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Ile-a-la-Crosse School Division No. 112

Policy 3.1: STUDENTS' BEHAVIOR

Type: Students

Date Approved: May, 2009

POLICY STATEMENT

The Board is committed to providing the best educational programs and experiences possible for the children and youth of the community. The board believes that for students to be successful, the board must set expectations for student behavior.

POLICY

The following are the expectations of the Board.

Students will:

1. be respectful to all staff
2. attend classes regularly
3. work diligently to be successful in each program of study
4. work cooperatively with staff and other students
5. use respectful language with no swearing
6. be respectful of school property
7. obey the rules of the school and school division

ADMINISTRATIVE PROCEDURES

1. The principal and the staff will develop procedures and processes to support the expectation of the board.
2. Each year the school will provide students and parents with a handbook within which the processes and procedures relative to student behavior are outlined.
3. Each year senior administration and the board will review and approve the student handbook.
4. The principal and all staff are responsible to ensure that students meet the expectations of the Board.

Ile-a-la-Crosse School Division No. 112

Policy 3.2: STUDENT DISCIPLINE

Type: Students

Date Approved: May, 2009

POLICY STATEMENT

The Board believes that the discipline of students must be fair and that all processes must be focused on providing students with an opportunity to learn – to develop skills that result in appropriately responding to situations. Further, the board believes that student discipline is the responsibility of all staff.

POLICY

The principal, in consultation with staff, students and the School Community Council, will develop processes and procedures to ensure that all students are dealt with in a manner that supports correction and learning.

ADMINISTRATIVE PROCEDURES

1. Each year, the principal will submit the processes and procedures for student discipline to the director of education for review and approval.
2. Each year, the principal and staff will communicate these processes and procedures to students and parents/guardians.

Ile-a-la-Crosse School Division No. 112

Policy 3.3: KINDERGARTEN

Type: Students

Date Approved: May, 2009

POLICY STATEMENT

The Board supports the concepts and philosophy of early learning and will make every effort to provide young children who meet the age requirement with quality kindergarten programs.

POLICY

1. All children enrolled in kindergarten must be five years old on or before December 31 of the year of enrollment.
2. No student will be required to “repeat” kindergarten.
3. Parents may choose to have their child spend more than one year in a kindergarten program when that request is supported by the professional teaching staff.

Exempt from this policy are “early entrance” students as per *The Education A*

Ile-a-la-Crosse School Division No. 112

Policy 3.4: MATURE STUDENTS

Type: Students

Date Approved: May, 2009

POLICY STATEMENT

The Board believes that there are many youth in the community that for varying reason have not completed a secondary education. The Board supports the concept of providing opportunities for young people to return to school as mature students, so they can earn the required secondary credits.

POLICY

The Board may provide opportunities for young people, when resources, financial and human, are available, to earn secondary credits through special adult program partnerships or through the regular high school program.

Mature student is defined as a person who is 18 to 21 years of age and returns to school:

1. after a prolonged absence, or
2. after earning secondary credits but wishes to improve or earn additional credits

ADMINISTRATIVE PROCEDURES

1. High school administration and the guidance counselor will interview each candidate to determine the eligibility of the candidate and to determine if a suitable program exists.
2. Upon entry into a program, the student will sign a contract agreeing to meet the school expectations. In the event the student does not meet school expectations, the administration may remove the student from the program.
3. School administration will provide the director of education with the names and birth dates of all mature students.

Ile-a-la-Crosse School Division No. 112

Policy 3.5: SMOKING PROHIBITED

Type: Students

Date Approved: May, 2009

POLICY STATEMENT

The Board believes that it has a responsibility to maintain a healthy working environment.

POLICY

The Board prohibits smoking in all buildings, school division owned vehicles and on property that it owns. Housing units that are leased are exempt from this ban.

Ile-a-la-Crosse School Division No. 112

Policy 3.6: AFTER SCHOOL ACTIVITIES

Type: Students

Date Approved: May, 2009

POLICY STATEMENT

The Board believes that extra-curricular activities such as sports, music, drama and social events are important components of students' educational program and that these events contribute significantly to student achievement.

