



CHURCHBRIDGE PUBLIC SCHOOL

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“Learning Without Limits...Achievement for All”

*Please take this book to every class so
assignments and test dates can be
recorded.*

CHURCHBRIDGE PUBLIC SCHOOL (Grades 7 – 12)



At Churchbridge Public School our mission statement is:

“Learning Without Limits...Achievement for All”

C.P.S. will attempt to give as much individual freedom as possible within the framework of regulations as outlined by:

- the Department of Education – The Education Act
- the Directors and Superintendents of Education
- the School Board – The Policy Manual www.gssd.ca
- the School Community Council

SCHOOL GOALS

The staff at Churchbridge Public School has used the Learning Improvement Plan format to identify the following goals:

1. **School Climate:** To provide a safe and healthy climate at Churchbridge School.
2. **Physical Environment:** To provide a physical environment that enables and supports teaching and learning.
3. **Literacy:** To support the GSSD goal for student literacy.
4. **Mathematics:** To support the GSSD goals for math achievement at grade level.
5. **Academic Support:** To use data to determine and provide appropriate supports and/or interventions for struggling and under challenged students.
6. **Technology:** To provide resources and Professional Development for teachers to increase the use of technology in the classroom.
7. **Communication:** To communicate with parents and the community using email, school newsletter, assemblies and the school website: <http://cps.gssd.ca>.

(New and/or updated information is underlined.)

SCHOOL DAY

8:54-9:57 Period 1

10:02-11:04 Period 2

11:09-12:11 Period 3

12:11-1:05 Noon break

1:05-2:07 Period 4

2:12-3:14 Period 5

SUBJECTS OFFERED & CREDIT REQUIREMENTS

Grade 6

Arts Ed., Band, English, Health/ Career Guidance, Mathematics, Phys. Ed., Science & Social Studies

Grade 7

Arts Ed., Band, English, Health/ Career Guidance, Mathematics, Phys. Ed., Science, Social Studies & Practical & Applied Arts (P.A.A.)

Grade 8

Arts Ed., Band, English, Health/Career Guidance, P.A.A., Mathematics, Phys. Ed., Science & Social Studies

Grade 9

Arts Ed., Band, English, Health/Career Guidance, P.A.A., Mathematics, Phys. Ed., Science & Social Studies

Grade 10

9 credits; requiring English Language Arts A10 & B10, History 10, Science 10, Mathematics Foundations 10, Mathematics Workplace 10, Wellness 10, (Electives: Food Studies 10, Industrial Arts (PAA) 10 @ LHS, Band 10, Millwright/ Industrial Mechanic 10)

Grade 11

17 credits; requiring English Language Arts 20, History 20, Health Science 20 (Electives: Food Studies, PAA @ LHS, Band 20, Physical Science 20, Chemistry 30, Mathematics Workplace and Apprenticeship 20, Mathematics Foundations 20, Math Pre-Calculus 20, Millwright/ Industrial Mechanic 20, Phys. Ed. 20)

Grade 12

24 credits; at least 5 at the 30 level, requiring English Language Arts A30 & B30 & Canadian Studies 30 (Electives: Food Studies, PAA @ LHS, Band 30, Mathematics Workplace and Apprenticeship 30, Mathematics Foundations 30, Math Pre-Calculus 30, Chemistry 30, Phys. Ed. 30, Millwright 30, Entrepreneurship 30)

All students must also have at least one credit in health education/physical education, and two credits in arts education/practical and applied arts upon the completion of grade 12.

DISTRIBUTED LEARNING

Distributed Learning is an initiative specific to GSSD. The following courses are available at no cost to students:

Workplace Math10/20/30	Science 10
Personal Finance 30	Environmental Science 20
Photography 20	Interior Design 20
Forensic Science 20	Foundations of Math 20, 30
Communications Media 20	History 10
Computer Science 20	Math Pre-Calculus 10, 20, 30
ELA A10, B10, 20,	Health Science 20
ELA B30/Duel Credit	Biology 30
Accounting 10, 20	Entrepreneurship 30
Psychology 30	Chemistry 30
Life Transitions 30	Physical Science 20
Calculus 30	Health Science 20
Visual Art 10, 20, 30	Wellness 10

CREDIT RECOVERY

At CPS we believe it is important to be responsive and to provide intervention for students who struggle. Student support teachers, with the help of classroom teachers will identify and admit suitable students to the Credit Recovery Program that meet the criteria set out by the GSSD.

