

## **Invermay School**

**Motto**

“Life-long Learning”

**Mission**

“Inspiring a passion for knowledge”

**Vision**

“Working together as a team today to build a successful tomorrow”

**Values**

Respect, Integrity, Commitment, Compassion, Fairness

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## ***Invermay School Code of Conduct***

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

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

### **All partners of Invermay School can expect that...**

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

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

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

### **Students can expect that...**

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

**Students can be expected to...INVERMAY SCHOOL  
GOOD SPIRIT SCHOOL DIVISION  
2012-2013**

**Teaching Staff:**

Student Support Teacher	- Brenda Carbno (Melissa Grona on Mat. Leave)
Kindergarten/Grade 1	- Dalice Nelson
Grade 2/3	- Debbie Penner
Grade 4/5	- Jen Currah
Grade 6/7	- Diana Enge
Grade 8	- Brenda Carbno (Melissa Grona on Mat. Leave)
Grade 9	- Nathan Hrynychshyn
Grade 10	- Nathan Lawrence
Grade 11	- Roderick Zwarych
Grade 12	- Penny Castle
Band	- Nathan Seghers
PAA	- Cecil Machnee
Principal	- Penny Castle

**Support Staff:**

Administrative Assistant	- Barb Dawe
Education Assistants	- Angela Andreas - Marie Grychowski .5 - Kristy Fogg - Karen Dubas
Library Assistant	- Marie Grychowski .5
Maintenance Staff	- Tim Chodak
Bus Drivers	- Reg Fogg - Glenda Kozak - Cheryl Knight - Floyd Hendrickson

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

**Staff can expect that....**

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

**Staff can be expected to...**

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

**Parents can expect that....**

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

- administration will provide leadership and support, and monitor instruction in the school

**Parents can be expected to....**

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

**Community members can expect that...**

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

**Community members can be expected to...**

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



*Teaching Assignments – 2012 – 2013*

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Dalice Nelson Kindergarten/Grade One, Health Ed 1-3

Debbie Penner Grade Two/Three, PE 1-3

Jennifer Currah Grade Four/Five Home Room  
All 4/5 subjects except Hea and Ma

Diana Enge Grade Six/Seven Home Room  
All Grade 6/7 subjects except Science &  
Arts Ed, Grade 4/5 Math

Brenda Carbno Grade Eight Home Room  
(Melissa Grona on Mat.) History 10, Ela 10,  
.6 Student Support

Nathan Hrynychshyn Grade Nine Home Room  
PE 4/5, 6/7, 8/9, Wellness 10, PE 20/30,  
Health 4/5, Social Studies 8/9, Art 8/9

Nathan Lawrence Grade Ten Home Room  
Science 6/7, 8/9, 10, Chemistry 20,30,  
Bio 20, 30, Cpt 10/20, Phy 20/30, Acc't 10

Roderick Zwarych Grade Eleven Home Room  
Math 8,9,10, 20, 30

Penny Castle Principal  
Grade Twelve Home Room  
ELA 20, 30, PAA 8/9

Cecil Machnee

PAA 10, 20, 30

Nathan Seghers

Band Program

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## *School Opening and Closing*

Students should arrive in time to prepare themselves properly for class. Busses are scheduled to arrive at 8:45 am and drivers, should ensure that their time of arrival is NO SOONER than 8:40am on a regular route.

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

1. The official door opening time is 8:40am on a regular school day.
2. Preschool, recess, noon and after school supervision will be conducted by the teachers assigned to supervision for that particular day.
3. The students of Invermay School should not be arriving before 8:40am on any regular school day. Parents are asked to ensure compliance so as to guarantee their child (ren)'s safety especially during inclement weather.
4. Student dismissal time is 3:05
5. The after school supervision continues from 3:05 to 3:20pm. After that, the only students permitted to remain at school are those who are participating in a teacher-supervised and designated function of which they are a member in good standing.