POLICY

It is the expectation of the Board that all staff share in the responsibility of providing after school activities and that administration ensure that the following expectations of the board are achieved:

1. Proper supervision must be maintained.
 - a. at least one teacher must be present at each function
 - b. school dances require a minimum of five teachers present at all times
2. There is to be no smoking or alcohol consumption at any school function either inside the school or on school property
3. There is to be no school dance held at the same time as another social event is being held in the community.
4. Open dance events require prior approval of the Board. Approval must be obtained at least two weeks in advance of the dance date.
5. If the Board approves an "open" dance the following requirements must be met:
 - a. students can bring one guest only
 - b. guests must be signed in at least one day prior to the date of the dance
 - c. the student is responsible for the behavior of his/her guest. This includes any damages to property.
6. The school(s) will have procedures in place that outline responsibilities and duties for extra-curricular events.

Ile-a-la-Crosse School Division No. 112

Policy 3.7: STUDENT EXPENSES

Type: Students

Date Approved: May, 2009

POLICY STATEMENT

The Board believes that it has a duty to ensure that all students in the community have equal access to quality educational programs.

POLICY

The Board will approve the costs for materials, textbooks, resources for all subjects taught in the school including Practical and Applied Arts and Arts Education courses.

ADMINISTRATIVE PROCEDURES

1. Prior to the beginning of each semester/year, at a time set by the principal, each teacher will provide the principal with a list of supplies/resources to be purchased for each course/subject that he/she will be teaching. Costs/prices must be included. The principal will ensure that the school budget can support the requests and will work with each teacher to make adjustments if needed.
2. At a time set by the Director of Education the principal will submit a school budget estimate for approval or adjustment that includes projected costs for student supplies/resources.

Ile-a-la-Crosse School Division No. 112

Policy 3.8: SPORTS POLICY

Type: Students

Date Approved: May, 2009

POLICY STATEMENT

The Board believes that extra-curricular sports are a very important part of student social, physical, mental, and psychological development. The Board also believes that the sports program should focus on the development of players and programs.

POLICY

The Board supports the sports program to the fullest extent possible within existing constraints of time and human and financial resources. The Board expects that sports programs will:

1. develop a sportsmanlike attitude in players and coaches;
2. encourage all potential players to participate whenever possible;
3. have a focus on the development of coaches and referees;
4. encourage participants to have positive attitudes toward homework, attendance, effort, and attitude;
5. focus on the development of all participants;
6. focus on players and coaches being positive ambassadors for the school, school division and community;
7. focus on the health and safety of participants.

ADMINISTRATIVE PROCEDURES

1. **Applying for travel:**
 - a. coaches will ensure that the appropriate Sports Trip/Extra Curricular forms are fully completed at least two weeks prior to the event except in exceptional circumstances over which a coach has no control;
 - b. van inspection forms will be completed by the coach upon return. All deficiencies must be reported to the bus supervisor.
 - c. coaches will ensure all students submit parent consent forms prior to the trip.
2. **Supervision for travel:**
 - a. coaches will ensure that there are two supervisors per team, when teams consist of more than 6 members when that team travels for overnight games; for day trips, one supervisor is sufficient. A ratio of 5 students to 1 supervisor is the standard.
 - b. supervisors will be co-ed when teams are co-ed or the coach is the opposite gender and involved in an overnight trip;
 - c. supervisors will consist of one professional staff member and one non-professional supervisor (staff or non-staff) unless the supervision requirements fall within non-school time or when a second professional staff can be freed without impact on classes as authorized by the principal;

- d. non-staff coaches and supervisors require approval by the Board.
3. **Selection of team members:**
 - a. coaches will ensure that senior players meet eligibility criteria as set out by SHSAA;
 - b. coaches will ensure that all other players meet eligibility criteria as set out by BRAA and, in the event of league play, by the applicable league;
 - c. coaches will ensure that players meet eligibility requirements as set/approved by the Board.
 - d. coaches will ensure that all students eligible will be provided with an equal opportunity to try out for the team;
 - e. coaches have the right to select the members of their teams provided the players meet eligibility requirements.
 - f. coaches are to ensure that, under the direction of the physical education teacher, all E-5 forms are filed with the appropriate authorities at least three days in advance of the deadline for their particular sport. An additional copy is to be provided to the physical education teacher.
4. **Safety:**
 - a. coaches will ensure that students are directly supervised by approved supervisors at all times;
 - b. coaches will ensure that seat belts are worn at all times during travel;
 - c. coaches will ensure that all Highway Traffic Act requirements are followed;
 - d. coaches will ensure that requirements for all supervisors are explained to those supervisors prior to each trip;
 - e. coaches will ensure that a pre-trip meeting is held prior to each trip to review expectations of all participants;
 - f. coaches will consult with administration to decide on travel when temperatures/wind chills are below -35 degrees Celsius;
 - g. coaches will ensure that survival equipment is carried on trips;
 - h. coaches will ensure that team members are dressed properly for travel;
 - i. coaches will ensure that the proper equipment is used and that, for sports that require special training, the training is in place.
5. **Communication:**
 - a. coaches will ensure that a CELL phone is carried on all trips;
 - b. coaches are required to call a contact person prior to leaving the game location and to call in the event of any unscheduled stop lasting over 15 minutes.
6. **Notice and Application:**
 - a. forms required include:
 - parent consent
 - teacher consent
 - travel application

