

THIS FORM MUST ALSO BE READ AND SIGNED BY EVERY STUDENT 18 YEARS OF AGE OR OLDER WHO WISHES TO PARTICIPATE IN LOW RISK ACTIVITIES THROUGHOUT THE SCHOOL YEAR.

BACKGROUND

For the purpose of this form, a **Low Risk Activity** is defined as any activity which occurs during the regular school day, is held in a location away from school property, and is not of an athletic nature. (Example: Attending a performance at the Confederation Centre).

Throughout the school year, students may be provided the opportunity to participate in educational activities and events that occur during the regular school day off school property.

Accidents may occur while students are participating in or traveling to and from such activities. An accident could occur and cause an injury or damage to or loss of property without fault on the part of the Public Schools Branch, its employees, volunteers, representatives, agents, or the facility where the activity or event is taking place. In allowing the student to participate, the parent/guardian (if the student is under 18) assumes the potential risk. If the student is 18 or over, the student assumes the potential risk.

NOTE: If signed permission is not provided, the student will not be permitted to attend any of the Low Risk Activities as defined above without prior written consent. Parent/guardian will be provided with information regarding each event scheduled, but must take the initiative to obtain, complete, and return a signed copy of the release form for individual activities.

1. ACKNOWLEDGEMENT AND PERMISSION

I have read the above, and give permission for the student stated above to attend or participate in all Low Risk Activities, as defined above, for which he/she may be eligible. I provide this permission with the assurance that no such event or activity will take place without receiving prior written notification outlining the nature of the event (or series of events), the date(s) and time(s). At the time of such notification, I reserve the right to refuse permission for the student to attend the particular event.

I recognize the potential for injury or damage to or loss of property, and agree to assume the risks associated with these activities and events. I also recognize that failure on the part of the student to obey school rules or failing to follow the rules or instructions laid out by teachers, administrators, volunteers, chaperones, or people helping to stage the event (e.g. theatre ushers, etc.) may result in the student being subjected to disciplinary action.

The Public Schools Branch has in place Accidental Death, Dismemberment and Disability Insurance for students participating in school activities. Please refer to the Public Schools Branch website www.gov.pe.ca/edu/psb or contact your school for details on the coverage provided and procedures to follow for submitting claims.

X

Signature of Parent/Guardian (for a student under the age of 18)
or signature of Student (if student is over age 18)

Date

2. RELEASE AND INDEMNIFICATION

In consideration of the above-noted school allowing the student to participate in the activities listed above, I hereby release, hold harmless and indemnify, the above-noted school, the Public Schools Branch, its employees (including teachers and administrators), volunteers, agents, representatives and their respective heirs, executors, administrators, successors and assigns from any and all actions, causes of action, claims, suits and demands of whatever nature including negligence, (except for the gross negligence of the above-noted school or the Public Schools Branch, its employees, volunteers, agents or representatives). I understand that this release applies to any injury, sickness or death and damages or losses of any kind, including property loss or damage sustained while participating in or being transported to or from these activities.

X

Signature of Parent/Guardian (for a student under the age of 18)
or signature of Student (if student is over age 18)

Date

3. EMERGENCY SITUATIONS

In case of a serious accident or illness, I request the school contact me. If I cannot be reached within a reasonable amount of time, and if the emergency contact and the family doctor likewise cannot be reached within a reasonable period of time (based on the contact information provided to the school), I authorize the school to take whatever immediate action is considered reasonably necessary in the circumstances which may include rendering basic first aid, obtaining and following instructions from a physician or other licensed health practitioner, and providing or arranging transportation of the student to the nearest or most appropriate health care facility. I hereby release the above-noted school, the Public Schools Branch, its employees, volunteers, agents, and representatives, and their respective heirs, executors, administrators, successors and assigns, from any and all liability for any injury, loss or damage which may be sustained as a result of providing treatment, including transportation to facilitate such treatment.

I further agree to indemnify and hold harmless the above-noted school, the Public Schools Branch, its employees, volunteers, agents, representatives, and their respective heirs, executors, administrators, successors and assigns from any and all actions, causes of action, claims, suits and demands of whatever nature including negligence, except for the gross negligence of the school or the Public Schools Branch, its employees, volunteers, agents, or representatives which might be incurred by them as a result of or in relation to any treatment provided.