### *Daily Bell System:*

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<b>8:50 am</b>	Call to homeroom
<b>8:55</b>	First Class
<b>9:40</b>	Second Class
<b>10:20</b>	Morning Recess
<b>10:40</b>	Third Class
<b>11:10</b>	Fourth Class
<b>11:55</b>	Noon Break
<b>12:10pm</b>	Recess/Intramurals begin
<b>12:35</b>	Call to homeroom
<b>12:40</b>	Fifth Class
<b>1:25</b>	Sixth Class
<b>2:10</b>	Afternoon Recess
<b>2:20</b>	Seventh Class

*School Programs 2012-2013***Level of Study**

Grade 10		Grade 11		Grade 12	
Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
ELA A10	ELA B10	ELA 20	History 20	ELA A30	ELA B30
Math 10	Math 10	Math 20	Math 30	Math 30	Math 30
Science 10		Chem 20	Physics 30	Chem 30	Physics 30
Wellness 10		PE 20		PE 30	
Acct 10	History 10	Acct 10			
					Can St 30
PAA 10		PAA 20		PAA 30	

**Course Load Expectations:**

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

Students taking correspondence courses must have the approval of the Principal. The cost per course is \$100.00 which is payable to the Good Spirit School Division and refundable to the student upon the successful completion of the course and qualification to write the exam. If the student is unsuccessful, there will be no refund. Students may not register for courses through correspondence if the course is being offered within the current school programming. Special circumstances through credit binds may allow for application through the school office. Senior students wishing to take additional courses which are not offered within the school are encouraged to do so. The staff will be available for reference support.

**Course Withdrawals: - Grade 11 or 12**

Students wishing to withdraw from a course must complete a "Request to Drop Subject" form within two (2) weeks of starting the class and have the required signatures – parent,

classroom teacher, and principal. This form will state the reason for withdrawal, current student standing, overall academic average, and activity involvement. If the student has registered for a correspondence course, the student will then work on that course material in the same classroom. Drop forms must be submitted for approval prior to the indicated deadline.

**Advanced Placement:**

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

**Modified Programs:**

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

**Correspondence School Courses:**

The Good Spirit School Division will provide financial assistance and materials for correspondence courses in Grade K-12, subject to the following terms and conditions:

- a) The Board of Education will not be responsible for payments of courses of study when the student opts for correspondence in a subject that is offered at his / her school setting.
- b) In those cases whereby a student registers for a Type A correspondence course, he / she shall submit a check for \$100.00 payable to the Good Spirit School Division.
  - a. The Principal shall forward the registration form to the Saskatchewan Government Correspondence School of other appropriate correspondence school.
  - b. The Principal (or designate) shall forward the \$100.00 check to the Secretary Treasurer.
    - \*Following the verification by the school principal that the student has submitted his/her lessons and written the final examination, the Good Spirit School Division shall reimburse the parent of the student in the amount of \$100.00.
    - \*Supervision of the Type A program shall be the responsibility of the school principal or designate.
- c) In those cases there a student takes a Type B correspondence program, the same process as outlined in “b” above shall be adhered to. Supervision of the Type B program shall be the responsibility of the school principal or designate.
- d) In those cases where a student takes a correspondence course via SCN, the same process as outlined in “b” above shall be adhered to. Supervision of the SCN program shall be the responsibility of the school principal or designate.
- e) Students in Grades 1 through 8 who must receive instruction by correspondence are required to use Type B and the director of education becomes responsible for assuring that appropriate evaluation is conducted.
- f) Home Schooling students shall have 50% of the Registration Fee for courses through the Saskatchewan Correspondence School paid by the Board of Education.
- g) Adults taking correspondence are responsible for all subject fees but may use School Division materials, subject to availability. These materials shall be loaned free of charge, subject to a

deposit of 75% of the value of the new materials. This deposit is refunded in full when the materials are returned in good order.

### ***Subject Registration for Division IV Students***

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

1. Grade 10 students will register for those classes which will constitute a full course load.
2. Grade 11 students may spare from 1 class / year.
3. Grade 12 students may spare from 2 classes during the school year.

