

# **Souris Regional School**

Public Schools Branch  
2021-2022



15 Longworth Street  
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Souris, PEI  
COA 2B0

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[www.sourisregionalschool.wordpress.com](http://www.sourisregionalschool.wordpress.com)

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## ADMINISTRATION

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Anna MacKenzie.....Principal  
 Bethany Boudreault.....Vice Principal  
 Lynne MacPhee.....Vice Principal

## INSTRUCTIONAL STAFF

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Karen Aucoin-Smith	Sheryl MacLeod
Laura Boertien	Krystal Mills
Nicole Butler	Karen Mullally
Darren Chaisson	Krista Mutch
Nicole Clinton	Krista O'Neill
Louise Deagle	Ramona Pal-Kovacs
Jordan Duffy	Nathan Paton
Vicki Flynn	Kendyle Peters
Natalie Garrett	Ilse Peters-Ching
Krista Kelly-Fraser	Karen Power
Larry LeBlanc	Debbie Rodgers
Chris MacAulay	Lynn Sherren
Ann Marie MacDonald	Sarah Stewart
Grace MacDonald	Graham Townshend
Krista MacDonald	Jenna White
Paul MacDonald	Margo Williston
Suzanne MacIntyre	Eric Wood
Wendy MacLaren	

## STUDENT SERVICES - RESOURCE STAFF

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Hailey Batchilder ..... Behaviour Resource K-6  
 Koren Chaisson..... Counsellor (K-6)  
 Dawn Ching..... Resource (K-2)  
 Katie Hicken..... Resource (7-9)  
 Ashley Sherbanuk..... Resource (3-6)  
 Emily Hughes..... Resource (10-12)  
 Alana MacGregor-Harris..... Counsellor (7-12)

## NON-INSTRUCTIONAL STAFF

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Alysia Angus ..... Educational Assistant  
 Bridget DeCoursey..... Educational Assistant  
 Linda Leslie..... Educational Assistant  
 Laura MacDonald ..... Educational Assistant  
 Lori MacDonald ..... Educational Assistant  
 Makayla MacInnis ..... Educational Assistant  
 Kelly MacLean..... Educational Assistant  
 Carolyn MacPhee ..... Educational Assistant  
 Rebecca MacPhee ..... Educational Assistant

Crystal Martell.....	Educational Assistant
Judy Mooney.....	Educational Assistant
Colleen Peters.....	Educational Assistant
Janice Robertson.....	Educational Assistant
Megan Stewart.....	Educational Assistant
Terri Stewart MacVane.....	Educational Assistant
Jason Higgins.....	Youth Service Worker
Andrea Garlick.....	Work Place Assistant

**SUPPORT STAFF**

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Lori Sanderson .....	Administrative Assistant
Tracy Schurman.....	Administrative Assistant
Tena Creamer.....	Day Custodian
Cherie Montgomery .....	Night Custodian
Ryan Woodgate.....	Cleaner
Ryan MacIntyre .....	Cleaner
Brenda MacDonald.....	Cleaner
Kent McAree .....	Cleaner
Ron MacDonald.....	Cleaner
Nicole Jennings .....	Cafeteria
Wanda Downe .....	Breakfast Program Coordinator

**BUS DRIVERS**

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George Banks	484	Sandra Mahar	418
Shawn Laybolt	488	Ray McCormack	409
Donald MacCormac	437	Cody MacCormack	421
David Mahar	420		

**STUDENT COUNCIL**

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**Senior High**

President .....	Tori Jayne Chapman
Vice-President .....	Roslyn Townshend

**Junior High**

President .....	Georgia Carter
Vice-President .....	Bethany Carter
Teacher Advisor.....	Mr. Nathan Paton

## SCHOOL CALENDAR

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### ***2021-2022 School Calendar***

