

SAVANNA SCHOOL POLICY HANDBOOK



Revised 2016

MISSION STATEMENT

At Savanna School we will focus on respectful relationships while providing rural students with opportunities for individual academic success, active living and positive contributions to their school, local, and global communities.

SCHOOL PHILOSOPHY STATEMENT

At Savanna we believe that students should become independent learners and that students, parents, and teachers must share the responsibility for learning. We believe that students deserve a quality learning environment that is supportive, challenging, positive, safe and stimulating for all students, and that all individuals in the school be treated with dignity and respect and in turn treat others the same.

SCHOOL COUNCIL/HOME AND SCHOOL

Parent involvement is encouraged in Savanna's School Council. Parents are invited and encouraged to meet to discuss issues that arise relating to the operation of the school. Meetings will be announced in the school newsletter and weekly bulletin.

SCHOOL COUNCIL

School council is a collective association of parents, teachers, secondary students, principal, staff and community representative (s) whose purpose is to advise the principal and the board respecting matters relating to the school. It is a means for parents and community members to work together with the school to support and enhance student learning.

Membership in the school council is defined in regulation and in the School Act. The majority of the members are parents of children enrolled at the school. Other members are the principal, one or more teacher representatives and a high school student, if the school has a high school. A school council may also have an Early Childhood Services (ECS) parent, if the school has an ECS program, and a community member.

A school council is a vehicle to support meaningful parental involvement in decisions that affect the school and its operations. School council provides the venue for parents to reflect the wishes of the broader community for the education of its students and to actively participate in giving advice and support to the principal in the operations of the school. The actual decision-making authority of the school council is limited to a) setting policies to govern school council activities at the school level, as described in the School Act, b) planning support activities that align with school council's purpose and c) choosing which advice to provide the principal and board on areas that specifically fall to them.

The Role of the School Council

A school council should review its mission, vision and goals annually to ensure it reflects the views of the current membership.

Other school council functions may include:

- Consulting with the principal so he or she can ensure students have opportunities to meet Ministry standards, fiscal management is sound and the community's expectations are taken into consideration during school-based planning
- Advising the principal and the school board/charter board
- Being involved in school-based planning
- Sharing ideas and information with other school councils and provincial organizations □ Communicating information to the school community and other school councils □ Setting policies that relate to school council functions, such as:
 - location of school council meetings
 - mailing address for school council correspondence
 - school council orientation and development policy
 - financial policy
 - fundraising policy
 - communications policy
 - privacy policy
 - minutes of school council meetings
 - pertinent information unique to the school council

What School Councils are Not

It is important to be mindful that, as with all partners in education, there are limits to what can be done by a school council. Roles that are not to be taken on by a school council include:

- School governance
- Employment issues
- School management
- Listening to complaints

It is not the primary role of school councils to:

- fundraise
- lobby

When everyone has a clear understanding of his or her role on school council, it fosters mutual respect and collaboration.

School Councils Must Avoid....

- Working on policies that deviate from school board policy
- Taking on the role of the teacher, principal or school board, each of which has professional and legal responsibilities within the school system
- Discussing performance or conduct of individual students, teachers, other employees, parents or community members during activities related to school council
- Commenting on terms and conditions of individual employment contracts for school staff
- Discussing matters clearly designated to another person or group through legislation.

VOLUNTEERING

Parents who have an interest in volunteering for school-related activities and projects are encouraged to contact their child's teacher or the office. Visitors, whether they are parents, guests, or people on official school business, are always welcome but are asked to please report to the office first.

FEES

MANDATORY FEES - Each year students are charged school fees. Parents will be informed of the amount and are asked to submit payment to the office.

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written in the book in case it is misplaced.

IF BOOKS ARE LOST OR DAMAGED, YOU WILL BE RESPONSIBLE FOR THE COST OF THE TEXT.

The new fee system offers a yearly one-time fee at the start of the year or through payments arranged to cover all academic fees throughout the year. Please note that this new fee formally **covers only academic co-curricular fees throughout the year, therefore parents/guardians will no longer be asked for additional funds.** Parents and Guardians will now be paying the new system fee. The following is the break-down of the new fee.