X

Signature of Parent/Guardian

Date



PLEASE TYPE OR PRINT

SCHOOL NAME _____

PUBLIC SCHOOLS BRANCH USE OF FACILITIES REPORT AND INVOICE

APPLICATION & ACTIVITY INFORMATION - To be completed by representative and submitted to school for approval

NAME AND ADDRESS OF ORGANIZATION, GROUP OR INDIVIDUAL:

Contact Person: _____ Telephone: _____ Fax: _____

Date(s) and Time(s) Requested:

A. One Date Only

Date	Start Time	End Time	# Hours

Activity/Event Description: _____

Maximum Occupancy: (Regulation #6 reverse) _____

Special Instructions/Requirements: _____

B. Weekend Event

Date	Start Time	End Time	# Hours

Facilities Requested (check as many as apply):

- Auditorium/Gymnasium
- Lecture Theatre
- Kitchen
- Cafeteria (eating area only)
- Classroom(s) - Quantity _____
- Sports Field
- Other _____

C. Repetitive Activity (e.g. every Monday)

Day(s) -	Start Date	End Date	Time

Is this a non-profit organization? Yes ___ No ___
 Will admission/registration be charged? Yes ___ No ___
 If yes, indicate amount. \$ _____

**** REGULATIONS **** Printed on reverse. Please read before signing.

I have read and hereby agree to follow the regulations.

Signature of Contact Person/Representative: _____ Date: _____

PERMIT - To be completed by school principal (or designate) in accordance with Branch policy

- Permission granted for facilities as above OR
- Permission denied OR
- Permission granted for facilities as follows:

Classification per Branch Regulation: Class 1 Class 2 Class 3 Class 4 Class 5

Principal's Signature: _____ Date: _____

INVOICE - Payment is due in advance of rental date. Please make cheque(s) payable to Public Schools Branch.

Facilities:	# Hours	Rate Hour	Rental	Janitorial Wages:
Auditorium/Gymnasium	___ X ___	\$ ___	\$ ___	Rental Hours: ___ hrs. @ \$ ___ \$ ___
Lecture Theatre	___ X ___	\$ ___	\$ ___	Other: ___ hrs. @ \$ ___ \$ ___
Kitchen	___ X ___	\$ ___	\$ ___	
Classrooms	___ X ___	\$ ___	\$ ___	Total Janitorial Wages: \$ ___
Cafeteria				Rental Charges: (from first column) \$ ___
(eating area only)	___ X ___	\$ ___	\$ ___	Plus 14 % HST: \$ ___
Other	___ X ___	\$ ___	\$ ___	TOTAL (rental charges, wages, HST) \$ ___
Total Rental Charges			\$ ___	

Distribution: **White copy - send to Branch Office,**
 Yellow copy - give to user as permit/confirmation prior to event
 Pink copy - retain at School

HST 89185 5157

Personal information on this form is collected under Section 31[c] of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988 c. F-15.01 for purposes of school Branch operations and administration. If you have any questions about this collection of personal information, you may contact the FOIPP coordinator at the Public Schools Branch, 234 Shakespeare Drive, Stratford, PE (by mail: PO Box 8600, Charlottetown, PE C1A 8V7), Telephone: 902.368.6990.

This Agreement is made between the Public Schools Branch, hereinafter referred to as the Branch, and the person/organization indicated on the reverse of this form, hereinafter referred to as the Renter.

The Renter agrees to the following conditions:

- (1) That payment of all rental fees be made in advance of the event. Cheques to be made payable to the "Public Schools Branch."
- (2) That the space of facilities rented may only be used for the purpose it has been granted - as described on the reverse.
- (3) That the Renter shall be responsible for all school property during the period of the rental and that they shall pay for any and all damages, breakage, theft or defacing of or to school property occurring during or as a result of the rental.
- (4) That the Public Schools Branch not be liable for any damage to or loss of any property brought into the Premises in conjunction with the function by the Applicant or the Group named hereon or their members, officers, employees, agents, or contractors or any person who attends the function.
- (5) That the Renter shall indemnify and hold harmless the Branch, its agents, its representatives, its employees and tenant(s) of the building from and against all claims, demands, costs, damages, actions or suits and any other expenses of any sort at any time arising out of the Function (as defined elsewhere in this agreement) caused in whole or in part by any negligent act or omission of the Renter, his agents, invitees, employees, volunteers or anyone directly or indirectly employed by any of them or anyone for whose acts they are responsible or may be liable.
- (6) That the Renter shall adhere to regulations specified by the Provincial Fire Marshall, the Liquor Control Commission and Branch regulations. Fire regulations state a maximum occupancy in the gymnasium, cafeteria, etc. for the event.
- (7) That the Renter shall supervise and control all persons in attendance at the function and to restrict such persons to the premises. Effective September 5, 2000 all Public Schools Branch property (buildings and land) is tobacco free. Any use of tobacco products on Branch property is prohibited at all times.
- (8) This Agreement may be terminated by the Renter or the Branch upon seven days notice by registered mail to the last known address of the other party.
- (9) That any infraction of the above conditions, particularly as regards to provincial fire, liquor and school Branch regulations, shall result in suspension of the Renter's privileges in the Public Schools Branch.
- (10) *"That the Renter on request by the Branch shall provide evidence of \$2,000,000 Commercial General Liability Insurance to cover Bodily Injury or Death or Damage to the Property of any other party, including the Branch, arising as a result of this agreement. Such insurance shall name the Branch as Additional Insured and must contain coverage as broad as the Standard IBC Commercial General Liability wording and include Liquor Liability, Cross Liability and broad form Tenants Legal Liability in the amount of \$500,000."*
- (11) The proof of insurance is by way of a Certificate of Insurance which must be forwarded to the Branch seven days prior to the function start date.
- (12) That the person(s) signing on reverse has(have) authority from the group to sign and will be the person(s) to whom any claim will be made and who will accept any claim on behalf of the group.