- - b. all forms except the van checklist are to be filed with the principal;
 - c. van inspection is to be filed with the maintenance supervisor or assistant;
 - d. sample forms are to be filed with the secretary-treasurer.
7. **Student class time and assignments:**
- a. coaches will do their utmost to ensure that students miss as little class time as possible;
 - b. coaches will ensure that team members have contacted their teachers for all assignments prior to departure;
 - c. coaches will maintain regular communication with team members' teachers;
 - d. teachers with concerns about any team member will communicate such with coaches, the principal and the student(s) concerned.
8. **Student behaviour:**
- a. coaches will ensure that students are informed of expectations at the pre-departure meeting and that students conduct themselves appropriately;
 - b. coaches and in-school administration will develop expectations, consequences and procedures for inappropriate behaviour and ensure Board approval of such.
9. **Marks/Attendance/Attitude/Effort:**
- a. Student marks/attendance/attitudes and effort will be dealt with on a game-to- game basis on appropriate forms and by processes developed by coaches and in-school administration and approved by the Board of Education. Students require approval of all of their teachers prior to travel. Administrators and teachers shall inform students that are at risk well in advance of travel and of completing the required forms.
10. **Approval for Travel:**
- a. all travel will be approved by the principal with communication to the Board of Education and Director prior to the event taking place except in the event of exceptional circumstances;
 - b. coaches will, to the extent possible, provide information to the Board prior to the end of September or immediately following the September and January regional sports meetings concerning the schedule of sporting events;
 - c. league play dates will be confirmed and approved in September (volleyball, soccer), December (curling and basketball), February (badminton) and March (softball);
 - d. coaches will provide sufficient advance notice to administration to ensure that vans and substitute teachers can be booked.

11. Hosting tournaments:

- a. coaches shall obtain Board approval at least two weeks prior to holding a sports tournament in the school
- b. coaches will take into consideration those classes who must miss their phys-ed. as a result of Rossignol being a host school.
- c. coaches shall inform visiting teams that they are responsible for the condition and cleanliness and maintenance of the washrooms, change rooms and any other rooms used by the team.
- d. coaches are responsible for their teams during the tournament.
- e. home teams are responsible for the cleanliness of the school after the tournament is completed and for ensuring that the rooms are ready for use on the next school day. This includes
 - 1) sweeping and mopping hallways
 - 2) sweeping the gym
 - 3) removing garbage
 - 4) cleaning washrooms
 - 5) vacuuming school areas where required

12. Departure Times:

- a. Times will vary with type of play (see # 14).

13. Students:

- a. students will ensure that they meet expectations regarding attitude/marks/ attendance/effort;
- b. students will conduct themselves as ambassadors of the school, the school division and the community;
- c. students will conduct themselves according to the SHSAA Code of Ethics for players.
- d. students will ensure that they have contacted their teachers for all assignments prior to departure.
- e. students will sign a player contract that outlines all expectations and consequences for the player.

14. Use of Gymnasium and Other Services

- a. games and tournaments do not include the services of the gym teacher unless prior arrangements can be made with school administration. Coaches are responsible for arranging their own referees from outside staff members whenever possible.
- b. use of the gym must be booked through the school office.

15. Safety of Teams

- a. a primary and secondary school contact is to be identified for each trip. In the event of a delay or emergency, coaches are to inform their contact person.
- b. drivers must be registered with the school division and have proof of a valid drivers license; drivers must obey all Highway Traffic regulations.
- c. Supervision as outlined in procedures
- d. Crisis procedure:
 - i. all vehicles are to be equipped with emergency survival kits, first aid kits and safety kits
 - ii. if road conditions are bad/deteriorating as confirmed by the police or highway hotline, teams are to stay overnight
 - iii. if a vehicle breaks down, communicate with appropriate people and stay with the vehicle
 - iv. if a student is injured, take the student for medical attention as warranted and notify the school contact person
 - v. if student behaviour is a threat to others, stop the van, warn the student, call the school principal and, if necessary, call the RCMP.