	Old Fee	New Fee	Savings
Elementary Fee	\$150.00	\$106.20	-\$43.80
Junior High Fee	\$130.00	\$116.20	-\$13.80
Senior High Fee	\$175.00	\$131.20	-\$43.80

1. When students are required to complete courses through distance education (ADLC or PAVE), they will be charged for the tuition and materials. The parent will submit payment to the

school. If the student successfully completes the course, and the course was not offered by the school, the school will refund the fee.

BULLETINS & ANNOUNCEMENTS & NEWSLETTER

All notices of club meetings, athletic and social events, general information for the day, and specific instructions are announced over the P.A. system each morning. Pupils responsible for putting notices in this daily bulletin must have their notices handed in to the main office on the morning of the announcement.

Special notices of school-approved events are posted on the bulletin boards in the hallways. Each Wednesday a weekly bulletin will be sent home to all parents. This bulletin contains information about school and community events. If any member of the community has a notice that they would like to have included in the Wednesday bulletin, please call the secretary with the particulars prior to school dismissal on Tuesday.

EMERGENCIES

To respond to an emergency we may have to send students home at an earlier time. In such a situation the parents of students who are in ECS to Grade Six, will be contacted prior to their child being sent home.

SCHOOL CANCELLATION

Occasionally inclement weather and/or hazardous road conditions dictate that busses do not run. If this happens, parents will be informed by their bus driver or by announcements on radio stations Rock 97.7, Big Country XX, and CJDC prior to 7:00 a.m. Parents should also check the on-line bus report on Peace Wapiti School Division's web site (note the bus icon) for individual, school, and division-wide bus cancellations. Schools will remain open to students even if all busses are not operating, but due to low attendance on these days, appropriate alternative educational experiences will be provided rather than the regular program.

TELEPHONES

The office and classroom telephones are for school business, and they may be used by students only with the permission of the secretary or the principal. A student telephone is located in the main entrance area. Long distance service is not available on this phone.

BUSSING

Parents are reminded that they must take some responsibility for their children's safety, especially during the winter months. Please make sure that your children are suitably dressed to handle the weather conditions in the event of mechanical failure or other circumstances. Students

riding the bus will conduct themselves in a manner that is respectful of the driver, other students, and division property. Problems on the bus will be dealt with according to board policy.

STUDENT VEHICLE TRANSPORTATION

Students who are transported to the school on a school bus are not allowed to leave the school in a student-driven vehicle **without the written permission of their parent**. Student drivers must also have the written permission of their parent to transport other students in their vehicle.

Students who drive themselves to school are expected to remain at the school for all their classes. Parents must give notification to the school office and not to the classroom teacher before their child leaves the school. It is the responsibility of the student to sign out at the office and make sure it is acknowledged by the office before leaving.

Students are not to drive to the store during the school day.

Students are to use the designated student parking area.

Underage drivers or drivers of unlicensed or uninsured vehicles as well as off-road equipment, such as ATVs or snow machines, are not allowed to park on the school grounds.

Following dismissal at the end of the school day, vehicles are to leave the school parking lot only after the busses have departed.

GUESTS

All guests need to be vetted by the Principal and permission will be given individually.

CELL PHONES AND ELECTRONIC DEVICES

The use of electronic devices in class is up to the discretion of the teacher. Students must take responsibility for the security and appropriate use of such devices. The purchase price and usage costs of these devices are the responsibility of the students and their parents.

LOST AND FOUND

Lost and found boxes are located in the school for items found in the school. Valuables such as electronic devices, watches, rings, keys, glasses, and jewelry are usually turned in at the office. Students should never bring large sums of money or other valuable articles or items to the school. Teachers cannot be held responsible for the safekeeping of such articles in the school's classrooms or gymnasium.

CAFETERIA

A school cafeteria is open daily from 11:38-11:45 and again at 12:10-12:15. Students can purchase a variety of snacks, pre-packaged and frozen submarine sandwiches, burgers, pasta dinners, drinks, etc. The school will not sell pop, chocolate bars, or candy in the cafeteria. Cafeteria goods are sold to students on a cash basis (no charging). Students are responsible for cleaning up all their own mess after lunch.