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

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

***Credit Requirements for Secondary Level Completion***

Name \_\_\_\_\_ Gr. \_\_\_\_\_ Date \_\_\_\_\_

Grade 10	Grade 11	Grade 12
<b>COMPULSORY COURSES</b>		
€ ELA A10 € ELA B10 € Math A10 € Math B10 € Science 10 € History 10	€ ELA 20 € Math 20	€ ELA A30 € ELA B30 € Canadian Studies 30
5 Compulsory, plus 3 Elective credits at the 10 level <b>Minimum 8 credits attained</b>	2 Compulsory, plus 6 Elective credits at the 20 or 30 level <b>Minimum 16 credits                      attained</b>	<b>Minimum 24 credits                      attained, 5 must be at the 30                      level to graduate</b>

**Electives**

**A. Natural Science**

(NEED AT LEAST 1 OF THE FOLLOWING 20 OR 30 LEVEL)

- |  |                |
|--|----------------|
| € Biology 20                                 | € Biology 30   |
| € Chemistry 20<br>(prerequisite for Chem 30) | € Chemistry 30 |
| € Physics 20                                 | € Physics 30   |

**B. Social Sciences**

(NEED 1 OF THE FOLLOWING 20 OR 30 LEVEL)

- |                 |              |
|-----------------|--------------|
| € Psychology 20 | € History 20 |
|-----------------|--------------|

**C. Health/ Phys. Ed.**

(NEED 1 OF THE FOLLOWING 10, 20 OR 30 LEVEL)

- |               |         |         |
|---------------|---------|---------|
| € Wellness 10 | € PE 20 | € PE 30 |
|---------------|---------|---------|



**D. Arts Education or Practical and Applied Arts**

(NEED 2 OF THE FOLLOWING AT THE 1, 20 OR 30 LEVEL)

- |                         |                         |
|-------------------------|-------------------------|
| € PAA 10                | € PAA 20/Art 20         |
| € PAA 30/Art 30         | € Drama 10              |
| € CMP 10 (prerequisite) | € CMP 20                |
| € CMP 30                | € IP 10                 |
| € IP 20                 | € IP 30                 |
| € Band 10               | € Band 20               |
| € Band 30               | € Music 6 (RC & Theory) |
| € Music 7               | € Music 8               |

**E. FREE ELECTIVES**

(PREREQUISITE is Math 20)

- |            |            |            |
|------------|------------|------------|
| € Math A30 | € Math B30 | € Math C30 |
|------------|------------|------------|
- (prerequisite for B30 or C30)

**The minimum credits required to complete Grade 12 is 24 credits – 5 of which must be at the 30 level. Students need 9 electives, 6 of the nine must be at the 20 or 30 level, 3 can be at the 10 level. In order to cover all the possible requirements for future training or employment, students are encouraged to take as many as 30 credits.**

\_\_\_\_\_  
Parent Signature          Student Signature          Date

## *Anti-Bullying Action Plan*

### **Mission Statement:**

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

### **Definition:**

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

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

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

### **Course of Action:**

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

### **Intervention Program:**

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

### **Communication Strategies:**

1. The newsletter will carry information on a regular basis re: bullying.
2. Discipline sheets which record the incident will be sent to parents.

3. Discipline sheets will be filed in the office in order to track student behavior.
4. Parents of those students involved will be notified immediately upon confirmation of a bullying incident.

### ***General Department***

Students are expected to conduct themselves with respect for themselves, staff and their school. Students should refrain from wearing clothing which advertises inappropriate content (e.g. illegal substances, explicit language or pictures, inappropriate messages). Students should dress in a manner appropriate for a school setting. If this becomes a problem, students may be asked to return home until proper attire can be obtained.

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

Also students are expected to remove their hats when entering the school or when visiting other schools during school-sponsored events.

### ***Servery***

Our School servery is for students to purchase lunch if necessary. The servery will be open from 11:55am to 12:15pm during regular school days. It will not be open during early dismissal days. All food is to be eaten in the classrooms or the vestibule area for Grades 9 – 12.

### ***Nutrition Policy***

Students are not to bring large or super-sized chips or pop into the school unless expressly permitted or for a class party, etc. High caffeine products such as “Red Bull” are not permitted. Coffee is not permitted unless for a special class event, etc. The purpose of this policy is to promote moderation of these products as part of our responsibility to educate students on healthful living practices.

### ***Community Use of School***

School functions take priority. An application must be submitted to the Principal which includes the dates and times that the school will be used. Adult supervisors must be present.