16. Substitutes and Class Coverage:

Policy as established by school administration.

17. Student Pick-up and Drop-off:

Students will be picked up at the school and dropped off at home on return. Coaches/supervisors wait until they have entered the house.

18. Van Pick-up and Drop-off:

Vans may be picked up the day before departure if the team is leaving prior to 7:00 a.m. Vans will be returned to the school unless the team returns after midnight.

19. Smoking:

There shall be no smoking allowed during trips. Division smoking policy applies.

20. Funding, departure time and travel:

1. Exhibition

- a. Funding: team pays for gas
: players responsible for own meals
: if bus is used, team pays for the driver
- b. Travel: by van
- c. Early leave: no

2. Invitationals

- a. Funding: team pays for gas
: players responsible for own meals
: if bus is used, team pays for the driver
- b. Travel: by van
- c. Early leave: a team may have up to six hours early leave not including units/districts/provincials. Hours are not accumulative. Teams must apply for early leave at least two weeks prior to the game.

3. League Play

- a. Funding: Board provides funding for gas and provision of van
- b. Travel: by van
- c. Early leave: none

4. Units/Districts/Provincials/Ski Loppets

- a. Funding: Board provides funding for gas, vans, meals and rooms if required
- b. Travel: by van
- c. Early leave: Teams are expected to leave after school. In the event that this is not possible the teams may apply for early leave at least two weeks prior to departure.
- c. Meals: Coaches will purchase meals on the following basis:
 - i) Units: coaches will buy supper if unit play goes beyond 5:00 p.m. with Rossignol students involved;
 - ii) Districts, provincials and loppets: coaches will purchase meals as required for players – in no case will players be given money to purchase their own meals.
 - iii) Maximum shall be \$20/day/player
 - iv) Coaches must submit receipts to secretary-treasurer for all meals the first day of school following the team's return.

5. Northern Games (Policy will be designed as information is received)

- a. Funding: Board sponsored; host provides meals; rooms in school.
- b. Travel: Bus and/or van – Board sponsored.
- c. Early leave: Games are normally 5 days so not applicable.

Ile-a-la-Crosse School Division No. 112

Policy 3.9: SEX EDUCATION/FAMILY LIFE EDUCATION

Type: Students

Date Approved: May, 2009

POLICY STATEMENT

The Board believes that the family life/sex education components of Saskatchewan curricula are important to the overall education of students.

POLICY

The Board directs teachers to teach the programs as outlined in Saskatchewan provincial curricula. In offering such programs, the Board directs teachers to follow all the guidelines set by the province for the teaching of these concepts. This includes:

1. the granting of permission by parents for their children to participate
2. providing parents the opportunity to review materials and information to be used prior to any interaction with students
3. providing alternate programs that are relative to the curriculum for students who do not have permission to participate such classes.

Ile-a-la-Crosse School Division No. 112

Policy 3.10: HOME BASED EDUCATION

Type: Students

Date Approved: May, 2009

POLICY STATEMENT

The Board recognizes and supports the parental right as per provincial regulations and policy, to provide for the education of their child/children in a home-based program.

POLICY

When home-based educators have met the requirements as set by the province, the Board will provide the following educational services when requested:

1. Student access to resource centre materials.
2. Student access to extra-curricular programs such as sports teams, when appropriate*.
3. Student access to special educational programs, events and speakers when appropriate*.
4. Student access to driver education.
5. Student access to specialized programs such as PAA when appropriate*.

*Note *: appropriateness will be determined by professional staff and the director of education*

ADMINISTRATIVE PROCEDURES

1. Parents will register each year with the division according to the provincial requirements.
2. Parents will be required as per provincial legislation/policy to provide the director of education at the beginning of each school year with an overview of the program that will be provided and at the end of each school year with an overview of the academic progress of each student.
3. The director of education/designate will be the division contact person for parents.
4. When requested by the home-based educator, the director of education will arrange with the principal or designate of the school for services that the division provides for home-based students.

Ile-a-la-Crosse School Division No. 112

Policy 3.11: GRADE TWELVE GRADUATION

Type: Students

Date Approved: May, 2009

POLICY STATEMENT

The Board promotes the celebration of student achievement and accomplishment.