STUDENT BEHAVIOR

Students are allowed to express their affection for each other by “hand – in – hand”, so no sitting on each other’s laps, no kissing, no groping etc. Excessive touching will not be permitted and will be determined by staff and the comfort level of peers. If a student is using a blanket, then hands will be above the blankets at all times. Students are not to be lying on the floor in the hallway. While in class, there will be no PDA’s. Questionable behavior will be discussed with the student by any staff member and, if necessary, the parent/guardian. Students will be requested to and will be expected to change their questionable behavior during regular school hours and at any function where they are representing the school (clubs, travel, sports teams, etc.).

DRESS CODE

A public school reserves the right to establish a dress standard that is reasonable for all concerned. Students are asked to cooperate with school staff regarding dress standards. Any time students/staff are representing Savanna School, these rules apply. Dress that is revealing, suggestive, provocative, insulting and /or unsuitable for public school wear; advertises or mentions alcohol, tobacco, or drugs; or is a distraction, disturbance, or interruption of school proceedings is inappropriate. Clothing must ensure that bottoms be covered with a minimum 3 inch inseam. Clothes are not to be skin tight (1 cm gap for shorts) with an exception for gym strip (ie yoga pants). No halter or backless tops are allowed as regular clothing. No undergarments are to be visible. No damaged clothing; rips in jeans shorter than the appropriate length for shorts, or ripped shirts. Tops with spaghetti straps are not permitted, and necklines should be such that no cleavage should be visible at any time. Tops should also overlap bottoms in a normal posture so that no bare midriff is visible and that midriff is not visible when arms are raised or moved about. Students and staff must wear indoor shoes when inside of the school

building. Students are to remove hats between the school day of 8:55 am until 3:08pm. Questionable apparel will be discussed with the student and, if necessary, the parent/guardian. Students will be requested to change their questionable apparel during regular school hours and at any function where they are representing the school (clubs, travel, sports teams, etc.). During the winter months, students should conform to dress expectations as outlined in the busing handbook (mitts, headwear, winter coat, and winter boots). Assume the worst: a bus could break down, and students could be exposed to cold temperatures for an hour or more.

CLEANLINESS IN THE SCHOOL

Garbage is to be placed in garbage cans situated in a variety of locations about the school. Food and soiled clothing is to be removed from lockers on a regular basis, and there is to be no writing or “stick-ons” on lockers. Food or drinks are not permitted in the gymnasium with the exception of water.

LOCKERS

Each student is assigned a locker and a combination lock for the storage of books, equipment and coats. All locker combinations will be kept in the office for emergency and security reasons. Students can protect their property by keeping lockers locked at all times and by keeping their lock number to themselves. Students who leave their lockers unlocked must take responsibility for anything lost or stolen. Students may lose their locker if they refuse to keep it locked. The locker is School Board property, and the administration reserves the right to search the locker if required. Offensive or suggestive pictures, graphics, and/or language is not to be posted in lockers.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly, moves to the prescribed exits quietly, and clears the school building in an orderly manner.

Safety of the pupils in this school is to be stressed at all times. Teachers/Staff will familiarize students with regulations and make certain that they understand what they are expected to do.

LOCKDOWNS

Lockdown drills may occur during the school year to prepare the staff and student body for an emergency. It is essential that when the signal is given everyone knows the procedure to ensure their safety and obeys orders promptly.

Safety of the pupils in this school is to be stressed at all times. Teachers/Staff will familiarize themselves and students with the regulations and make certain that they understand what they are expected to do.

ACTIVITIES

Savanna offers many opportunities for students to participate in many activities. These activities provide opportunities for students to interact and develop social and leadership skills in an informal setting. Some of the current activities at Savanna include Students' Union, Yearbook, Inter-School Sports Teams, and music lessons. We also have High School First Responders and arrange for courses like First Aide. If a parent is driving then the copies of proper insurance and liability forms must be in at the office. Policy EEAEA references the School Division stand on student drivers.