** All property damage, slip or fall, or other incident must be reported to the principal as soon as possible.

Public Schools Branch

PHYSICAL INCIDENT REPORT FORM

Date: _____

Student Name: _____	DOB: _____	Grade: _____
Board Based Contact: _____		
<u>INCIDENT</u>		
Time of Incident: _____	Specific Location of Incident: _____	
Description of the Incident (factors leading up to the incident & intervention): _____ _____		
<u>INTERVENTION</u>		
Staff Involved: _____		
Duration of the Incident: _____		
Specific Location of the Intervention and Whether Assisted Transport Took Place: _____		
<input type="checkbox"/> Parents Contacted <input type="checkbox"/> Physical Intervention & Time-Out Room Log Completed <input type="checkbox"/> Debriefing Completed <input type="checkbox"/> BSP Reviewed <input type="checkbox"/> School Incident Report Form (Risk Management)		
Additional Comments: _____ _____ _____		
Principal Signature _____		Date _____
Staff Involved _____		Date _____

cc:

**Public Schools Branch
Attendance & Engagement Procedure - Checklist (Grade 10-12)**

Student: _____ Course: _____ Year: _____ School: _____

Completed By	Date	Notes/Attachment
STEP #1 - 5 days/periods of absence per subject		
Communicated attendance concern to student. (Subject Teacher)		
	1.	
	2.	
	3.	
Contact unsuccessful. Informed administration. (Subject Teacher)		
STEP #2 - 10 days/periods of absence per subject		
Completed By	Date	Notes/Attachment
Communicated attendance concern to student. (Subject Teacher)		
Notified administration of 10 absences. (Subject Teacher)		
Met with student to discuss possible disciplinary action. (Administration)		
Phoned home (3 attempts). (Administration)		
Initial Notification of Absenteeism letter sent home. (Administration)		
Developed support plan & copied parent/guardian. (Administration)		
Met with parent/guardian and where appropriate, the student. (Administration)		
Referred to the school-based Student Services Team. (Administration)		
STEP #3 - 15 days/periods of absence per subject		
Notified administration of 15 absences. (Subject Teacher)		
Parent/guardian has been advised that a meeting is required before student can return to school. (Administration)		
Second Notification of Absenteeism letter sent home. (Administration)		
STEP #4 - 20 days/periods of absence per subject		
Completed By	Date	Notes/Attachment
Notified administration that student has more than 20 absences. (Subject Teacher)		
Third Notification of Absenteeism letter sent home. (Administration)		
Reduced student's schedule or discontinued student and informed student and parent/guardian. (Administration)		
Reported absence concern to the Director of the Public Schools Branch and provided required documentation. (Administration)		
Only where non-attendance is suspected to be an indicator of parental neglect. Report made to the Department of Family and Human Services. Included: - Attendance record; - Documented communication to parent(s)/guardian(s); - Interventions and results		
Additional document(s) attached		
Completed By	Date	Notes

**Public Schools Branch
USE OF PRIVATE VEHICLE FOR TRANSPORTING STUDENTS**

The undersigned,		
Name: _____		
<i>Please Print</i>		
(check one) <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Board Employee <input type="checkbox"/> Volunteer		
Address: _____		
Phone: (home) _____	(office) _____	(cell) _____
Motor Vehicle: Year _____	Model _____	

hereby confirms that, in respect of the above described vehicle:

- (i) the undersigned possesses a valid motor vehicle liability policy of insurance (minimum coverage one million),
- (ii) the undersigned possesses a current motor vehicle inspection for the vehicle,
- (iii) the undersigned possesses a valid driver's license for the class of vehicle to be operated and have held a valid driver's license for at least five years,
- (iv) the manufacturer's designed seating capacity will not be exceeded,
- (v) each seating position is equipped with a seat belt assembly as prescribed in the *Motor Vehicle Act*,
- (vi) where a passenger vehicle is operated, seat belts will be worn by all passengers,

and hereby undertakes, in respect of the above described vehicle:

to maintain the documents described in paragraphs (i), (ii), (iii) above and to notify the Public Schools Branch as to any cancellation, alteration or expiry of the documents.