DISCONTINUATION OF CLASSES – Grades 10 to 12

Division IV students wishing to drop classes (even if you have not attended) **must**:

- a) Fill out a “Discontinuation of Class” form (drop slip) which may be picked up from the office.
- b) The “Discontinuation of Class” form must be signed in this order by:
 - The classroom teacher
 - the Guidance counselor
 - the parent

- the principal
- c) Students may be required to pick up an additional class to make up for the class that has been discontinued.

GRADUATION REQUIREMENTS

In order to participate in the Graduation Ceremonies, the following conditions must be met:

1. Students must be registered at Churchbridge Public School.
2. Students must have the potential to graduate according to the standards established by the Ministry of Education.
3. Students must complete all the requirements by graduation day to receive a diploma at the graduation exercises.
4. Students must have paid all school fees.

STUDENT ASSEMBLIES

Regular assemblies will be held throughout the school year. Students with classes during assemblies are expected to be present and attendance will be taken. Student contributions to school assemblies must receive prior approval from the principal and the staff. Parents are welcome to attend assemblies. Assembly times and dates are listed in monthly newsletters, in daily announcements and on our school website.

STUDENT REPRESENTATIVE COUNCIL

Student council plans student activities throughout the school year. In addition student councils:

- serve as training experience for leaders and followers
- give students a share in the management of the school
- develop high ideals for personal conduct
- organize student activities

Members of the student council are your representatives. Support them in their endeavors as they plan and implement the social activities of the school.

STUDENT FEES

1. S.R.C./ Activity Fee - \$30.00 (All students in Grade 1 to 12)
2. Caution Fees - \$50.00 for all Grade 6 students and any new students
3. Practical and Applied Arts at LCS 10/20/30 \$10.00
4. CPS Millwright 10 (\$10.00), 20 (\$20.00) & 30 (\$30.00)

All fees should be paid on the first day of school in the fall. Families

are welcome to use Paypal on our on-line payment system. Cheques should be made out to Churchbridge Public School.

EXTRA-CURRICULAR FEES

A participation fee has been levied for team members as follows:

\$75.00 Senior Basketball

\$50.00 Senior Volleyball

\$50.00 Junior Basketball

\$30.00 Junior Volleyball

\$10.00 Pee wee Volleyball

\$10.00 Cross Country Skiing

\$40.00 Curling Fee

\$150.00 Junior & Senior Football (*Cheques to Esterhazy Warrior Football*)

Other sports: actual fees e.g. green fees

A transportation fee of \$5.00 per participant will be charged for each trip using a school van or bus for extra-curricular travel.

If sporting fees cause hardship to your family and may prevent your child's participation, please contact the school office for KidSport funding request forms.

TEXTBOOKS / TECH DEVICES

1. Textbooks/devices are issued and recorded by each subject teacher.
2. Textbooks/devices are to be kept clean and handled carefully.
3. Students should write their name and grade on the book label at the front of the text or on the first blank page of the book, in case the book is misplaced.
4. The condition of the book/device will be recorded as excellent, good or fair.
5. Caution fee charges for damaged or lost textbooks/devices will be assessed at the end of the year as follows:
 - Texts/devices that drop two levels – ½ the original price
 - Lost texts – assessed charge depends on the original/issued condition of the text/device.
6. Books that are borrowed from other schools that are damaged will have charges assessed immediately upon their return.
7. Students not on a 1:1 technology program will be assigned a number that correlates with a specific device. Any damages that occur may result in the student losing the privilege of using a device.

PERSONAL PROPERTY

1. All personal property should be clearly marked.
2. Do not bring large amounts of money to school.
3. Do not keep money in lockers, an unattended purse or wallet.
4. Valuable articles not essential to the regular school program should be left at home.
5. Care and caution with all personal property is the most effective way to protect it. Do not invite theft by unduly exposing personal property or failing to safeguard your property.
6. Report all lost items to the office.

PERSONAL TECHNOLOGY

We live in an age of changing technology and although there are many positive uses for these devices, the use of cell phones and other personal technology in our school is a privilege which may be revoked at any time due to misuse. For K to Grade 9, if the device is seen or heard during class-time it will be confiscated and parents will have to pick it up from the principal/ vice principal. Please be aware that class-time includes trips to the washroom, hallway travel etc.