POLICY

1. The Board approves an annual graduation exercise and banquet for all grade twelve students who have completed, or who will potentially complete, the provincial requirements for high school matriculation.
2. All policy requirements relative to school activities will apply to this event.
3. The Board will contribute \$750 toward the cost of the graduation.

Ile-a-la-Crosse School Division No. 112

Policy 3.12: SCHOOL FIELD TRIPS

Type: Students

Date Approved: May, 2009

POLICY STATEMENT

The Board recognizes the importance of cultural and curricular experiences that occur outside the classroom.

POLICY

All field trips must be planned to accomplish goals and outcomes of the provincial curriculum and/or be school division cultural goals.

All field trips outside the division require Board approval.

Field trips that occur within the community require the approval of the principal.

ADMINISTRATIVE PROCEDURES

1. All proposals for field trips must be submitted to the Board by the end of September. The proposal must include a detailed overview of curriculum objectives, estimated costs, sources of funding, identification of any potential safety issues, mode of transportation, expected time away from the school building. The proposal must have the approval of school administration prior to being submitted to the board.
2. Each school will develop policy to govern field trips. Policies are to be submitted to the Board for review and are to be included in the parent/student handbook.
3. All trips will require parental permission, proper supervision by staff and, when required, appropriate volunteers.
4. Staff will submit a list of participating students, staff and volunteers to the school principal prior to the trip and these will be kept on record in the school.

Ile-a-la-Crosse School Division No. 112

Policy 3.13: ADMINISTRATION OF MEDICATION

Type: Students

Date Approved: May, 2009

POLICY STATEMENT

The Board understands its responsibility to maintain safe school environments.

POLICY

School staff will administer to students only those medications that are prescribed by a physician and for which it has explicit directions in writing from a parent/guardian to administer the medication.

All such medications will be kept in a secure place in the school and records must be kept of the student's name and the time and date of the administration of the medication.

ADMINISTRATIVE PROCEDURES

1. The principal must obtain written directions for the administration of the medication from the parent/guardian.
2. The principal will inform staff personnel as required.
3. In the event that staff need expertise in administration of the medication, the principal will arrange with health personnel for further instruction of staff.
4. All medications must have a pharmacist label indicating the name of the student and the process for administration.
5. All medications will be stored in a safe and secure place taking into consideration the safety of all the students and the personal privacy of the student requiring the medication.
6. Each school will develop procedures for the administration of medications and submit these plans to the Board for review.

Ile-a-la-Crosse School Division No. 112

Policy 3.14: EDUCATIONAL TECHNOLOGY

Type: Students

Date Approved: May, 2009

POLICY STATEMENT

The Board believes that the use of technology enhances educational success and opportunity for students. The Board realizes that it has a responsibility to ensure that technological devices and services are used appropriately in schools.

POLICY

The Board supports teachers in the planned use of technology, such as computers and the internet, and requires that the use of technology must be for the achievement of provincial curriculum goals and outcomes.

ADMINISTRATIVE PROCEDURES

1. Students must be supervised at all times when using the internet to ensure that such use is for a planned curricular program.
2. Students must be supervised at all times when using e-mail services to ensure that messages are appropriate and that messages are not sent to intimidate, bully, embarrass or threaten others. E-mails should only be allowed that enhance curricular activities.

Ile-a-la-Crosse School Division No. 112

Policy 3.15: STUDENT RECORDS: ACCESS, CONFIDENTIALITY AND RETENTION

Type: Students

Date Approved: May, 2009

POLICY STATEMENT

The Board understands its duty to protect the personal information of students.

POLICY

Staff will be guided by the following privacy principles:

- 1. Accountability:** Staff is accountable for the protection of student personal information under its control
- 2. Identifying purposes:** The purposes for the collection of students' personal information must be clearly identified prior to the collection. Only personal information that is clearly useful to achieve the defined purpose will be collected (i.e. no personal information will be collected for some other purpose or for some future purpose).
- 3. Limited collection:** The collection of personal information is limited to what is necessary to achieve the identified purpose.
- 4. Limiting use, disclosure and retention:** Personal information will be used and disclosed only for the purpose intended except where consent of the individual is obtained or as required by law. Information is to be retained only for the period of time required to fulfill the intended purpose.
- 5. Sharing information with other agencies:** Student information will be shared with other agencies only when legislation and the agency's mandate permits it. Only information that is relative to the specific situation is to be shared (i.e. "On a need to know basis").
- 6. Consent:** Staff may collect, use and disclose personal information only with the knowledge and consent of the individual with limited exceptions as defined in legislation.
- 7. Accuracy:** Personal information must be complete, accurate and current.
- 8. Safeguards:** All personal information will be protected using secure storage procedures and by limiting access to the information to specific staff.
- 9. Individual Access:** A student/parent/guardian has the right to access his/her (child's) personal information and has the right to seek correction.
- 10. Challenging compliance:** Students/parents may challenge the division's compliance with these principles.