## *Lockers*

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

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

## *Discipline Policy*

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

### **General:**

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

### **Minor:**

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

### **Major:**

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



**Extreme Situations:**

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

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

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

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

**Direct Opposition to Authority:**

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

## *Illegal Substances*

1. Smoking is prohibited in and on Good Spirit School Division property. This applies to students, staff and all visitors to the school
2. Under the influence of alcohol or drugs:

If staff has reasonable suspicion that student(s) may be under the influence of an illegal substance, the teacher will report the matter immediately to the Principal, and an appropriate course of action will be determined. Reference to the course of action will be made through the Division Policy (9.55). Repeat offenders will justify an increased consequence, and the Division Discipline Committee will be called upon to confirm the disciplinary action taken.

## *Attendance Policy*

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

### **Preamble: Philosophy**

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

### **Right to Education:**

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

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

### **Student Conduct:**

Good Spirit School Division Policy

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

### **Policy:**

#### **Attendance**

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





## **I. General Attendance**

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

## **II. Absenteeism:**

### **Definition**

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

1. On those days that other students are away at school activities or competitions
2. On those days during which the class is away on an excursion
3. On those days that regular classes are being conducted and they are not present

## **III. Absenteeism**

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

## **IV. Absenteeism Follow-up Responsibilities:**

1. Students who are not in regular school attendance must realize that they, along with their parents or guardian, are responsible for any lack of progress in learning during the period of absenteeism.
2. Students who know about an absence in advance must provide their home room teacher with a phone call or a note signed by their parent /guardian as to the reason(s) for the absenteeism. In the event that the absence is unanticipated, the parent/guardian is expected to contact the school office prior to 9:00 am on the day of the absence. Each morning once teachers have entered attendance, the administrative assistant will contact the parent/guardian of students with unexplained absences.
  - a) In the event that a test was missed, the student should, on the first day back at school, make arrangements with the respective teacher to write the test on that day or if applicable, at a mutually-agreed upon time. Failure to do so may constitute an automatic zero for that student.
  - b) On the first day back, at noon, the student will have to make arrangements with other students and the teacher to catch up on the missed assignments. It is the teacher's prerogative as to what penalty will be assessed for late assignments. Catching up at noon will take priority over student participation in Intramurals.
  - c) Exams missed during a period of absenteeism substantiated by a medical certificate must be written as soon as possible thereafter. The student must make arrangements with the respective teachers on the first day back at school.

## **V. Absenteeism Follow-up Consequences:**

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

## **VI. Process**

1. The school office will maintain a record of absenteeism for each grade.
2. Summary reports of all grades will be posted in the staff room and office. Teachers are responsible to consistently take attendance and record it in Maplewood program. Teachers are to monitor student attendance in their classes.
3. Notification:
  - a) Each home room teacher is required to bring to the attention of the student, absenteeism when it reaches five (5) days / classes.
  - b) The administrative assistant will send a form letter of notification, under the principal's signature, to the parents when the absenteeism reaches (10) days/classes. The classroom teacher is to arrange to meet with the student and parent/guardian(s). The goal is to assess student progress and make a plan to ensure better attendance.
  - c) The administrative assistant arrange a meeting of the teacher, student, parents/guardian(s) and the principal when the absenteeism reaches fifteen (15) days/classes.
  - d) When the absenteeism reaches twenty (20) days/classes, the office will arrange for a meeting of the parents of the student, the teacher, principal and possibly the superintendent.

## *Invermay School Homework Policy*

### **Background:**

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

### **Guidelines:**

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

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

## *Evaluation Policy*

### **Preamble:**

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

### **I. General:**

1. The grade of each student will be determined on a basis consistent with the philosophy of continuous evaluation.
2. Comprehensive term tests are the option of each teacher.
3. Within one month of the commencement of classes, each teacher (K12) will:
  - a) Develop long range plans for each subject being taught. (i.e. course objectives, strategies, course outline and evaluation formula)
  - b) Present to each student, a course outline and an evaluation procedure
  - c) Explain the test review and rewrite procedure to the students
  - d) Submit a copy of the long range plan for each subject to the principal



## **II. Evaluation:**

Techniques should measure both formative and summative development. Teachers must construct their evaluation formula for each subject area. A minimum of 40% of each report card evaluation will be assigned to daily work and term assignments.