For Grades 10 to 12, if the device is used inappropriately during class-time it will be confiscated, a UA will be issued and the student may be removed from that class. The student may reclaim their device from the Principal after school.

Teachers may request devices be turned in during class. Unless the teacher invites the use of personal technology during class, it is strongly advised that students keep devices locked in lockers during class time.

ACCEPTABLE TECHNOLOGY USE

Students and staff in the GSSD are offered excellent Information Technology Resources. All users must respect the content, security and storage guidelines outlined in Administrative Procedure 140. Any video, audio and text displayed at CPS must focus on instruction and be free of obscene, abusive or sexually explicit images and language. All users of technology must have signed *Acceptable Technology Use* Agreements on file. Access to technology is a privilege, not a right.

CPS has computers, tablets and wireless internet access. Students wishing to bring devices to school must adhere to the standards

outlined in CPS school policy.

LOCKS AND LOCKERS

Students will be issued a locker and lock at the beginning of the year. They will also be issued a locker basket and a lock for gym class. Students are asked to keep their lockers locked and combinations confidential at all times. A \$5.00 charge will be assessed for any lock that is lost, or must be cut off. Locks that malfunction will be replaced at no cost but must be handed in so they can be deleted from our master file. Students with personal locks must have codes registered with homeroom teachers.

Lockers are to be kept neat and tidy. The tops of the lockers must be kept clean on a daily basis - band instruments are the only exception. Decorations or pictures that are offensive or inappropriate are not permissible in lockers.

****As the lockers belong to the Division, searches may be conducted at any time.****

STUDENTS ON SPARES

Students on spares are welcome to stay at the school as long as they are quiet and respectful of class-time. Students may be requested to relocate or leave the school if they are causing a disturbance in the school.

RESOURCE CENTRE POLICY

The school library is well equipped to meet students' needs. An automated collection of current fiction and non-fiction books, magazines and a complete reference section is maintained. As well, students have access to a database of magazine articles and the Internet on the library's computers. The teacher-librarian will assist with all of your information needs. Students may borrow material for a period of two weeks provided that they sign it out properly and return it on time. Lost or damaged books will be charged to the students. Please remember that the library is a place of learning. We want to preserve a quiet atmosphere, free from distractions and noise. Students should come to the library prepared to do research, complete homework or study. Food and drinks must be kept out of the library.

AWARDS NIGHT

The awards program is held to honour the students who have excelled in academics or participated in various school activities. It is held the **first Tuesday of October at 7:00 p.m.** in the C.P.S gym. This is subject to change to accommodate outcome based report cards.

CALCULATING HONOUR ROLL GR. 9-12

To be eligible for honour roll, you must be taking all of the required subjects assuming that they are being offered that year. Grade 9 will be calculated by using an average of all classes taken. Honour Roll is calculated using the following 7 subjects.

2 English Language Arts (with the exception of grade 11)

- 1 Science (highest mark)
- 1 Social Science (highest mark)
- 1 Math (highest mark)
- 2 electives (3 electives for grade 11)

To be eligible for honour roll, you must be taking at least 7 subjects assuming that at least one form of them is being offered that year. (Ex. Physics 30 may be used in grade 11 to calculate honour roll)

To qualify for an Honour Roll, a student's average must be 80% or higher. To qualify for the Principal's Medallion, a student's average must be 90% or higher.

SUBJECT AWARDS GR. 9-12:

Students in multi-grade classes will be awarded subject awards based on the marks earned in that class no matter what grade they are in. (Ex. The top student in Physics 30 could be a grade 11 student if it is being offered to a combined class of grade 11 and 12 students). For graduation subject awards, we will consider all of the subjects offered to grade 12's in that year and we will award the subject award to the highest mark in the class, regardless of what level they are at. (Ex. The subject award for Physics 20 may be given to a grade 12 student at graduation if that is the subject they have been offered in that calendar year. In that case, the subject award for Physics 30 would not be given at graduation that year; it would have been awarded at last year's Awards' Night).

YEARBOOKS

Yearbook orders will be accepted during a two week sales blitz in the

spring. Yearbook prices are higher when they are not pre-ordered.

STUDENT EVALUATION

GSSD supports outcome based reporting. The purpose of an outcome-based report card is to effectively communicate authentic and accurate feedback to students, parents/guardians about student achievement and learning characteristics. Academic grades report student mastery of learning outcomes, learning behaviors will be reported separately.