Any use or disclosure of personal information will be in accordance with the *Freedom of Information and Protection of Privacy Act*, R.S.P.E.I. 1998, c. F-15.01

Signature of Person Named Above

Witness

Date

Date

Approved by Principal/or Designate

School/Principal File

Leaves

20:03 Days Procedure

All 20:03 days need to be approved by the principal. Please email Jeff and cc Jason requesting the day required. You will then get an email - XXXX your 20:03 is approved upon the availability of a sub as per Appendix M. Please secure a sub and enter into AESOP. It is your responsibility to enter into AESOP. If it doesn't meet the requirements of APPENDIX M the day will not be approved. Please ensure you apply as soon as you know as we know there is a shortage of substitutes.

APPENDIX "M" Operational Requirements Operational requirements, as they relate to leave requests pursuant to sections 20:03 and 20:05 of the Memorandum, shall include, but not be limited to: (a) The requirement to appropriately staff a school; (b) The availability of a certified substitute teacher; (c) The educational needs of students, in particular the need to provide for continuity of instruction; and (d) The requirement for teachers to fulfill their professional responsibilities during scheduled events that cannot be adequately altered, which includes, but is not limited to: - parent/teacher interviews; - meet the teacher events; - exam(s) written by their own students; - the orientation day for new classes; and - a scheduled formal evaluation of the teacher. Notwithstanding the foregoing, the Employer may waive operational requirements as a result of special circumstances related to the request for leave.

Co-Curricular Days Procedure

All Co-Curricular days need to be approved by the principal.

Unpaid Leave Procedure

All unpaid leave days need to be approved by the principal. The same guidelines will be used in *APPENDIX M* when making the decision on approving these days. After approved at the school level it then goes to HR for final approval.

AESOP

All staff will be required to book AESOP themselves. In order to pay a teacher for family illness we need to know who the family member is as per the memorandum of agreement (immediate family mean's the teacher's parent, spouse, dependent child, or other relative who permanently resides with the teacher). We require the relationship of the family member and the reason for the leave (i.e. medical appointment or the family member is sick). Also when attending PD please indicate what PD you are attending. Late AESOP entries could result in lack of substitutes and will require coverage from teachers on preps.

Supervision of Students

Each teacher is responsible for checking the supervision schedule to note the time and zone where he/she is on supervision. Supervision duty is a major responsibility. If you are unable to fulfill supervision duties, you are responsible for arranging with another staff member to take the supervision duty. If you are away on a field trip it is your responsibility to see that your supervision duties are covered. Please indicate supervision times in your daybook for substitutes. A supervision schedule will be displayed in the office and a copy will be provided to each teacher.

Week at a Glance

Will be sent out every Friday (email) and will provide information to staff regarding upcoming dates and information regarding various programs and policies.

Staff Meeting Dates

Please make yourself available for these dates. If we cancel we will try to give enough notice to staff.

September 28

October 26

November 30

December 14

January 18

February 22

March 29

April 26

May 31

Public Schools Branch

Inclement Weather Information for Staff

The Public Schools Branch (PSB) will cancel, delay opening, or dismiss school early when road conditions, weather conditions, or building conditions are considered to be unreasonable for the safety or health of our students and/or staff.

The PSB's Transportation Coordinator and/or Transportation Supervisor, in consultation with the Director and/or Leader of Corporate Services, will monitor weather patterns and road conditions to determine if transportation services can safely be provided for students. This group will be responsible for determining whether schools and the school system should operate on its regular schedule, close completely, delay opening, or dismiss early. In making these decisions, the following protocol is followed:

1. The PSB team will attempt to ensure that all delays or closures are announced on local radio stations and posted to the PSB website by 7 AM, or sooner if possible. In order to make a more informed decision, a one (1) hour delay may be implemented. A final decision on school closure or delay will be announced via radio and website by 8 AM.
2. Should it be determined that province wide class cancellations or delays are required, an announcement will be broadcast via local radio and PSB website similar to:

"All classes in the Public Schools Branch have been cancelled for the day" or

"All classes in the Public Schools Branch will operate on a one hour delay."

3. Due to varying weather patterns throughout the province, the above announcements may be modified to accommodate individual families of schools. In the event there are individual family closures or delays, announcements will be broadcast via local radio and our PSB website such as:

"Classes in the Three Oaks, Kensington, Kinkora, and Bluefield families of schools will be cancelled for the day. All other schools in the Public Schools Branch will operate on a one hour delay."