1. Regular attendance by students in classes in which they are registered is recognized as a basis of attaining adequate grades. As such, a teacher may use day to day attendance in class as a means of determining a portion of a student's grade.
2. Maintaining an attitude which is both positive and conducive to effective learning is an essential requirement that students should possess. Therefore, a teacher may use in class attitude as a means of determining a portion of a student's grade. Assessment in this area must be made on a regular basis.

## **III. Application of Evaluation Data:**

1. Evaluation procedures should not contribute to unfair competition among students, the labeling of students or cheating.
2. Evaluation procedures should enhance creativity, program individualization and teacherstudent relations.
3. Evaluation procedures should help students to assess their own performances.
4. Confidentiality of information in student evaluation should be respected and safeguarded.
5. In grades 8-12, inclusive copies of the comprehensive tests and records of results of the final term will be kept for a period of one year and a copy of each evaluation instrument will be made available to the principal upon request.

## **IV. Reporting Periods:**

1. There will be four (4) reporting periods in each academic year for the Gr. 9-12 students.
2. Kindergarten and Div. III up to Gr. 8 will have three reporting periods during the academic year.

## **V. Reporting Scales:**

1. For Division I and II, academic reports for each subject area will be reported by an approved checklist, a lettergrade scale, by percentages or a rating scale.
2. For Division III and IV, academic reports for each subject area will be reported by a percentage or letter grade mark.
3. For nonacademic subject areas: either a letter, number or percentage mark may be used.

## **VI. Testing:**

1. Students should be advised at least one (1) day in advance of any exam (preferably more than one day).
2. Whenever possible, not more than two (2) exams should be administered to a grade in any one day.
3. Each teacher will inform students, in advance, about the content that the exam will cover.
4. No comprehensive final exam will exceed for percent (40%) of the final mark. The exception to this is for Grade 12, which will have a maximum of fifty percent (50%).
5. The students will be given the opportunity to view all answer papers except those written at the end of the semester or school year.
6. The final standing in any class should be derived by a variety of evaluation devices such as test, projects, essays, attendance and class participation.
7. Students who plan to be away for a test should contact the teacher concerned in advance to determine what arrangements may be made to write the test. If a student is absent for unforeseen circumstances, he/she will contact the subject teacher immediately upon returning to school. A note which states a valid reason for the absenteeism from the parent is required.

## **VII. ParentTeacherStudent Interviews:**

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

### ***Recommendation Policy***

This policy is being introduced to encourage and motivate students to maintain an above average academic standing in their various subject areas. Students who achieve a course average of 80% or greater will be granted a recommendation, and will be exempt from writing the course final examination. This policy is in place not only to motivate students to work to their full potential, but to also reward those students for consistently displaying academic excellence in specific subject areas.

The posting of recommendations will be done no later than the last scheduled class prior to the final examination period. The posting may be released at an earlier date upon approval of the course instructor and the principal.

Students do have the option of still writing the final examination if granted a recommendation in any subject area.

Certain conditions do apply in order to be recommended:

1. All 30 level subjects do not apply to this policy.
2. Grade 711 students who are recommended in all of their subject areas must select one course to write a final exam or a mid-term. For students of semestered courses they must select one per semester. The choice of exam must come from one of the following subject areas: English / Language Arts, Mathematics, Science, or Social Science.
3. Students may lose their recommendations in any subject area for any of the following reasons:
  - a) Disciplinary actions a total of three days suspensions (in and out of school) over the course of the school year. This length of suspension or suspended day total will constitute a loss of all course recommendations.
  - b) Habitual neglect of duties and / or responsibilities ongoing problems associated with classroom behavior, general deportment and conduct within or around the school. This will be decided by the classroom teacher(s) and the principal as to the number of recommendations approved.
  - c) Incomplete assignments all required course assignments must be completed as arranged by the course teacher.
  - d) Attendance in connection with the school's attendance policy, students will lose a course recommendation once he / she has accumulated 15 absences. \*Exceptions will be made upon approval by teacher and principal in cases such as serious health related situations. Cases which are not health related may be appealed to the principal.