MONITORING GRADES

Monitoring student progress is an important and now convenient way to ensure student success. Teachers regularly (at least once a month) enter student marks into a web portal. These are accessible from any internet connected computer. To access marks, students and parents may log in via the school website: <http://cps.gssd.ca>, under **links, Maplewood Software Portal**. Students and parents receive log in and password information at the start of the school year. Please contact the school office if you require assistance at any time throughout the year.

HOMEWORK

Homework is an important part of the learning process. Homework and missed assignments are the responsibility of the student. Missed assignments can be obtained by contacting the school or having a friend or a sister/brother pick up any missed assignments. Students failing to have work completed on the assigned date may be required to stay after school to complete the work.

LATE ASSIGNMENTS

It is the expectation at Churchbridge Public School that when a teacher gives an assignment, students will meet the deadline established by the teacher. All students have an obligation as stated below in the Education Act, 1995 Section 150:

General Duties of Pupils:

“Every pupil shall...be diligent in his or her studies.”

If a student fails to meet a deadline, the following procedures will commence:

1st day – The teacher will contact the student’s parents, a letter/email will be sent home, administration will be notified and the incident

will be documented in R360.

2nd day – A letter from administration will be sent home. Students in grades 7-12 will report to the office and will be expected to spend their lunch in homework club, or during spares/after school to complete the work.

3rd day – Students in grades 7-12 will be expected to remain at the school until their work is completed. If their work is not completed, they will be placed in an in-school suspension for day 4. Another letter/email will be sent home and the student will be placed under in-school suspension.

4th day – 1 day in-school suspension to complete the missing assignment

5th day – A parent meeting will be scheduled, and further supports will be investigated that will help the student get back on track (SST, School Councillor, behaviour coach, etc.)

Once the assignment is completed, the parents will be notified by the teacher. Failure to comply with this policy may result in an additional “in-school suspension.” Students will also be given one week to complete late assignments before their assignment is given a mark of 0. Further indiscretions lead to out of school suspensions and parental meetings.

CHEATING

Whenever a student is guilty of cheating, the teacher will collect the student’s paper, mark a zero for the work, and notify the parent and office immediately as to the action taken. The parent shall be notified that a second offence will bring automatic suspension from school.

ACADEMIC DISHONESTY

Plagiarism is defined as *“the presentation of the work or idea of another in such a way as to give others the impression that it is the work or idea of the presenter.”*

Some examples of plagiarism are:

- i. The use of material received or purchased from another person or prepared by any person other than the individual claiming to be the author.
- ii. The word for word use of oral or written material without giving proper acknowledgment of the original source.

- iii. The paraphrasing of oral or written material of other persons without proper acknowledgment of the original source.
- iv. The use of graphs, images, statistics, drawings, etc. without giving proper acknowledgment of the original source.

The best way for you to avoid charges of plagiarism is to cite all of your sources, giving credit for all words and ideas that are not your own.

"Students. College of Arts and Science . University of Saskatchewan." *College of Arts and Science . University of Saskatchewan*. Web. 14 Apr. 2011.

<<http://artsandscience.usask.ca/students/transition/tips.php>>.

The consequences for plagiarism will be as follows:

- a) The student will receive 0% on the assignment which has been plagiarized.
- b) The parent/guardian will be notified by the teacher.
- c) The student will be required to redo the assignment. Upon completion, the assignment will be graded with a minimum 20% deduction, and this mark will replace the 0%.
- d) The plagiarized material will be handed into administration.
- e) A second incident of plagiarism will result in suspension.

STUDENT DISCIPLINE

A. Duties of the Student

The Education Act identifies four duties of a student:

1. To attend school regularly and punctually.
2. To provide yourself with materials and supplies considered necessary for your courses of study.
3. To observe school standards with respect to cleanliness and tidiness, department, obedience, courtesy and respect of the rights of others.
4. To conform to the rules of the school.