"Classes in the Souris and Montague families of schools will be cancelled for the day. All other schools in the Public Schools Branch will operate as normal."

4. Should it be determined that it is unreasonable for staff to travel to their workplace at any time during the day, a "System Wide Shutdown" will be announced on local radio and via PSB website. During a system wide shutdown, unless specifically called out for an emergency, no PSB employee is expected to travel to their workplace that day.

Please note: If a "system wide shutdown" has not been announced, all custodial/maintenance staff, office personnel, and excluded employees are expected to be at work for their regular shift, unless provincial government offices in that area are also delayed or closed. See FAQ section below for more information on this.

5. **Early dismissal** of schools due to inclement weather will only be considered by the PSB Director or designate in extreme circumstances. Should it be determined that early dismissal is required, the decision will be communicated to schools directly, and announced via radio and PSB website as soon as possible. Due to the emergency nature of such closures, schools are NOT expected to contact parents individually. As such, all school principals must have pre-arranged plans for accommodating the early dismissal of elementary and special needs students.

The school principal or designate, administrative assistant, and lead custodian will consult on storm conditions to determine if support staff should remain at the school. If the principal or designate determines that weather conditions in their specific area are severe enough to warrant staff leaving early (or night custodial staff not coming in) staff will not be expected to make up the time. If the principal or designate determines that weather conditions are acceptable for work, and a staff member is still not comfortable in staying due to the weather conditions, they may leave at their own discretion, however, employees who decide to leave on their own accord will be expected to make up the time by working additional hours at another time, using their vacation time, or logging the time as leave without pay.

Public Schools Branch

Inclement Weather FAQs for Staff

- **Why do some employees have to come to work on storm days while others do not?**
For Teachers, EAs, Youth Service Workers (YSWs), Workplace Assistants (WAs), Student Attendants (SAs), and School Bus Drivers, direct service to students is the primary purpose of their position. Teachers, EAs, YSWs, WAs and SAs have negotiated clauses in their collective agreements which do not require them to be at school on days when classes are cancelled. EAs, YSWs, WAs and SAs record storm days as “banked hours” or credited hours paid but not worked. These hours are used to offset banked hours that have been recorded on Form “F” of their collective agreement. Such clauses do not exist in other CUPE collective agreements. Similarly, the work of our school bus drivers also relates directly to student attendance at school. Should classes be cancelled due to weather related concerns, this group of employees would obviously not be required to drive.

School and board office based support staff (i.e. custodial and maintenance staff, administrative assistants, board office support staff, excluded employees) have the primary responsibilities of caring for our facilities and operating our business offices. These positions are not dependent upon direct student contact or student attendance. It is the primary difference in duties and the differences in the negotiated collective agreements that lead to different expectations when it comes to employee attendance on storm days.

- **What are the expectations when classes are delayed, cancelled, or dismiss early?**
Unless a system wide shutdown has been issued, custodial and maintenance staff, school admin support staff, PSB office support and excluded employees are expected to follow the direction given to provincial government offices in their work area. If no announcement has been made, these employees are expected to work their regular shifts at their regular start and end times.

If provincial government offices in an area delay opening, close early, or announce they are closed for the day, our facilities in that area would also follow that direction.

There is no obligation for any employee to be at work if their facility is closed.

The following outlines the Provincial Government region for your school/office/worksite.

Provincial Government Regions

<u>Charlottetown</u> Birchwood Charlottetown Rural Colonel Gray Glen Stewart LM Montgomery Parkdale Prince Street Queen Charlotte Sherwood Spring Park St. Jean Stonepark Stratford Elem West Kent West Royalty PSB Office Stratford	<u>East Prince</u> Amherst Cove Athena Elm Street Greenfield KISH Kinkora Miscouche Parkside Queen Eliz. Somerset SIS Summerside TOSH PSB Office Summerside	<u>Kings</u> Belfast Cardigan Donagh Georgetown Montague Cons. Montague High Montague Inter. Morell Cons. Morell Regional Mt. Stewart Souris Reg. Southern Kings Vernon River	<u>Queens</u> Bluefield Central Queens East Wiltshire Eliot River Englewood Gulf Shore Westwood	<u>West Prince</u> Alberton Bloomfield ELLERSLIE Hernewood ME Callaghan O'Leary St. Louis Tignish Westisle
--	--	--	--	---

- Related notes specific to our custodial/maintenance staff:
 Provincial government office announcements typically assume an 8 AM to 4 PM work schedule. Provincial government announcements therefore are often not made until approximately 7:15. This does not coincide well with daytime custodial shifts that begin around 7 AM, or with nighttime custodial shifts that extend beyond 4 PM.