STUDENT COUNCIL

The Student Council is responsible for organizing many extra-curricular activities and for promoting school spirit. Such things as organizing school dances, raising funds for charitable organizations, and planning social events involving the community and school are a few Student Council activities.

YEARBOOK

Each year a few students are selected to produce Savanna's Yearbook: a quality publication that involves many hours of dedicated and sometimes tedious work. Generally, the yearbook production is an after-school activity.

SPORTS TEAMS

Savanna School organizes volleyball and badminton teams that play in the division league as well as participate in several other invitational tournaments. Cross country meets are held in the fall, and track and field events offer competition for interested students in May and June. There is also a junior high softball tournament in the spring. Elementary teams play in floor hockey,

soccer, volleyball, and softball tournaments. Other team sports may be offered dependent upon interest and availability of coaches.

FIELD TRIPS

Visits to places and activities outside of the school often considerably enhance the school program. A field trip form must be signed by a parent or guardian granting parental permission to go on any field trip. The teacher in charge must also sign this form. All missed work must be made up and is the responsibility of the student. The privilege of participating in field trips is subject to adequate academic effort and appropriate behavior. Insurance coverage for students is a parental responsibility. Students will be required to take the bus provided by the school to all events. If a parent wishes to pick their child up at the event, then a note must be in to the office before the event happens and the supervising teacher must be aware of this have a copy of this note. Please refer to Peace Wapiti School Division Policy EEAEA for more information about driving students in privately owned vehicles.

Field trips are often an important extension of in-class learning, and it is of great benefit for students to participate. We have found that students who are involved in class activities are more connected to their class and tend to experience greater success in school than would otherwise be the case. If students do not join their class on these field trips, they are expected to be at school where they will be given meaningful, course-related activities.

There is a major field trip held for grade seven/eight students in odd numbered years. This trip has been made to a variety of locations and entails a great deal of planning and fundraising by students, parents, and teachers. We have been very proud of the way in which our students have conducted themselves on these trips.

Every spring the K-6 students participate in swimming lessons offered at the pool in Dawson Creek. As well, these classes often participate in field trips while they are in the city. In even-numbered years, an international field trip will be offered to high school students dependent upon interest.

STUDENT ACCIDENT INSURANCE PROGRAM

Peace Wapiti School Division has a Student Accident Insurance Program that protects students and their families from some of the high costs of injury from accidents. The Student Accident Insurance program provides coverage for medical, dental, disability, and accidental death and dismemberment insurance on behalf of students participating in any school activities, including student transportation and school sanctioned events and field trips. All students are covered under the Division plan.

Parents/Guardians may wish to purchase additional coverage (summertime, weekend, and other non-school days) at their own cost; information packages are available at the schools. For all claims, please contact your school for a claim form.

Accident insurance is available to students at a reasonable cost. Application forms for this type of voluntary insurance will be distributed at the beginning of each school year. Students are encouraged to have adequate insurance coverage if they participate in athletic activities, physical education classes, and/or outdoor education classes. Student insurance on field trips is a parental responsibility.

ACCIDENTS AND ILLNESS

First aid will be administered to any person injured on school premises, and the office will be notified as soon as possible.

Parents will be notified about the accident if it is of a serious nature. All accidents, except those that are obviously of a very minor nature, will be reported by the teacher to the office on special Accident Report Forms. Our High School First Responders may be called. The accident will then be reported on the on-line reporting program and a copy will be kept at the school.

Parents are encouraged to take out the voluntary accident insurance, provided through the School Board, which covers curricular and extra-curricular activities sponsored by the school. If a student must be transported to the hospital, and the parents or emergency contact cannot be located, an ambulance will be called. Parents are responsible for the cost.

Everyone is urged to report any dangerous equipment or other potential hazard around the school and to assist in the prevention of accidents.

If students become ill/injured at school, a member of the staff will attempt to contact the parents, guardian, or emergency contact person so that the child may go home. If the parent/guardian cannot be reached, the child will be made as comfortable as possible at school. If the illness/accident appears serious, the family doctor will be contacted and his/her advice followed.