B. Rules of the School

At Churchbridge Public School, we have established four rules that all students are expected to respect and adhere to. Failure to do so will result in disciplinary measures as outlined in our discipline, harassment, attendance and late policies. At Churchbridge Public School the four simple rules are as follows:

1. **Every student must adhere to the rules of classroom conduct**

as outlined by each teacher in his or her class. Specifically:

- be on time
 - be prepared
 - cooperate with learning
 - respect others
2. **All students must adhere to the dress code at C.P.S.** Neatness, cleanliness and appropriateness are the standards of the dress code at C.P.S. Headwear of any kind is not to be worn during school hours or during school activities unless permission has been granted. Headwear is to be kept in lockers and worn only after exiting the school. Any type of clothing that displays breasts, the midsection buttocks or under-garments is unacceptable. Any type of clothing that portrays alcohol/ drug or pornographic messages or is demeaning or disrespectful is unacceptable. Shorts and skirts must be of modest length and cover the buttocks completely **Respect the rights and feelings of others.**
3. **Respect the property of others.** This includes the property of the school – desks, chairs, furniture, text books, science equipment, computers, etc. Specifically:
- Students are to supply themselves with a second pair of shoes to be worn inside the school. These shoes should have non-marking soles.
 - All wet and muddy footwear shall be removed in the entrance during inclement weather.
 - Grades 7 – 12 use the west side entrance to the school. During class-time this door is locked and the main door must be used. To maintain school security we ask that you do not prop the west door open.
 - At the end of each school day, Grades 7-12 will be dismissed 10 minutes prior to Grades K-6. Students must quietly exit the school via the west door or wait on the second floor until K-6 dismissal to avoid disrupting classes.
 - Keep your lockers neat, tidy and locked.

Students who do not adhere to these rules, will be dealt with in the manner of a kind and judicious parent who recognizes discipline is a process of teaching and learning positive social skills and promoting self-control. Consequences for misbehaviour should be related, reasonable and respectful. Selecting a consequence that best meets the needs of individual students may be determined depending on the age of the student and the nature of the offence. Consequences may

include:

- a reminder of a rule
- detention before or after school or noon hour
- phoning the parent/guardian
- action planning for improved behaviour
- being spoken to by an administrator
- verbal or written plans or agreements for improved behaviour (ex. Contract)
- providing school services (ex. Cleaning)
- removal of privileges
- in school suspension
- out-of-school suspension
- expulsion

Students who continue to misbehave will be dealt with in a progressive manner that is outlined in the following section.

OPPOSITION TO AUTHORITY

Students who display opposition to the authority of any employee of the Board of Education will be dealt with in the following manner:

1. First offence – a warning
2. Second offence – a meeting with the principal/ vice-principal, in-school suspension
3. Third offence – a one day suspension
4. Fourth offence – a three day suspension

Persistent overt opposition to authority – referral to the Board of Education (expulsion)

Students committing a gross misconduct – fighting, theft, drugs, etc. will be served with an automatic suspension of one to seven days.

BULLY PREVENTION

Students of Churchbridge Public School have the right to a caring, respectful and safe school environment free from all forms of bullying. All school staff will take steps to prevent bullying and to assist and support students who are bullied and those who are bullying.

At CPS we understand that youth who feel safe and cared for are predisposed to learning. We are committed to being positive role

models integrating bully prevention principles into the school curriculum and reinforcing them in the school. Students practicing bullying behaviors will be identified and dealt with through the discipline cycle. They will be required to meet with the school counselor and parents will be contacted.

BULLY PREVENTION/ HARASSMENT POLICY OF C.P.S.

This policy applies to all employees, students, volunteers and any individuals that interact with people listed on board approved programs and activities.

DEFINITION

Harassment may include comments or conduct by any individual towards another which is intimidating, hurtful, or malicious. Any person who exhibits such behaviours which he or she knows are unwelcome, may be guilty of harassment. Such harassment is not limited to, but includes:

1. practical jokes of a sexual nature which cause embarrassment or awkwardness
2. leering (insulting gestures) or practical jokes which cause embarrassment or awkwardness
3. unwelcome physical contact such as touching, patting or pinching
4. subtle or explicit seeking of sexual activity, which may have an implied or overt effect on a person
5. physical and/or sexual assault
6. unwelcome remarks, jokes, innuendoes or taunting about a person's body, physical size, attire, sex, racial or ethnic background, color, place of origin, ancestry, nationality, age, religion, marital status, disability or sexual orientation
7. displaying of pornographic, racist, derogatory or offensive pictures or materials
8. refusing to converse or to work with an individual
9. Refer to acceptable technology policy in case of harassing messaging, in appropriate picture sharing etc.

Procedure:

1. Students who feel they have been harassed are advised to indicate to the offender that their conduct is unwelcome. Contact can be made personally or by a letter.
2. If the harassment continues, the student should discuss the situation with a trusted staff member. Students are advised to

document and retain pertinent details should future reference to it be necessary.