For our custodial day shifts: It would be extremely rare that provincial government offices would be closed or delay opening and we would have classes at all. As we would not typically have students, teachers, EA's, etc in our buildings on such days, we are in a more flexible position with our start time.

If classes are cancelled, and travel conditions in your area are poor, day custodians are permitted to remain at home until the provincial government announcement is made providing further direction. If no announcement is made by 7:20, employees are to assume that no announcement will be made and are expected to move to their worksite and begin their shift in a reasonable timeframe.

Should there be an early dismissal, and a provincial government announcement is made that offices will be closing early, custodial staff will follow that direction, provided all students and other staff have previously exited the building for the day.

Should a delay of any nature be announced, our daytime custodial staff are expected to begin their shift in sufficient time to allow for snow removal and salting. i.e. if an

announcement is made that provincial government offices will be opening at 10 AM, our daytime custodial staff should begin their shift at a time sufficiently before 10 AM to ensure that we have safe access to our facilities when they open at 10 for the compliment of people expected to be on site that day.

For our custodial night shifts: If the PSB implements a system shutdown, all facilities are closed. Unless specifically called out for an emergency, PSB employees are not expected to travel to their workplace at any time during that day, even if the weather clears prior to the start of the evening shift. Likewise, if an announcement is made that provincial government offices in an area are closed for the day or will close early, there is no expectation for our night staff to come to work.

A provincial government announcement of a delay in opening would not impact our night custodial schedule. Weather would be assumed to have cleared to a reasonable condition prior to our evening shift start time, and therefore should allow night shift employees to begin their regular shift at their regular time and work their full shift. If permission has been granted for the night custodial staff to begin their shift earlier (i.e. on days when there are no students in the building) they are still expected to work their full shift regardless of the start time.

As there will be no provincial government announcements relating to weather conditions after 4 PM, and as weather patterns often vary greatly throughout our province, the school principal or designate, and the lead custodian must consult to determine if local conditions warrant early closure of their facility in the evening. If the decision is made to close, all outside group activities hosted in our facilities are to be cancelled immediately.

- **Can night custodial staff come in early on days when classes are cancelled?**
If there are no classes in your facility on a regularly scheduled workday, and it is agreeable by both school administration and the employee, the night cleaning staff may begin their shift earlier in the day.

If, for any reason however, a school has a requirement for custodial coverage in the evening, employees will be expected to work their regular shift. To clarify further, any decision to alter regular work schedules must be approved in advance. Night shift employees need to receive clear authorization from their school principal prior to beginning any shift early.

Related note: If there are no classes and there is a delay in offices opening, the weather would not be a factor that would prohibit our night staff from working their full evening shift at their regularly scheduled time. Should evening staff choose to come in early on such days, they would still be expected to work their full 8 hours, even though the day staff may have had their shift shortened due to the weather related delay.

- **Can outside groups use our facilities when classes are cancelled?**
If classes are cancelled at your school, all student related activities and outside group events at your school are to be cancelled as well. This would include practices, rehearsals, etc.

- **Can employees come to work during a system wide shutdown or class cancellations?**
The short answer is "Yes", however, similar to entering our schools on weekends, employees who choose to come to work on days where we are experiencing a system wide shutdown must modify their expectations. With custodial staff not expected to be present, there should be no expectation that doorways (or parking lots) will be cleared of snow, or that walkways are salted. There is also a strong possibility that the employee will be alone in the building. Working alone procedures should be followed in all such instances including advising others of location and expected schedule.

- **If classes are not cancelled, at what temperature do we restrict outdoor activities?**
On days when classes are in session, and the low temperature combined with wind provides a wind chill of -20 degrees Celsius or below, school supervisors should not require students to go outside at recess or lunch, or remain outside upon morning arrival.

- **What are the expectations if after school student activities are cancelled?**
Weather conditions may deteriorate during a school day prompting cancellation of after school student activities. Such decisions are made with the primary concern being for student and chaperone related transportation, often to other areas of our Province. An outside group using your facility on such an evening would be considered a local community event. As such, they may proceed with their activity provided staff are still in your building. Should conditions deteriorate to the point where evening custodial staff are heading home, activities at your school are to be cancelled immediately.