- September** 1 - Orientation for teachers (no classes)  
 2 - Joint Staff Day (no classes)  
 3 –Provincial Learning Day/Joint Staff Day  
 6 - Statutory Holiday (no classes)  
 7 – First day of classes  
 22-24 – Grad Photos (Heckberts)  
 30 – Truth and Reconciliation – Provincial Holiday (no classes)
- October** 1 - Joint Staff (no classes)  
 8 – Professional Learning Day (no classes)  
 11 – Thanksgiving - Statutory Holiday (no classes)  
 21/22 – Grade K-12 School Photos (Lifetouch)
- November** 11 – Remembrance Day - Statutory Holiday (no classes)  
 12-15 – PEITF/CUPE Annual Convention (no classes)  
 18 - Lifetouch Retakes  
 25 - Parent Teacher Interviews for K-12 (evening)  
 26 - Parent Teacher Interviews for K-12 (no classes)
- December** 16 – Band Concert  
 17 - Last Instructional Day for students in 2021  
 20 – Professional Learning Day (no classes)
- January** 4 - First Instructional Day for students in 2022
- February** 2 - Sr. High End of Semester (no classes for Gr. 10-12 students)  
 18 - Professional Learning Day/Provincial (no classes)  
 21 – Islander Day - Statutory Holiday (no classes)
- March** 4 – School Goals 10-12/Parent Teacher Interviews (K-9)/School Goals Day/High schools (no classes)  
 14-18 - March Break (no classes)
- April** 1 - Parent Teacher Interviews (Gr. 10-12)/School Goals Day for K-9 (no classes)  
 15 – Good Friday – Statutory Holiday (no classes)  
 18 – Easter Monday – Statutory Holiday (no classes)
- May** 6 - Area Assoc. Professional Development/CUPE Annual Convention (no classes)  
 12 – All Awards Grades 7-12  
 23 – Victoria Day - Statutory Holiday (no classes)  
 20 - Spring Concert (Grades 4-6)
- June** 10 - First day of exams for Grades 10, 11 and 12  
 17 – Prom  
 22 – Graduation/Grad Banquet  
 28 - Last instructional day/Report cards for Grades K to 11  
 30 - Last school day for teachers and 10-month non- instructional staff

## BELL SCHEDULE

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Grades K-3		Grades 4-6		Grades 7-9		Grades 10-12	
Time		Time		Time		Time	
8:30 am	Homeroom	8:30 am	Homeroom	8:35 am	Homeroom	8:35 am	Homeroom
					Reading Block		Reading Block
8:40	Period 1 30 min	8:40	Period 1 30 min	8:50	Period 1 40 min	8:50	A Block 75 min
9:10	Period 2 30 min	9:10	Period 2 30 min	9:30	Period 2 35 min		
9:40	Period 3 30 min	9:40	Period 3 30 min	10:05	Break 10 min	10:05	Break 10 min
10:10	Period 4 30 min	10:10	Period 4 30 min	10:15	Period 3 40 min	10:15	B Block 75 min
10:40	Period 5 30 min	10:40	Period 5 30 min	10:55	Period 4 40 min		
11:10	Period 6 30 min	11:10	Period 6 30 min	11:30	Break 40 min	11:30	Break 45 min
11:40-12:05	Outdoor Break 25 min	11:40-12:05	Lunch 25 min				
12:05 - 12:30	Lunch 25 min	12:05-12:30	Outdoor Break 25 min				
12:30	Period 7 30 min	12:30 pm	Period 7 30 min	12:15 pm	Period 5 35 min	12:15 pm	C Block 75 min
1:00	Period 8 30 min	1:00	Period 8 30 min	12:50	Period 6 40 min		
1:30-1:45	Break 15 min	1:30-1:45	Break 15 min	1:30	Break 10 min	1:30	Break 10 min
1:50	Period 9 30 min	1:50	Period 9 30 min	1:40	Period 7 40 min	1:40	D Block 75 min
2:20	Period 10 30 min	2:20	Period 10 30 min	2:20	Period 8 40 min		
2:55	Homeroom	2:55	Homeroom	2:50	Dismissal	2:50	Dismissal
3:00	Dismissal	3:00	Dismissal				

## GENERAL EXPECTATIONS

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### Students are expected to:

- Treat all others with consideration and respect;
- Exercise self-discipline;
- Work diligently and cooperatively in both individual and group activities while at school or doing school assignments outside the school building;
- Adhere strictly to the rules and routines of the school which are designed for their safety;
- Attend classes punctually and regularly;
- Accept such discipline as would be exercised by a kind, firm, and judicious parent;
- Show respect for school property.

## SCHOOL POLICIES

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### Section 1: ACADEMIC SUCCESS

#### *Expected Behaviour:*

- Students are expected to complete all class and homework assignments on time and to the best of their ability. If your effort on homework is unacceptable, you will complete it or redo it, possibly after class time.
- Students are expected to phone a classmate or check the website to learn of their assignments if they miss class. In the event of an extended illness, arrangements can be made through the office.

## Section 2: HONESTY

### *Expected Behaviour:*

- Students are expected to be honest in their relations with students and staff. They are expected to submit work which is original and represents their own best efforts.
- Dishonesty has a negative effect on your reputation, your school's reputation, and on your relationship with others. In the case of stealing, retribution will be made. At the discretion of the school, legal authorities could be informed.