The responsibility for controlling access, maintaining confidentiality and retention of student records rests with the principal.

Students and parents/guardians will be provided with reasonable access to their records.

Information will be shared with third parties/agencies only when the legal mandate makes provision to do so.

ADMINISTRATIVE PROCEDURES

1. Information in the permanent student record will be accessible by the student's teacher(s) and school administration.
2. Permanent records will be stored in a secure place and access will be the responsibility of the principal. This includes any health information.
3. Students/parents/guardians will be given the opportunity to review the student's/child's record by request to the principal. The review of materials will occur in the presence of the principal/designate.
4. Under *LAF OIP* students/parents/guardians have a right to obtain copies of information in the his/her student's file.
5. A record will be kept in the student's file of the date of review and the reason access was requested.
6. When students transfer to another school division, permanent records are transferred to the division upon request in writing or with written consent from the parent/guardian.
7. Agencies with a legal mandate that require access to student records or information, shall be granted access by the principal, provided that a written request is made which includes the legal basis for access/sharing or written consent is provided by the parent or by a student of age 18 and older.

Ile-a-la-Crosse School Division No. 112

Policy 3.16: COURSE CHALLENGE

Type: Students

Date Approved: May, 2009

POLICY STATEMENT

The Board believes that students who have the knowledge and ability should be given the opportunity to challenge a course of studies.

POLICY

Students will be given the opportunity when appropriate to challenge a course of studies following the process set by the Ministry of Education.

ADMINISTRATIVE PROCEDURES

1. The high school principal shall administer the course challenge process in accordance with the guidelines and procedures outlined by the Saskatchewan Ministry of Education.
2. Selected course at the 10 and 20 level may be challenged provided the guidelines and procedures have been met and the course selected for challenge is approved by the principal.
3. Assessment strategies shall be developed by the course instructor based upon the objectives submitted to the principal for review and forwarded to the director of education for approval.

Ile-a-la-Crosse School Division No. 112

Policy 3.17 SPECIAL SECONDARY CREDIT

TYPE: Student

Date Approved: May, 2009

POLICY STATEMENT

The Board believes that it is important to provide an opportunity for secondary students to obtain out-of-school credits in areas in which they excel.

POLICY

A Special Project credit is designed to recognize student achievement in areas beyond the programs offered in the school. The project shall clearly demonstrate learning beyond what would normally occur in the classroom and be in-depth, intensive exploration with the equivalent of 100 hours of project work.

ADMINISTRATIVE PROCEDURES

1. Student activities that are a normal part of extra-curricular or co-curricular activities generally offered by the school may not be given Special Project credit recognition.
2. Each project shall be under the supervision of a teacher.
3. A project proposal must be approved by the supervising teacher, the principal and the director of education prior to the student beginning the project.
4. The student proposal shall include:
 - a. A detailed description or outline of the project
 - b. The number of hours expected to complete the project
 - c. Method by which the project will be completed
 - d. Evaluation procedures jointly developed by the student and the supervising teacher
 - e. Name of the supervising teacher
5. A copy of the proposal and evaluation results will be kept on file in the school for two years following completion of the project.

Ile-a-la-Crosse School Division No. 112

Policy 3.18: Temporary School Closure Due To Extreme Weather or Power/Water Outages

Type: Students

Date Approved: May 2009

Policy Statement

In the event of extreme weather or water/power outages, the Board believes that the safety and well-being of students is best served by consistent and predictable procedures.

Policy

1. Extreme weather: Regardless of weather conditions, school buses will continue to run and schools will remain open. Parents will have the choice of sending their children to school or keeping them at home.
2. Power/water outages: School administration will coordinate procedures for student and staff and communicate these procedures to parents.