3. If the harassment continues, or an acceptable solution is not found, the alleged victim must contact the school principal/ vice principal. Documentation of the unwanted actions should be ongoing.
4. All cases of alleged harassment are referred to the school counselor by the principal/vice principal.

SMOKING AND CHEWING TOBACCO

C.P.S. is tobacco-free institution. Smoking, vaping, or chewing tobacco is prohibited inside the school, on the school grounds and during all school activities. Students observed using tobacco on school property will be reported to the principal/vice principal. A verbal warning, along with a written reprimand, will be sent to the parents. A second offence will result in a suspension. Repeated offences will follow the discipline cycle of C.P.S. (refer to G.S.S.D Administrative Procedure 162 for additional information).

DRUGS AND ALCOHOL

Any student, who intentionally sells, gives, uses or is under the influence of illicit drugs, narcotics or alcohol in or on school property, including in the parking lot, on buses and during all school activities, shall be suspended in accordance to the following:

- 1. 1st offence - 3 days**
- 2. 2nd offence - 5 days**
- 3. 3rd offence - 10 days**

The School Based Administrator (in consultation with Central Office) determines length of suspension.

Protocol: (For the full policy and supporting documents please see www.gssd.ca Admin. Procedure 354)

1. A Suspension Letter will be sent to parents. A copy will be provided to the school and Central Office.
2. Parents, RCMP and Sunrise Addiction Services will be contacted to arrange a Back to School Meeting.
3. Addictions worker will complete an assessment and recommend treatment. Possible outcomes may include...Phase 1, Phase 2 (Matrix), Day Patient (Yorkton), Detox. & Stabilization, In-Patient Treatment
4. Sunrise Addiction Services will mail out a letter with treatment descriptions & dates for the family. A copy of the letter will be sent to the school.

5. After completion of recommended treatment, the student must bring a copy of the issued certificate from Sunrise Addiction Services to the School Administrator &/ School Counselor.

**** Any student suspected of using alcohol/drugs may be requested to submit to a mouth swab test. Refusal to participate will result in automatic suspension for drug/alcohol use****

STUDENT PARKING

Vehicles are not allowed to be double parked in the parking lot. If you arrive late and are unable to find a spot, please park on the street. Students are not to use the staff/visitor's parking lot (east of the main door, across from the playground) or the grass area behind the school. Students are requested to refrain from sitting/ visiting in vehicles during school breaks. Please enter and exit the student parking lot northbound. ****All students wishing to use the school parking lot must sign an *Acknowledgement Form*. This form is then kept on file in the office.****

DROP OFF AND PICK UP OF STUDENTS

Please help ensure the safety of our students:

- When driving westbound, please drop and pick up children from the pavement, not on the gravel.
- Please do not stop on the crosswalk.
- Please do not pull to the right to drive around a stationary vehicle as this creates a blind-spot and potential hazard. Always cautiously merge to the left after dropping off or picking up your child.
- Do not leave your vehicle while you are in the pick-up or drop-off line. If you need to enter the school, please pull into the visitor spaces (close to the Daycare) or park on the south side of Prothero Ave.
- Parents and guests who park in our visitor spaces must wait to exit until all cars in the drop-off line have left at 3:35 pm.
- It is very important to give our Safety Patrol a clear view of the traffic.

DRIVING IN SCHOOL ZONES

All drivers in school zones must adhere to speed and noise restrictions, school Safety Patrols and bus regulations. Drivers not observing these laws will be reported to the R.C.M.P.

BICYCLE PARKING

The bicycle parking area is at the east side of the school. Students are asked to lock their bikes as the school assumes no responsibility for misuse of bicycles. Students are asked to refrain from riding on the sidewalks in front of the Public School and the Churchbridge Day Care. Students are asked to walk their bicycles when crossing the Churchbridge Day Care playground area and they are asked to stay off the property of the Heritage Manor.

NUTS/SEAFOOD/SUNFLOWER SEEDS/POP

Due to student allergies, foods containing nuts/peanut butter **are not allowed** in the school. Fish and/or seafood are not allowed in the Home Ec Lab or in designated classrooms. In order to avoid the mess, sunflower seeds are not allowed in school. We encourage students to make healthy beverage choices. With this in mind we ask students not to bring pop, energy drinks or slushies to school unless the administration has granted an exception.