Parents are asked to contact the school to inform the staff of any serious medical problem or disability that their child may have, whether it is permanent or temporary. Health data is provided in cumulative records and on PowerSchool, to assist the school staff regarding potential problems. A written exemption from a doctor is necessary if a child is to have long-term exemption from any activities at school. If the child is to be excused permanently from any activities for medical reasons, there is a form at the school that should be completed by the child's physician.

MEDICATION

Parents are encouraged to dispense any necessary medication at home if at all possible. If medication must be administered during school hours, please make arrangements with the office staff to supervise. All drugs (prescription and patent) must be kept in the office in properly labeled containers with the student's name and dosage clearly specified. Please note that school

staff are not to dispense any non-prescription drugs (eg. Aspirin, Tylenol, etc.) without specific parental permission.

ATTENDANCE

In order for students to successfully complete their schoolwork, regular attendance is vital. Classroom activities are very important and much of the discussion that takes place in the classroom cannot be replicated when students return. Assignments given in class time are also used in evaluating progress.

Teachers enter attendance on Powerschool. Parents are asked to call the school at 351-3771 after 8:45 a.m. to inform the school of the nature and possible duration of their child's absence. If parents do not call the school, they are asked to send a note, giving their child's name, dates of absence, and the reason for the absence.

If students are away from school, it is their responsibility to catch up on all work that they have missed. Students must speak with their teachers or fellow students to determine what is to be done to complete assignments. Of course, special arrangements will be made for students who are away for long periods of time due to illness.

EXTENDED FAMILY VACATION

If students are to be absent for long periods of time due to travel or visits, parents are asked to contact the school ahead of time. This allows the teacher to be forewarned and minimizes disruption of the student's instruction. An effort will be made to assign work in advance.

However, work and tests are still the student's responsibility. Parents are asked to be aware of the midterm and final exam schedules and if possible to schedule any holidays not around those dates. If it is unavoidable, please contact the school as soon as you are aware of conflicts, so arrangements can be made.

LEAVING THE SCHOOL

For all students, a sign out book is kept in the office, and students or their parents are asked to sign the book before they leave the school. If the parent is not the person with whom the student leaves the school, the **student requires a note** indicating the specific reason for leaving, the time of departure, and the name of the person their child is leaving with. This note is required whether the student leaves during school hours or after school. Since we are responsible for the students, it is imperative that the administration know where each student is at all times.

TRANSFERS OUT

Students who will be moving out of the district are asked to inform their homeroom teacher and have their parents notify the office as soon as possible.

COUNSELOR

The purpose of the guidance services is to help each student in his social, educational, vocational, and personal development. Conferences with students receive first consideration of the counselor's time and are scheduled whenever necessary. A counselor is available:

1. To provide pertinent information regarding qualifications for post secondary programs and information about career opportunities.
2. To assist students to relate effectively to and with others.
3. To assist students to acquire the knowledge, skills, attitudes, and habits required to respond to the opportunities and expectations of the world of work.
4. To assist students to cope more effectively with personal problems which impede educational achievement, career development, and personal/social growth.
5. To request the assistance of teachers, administrators, and parents in the identification of personal, social, and intellectual needs of students.
6. To provide information with reference to available educational and intellectual needs of students.
7. To help arrange for referrals to other appropriate professionals.

STUDENT SERVICES TEAM

The services of a school psychologist, reading specialist, speech therapist, occupational therapist, physiotherapist, and social worker are available upon request. The assistance provided by this

team can be called upon as needed, to help teachers and parents deal with problems which keep pupils from reaching their potential. As part of the Student Health Initiative, students may speak with a school team worker only once before parents are contacted regarding a referral for more in-depth assistance.

MINIMUM CREDITS

Grade 10 and 11 students are required to take a full course load (at least 40 credits). Grade 12 students must take a course load that ensures their graduation eligibility.