## Section 3: ATTENDANCE, ABSENTEEISM, & TARDINESS

### *Expected Behaviour:*

- Students shall report to class on time, ready, willing and able to work.
- Please notify the school of your Son/Daughter's absence by leaving a message on the Automated Phone Absence Option between 4:00 pm and 8:00 am or by speaking directly with an Admin Assistant during school hours or written excuse is required upon the student's return to class.

### **The PSB procedure on Absenteeism and Engagement**

#### ***PROCEDURES – GRADES K-9***

These procedures are to be applied to student absences. Absences involving extenuating circumstances will be reviewed by the Principal and procedures will be changed accordingly.

#### **Step 1 – When a student has 5 days of absences in a reporting period:**

- The classroom teacher will phone home (3 attempts) to communicate concern about attendance;
- If contact is unsuccessful the teacher will inform administration.

#### **Step 2 – When a student has 10 days of absences within the school year:**

- The classroom teacher will notify administration about the attendance concern;
- Administration will send home the Initial Notification of Absenteeism letter to communicate concern about attendance and to arrange a parent/guardian meeting;
- Administration will refer to the school-based Student Services Team.

#### **Step 3 – When a student has 15 days of absences within the school year:**

- The classroom teacher will notify the administration that a student has 15 absences;
- Administration will send home the Second Notification of Absenteeism letter;
- Administration will meet with the parent(s)/guardian(s), and where appropriate, the student to develop a support plan. Administration will document the support plan and meeting discussions and will provide a written copy to the parent(s)/guardian(s);
- Administration will inform parent(s)/guardian(s) that if the support plan is unsuccessful there will be a report to the Superintendent.
- When nonattendance is suspected to be an indicator of parental neglect, administration shall make a report to the Department of Community Services and Seniors - Child Protection, as required under the mandatory reporting section of the Child Protection Act, as per section 11(f).

#### **Step 4 – When a student has more than 20 days of absences within the school year:**

- The classroom teacher will notify the administration that a student has more than 20 absences;
- Administration will send home the Third Notification of Absenteeism letter;
- Administration will report the frequent absence concern to the Superintendent.
- When non-attendance is suspected to be an indicator of parental neglect, administration shall make a report to the Department of Community Services and Seniors - Child Protection, as required under the mandatory reporting section of the Child Protection Act, as per section 11(f). The report should include:
  - a) Attendance record;
  - b) Documented communication to parent(s)/guardian(s);
  - c) Interventions and results;

#### ***PROCEDURES - GRADE 10 – 12***

- These procedures are to be applied to student absences. Absences involving extenuating circumstances will be reviewed by the Principal and procedures will be changed accordingly.

**Step 1 – When a student has 5 days or periods of absence per subject:**

- The subject teacher will communicate concern about attendance to the student;
- The subject teacher will phone home (3 attempts) to communicate concern about attendance;
- If contact is unsuccessful the teacher will inform administration.

**Step 2– When a student has 10 days or periods of absence per subject:**

- The subject teacher will communicate concern about attendance to the student;
- The subject teacher will notify the administration that a student has 10 absences;
- Administration will meet with the student to discuss possible future disciplinary action.
- Administration will call home (3 attempts) and send the Initial Notification of Absenteeism letter;
- Administration will meet with the student and parent(s)/guardian(s) to develop a support plan and discuss possible implications of continued absenteeism. Administration will document the support plan and meeting discussions and will provide a written copy to the parent(s)/guardian(s);
- Administration will refer to the school based Student Services Team.

**Step 3 – When a student has 15 days or periods of absence per subject:**

- The subject teacher will notify the administration that a student has 15 absences;
- Administration will call home to report to the parent(s)/guardian(s) that their student is not to attend school until a parent meeting occurs to address attendance issues.
- Administration will send home the Second Notification of Absenteeism letter.

**Step 4 - When a student has 20 days or periods of absence per subject:**

- The subject teacher will notify the administration that a student has 20 absences;
- Administration will send home the Third Notification of Absenteeism letter;
- In discussions with subject teacher(s) administration may,
  - Implement a reduction in schedule or referral to an alternative placement for the purpose of increasing student success. Parents will be responsible for their student (including transportation) during the periods of the school day that they are not attending; or
  - Discontinue the student for the remainder of the semester. Programming such as Credit Recovery and future registration may be explored at the school level. The parent will have the right to appeal any changes to the student's education plan;
- Administration will report the frequent absence concern to the Superintendent.
- Where non-attendance is suspected to be an indicator of parental neglect, administration shall make a report to the Department of Community Services and Seniors - Child Protection, as required under the mandatory reporting section of the Child Protection Act, as per section 11(f). The report should include: a) Attendance record; b) Documented communication to parent(s)/guardian(s); c) Interventions and results;