FIRE DRILLS

Attendance is an integral part of the fire drill procedure at Churchbridge Public School. Class attendance records will help assure that everyone is accounted for during a fire drill. Fire drill procedure and instructions shall be strictly enforced and practiced at all times. A few simple rules must be observed to maintain safety and efficiency during a fire drill.

1. When the fire alarm sounds, evacuate the building quietly and safely – don't push, shove, run, or talk.
2. Shut all classroom windows and close all doors as you exit the building.
3. Go directly to your designated meeting place in front of the school and line up alphabetically in your class or grade.
4. Do not use windows as an exit unless it is absolutely necessary.
5. Do not re-enter the building until the "All Clear" sign is given.

To facilitate a quick and safe evacuation of the building, please follow

the evacuation plan outlined below:

South Exit	West Exit
Room 18	Room 21
Room 19	Room 22
Room 20	Room 25
Room 9	Room 27
Room 10	Room 12
Room 11	Room 14

Phys. Ed., Band and Kindergarten students exit through their own doors.

LOCKDOWN PROCEDURE

The following steps will be followed in the event of a school lockdown:

1. Listen to the P.A. system: “The School is in Lockdown”
911 is called
2. Teachers Will:
 - a. Lock and close the classroom door
 - b. List missing students
 - c. Take cover keeping below the level of windows and doors
3. Listen for instructions
4. Students who are out-of-doors will move to a designated alternate site until adults indicate the situation is clear.
5. Follow police directions with respect to ending the lock down of students.
6. The principal/ vice principal will relay dismissal instructions to every classroom via intercom.
7. Inform parents via phone, email, and/or synervoice when and how children may be picked up utilizing the emergency billeting list if necessary.
8. The principal/ vice principal and superintendent will prepare a fact sheet to respond to telephone inquiries.
9. The school counselor, in consultation with the TERT (Tragic Events Response Team), will assess the needs of friends and classmates of the injured and will ensure that the necessary supports are available.
10. Debrief the TERT and plan any required follow-up.
11. Complete School Incident Report Form.

NOON HOUR

Students in Grade 7 to 12 must have the Noon Hour Leave Permission

Forms signed by their parents in order to leave the school during noon hours. A list of students required to stay at school will be posted for noon supervisors. Students are welcome to spend lunch breaks at school on the balcony, in the green space or school gym as the schedule permits. Students are welcome to use the computers in the library to complete homework. It is a privilege for students to stay at school for lunch, if there are behavior issues during the lunch period, this privilege will be revoked.

STUDENTS BEFORE AND AFTER SCHOOL

Students are welcomed at 8:30 a.m. when the doors are unlocked and supervision begins. After school the computer lab will be locked and students are to clear the building as soon as possible. Students are permitted to stay after school **only** while under the supervision of a CPS staff member. Students will be sent home at 3:14 unless they have a signed note indicating the supervising staff member responsible for them.

DRIVER TRAINING

Students that enroll in Driver Training may find that they need to miss a class in order to go driving. When students are scheduled to drive during class-time it is imperative that the student check with their teachers before they go driving. All homework is expected to be completed as if the student was in attendance. Students are not allowed to miss an exam to go driving. Should this occur, the student will receive a zero on the exam. Students may be expected to attend driver's education classes after school, evenings or on weekends. A schedule will be provided in advance to all driver education students.

ATTENDANCE

At C.P.S. we take your child's safety seriously. If high school students are absent without notification parents will be alerted via automated calling system at the end of the day. Parents/ Guardians will have **48 hours** to contact the office to excuse the absence. After this time, the absence is considered 'Unexcused' (see consequences below). Students and parents are strongly encouraged to monitor attendance via the Maplewood Portal. See "MONITORING GRADES" for log in procedure.

Attendance is compulsory and every effort will be made to monitor student attendance. Attendance will be taken by every teacher for each

class taught.