USE OF VIDEOS IN THE CLASSROOM

Teachers frequently wish to use videos as a resource in the classroom. If the video is more restricted than “general,” the teacher will send a note home to parents containing information about the title of the video, its rating, and when and why it is to be shown. Parents will be asked to call the teacher if they wish their child to be excused from watching the video.

ACADEMIC EXPECTATIONS

At Savanna students are expected to do their best in all subjects. This requires attention during class time and a determined effort at home as well.

IN CLASS

Students are expected to:

1. bring a notebook, or a device, paper, pen or pencil and other materials including homework to class.
2. be an active participant in the classroom; listen well so that instructions are understood and take part in discussions.
3. ask questions if clarification or further instruction is needed. Make sure any assignments are understood before leaving class.
4. strive to do the best work possible
5. be aware of and cooperate in maintaining safe environments and engaging in safe practices especially during physical education programs.

STUDYING AND ASSIGNMENTS

Attitude is important - think positively. Seek help only when you have exhausted your own resources; then ask questions and use other resources such as the library or Internet.

1. Learning requires concentration - keep your mind on what you are doing. It will take less time.
2. At home, have a definite, well-lit, quiet place to study. Homework helps to develop regular and efficient study habits, to reinforce learning, and to accommodate individual rates of learning. A general guideline for the amount of time spent on homework each day is: grade x 10 (e.g. Grade 4 would be $4 \times 10 = 40$ minutes; grade 12 would be $12 \times 10 = 120$ minutes.) Not all teachers assign homework, but subject material could be reviewed.
3. Read the entire assignment rapidly to grasp the basic content. Reread slowly to understand the content, details, explanations, and directions. If the assignment is not written, make notes of your own, and outline what you have learned.
4. If the assignment is a long-term project, do a little of it each day; don't procrastinate until the last minute. It will be easier, and you will do a better job.

EXTRA HELP

Students may always seek extra help from teachers if they do not understand an assignment, if the work is difficult, or if they have been absent and have missed assignments and class discussions. Conferences with teachers should be arranged before or after school or at a time convenient to both parties.

1. A teacher will sometimes request that a student stay after school if it is apparent that the student is having difficulty with his/her work. This is not to be thought of as a punishment, but rather as the desire of the teacher to help students make the progress of which they are capable.

HOW TO TAKE A TEST

1. Relax and forget other people.
2. Read the directions carefully, and then follow them.
3. Skim the whole test first to see what is asked for and how to apportion your time.
4. Read each question twice before answering.
5. Answer the easiest questions first.
6. Think before you write.
7. Answer questions fully with information asked for - not what isn't asked for.
8. Check your paper for spelling and grammar before turning it in.

NOTE TO PARENTS

Your interest and support at home are important to your child and greatly appreciated by the teachers. Both parents and teachers want the best possible education for the child. Through a cooperative effort, this may be achieved. Both parent and teacher should:

1. Recognize that parents are the first teachers of their child, and thus good habits and attitudes start in the home and are reinforced in the school.
2. Recognize that the teacher takes the place of the parent while the child is in school (in loco parentis).
3. Recognize that any rules and recommendations in the school are made in the best interest of the child.

PARENTS CAN HELP

1. Do you encourage your child to be enthusiastic about his/her school work?
2. Does your child schedule sufficient time for home study?
3. Is there a suitable, quiet place to study at home at a regularly schedule time? Pencils, pen, paper, books, dictionary, ruler, etc., should be at hand.
4. Do you have family agreements that are kept regarding the use of the telephone, computer, or TV?
5. What do you suggest as a substitute when you are told there is no homework? Consider the following:
 - a. Reading - continuous assignment for everyone, including magazines, newspapers, and books chosen for enjoyment.
 - b. Reviewing - class notes, arithmetic processes, spelling.
 - c. Research - science or other long-term projects that have been assigned.
6. What time is bedtime? Students cannot learn if they are overtired or fatigued. Parents should ensure that their children receive sufficient sleep.
7. What about nutrition? Students need a certain level of nutrition in order to learn. To ensure that your child's nutritional needs are being met, familiarize yourself with the "Canada Food Guide."

EVALUATION

Grades are an evaluation of what students have learned. They become part of a permanent record. Institutions of higher learning and potential employers are all interested in school records.