**The complete policy can be reviewed on the Public Schools Branch website:**

[http://www.gov.pe.ca/edu/elsb/files/2015/09/406.1\\_Attendance\\_and\\_Engagement.pdf](http://www.gov.pe.ca/edu/elsb/files/2015/09/406.1_Attendance_and_Engagement.pdf)

- **For an extended absence, please consider a private tutor to cover missed curricula.**

**Students Leaving School During the School Day:**

- Grades K-6: If a student must leave the school during the day for any reason, then a note signed by a Parent/Guardian, must be presented to the home room teacher.

**Grades 7-12****Sign-Out Procedure**

- Students leaving school for any reason during the school day must present a note to the office stating the reason for leaving, then have the note signed by the teacher(s) of the class(es) that will be missed. The intent is for the student and teacher to conference re potential missed work.
- In exceptional circumstances, if a student has forgotten to bring a note, he/she must report to one of the Administrators or the Admin Assistants before leaving the building.

- Students who go home at lunch and become ill, or, for some other reason cannot return for afternoon classes, are expected to contact the school as soon as possible to explain the absence. If a parent or guardian is not available to phone the school, the student is expected to do so and Admin will contact the Parent/Guardian at a later date.

#### **Late Arrivals:**

- Students arriving late for school or class are expected to report to the Main Admin office and present a note to explain tardiness. Students are responsible for getting to school on time in the morning and for reporting to respective classes on time. Avoidable lates are both discourteous and disruptive to fellow students and teachers.
  - First 3 Lates: A warning from the Teacher. Parent/ Guardian may be notified
  - 4<sup>th</sup>Late: An in-school suspension will be assigned.

#### **Illness During School Hours:**

- A student who becomes ill during the school day must report to the office before missing any classes.
- The office staff will attempt to contact home or the home of an emergency contact to make arrangements to have the student transported home.

### **Section 4: RESPECT OF OTHERS**

#### *Expected Behaviour:*

- You are expected to behave in a courteous and respectful manner toward ALL other persons in the school building and on the school grounds. This includes regular teachers, guest teachers, parent volunteers, other students, the school's support staff and any visitors.
- Your language will show respect for school staff, school volunteers, school guests, and students. Name calling, swearing, crude, rude and obscene language spoken, written, implied, or gestured are unacceptable.
- Disrespectful or inappropriate behaviour, and/or language, will be documented and may be reported to the Parent/Guardian.

### **Section 5: CARE OF SCHOOL PROPERTY**

#### *Expected Behaviour:*

- You will respect ALL school property. Each room is the responsibility of the teacher and students to be kept neat and clean.
- If you damage school property (including textbooks), you or your Parent/Guardian will be required to pay for repair or replacement costs.

### **Section 6: EXTRA-CURRICULAR ACTIVITIES**

#### *Expected Behaviour:*

- On school buses, at extra-curricular activities, or on field trips, all relevant school rules apply.
- A serious offence could result in removal from the field trip or event. Parent/Guardian would be responsible for transportation home and further action would be taken upon return to school.

### **Section 7: OTHER DISTRICT POLICIES AND RULES**

#### **Absolutely No Smoking:**

PSB Policy states that NO Smoking is permitted on school property. This includes in the school, on the bus, or on school property. Smoking on school property will result in a suspension.

Use of e-cigarettes (vaping) will be treated similarly.

#### **Alcohol and Non-Medical Drugs:**

As stated in the Education Act and based on PSB policy, the use of and/or possession of alcohol or non-medical drugs during the school day or sanctioned school functions off school property is strictly prohibited. Violation of

this rule will result in a one year suspension from extra-curricular activities including graduation events and may result in a suspension from school. Violators may be charged under the law.

**Electronic Devices:**

All unauthorized electronic devices must be turned off during class time. In order to maintain a productive learning environment, a teacher may take an electronic device and determine the process of returning the device.

**Vehicles and Parking:**

- Students are permitted to bring their own vehicles to school and **MUST USE THE STUDENT PARKING LOT.**
- Vehicles parked outside the designated areas may be towed at the owner's expense.
- Reckless driving on or around school property is strictly prohibited and violators may lose parking privileges for one month and may be charged.
- Vehicles are to be used only for transportation to and from the school. Students are not permitted to visit their vehicles during school hours.
- If the use of vehicles is considered to be inappropriate in any way, students may lose the privilege of bringing a vehicle on school property.