### ***Final Exam Policy***

In accordance with Departmental Exams and the Evaluation Policy of Invermay School

The following policy outlines the staff philosophy regarding student conduct during the final examination period in January and June.

#### **I. General**

The examination times for the exam block are as follows:

Morning	9:00	11:30am
Afternoon	12:40	3:10pm

#### **II. Teacher Responsibilities**

1. Room teachers must ensure that their students are seated in the examination room five minutes prior to the beginning of the exam.
2. The teachers, whose exams are being written, must be present at the beginning to assist the supervising teacher(s) in the distribution of tests, examination papers, etc.



3. The supervising teachers are to refrain from doing other work which detracts from their full attention of supervising the examinations which are in progress.

### **III. Student Responsibilities**

1. All students must remain in the examination room for AT LEAST one hour after the exam has officially begun. Students writing Departmentals in the afternoon must remain until 2:30pm.
2. After the exam is submitted to the supervising teacher, the student may quietly go to get study materials, unless they have obtained permission otherwise.
3. Students will be permitted to go home after an examination ONLY IF:
  - a) The office has received a written notice from his / her parent requesting permission in advance.
  - b) The bus student has his / her own means of transportation as a result of parental arrangements.
  - c) NOTE: Under no circumstances is a student permitted to leave in another student's vehicle, (ref. Private Vehicle Policy) unless specifically noted in the parent's permission note.
4. Students are not permitted to go downtown during school hours except for the lunch hour.
5. Any students who do not have an exam in the afternoon, and do not have a note to go home, will remain in the study hall until dismissal time.

### ***Resource Center Policy***

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

#### **Procedures:**

1. There will be a Resource Center Schedule which permits each teacher to book classes into the center. This schedule will be posed in the Resource Center, office and each classroom.
2. When the Resource Center is booked, sparing students must stay with their class or receive permission from the staff member present to use the facilities.
3. The designated "reading corner" is for students K-6 only.
4. The Kindergarten to Grade 3 classroom teachers will keep book return cards in the home room and oversee the return of the books to the Resource Center. Students from Grades 4-12 must sign out cards from the books being taken out and leave the cards on the circulation desk in the Resource Center. Only staff members are to have access to the Librarian's computer. The maximum number of books that a student can sign out is three.
5. A list of overdue books will be posted in the classrooms by the Library Assistant. If a student has a book overdue, no more books may be signed out until the overdue book(s) are returned. In June, when the list is posted, books must be returned, or a fee will be assigned to cover the cost of replacing the lost book. If this does not happen, the student's final report card will be withheld until one or the other happens.

6. If a student loses a book or damages the book beyond normal use, then the student will be assessed a charge equal to a fair and reasonable percentage of the replacement value of the book.
7. A student may sign out an encyclopedia if permission is given by the teacher.
8. No food or drink is permitted in the Resource Center.

### ***Computer Technology and Internet Acceptable Use Policy***

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

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

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

#### **Guidelines:**

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

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

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



### ***Playground Policy***

The area north of the school is considered as playground. The front lawn is not considered a playground area (unless otherwise stipulated). For all recess and noon hour periods, a staff supervisor will be present. The playground equipment is designated for use by K – Grade 5 students. The asphalt pad is accessible to Grade 4 – 12 students on a rotational basis.

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

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

### ***Gymnasium / Extra Curricular***

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

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

### ***Extra Curricular Activities***

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

### ***Extracurricular Transportation Policy***

**Rationale:** This amendment is in effect for the 2012-2013 school year, with the potential to be in effect for the duration of the Sr. Boys Volleyball cooperative with Sturgis Composite.

The following policy has been created and adopted in consultation with the Invermay School Community Council, Invermay School Athletic Director, and Invermay School Staff. The policy applies to the following sports: Jr. Girls' Volleyball, Jr. Boys Volleyball, Senior Girls' Volleyball, Cross Country Running, Curling, Jr. and Sr. Badminton, and Track and Field.