- **What are the expectations relating to scheduled meetings or P.D. sessions?**
 - If there is a PSB System Shutdown, all meetings and PD sessions are cancelled.
 - If classes are cancelled in one or more family of schools, ALL PSB level meetings/PD sessions are cancelled.
 - If classes are delayed in one or more family of schools due to weather related travel conditions, ALL PSB level meetings/PD sessions are cancelled. Meetings may be postponed to a later date at the discretion of the session coordinator.
 - **Regarding collaborative team days:** there will be no school board specific radio announcements on these days as we do not have students in our facilities.
 - If Provincial government offices are closed in any area, our facilities will also be closed in that area and all meetings scheduled for that area will be cancelled.
 - If Provincial government offices announce a delay in opening in any area of the Province, all PSB and department PD for that day will be cancelled.
 - Should you have a local meeting scheduled in an area of the province not impacted by a provincial government office announcement, your meeting may proceed provided it does not involve employees traveling from an area impacted by a Provincial government office delay or closure announcement.
 - If Provincial government offices open in your area, and your meeting has been cancelled, we treat this day as we would any other where we have cancelled classes, but we do not have a system wide shutdown. TF members have the option to work from home, EA's follow the agreement as per Schedule F, and CUPE support staff report to work as per the provincial government offices announcement.

Department of Education and Early Childhood Development policy: If a school is delayed or cancelled due to weather related travel conditions for any school board or family of schools in the province, meetings scheduled for the Department of Education and Early Childhood Development will be CANCELLED for the day. This policy is automatic and announcements to this effect will NOT be put on radio stations. Meetings may be postponed to a later date.

Regarding substitutes: please ensure that all substitutes are aware that if classes, and/or your meetings are cancelled due to the above weather related concerns, they will not be required, should not show up, and will not be paid for this day. This will be posted for them on AESOP as well.

If the meeting or workshop you are scheduled to attend is cancelled due to weather or travel conditions but your school is not impacted by a weather related announcement, you are expected to report to work.

If uncertain, please CONFIRM before traveling.

Promoting Reading and Writing



Make it Real: Invite Reading Role Models

Invite guests into your class to do read-alouds and discuss what they are reading (other teachers, coaches, principal, members of the community, etc.) Seek out people your students would look up to.



Provide a Wide Variety of Reading Material

This is key! Offer a selection of fiction and non-fiction, and books of different genres and reading levels. Know your students' passions and interests. Give them choice. Make reading material visible and accessible in your classroom.



Provide TIME to read

Devote class time just for students to read, and set clear, firm expectations for this sacred time. Make sure you are modeling reading at this time, too!



Provide a Chance to Chat

Let students talk about what they are reading, either to you, to another peer, or to a small group. Consider a book club approach, in which multiple students read and discuss the same book. Prompt students with open-ended questions that focus less on recall of facts.



Read Aloud Regularly

Read aloud as much as possible from all genres. Show the students the potential enjoyment they can get out of novels by hooking them into a good story. Model a think-aloud of your own reading strategies.



Find the Right Book

Help students find the right book – the home run book. The impact of finding the right book at the right time can be the catalyst for a successful reading experience, one that triggers further reading. Access your ally: put your reluctant reader in touch with the librarian for a recommendation.



Access Audio-books

Encourage struggling readers to listen to an audio version of their book as they follow along in the text. Public libraries offer free downloads of many audio-books. Our school's resource program has access to many great titles through audible.ca that can be accessed on cell phones.



Investigate the Reason for Reluctance

There may be more going on with your reluctant reader(s) than just not being able to find a book that interests them. Struggling readers need explicit instruction in fix-up strategies.

Writing as Thinking



Expose students to Real-World Writing

Show students that writing is a part of everyday life. Share examples of book/movie reviews, manuals, recipes, resumes & cover letters, etc. Invite guest speakers to your class to share ways that writing is a part of their jobs.



Do Low-Risk Writing Often

Do not attach a high-stakes mark to all writing assignments. If you do, reluctant writers who lack confidence will give up before they even begin. A formative, writer's notebook is a great place for students to practice writing without feeling judged. Encourage them to experiment with different forms of free-writing, like song lyrics, letters, top-10 lists, or even writing with a visual element.



Provide TIME to write

Devote class time just for students to write. Make timed free-writes part of your lesson. Schedule in writer's workshops. Do not expect the reluctant writer to do writing assignments as homework just yet...be patient!



Conferencing: Provide a Chance to Chat

Let students talk about what they are writing, either to you, to another peer, or to a small group. Struggling writers will need lots of feedback. Focus on positive first, giving praise often. Ask one of your reluctant writers if he/she would be willing to let you show an example of his/her writing to the rest of the class as an exemplar, even if it is just one sentence.



Connect Writing to Their World

Allow students to write about things that matter to them, and make the purpose for writing authentic. Reluctant writers are more likely to buy into a task if it has meaning and relevance for them personally. Loosen up the reigns on form, too. Some students will feel restricted if they are limited to expressing their point in a 5-paragraph essay, for example. Let them choose forms that suit their purpose.