**School Cancellation/Early Closure:**

- The philosophy towards opening/closing schools in the PSB in stormy weather is based on the following:
  - The safety of students.
  - The education of students.
  - When the PSB closes school(s) for the day, a radio announcement will be aired at 7:00 a.m. If there is to be a delay in opening, a further announcement will be aired at 8:00 a.m. When the School has to be closed during the day, a radio announcement will be aired to give parents ample warning.
  - On a day when school has been cancelled or students have been dismissed early due to inclement weather, all extra-curricular events scheduled for that particular day will be suspended. Students are not permitted in the school for any activities when school has been cancelled.

**Internet Acceptable Use Policy:**

- Students will have access to the Web through the school's network.
- Web-based email accounts will still be allowed; however, students are encouraged to use Groupwise e-mail provided by the department.
- The use of the Internet is a privilege and inappropriate use may result in a cancellation of those privileges.
  - Students should consult a supervising teacher before beginning personal print jobs.
  - Damage to computers or peripheral devices or failure to abide with the above regulations may result in a loss of computer privileges.

## GENERAL SCHOOL INFORMATION

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### Telephones:

- If a Parent/Guardian phones the school to get in contact with a student, they may leave a message for the student to call back. **Only in the case of an emergency** will students be called from class.
- Messages will be delivered to a student prior to a scheduled school break.
- A student phone is located in the Admin office. Students may use the student phone to validate an illness or to make arrangements for permission to leave school.

### Lockers:

- Students are issued a locker and lock at the beginning of the year. Use of lockers is restricted to before school, break times, lunch period, and after school.
- Student must keep their locker locked at all other times. Students are urged to use their lockers for safekeeping of their school texts and personal belongings.
- Lockers are school property.

### Textbooks:

- Students are expected to maintain the condition of the textbook for the semester/school year.
- If a textbook is lost, the student must pay for the lost book before a new one can be issued.
- Textbooks must be returned to the teacher at the end of each semester/school year.
- If a textbook is not returned, the student must pay the replacement cost of the book before he/she will receive a report card.

### Study Periods:

- Grade Twelve students are sometimes assigned a Study Period. This is a privilege and, as such, students are expected to use this time wisely.
- Students must have accumulated 16 credits to qualify for a study period.

### Plagiarism:

- Plagiarism occurs when a student submits work that they did not create without acknowledging sources. This is a serious matter because it defeats the purpose of learning and destroys the level of trust between student and teacher. In addition, plagiarism violates the "Internet Use Agreement" policy which each student/parent signs.
- In the case of plagiarism, the following will occur:
  - the student will receive a zero for the assignment
  - the student may lose Internet privileges
  - Administration will be made aware of the incident
  - Parent/Guardian will be notified

### Parent/Teacher Interviews:

- Although Parent/Teacher Interviews are scheduled throughout the year, Parents/Guardians are encouraged to phone or meet with teachers at regular intervals.

### Transcripts of Marks:

- Students will be issued a transcript of their marks upon graduation or leaving the school in June.
- Complimentary transcripts will also be provided during the last year of student attendance. Such transcripts are usually sent to Universities and Colleges and must be requested.
- After graduation, transcripts can be picked up at the Main Admin office.

**Scholarship Information:**

- All scholarship information will be posted on the SRS website and in Grade 12 home rooms.
- Parents are encouraged to check this information frequently.
- Students are responsible for applying for all prizes, bursaries and scholarships.

## ACCIDENT WHILE ATTENDING SCHOOL

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- All accidents are to be reported by the teacher on duty to the Principal or Vice-Principal. Any serious accident will have an accident report filled out on the same day as the accident occurred.
- It is the school's policy, depending on the nature of the illness or injury to the child, to make every effort to provide immediate medical attention at the school. **In an emergency situation, 911 will be called and the parent/guardian will be notified.**
- Students in Grades K to 12 receive basic accident coverage at no cost to parents.  
Most students are automatically insured when they are:
  - a) At school
  - b) At community-based learning activities (school sports events, co-op placements, field trips)
  - c) Travelling to and from school and community-based school activities.
- Accident claim forms are available from the following PSB website:  
<http://www.gov.pe.ca/edu/departments/corporate-services/school-accident-insurance-program/>

## PLAYGROUND

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- Students are supervised by a team of teachers at breaks both inside and outdoors. On weather days, students will be supervised in the building.
- Students are to stay within designated play areas. Students in Grades K-6 are not permitted to leave the school grounds during break time.