Administrative Procedures:

1. Extreme Weather

- a. School buses will be expected to make their usual runs regardless of temperature or wind chill factor, with the exception of the Canoe River run, which may be cancelled in extreme weather conditions.
- b. Principals will monitor the school bus runs to ensure that all buses are running and will contact Canoe River residents if their school bus run is cancelled.
- c. Staff is expected to be in the schools.
- d. School bus drivers will exercise flexibility when picking up students in extreme conditions. Student safety will be their first priority.

2. Power/water outages before school is in session:

- a. School administration will postpone the school day and will ensure that parents and staff are notified by radio, scroll and phone. School buses will not run, but will be on call.
- b. If the power/water is reinstated before 10:15AM, buses will begin their runs 15minutes later, and the school day will begin as soon as the buses arrive at the schools. If the power/water is not back on by 10:15, school is cancelled for the morning. (Note: Parents should be informed at the beginning of the school year that 10:15AM is the decision time for morning classes. If power/water has not returned by 10:15AM, there will be no school that morning.)

- c. If the power/water is reinstated after 10:15AM, staff must report to work within 30 minutes, but the school day for students will begin in the afternoon.
- d. If the power/water is reinstated after 11:00AM, staff do not need to report to work in the morning.
- e. If power/water is not reinstated by 1:00 PM, school is cancelled for the day.
- f. If power/water is not reinstated by 2:30 PM in either school, staff need not come to work that day.

3. Power/water outage during the school day:

- a. Classes will continue as usual. Staff will remain in designated areas and await a decision by the school administration.
- b. Principals will assess the situation and consult with each other. If the information they receive necessitates a school closure, the Principals will then coordinate student dismissal, school bus runs and expectations for staff.

Ile-a-la-Crosse School Division No.112

Policy 3.19: ACADEMIC INTEGRITY AND STUDENT RESPONSIBILITY

Type: Students

Date Approved: November, 2011

PURPOSE: The intent of this policy is to ensure that the concepts of academic integrity and student responsibility are introduced in an age-appropriate way to all students across the school division. The policy:

- Provides expectations related to academic integrity and responsibilities to students, teachers, administrators, parents/guardians and board members.
- Supports consistency in all grades and subject areas within the school division.

AUTHORITY: *The Education Act, 1995*

DEFINITIONS:

Academic Integrity:

Evidence of one's own learning through demonstration of responsibility, honesty, trust and respect. Actions such as cheating; plagiarism; having others complete the work; buying papers from the internet or resubmission of previously submitted work indicate a lack of academic integrity.

Student Responsibility:

Assuming responsibility for one's learning, including getting to school/class on time; attending regularly; submitting work on time; doing one's best on exams and assignments.

Plagiarism:

The unacknowledged use of someone else's words, ideas or creations as one's own whether deliberate or accidental. The process of taking another person's work, ideas or words, and using them as if they were one's own.

POLICY

1. In-school administrators and teachers will clearly articulate expectations of students with regard to plagiarism, timeliness and student responsibility. Teachers will review these expectations at the beginning of the school year or semester and as appropriate throughout the school year.
2. Students are expected to fulfill their responsibilities within the school learning environment. They are expected to take responsibility for their own work, submit assignments on time, and avoid plagiarism.

3. When students miss deadlines due to exceptional circumstances, teachers may use their professional discretion to provide them with alternative arrangements to complete assignments. Actions related to late assignments may include the following:

- developing an agreement with the student to complete the assignment;
- completing the work outside of school hours such as lunchtime or after school;
- providing peer support for the student;
- meeting with the student and parent/guardian to discuss the reasons for non-completion and developing a plan to complete the work;
- providing an alternative assignment to accommodate a diverse learning need;
- determining a mark that reflects the level of achievement demonstrated by the student on that particular assignment; and/or,
- including late assignments as part of extended reporting - as a complement to the reported achievement related to the curriculum outcomes.

4. When a student plagiarizes the whole or a portion of an assignment, or does not submit work on time, the teacher will use his/her professional judgment to determine an appropriate course of action. Actions related to plagiarism may include the following:

- creating an open environment for discussion in the classroom, and responding to students' questions about plagiarism;
- teaching students how to conduct research, properly cite information sources, use quotations in their work and develop paraphrasing skills.

Ile-a-la-Crosse School Division No.112

Policy 3.20: HEALTHY FOODS POLICY

Date Approved: March 8, 2011

POLICY STATEMENT

The Board believes that nutrition plays a significant role in every young person's physical, mental, emotional and spiritual health. The Board therefore acknowledges the relationship between good nutrition and the prevention of illness and children's ability to learn. The early acceptance of healthy eating habits is a wise investment for the future.