1. The family of each participating student is asked to make one driving trip (for drivers deemed eligible as per drivers' abstract) for the extracurricular activity in which he or she participates.
2. Any approved driver who makes a trip transporting students as requested, shall be reimbursed for subsequent services at the rate of \$.20/km.
3. Parents who are ineligible or unavailable to drive at any time during an activity will be charged a transportation fee of \$35.00 per child for each extracurricular activity as applicable.
4. Coaches are expected to hold a team parent meeting at the commencement of the sport/activity to ensure the clear communication of expectations during the season and will collect the \$35.00 cheque from non-driving families.
5. All drivers are expected to refrain from cell phone usage and to obey all traffic laws (ex: following speed limit and seatbelts for all) while driving.

Note: Parent drivers who waive their driving fee are eligible to get a receipt to be used as a tax deduction. The office may be contacted for details.

### ***Private Vehicle Policy***

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

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

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

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

### ***Parking***

Students using private vehicles are to park in the lot directly across from the school (Invermay Community Hall). Staff parking may be either in the west lot or on the north side of the hall.

### ***Inclement Weather Policy***

Good Spirit School Division #120 – Policy statement 9/13

#### **School and Bus Route Cancellation**

1. The Director of Education in consultation with the Sub-Division Trustee(s) and the Principal(s) of the school(s) may decide to close school(s) and cancel bus route(s) if an extreme weather situation arises.
2. A decision of this nature should be rendered by 3:00 pm prior to the day that the classes are cancelled.
3. The cancellation shall be announced at the school(s) and broadcast on Radio CJGX that evening and the next morning.

4. The director of Education shall advise the Secretary Treasurer and
5. Staff members and students shall not attend school.
6. The Principal(s) of the school(s) shall attend school for a reasonable period of time to supervise any students that arrive in the morning.
7. If necessary, the Principal(s) of the School(s) shall be responsible for billeting students.



## **Bus Route Cancellation**

On a School Division Wide basis:

1. The schools will remain open, and staff members are required to report for work. Staff members that are unable to report for work due to inclement weather, are required to request in writing, a leave of absence due to inclement weather or use an earned personal day.
2. The mechanic foreman may recommend to the Director of Education the cancellation of bus routes due to inclement weather or diminished safety factors of the transportation system.
3. The mechanic foreman may cancel routes at any time with proper notice.

## **School Attendance Area Bus Route Cancellation**

1. In the event of inclement weather conditions, bus drivers will confer with the Bus Captain. The decision to operate the school bus during inclement weather conditions rests with the Bus Driver.
2. If an attendance area wide cancellation is required, communication channels as outlined in the communications protocol will be followed.
3. Bus routes may be cancelled on the basis of:
  - a) the wind chill factor exceeding 2200 and/or
  - b) the temperature exceeding  $-40^{\circ}\text{C}$

## **Individual Bus Route Cancellations**

If an individual route must be cancelled due to inclement weather, road conditions or other circumstances, the bus driver shall notify the parents on their route, the bus captain, and the Principal(s) of the school, the mechanic foreman and the secretary treasurer.

## *Awards Policy*

### **Preamble:**

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

### **Academic Roll**

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

### **Proficiency Awards**

Proficiency Awards are presented to students in Grade 7-11 on Awards Night, which is usually held in the early part of June. The Proficiency Award for Grade 12 will be presented at the Graduation Exercises. The award is based on many criteria academics, leadership, degree of participation in school clubs and sports, a positive attitude and school attendance.

### **Athletic Awards**

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

### **SRC Spirit Award**

The SRC Spirit Award is presented at Awards Night in June for a grade 6 – 9 student and at the grad exercise for students in grade 10 – 12. The student body (grades 6-12) selects by ballot, the student who through his or her presence, attitude, camaraderie and teamwork earns the recognition of their peers. Balloting is to be coordinated by the SRC advisors.

### **SRC Recognition Awards**

The SRC Recognition Awards for student leadership are presented to the past presidents of the Student Representative Council, Red Cross Youth, Fly Higher, SADD and yearbook.