## PICK UP / DROP OFF LOCATIONS

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- To ensure students arrive safely at school, we are asking Parents/Caregivers to drop off (am) or pick up (pm) students in the designated drop off/pickup. **Longworth Street is designated NO Parking. The short term parking area is NOT for am or pm drop off or pick up of students.**

## SCHOOL BUS

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- Bus transportation is a privilege, not a right. Students are expected to be on their best behaviour while travelling on the school bus to and from school. It is important that students adhere to all rules and regulations as posted on the school bus. Students are responsible to the bus driver for their behaviour and those who misbehave will forfeit the privilege of travelling on the bus.
- Parents are advised that due to school board regulations, students who wish to travel on a bus other than their assigned one or get off a bus at another stop, must have a note from their parents and have the note approved by the office before a pass is issued.
  - **Inappropriate bus conduct will be dealt with as follows:**
    - Discussion with student
    - Bus Incident Report sent home and a copy forwarded to ELSB.
    - Suspension from bus privileges (1-3 days or longer)

## DISCIPLINE PRINCIPLES

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The Staff, Students, and Parents/Guardians of Souris Regional School, in order to support a safe, positive and orderly climate for learning, endorse and support the following statements of discipline principles in accordance with the:

### Public Schools Branch Caring Places to Learn Policy

*The Public Schools Branch will not tolerate behaviours that infringe upon the rights of Students and/or Staff to benefit from a successful and fulfilling working and learning experience in its schools.*

#### PRINCIPLES

- The safety of students and staff is of paramount importance.
- All people are able, valuable, and responsible, and should be treated accordingly.
- Every student has the right to learn and to receive instruction in an environment free from distraction and disruption.
- Every teacher has the right and the responsibility to teach in an orderly climate, free from disruption.
- The ultimate goal of discipline practice is to teach the student self-control as part of the developmental process.
- It is a fundamental principle that inappropriate behaviour has consequences.
- Discipline procedures and practices must be fair, just and consistent.
- Students have the right to attend school without fear or threat, and the right to learn in a democratic, supportive, orderly environment.

## STUDENT DISCIPLINE POLICY

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The Caring Places to Learn Policy, will be used to deal with Students who infringe upon the following school rules and the rights of peers:

- (a) Being disruptive in class.
- (b) Creating fights between peers.
- (d) Abusing school property.
- (e) Using inappropriate language.
- (f) Rough play in the playground.
- (g) Showing disrespect for peers, teachers and other school staff.

There will be a Zero Tolerance for the use of extreme profanity (verbal and gesture) and for physical violence/abuse. Parents will be contacted and the student will be expected to go home for the remainder of the school day and may result in a suspension from school for a longer period of time

## RESPONSIBILITIES OF STUDENTS

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- Students must attend school on a regular basis, appropriately dressed, and in possession of the materials and equipment necessary to their program of studies.
- Students' behaviour in the school and at all school sponsored activities must be consistent with the prescribed rules and regulations of the school, and as stated in the Education Act.
- Students must show respect for each other, the school staff, school volunteers, and guests.

## RESPONSIBILITIES OF PARENTS

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*As a Parent/Guardian, your support is essential to your Son's/Daughter's educational development.*

### Parent Concerns:

- Parents concerns should first be voiced to the Teacher involved. If the problem is not resolved, then the matter should be reported to the Administration.
- Please refer to the PSB procedure for Complaints and Concerns at the following link: [http://www.gov.pe.ca/edu/psb/wpcontent/uploads/2014/07/102.1\\_Concerns\\_and\\_Resolutions.pdf](http://www.gov.pe.ca/edu/psb/wpcontent/uploads/2014/07/102.1_Concerns_and_Resolutions.pdf)

### Gym Clothing:

- All students when involved in any activity on the gym floor must wear sneakers. Also, because students perspire during an active gym period, we require that students in Grades 3-12, have a change of clothing (shorts and T-shirt) for gym class.

### Arrival Time:

- It is the parents' responsibility to ensure that their child(ren) **does not arrive at school prior to 8:20 a.m (Grades K-6). Before this time, school property is unsupervised**, therefore, could be unsafe for children. Classes begin at 8:30 am for Grades K-6 and 8:35 am for Grades 7-12.