A strong school food policy is essential for positive learning outcomes for our students, but contributes to the health of adults as well. As a significant employer, the school division has an important role to play in supporting healthy lifestyle choices for employees. We can contribute to a healthier workplace for our employees and set a good example for the community.

The Board also recognizes the importance of locally-grown and locally-made food as an essential part of our Healthy Foods Policy. In this region, there are fishers, hunters, berry pickers, vegetable gardeners and wild rice producers. Buying local food helps to support the local economy and teaches students the importance of growing, producing and processing our own food in an effort to improve food security in the region.

The Board also supports the procurement and preparation of local food because it provides an opportunity for our students to learn the history, culture and language of foods that have been grown, gathered and prepared in this community for over 200 years.

POLICY

It is important for growing children to have a diet that is nutritionally sound. Nutrition plays a significant role in growth, resistance to disease, and physical and mental health. Research has clearly shown that many of the chronic degenerative diseases such as diabetes, heart disease, and cancer have their roots in childhood and early food habits.

Research shows a relationship between nutrition and children's physical, emotional and intellectual readiness to learn. The school's role in health promotion and disease prevention, therefore, is significant.

Schools play an important role in preparing students for the future. Children are taught the principles of healthy eating as part of the school program and learn from what role models say and do.

It is therefore important that the school environment support this learning by promoting nutritious and dentally acceptable food choices whenever food is offered in our school

division.

This Healthy School Food Policy includes all food and beverages served or sold within the school and at school-sponsored activities. It applies to students, staff, student organizations and meal and snack providers.

The Healthy School Food Policy stresses "nutritious foods first" or "only nutritious foods" for:

- Classrooms - through food experiences, food sampling, class parties, celebrations
- Schools - in beverage machines, nutrition, snack and/or milk programs, canteens, cafeteria, fund-raisers
- School-community functions - field trips, recreation activities, school performances

The Ile-a-la-Crosse School Division Healthy Foods Policy follows the provincial guidelines as outlined in the document *Nourishing Minds: Towards Comprehensive School Community Health, Nutrition Policy in Saskatchewan Schools (2009)*.

Administrative Procedures:

1. As part of its Continuous Improvement Plan, the school division will annually form a Healthy Foods Committee. The members of the committee will consist of two student representatives, two staff representatives and two school administrators. This committee will meet on a regular basis to monitor the implementation of the Healthy Foods Policy in the school. It will provide ongoing assessment and feedback to the school board, staff, and student council.
2. The staff and school volunteers are responsible for administering and implementing the policy. The Keewatin Yatthé Health Authority Nutritionist will be utilized on a consultation basis as requested by the staff and the Healthy Foods Committee.
3. All school fundraising activities involving the sale of food or beverage items will incorporate the Healthy Foods Policy.
4. All beverage vending machines in our schools will have 100% product in the form of 100% unsweetened fruit juices and/or vegetable juices and/or water.
5. All food vending machines in Rossignol Elementary School and Rossignol High School will have most products chosen from the "Choose and Serve Most Often" list.
6. These guidelines will be followed for all foods sold and/or served at school and fundraising events. This applies to all groups that choose to operate a cafeteria, canteen or provide fundraising activities.
7. Groups that choose to operate a canteen and/or cafeteria and to provide fundraising activities shall incorporate the principles outlined in the SSBA's *Nutrition Guidelines*

for Schools (2004) and in *Eating Well with Canada's Food Guide - First Nations, Inuit, and Métis (2007)*.

8. The Healthy Foods Committee will help the schools respond to the food allergies of individual students.
9. Food will not be used as a reward to modify classroom behavior. While candies and snacks may be occasional treats, they can cause tooth decay and give mixed messages on healthy eating to students.
10. All staff whose job description includes the handling of food must successfully complete a Certified Food Handling Course prior to, or as soon as possible after, commencement of duties.
11. The Board includes local procurement in its Healthy Foods Policy. Efforts should be made to provide students and staff with local foods and to ensure that they are fresh, safe and properly processed.
12. All food used in school nutrition programs must follow a Sanitation Code and be purchased from a safe source. If there is a question about any source, the Public Health Inspector will be contacted.
13. In the case of an emergency, such as suspected contaminated food or food-borne illness, a Public Health Inspector must be contacted.