Teachers are informed of School Board policies on evaluation and have prepared course outlines that indicate how students will be evaluated in each subject area. These course outlines are sent home with junior and senior high students and are kept on file by elementary teachers.

PLAGIARISM AND INTELLECTUAL HONESTY

It is very important that our school support the principle of intellectual honesty. This means that the work students hand in for evaluation must be their own. Students who copy the work of others and submit it as if it were their own are being dishonest and must deal with severe consequences. Such students will take a zero grade on the submission, their parents will be informed, and the student will be given an in school suspension. This policy, in comparison with others, is relatively lenient. Some schools fail the student in the course involved.

STUDENT REPORTING POLICY

Elementary Students

Report Cards will be issued three times a year, and there will also be one informal written or personal/telephone contact towards the end of January.

First Report: November

Second Report: March or April

Final Report: June

Junior High Students

Report Cards will be issued four times per year.

First Report November

Second Report January

Third Report March/April

Fourth Report June

Senior High Students

First Semester	November and January
Second Semester	March or April and June

Formal parent-teacher-student interviews are scheduled in November and April, and informal interviews are encouraged following the first and second reports for elementary and junior high students and after midterm reports for senior high students.

If at any time during the year between reporting times, parents wish to know more about their child's progress, we urge them to call the school. An appointment for an interview with the teacher(s) concerned, with the principal, and with the counselor can be arranged. We welcome and encourage communications between teachers and parents.

The information provided about students on the report card are designed to indicate probable success. Any mark below 50% should be regarded as a real warning of possible failure. Marks ranging from 50% to 54% indicate a degree of success that would seriously limit the type of high school program that could be undertaken. Marks from 55% to 64% indicate that the minimum requirements for entrance into an academic high school program are being attained. Marks 65% or higher indicate that the challenge to do successful work at the high school level is being met provided that there is no decline in student achievement. Junior high school achievement usually determines the type of program students should enroll in at the high school level.

Teachers are encouraged to contact parents between reporting periods if students are experiencing difficulty. Parents can often offer help and encouragement that increases student success.

AWARDS

The purpose of our awards program is to reward students for academic achievement and improvement.

FINAL AWARDS IN JUNE

Final awards are presented to students at ceremonies held at the end of the school year. They include:

Achievement Awards

Students who have achieved an average of 80% or better in the four core subjects (math, English, social studies, science)

Merit Awards

Students with an average of 75 to 79%

Other Awards

A variety of individual awards, sports, citizenship and novelty awards are presented to students.

We appreciate large number of parents who come to the awards ceremony and show their support for their children.

Bi-monthly MINI AWARDS

Merit awards are given in elementary on an ongoing basis for citizenship, effort and achievement. Students who earn 10 merit awards receive a certificate at a weekly assembly. Students who earn 100 merit awards have their names entered for a draw made at the June ceremony.

GRADUATION

Savanna is one of very few schools that holds a “true grad.” This means that graduation ceremonies are not held until after students have received the results of their final diploma exams. We have found over the years that this policy results in a higher rate of success on grade 12 exams than would otherwise be the case. Consequently, our ceremonies take place during the second weekend in August.

DISCIPLINE

PHILOSOPHY

Our school-wide approach to discipline focuses on:

1. Maintaining a safe and caring school environment
2. Helping the student to identify and solve behaviour problem(s).
3. Leaving everyone's dignity intact.
4. Cooperating with parents in resolving student problems.

SCHOOL-WIDE BEHAVIOURAL EXPECTATIONS

The staff at Savanna is dedicated to helping students mature socially and academically during class and non-class time. Every student is expected to participate actively and productively in all

situations. Conduct in classes must be appropriate so that all class members and teachers may concentrate on the tasks they perform.