### Breakfast, Lunch:

- Parents will ensure that their son/daughter be given a nutritious breakfast before leaving for school. Parents are required to provide a nutritious lunch.
- The Breakfast Program is available in the Cafeteria daily to ALL students from 7:45 am to 8:25 am.
- **All students in Grades K through 6 are required to stay at school for lunch unless being picked up by a Parent or designate.** A note or phone call to the main office is required prior to pick up.
- Cafeteria services are available to students in grades 7-12 who wish to purchase their lunch. Students, whether purchasing their lunch or bringing a lunch from home, are to eat in the cafeteria facilities provided. Full and partial meals are available each day in the cafeteria. Student cooperation with clean up is essential and all refuse should be properly sorted and trays returned.
- Students in Grades K-6 may choose to purchase a hot lunch which is delivered to their classroom. Lunch order forms go home on Monday's and must be returned by Thursday to order for the following week. NO late orders will be accepted. The lunch order form is also available to print from the school website: [www.sourisregionalschool.wordpress.com](http://www.sourisregionalschool.wordpress.com)

### Dress Code:

- Parents will ensure that their son/daughter dress in a clean, neat manner with no offensive words, slogans or pictures or anything that promotes alcohol, drugs, or tobacco on their child's articles of clothing.
- If clothing is deemed inappropriate, then students will be asked to change; or they will be given another shirt from the office or they may be prohibited from attending class.
- Please ensure that your son/daughter dress properly for weather conditions (i.e. hats, mittens for winter).
- Clothing and possessions should be labelled. Inside footwear is expected for each student.

**School Supplies:**

- Parents will ensure that their children have all the proper supplies required to do their work.
- Please label supplies, book bag, lunch boxes, etc
- Supplies for Grades K-5 have been purchased by the school. Fees are \$40.00/child.

**Student Fee:**

- We are asking students in Grades 7-12 to pay a student fee of \$15.00 or \$25.00/Family. This fee will be used by Student Council to support various activities throughout the school year. Paying your fee will ensure you will have the opportunity to participate in these activities.

**Special Circumstances:**

- The school would appreciate being informed of any situation that may have a behaviour-altering effect of your child (i.e. any major change affecting normal family life).

**Student Conduct:**

- It is the Parent/Guardians' responsibility to convey to their child the message that teachers are to be respected and school rules are to be followed.
- Parents/Guardians play a vital role in developing student behaviour and conduct. It is our expectation that parents:
  - Be aware of the school's code of conduct.
  - Work with the school to resolve student behaviour issues when they affect their children.
  - Cooperate with the school's or District's recommended course of action for the student.
  - Model appropriate behaviour and language for their children.

***All Parents/Guardians are reminded that they are subject to the school's code of conduct, as are all Students and Staff.***

## **STUDENT EVALUATION and ASSESSMENT**

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### **The PSB has policy on Assessing, Evaluating, Monitoring and Reporting Student Achievement.**

The complete document can be found at:

[www.gov.pe.ca/edu/elsb/files/2015/10/407.1\\_Assessing\\_Evaluating\\_Monitoring\\_and\\_Reporting\\_Student\\_Achievement.pdf](http://www.gov.pe.ca/edu/elsb/files/2015/10/407.1_Assessing_Evaluating_Monitoring_and_Reporting_Student_Achievement.pdf)

**Late Assignment Policy:**

- All assignments are to be submitted by their due date.
  - If a student needs extra time to submit the assignment he or she must see the teacher in advance to make arrangements to submit the assignment.
  - Each request will be evaluated on the individual circumstances presented.
  - Teachers reserve the right to accept the assignment to be evaluated, with the extension, or not.
  - When a student makes suitable arrangements with the teacher in advance of the due date, the student will not have any marks deducted when the assignment is passed in after the due date.
- If a student is absent from school or has NOT made previous arrangements for an extension with the assigning teacher, the teacher will enter the assignment as "NHI" (not handed in) in SAS. When the assignment is submitted, an appropriate mark will be assigned.

- For students who have missed writing a test, the teacher will enter “ABS” in SAS and the student will be responsible for writing the test when they return to school.
- Students who have not fully completed all required assignments by their due date, and have not made suitable arrangements to pass it in at a later date will receive “NHI” for that assignment. Assignments receiving a “NHI” in SAS are calculated in the overall average as a “zero” for that assignment.
- Students receiving “INC” for assignments will be evaluated for the portion of the assignment that was completed.
- The last acceptance date for all assignments will be due seven days prior to the examination period.

**Examinations:**

- Students in Grades 10-12 are expected to write examinations when scheduled. A medical certificate will be required if a student misses an exam. If a student is absent, the Parent/Guardian must phone the school before the examination is written. The day the student returns to school, he/she must make arrangements with the office to write the missed examination(s). Failure to do so could result in the student receiving no credit in the subject.

**Grades K- 6:**

- Evaluation of each curriculum outcome will be indicated by meeting expectations and appropriate comments on the student’s report card.
- Letter grades, marks and/or comments may be reflected on quizzes, home assignments, projects, or daily work.

**Grade 7-9:**

- Evaluation of each subject will be indicated by percent grades on the Report Card. Marks determined will reflect quizzes, home assignments, projects, and daily work.