1. Attendance is a key element which will help to determine a student's success. Teachers cannot help students who are not in class. Therefore, attendance in all classes is compulsory and missing classes may impact student learning. Responsibility for attendance rests with the students and their parents. The school expects regular attendance and keeps accurate records of student attendance.
2. **The Education Act recognizes that absences are allowed for illness, failure of the bus to run (for bus students), medical or dental treatment, religious holidays, compassionate leave, and extended travel.**
3. Students who miss a test must bring a note, signed by their parent, or their parent must phone the school explaining why the student was absent. A missed test will be written on the next day, unless there are extenuating circumstances or other arrangements are made with that teacher.
4. If you expect to be absent from school for extended periods of time for holidays, family matters, school sponsored excursions, etc. please let your teachers know of the absence well in advance so that arrangements can be made for you to complete the required work. Students need to ensure that they are present for final exams as they cannot be rescheduled.
5. On days that buses fail to run, school will be open and classes will continue.
6. Students who wish to leave part way through a class for an appointment must give the classroom teacher a note of explanation from their parent/guardian before being allowed to leave.
7. Grade 10 students are required to register in a full (10 credit) course-load. Grades 11-12 must have an Open Campus Form signed by their parent/guardian which allows them to leave the school when they are on spares. This eliminates the need for them to provide a note or phone call when they do not have class and leave the school. Students arriving back at the school upon the completion of a spare must be respectful of the fact that classes are in session.

**Students in grades 10 – 12 will be governed by our GSSD policy:
*Number of Absences and Action***

5 total/class (approximately 5% absent rate)

Subject teacher will verbally inquire about student's absences and make the student aware of the attendance policy and the importance of attendance. The student may be revoked from all extracurricular activities until the student is caught up on class material missed during absences.

8 total/class (approximately 8% absent rate)

Teacher contacts parents/guardians to discuss the matter.

10 total/class (approximately 11% absent rate)

Office sends letter of concern home to parents/guardians.

15 total/class (approximately 17 % absent rate)

Students who miss more than 15 classes may be at serious risk of not receiving the credit and may be required to have intervention from administration, school counsellors or from support services provided by the GSSD.

UNAUTHORIZED ABSENCES

Unauthorized absences will result in an inquiry by the office.

Unauthorized absences are accumulated by:

- a) Absence from class without cause (skipping). Parents must confirm **all** student absences and school personnel will contact parents if students are absent without prior notification.
- b) Removal from class for disciplinary reasons; he/she will receive an unauthorized absence in that course.
- c) Suspensions will be counted as an unauthorized absence in each class for each day suspended.
- d) All lates will be documented and referred to the automated messaging system, which will be sent home at the end of each day.
Late for class:

Staff Email Directory

Antosh, Kristen	Ed Assistant	kristen.antosh@gssd.ca
Basken, Cindy	Admin Assistant	cindy.basken@gssd.ca
Blair, Joel	Math, Homeroom 11	joel.blair@gssd.ca
Brenner, Susan	Student Support, Homeroom 8/9	susan.brenner@gssd.ca
Clarke, Nicole	Homeroom 4/5	nicole.clarke@gssd.ca
Copp, Derek	Vice-principal, Humanities	derek.copp@gssd.ca
Debnam, Carolyn	Ed Assistant	carolyn.debnam@gssd.ca
Dorrance, Louise	Ed Assistant	lousie.dorrance@gssd.ca
Entz, Valerie	Ed Assistant	valerie.entz@gssd.ca
Fraser, Leanne	Kindergarten	leanne.fraser@gssd.ca
Gosselin, Robert	Science, Homeroom 8/9	robert.gosselin@gssd.ca
Hawcutt, Cindy	Ed Assistant	cindy.hawcutt@gssd.ca
Kaminski, Lynette	ELA, Guidance, Homeroom 12	lynette.kaminski@gssd.ca
Kentel, Laurel	Homeroom 3	laurel.kentel@gssd.ca
Kornaga, Amanda	Principal, P Ed	amanda.kornaga@gssd.ca
Marshall, Bailey	Math and ELA 4/5	bailey.marshall@gssd.ca
McIntyre, Shannon	Band	shannon.mcintyre@gssd.ca
Pennell, Jessica	Homeroom 7/8	jessica.pennell@gssd.ca
Prier, Lucia	Ed Assistant	lucia.prier@gssd.ca
Seeley, Twila	School Councilor	seeley.twila@gssd.ca
Stanko, Jozette	Homeroom 5/6	jozette.sherstabitoff@gssd.ca
Swanson, Rita	Ed Assistant	rita.swanson@gssd.ca
Therrien, Nicole	Homeroom 1	nicole.therrien@gssd.ca
Vanderhulst, John	Millwright Teacher	john.vanderhulst@gssd.ca
Ward, Rose	Caretaker	rose.ward@gssd.ca
Werle, Pam	Homeroom 2	pamela.werle@gssd.ca
Wirl, Shauna	Homeroom 10, P. Ed, Science	shauna.wirl@gssd.ca