Build Portfolios...Build Confidence

There is nothing more gratifying for a reluctant writer than looking at a collection of their own work at the end of the semester. Portfolios should reflect an array of writing skills, and contain pieces on a wide range of topics with different forms. The portfolio can be the basis for a writing conference where the student can see the progress they have made throughout the term. This can be a real confidence booster!



Model the Process: Write with Them

Reluctant writers are often struggling writers. Do "think-alouds" as part of your lesson. Show them how your thoughts unfold as you tackle a piece of writing. When reluctant writers see that even strong writers sometimes struggle to find the right words, they are more likely to be less critical of themselves and their abilities.

Using Active Supervision



- Supervision needs to be a deliberate and active process. Supervising adults need to understand and agree with the school-wide rules, and be able to effectively teach, monitor and provide positive feedback about following the rules in all locations.
- The Active Supervision Observation Feedback form provides a framework that staff can use to observe each other and give feedback.
- Active supervision involves:
 - moving
 - scanning
 - positive contact
 - positive reinforcement
 - "on the spot" teaching of social skills
 - immediate consequences for negative behaviour.

Move Constantly

- Movement should be planned, constant and deliberate.
 - **Target known problem areas**, activities and individuals at a higher rate.
 - **Vary the patterns of movement** throughout the day and from day to day.

Systematically scan

- **Maintain constant visual movement** whether standing, walking or talking. Shift your field of view and pay attention to visual indicators of behaviour issues.
- **Look at the students' behaviour**, not just their games or physical appearance. Watch for subtle contextual, physical or behavioural clues that may be signs of distress.
- **Look at the big picture**, not just one student or activity but as many as possible. On the sports field, attend to individual behaviours rather than watching the game.
- **Identify and attend to signs that are typically associated with negative behaviour.** Watch for games breaking up for no apparent reason; students frowning and gesturing to others, perhaps angrily; students seemingly shrinking back from a peer or peers; quick, rough movements for no apparent reason; someone running away from a peer or peers outside of an apparent game; frightened looks; or someone making a fist or obscene gesture.
- **Listen.** Verbal cues may also indicate negative behaviour. Listen for angry or plaintive tones of voice, arguing, and panicked and bossy voices or commands.



- **Recognize potential trouble spots and scan them often.** For example, if tetherball frequently leads to verbal and physical aggression, supervisors need to keep an eye on this game and watch for warning signs. (Has the game stopped? Is someone holding the ball and keeping it away from others?)
- **Recognize situations that may precede problem behaviour.** Problem behaviour such as aggression is typically preceded by arguing, rough play, high states of arousal, unsportsmanlike conduct and over-competitiveness.
- **Set and readjust physical boundaries.** Clearly communicate about the areas that students are free to use. Consider choosing one play area and making remoter areas out of bounds during recess and lunch hour.
- **Identify areas that supervisors typically cannot see and ensure that they are regularly supervised.** These areas might include washrooms, unused hallways and parking lots.
- **Know individual students who have been identified as having particular difficulties.** Informally check in with them to give feedback and prevent problems.
- **Minimize the time spent dealing with problem behaviour.** If you can't solve a problem or correct a behaviour in two minutes or less, refer the problem to the office (depending on its severity) or to some other prearranged place. For example, the supervising teacher could give the student (and/or the classroom teacher) a consequence slip listing a time for further discussion. When problems are identified, solve or correct them quickly, fairly, consistently and as privately as possible and then move on.

Be positive

- **Positive contact** focuses attention on and increases the likelihood of positive behaviour while decreasing the incidence of inappropriate behaviour.
- **Actively project a friendly, helpful, open demeanour** that communicates caring, trust and respect. A positive contact can be as simple as, "Good morning, Lee. It's good to see you."
- Increasing positive contacts gives staff more opportunities to **provide friendly reminders** or "precorrections" that help students "get it right before they get it wrong."

For example, just before lunch is a good time to remind students to pick up garbage. "When you are in the lunchroom today, think about picking up after yourself. The lunchroom and school grounds are looking pretty good these days. Let's work together to keep the school looking green and clean."

Reinforce, reinforce, reinforce

- **Positive reinforcement should clearly describe the behaviour** that is being reinforced. For example: "Lee, I saw you helping Susan pick up those books she dropped—that showed thoughtfulness. That's going to make a difference in her day." The statement should clearly describe the behaviour that is being reinforced.
- **Deliver reinforcement immediately**, or as soon as possible after observing the targeted behaviour.
- **Provide four positive comments for every one negative** or corrective statement to increase the likelihood that students will engage in the positive behaviour.