## **Grade 12 Graduand Awards**

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

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

### ***Invermay School Graduation Policy***

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

1. **Date:**  
The Graduation date at Invermay School will be set at a meeting in early September by the staff. The first organizational meeting is held in early November with staff reps., parents and students in attendance.
2. **Location:**
  - a) The graduation exercises and dance will be held at the Invermay Hall.
  - b) The church service location will be selected by the graduates.
3. **The Graduate:**  
To be considered as an eligible graduate from Invermay School, the candidate must:
  - a) Be a registered fulltime student of Invermay School or a parttime student returning to complete grade twelve.
  - b) Be a student in good standing: with attendance and discipline not being a concern.
  - c) If being a fulltime student, must be registered in and completing 8 credits that year with a minimum of 4 credits per semester.

- d) Have enough credits accumulated or maintain a possibility of accumulating the minimum 24 credits required for Grade 12 standing according to the Department of Education, or be completing an approved Functionally Integrated Education Program. Full credit standing must be possible by the beginning of the next school year (Sept.1)

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

**4. Valedictorian:**

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

**5. Budget:**

- a) This school activity will be operated with the intent of trying to make revenue cover the expenses.
- b) The Grade Ten decoration budget will be set by the SRC in February

***Graduation Policy: Undergrad Obligations***

**Preamble:**

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

- a) Grade Ten – decorations
- b) Grade Eleven graduation program and banquet
- c) Grade Twelve selection of grad theme, colors, guest speaker, toast makers and responders, grad to introduce guest speaker, choreography for the Grand March.

**Policy:**

**Grade Tens**

1. Decorations
2. Check on theme, colours, etc. with grade 12s
3. Order/create decorations
4. Decorate the Hall according to grade themes and colours the day **prior** to grad
5. Help with clean-up
6. Help stack chairs and tables after banquet and exercises

**Grade Elevens:**

1. Banquet
2. Appoint 2 students to program and banquet committee
  - a. 1 student will coordinate the programs
    - i. Layout and design
    - ii. Paper choice
    - iii. Attend grad meetings set up by the grad coordinator
  - b. 1 student will coordinate the banquet
    - i. Proposing the seating plan – check numbers for each grad at office
    - ii. Center piece design
3. Prepare programs for banquet and exercises, print and fold
4. Prepare reserved signs for exercises
5. Select students for:
  - a. Banquet MC
  - b. Grand March MC (2)
  - c. MC's must attend Grand March practice
6. Collect tickets at the door for banquet and help serve supper (free meal)
7. Set up tables, podium, and microphone for banquet
8. The Grade 11s with the help of the entire student body are responsible for: ushering during the grand march, moving chairs and tables after the banquet, and cleaning the tables and kitchen after the lunch.

**Grade Twelve:**

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

**Staff:**

1. Select a graduation coordinator(s) in Aug.
2. Set the date for grad in Sept.
3. Book the hall and caterers
4. Book grotto for pictures
5. Contact scholarship sponsors
6. Prepare scholarship booklet
7. Choose scholarship recipients
8. Copy invitations
9. Sell tickets and confirm attendance numbers with caterers
10. Set price per plate for banquet
11. Order awards, plaques and engravings
12. Prepare envelopes with names of awards and recipients
13. Assist grad coordinator(s)

**Grad Coordinator**

1. Coordinate and organize meetings
2. Organize banquet and exercises
3. Organize church service
4. Finalize
  - a. Invitations
  - b. Programs
  - c. Budget and purchases
  - d. Banquet seating plan
  - e. Scrolls – printed, signed and tied with ribbon
5. Send invitations to Minister of Education, Director of Education, SCC members, & bus drivers

**SRC**

1. Pay all bills
2. Provide the grade 10s with a decorating budget in Feb.
3. Order flowers
4. Help with taking down tables and moving/stacking of chairs

**Graduation Church Service:**

1. The staff will select the teacher coordinator for the church service.
2. The church service will be held in one of the churches selected.
3. A staff member will be responsible for making contact with the minister / priest to ascertain and confirm their availability for the service and to obtain permission to use the particular church.
4. The service will involve the ministers / priests mentioned in #3 and also include readings by a graduate, a parent and a teacher.
5. The service will contain other appropriate celebrations as determined by the clergy, graduates and teacher advisors.
6. The service is open to the public. Parents, grandparents, relatives and friends are encouraged to attend.

**Guests Grad Banquet:**

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