Our expectations are:

1. That all students will exhibit respect for themselves and their fellow human beings, be they fellow students, school staff, or any other individuals in school or out of school.
2. That all students will refrain from swearing or using foul language at any school-related activity.
3. That all students will work with and co-operate with teachers, secretarial staff, custodial staff, and all others who help run the school for them.
4. That all students will not involve themselves in rough play, snowball fights, or any activity that could cause injury.
5. That all students will refrain from male-female contact which is deemed improper by staff. The supervisors and/or staff will make decisions regarding the definition of "improper contact."
6. That all students will make every reasonable effort to meet classroom expectations by being in class on time with all books and materials required and with homework assignments completed.
7. That all students will exhibit a respect for property, their own, and that not belonging to them.
8. The possession of or trafficking in alcoholic beverages or illegal drugs on school property or at any school function will not be tolerated. Students found on school property under the influence of drugs or alcohol will be dealt with severely.
9. Absolutely no weapon will be brought to the school. A weapon is an object designed for use in attack or defense in combat fighting.

We believe that all students can conduct themselves appropriately and meet these reasonable expectations. However, should a student choose to ignore these expectations, the behavior will be considered inappropriate and will lead to logical and natural consequences.

INAPPROPRIATE BEHAVIOUR

MINOR OFFENCES

Minor offences will be handled immediately by any staff member. Students will know what was poor judgment on their part and will be helped to formulate more acceptable alternatives for the future.

SMOKING

Absolutely no smoking or use of a tobacco product or e-cigarette is allowed on Peace Wapiti School Division Property.

PROPERTY DAMAGE

It is Board policy for students to make full restitution for damage to school property, whether it is an act of vandalism or carelessness. Broken glass or scratch marks on desks are prime examples. Please note that the school and the school system do not have insurance to cover these damages. Students are also responsible for any damage they cause on field trips.

SERIOUS OFFENCES

The following are considered serious:

1. Any form of bullying-verbal, physical, emotional, social, cyber
2. Fighting or other physically abusive actions.
3. Abusive language, gestures, or put-downs.
4. Disobedience (open opposition to authority) directed at teachers, secretarial, custodial or other staff members.
5. Skipping classes.
6. Continuous disruptive behaviour.
7. Plagiarism.
8. Smoking
9. Vandalism, theft, etc.
9. Possession of an illegal substance or Alcohol
10. Possession of a Weapon.

CONSEQUENCES

If students are sent to the office or to the resource room (elementary students) because of their misbehaviour, they will be dealt with promptly and fairly. If the student has serious or repetitive misbehaviour, the parents will be contacted and asked for their input regarding an appropriate consequence for the student.

Consequences for serious offences may include:

1. Meetings with parents.
2. An in-school suspension.

3. An out-of-school suspension.
4. Student contracts.
5. Referrals to appropriate specialists
6. Expulsion.

SUSPENSIONS AND EXPULSIONS

To suspend means to remove a student: from school from one or more class periods, courses or education programs, from riding the school bus for a period of ten days or less

To expel means to remove a student: from school from one or more courses, or education programs or from riding the school bus for a period of more than ten days.

For both suspensions and expulsions:

If the student is under 16 the parent will be informed in writing of the recommendation to expel or decision to suspend and be given an opportunity to meet with the principal to discuss the reasonableness of a suspension.

If the student is over 16 both the student and the parents will be informed in writing of the recommendation to expel or decision to suspend and parents will be given an opportunity to meet with the principal to discuss the reasonableness of a suspension.

If the student is living independently, only the student will receive the written information.

Once the principal has made a recommendation to the board to expel a student, a hearing will be held and the matter will be decided within 10 days and a decision made about the appropriate educational placement for the child.

PROFESSIONAL DEVELOPMENT

Savanna School believes that the professional development of its staff is of great importance. In our small rural center it often requires additional effort for individuals to keep up with the latest changes in programs and policies and to continue their skill development. Many of these professional development opportunities are funded in part by the staff members themselves. In addition, some of our staff members are heavily involved in piloting new programs and with assisting teachers throughout the division to implement new curricula. Any professional development activity will require that the teacher be out of their regular classroom. This is unfortunate, but necessary.

IN CLOSING

It is our intention that this handbook is of assistance to the parents, students, and staff of Savanna School. New situations and developments will require continuous modifications of this document, and we invite your input into that process.