## GRADUATION INFORMATION

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**Graduation Program (2018 Graduates or later)**

**Option A:**

- Must earn a minimum of twenty (20) credits.
- The number of Grade 12 level credits which a student is required to complete is five (5) full course credits.
- The number of compulsory credits which a senior high school student must take to receive the PEI Senior High School Graduation Certificate is twelve (12) credits.

These compulsory credits must be taken from the following areas:

- 3 English credits, one of which must be ENG621A or ENG631A;
- 2 Math credits;
- 2 Science credits;
- 2 Social Studies credits, one of which must focus on Canadian social studies (CAS401A, HIS621A, GEO531/631A, GEO421A, LAW521A, ECO621A, HIS621B, POL621A);
- 1 Physical Education credit (PED401A);
- 1 Career Education and Personal Development credit (CEO401A);
- 1 credit from a designated list that fosters creativity or innovation or one of the following French language courses (FRE421A, FRE521A, or FRE621A,).
- Successful completion of the Prince Edward Island Secondary Literacy Assessment (2019)

**Option B:**

Students who leave school without fulfilling the requirements for the Provincial Senior High School Graduation Certificate may be given a **Provincial Certificate of Accomplishment**.

- In order to receive this certificate, a student shall require a minimum of twenty (20) credits, including:
  - a) 3 Language Arts credits;
  - b) 2 Mathematics credits;
  - c) 2 Science credits;
  - d) 2 Social Studies credits.

Students, who receive a **Provincial Certificate of Accomplishment** and return to school to complete additional credit courses at a later date, will have their transcript updated accordingly. The Provincial Senior High School Graduation Certificate will be granted when students fulfil the appropriate requirements.

The requirements for entry into post-secondary institutions, apprenticeship programs, or the workplace may require additional and/or specific courses.

**Option C:**

For students with at least eight credits in career and technical education (CTE) courses, the minimum requirements for graduation includes:

- a) 5 courses at the Grade 12 level;
- b) 8 CTE courses – a detailed list of applicable courses may be seen under the Career and Technical
- c) 3 Language Arts courses, including a first language course in English or French at the Grade 12 level;
- d) 2 Math courses;
- e) Either 2 Science and 1 Social Studies courses **or** 1 science and 2 social studies courses.

Further information is available on the Department of Education and Early Learning and Culture website: <http://www.gov.pe.ca/eecd/index.php3?number=1025874&lang=E>

**Souris Regional School Diploma and Provincial Certificate:**

- To obtain a Souris Regional School Diploma, a student must complete the requirements for the Provincial Certificate (as above), plus three additional credits for a total of twenty-three credits in three years.
- Honour Criteria – to be recognized as a PSB Honours graduate, a student must successfully complete the Provincial Graduation Requirements, and – achieve an aggregate of 480 in six (6) Grade 12 courses (600 and 800 level), one of which must be English, and have no mark lower than 70% in the six (6) Grade 12 courses included in the aggregate calculation.

**Ranking, Grade 12:**

- University rankings are done in February and June. In February, students are ranked on three 621 level courses taken in any semester. In June, rankings are on six 621/611 courses, one of which is ENG621A.

**Ranking, Grades 10 and 11:**

- Student rank will be determined by averaging the eight courses taken in the current year.

**The Governor-General's Medal:**

- A Bronze medal is awarded to the student who achieves the highest average upon graduation from a secondary school. The student's average will be calculated according to the following criteria: all 500, 600, 700 and 800 level courses will be included, regardless of the grade during which the course is attempted.

**Honour Roll:**

- In order to be named to the Honour Roll, students in Grades 7,8 and 9 will be required to achieve a weighted average of 85%.
- In order to be named to the Honour Roll, students in Grades 10-12 will be required to achieve an average of 80% with no mark below 70%.

## EXTRA-CURRICULAR SPORTS

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**Guidelines for Extra-Curricular Sports:**

- Participation in extra-curricular activities requires that a student be of good standing in their courses and behaviour.
- Extra-curricular coaching is done on a voluntary basis. Students receiving the privilege of playing on an extra-curricular or scholastic team are expected to be respectful and courteous toward their coach(es), fellow players, and opponents. They will be expected to have the necessary uniforms and equipment at all times and to ensure that Souris Regional School is well-regarded in both the community and in school circles. The coach will travel with the team.
- Players will make an agreement with the Athletic Department regarding extra-curriculars. This specifically includes regular attendance and team conduct as outlined by the coaching staff: practice/game attendance, dress code, conduct on and off the floor, and quitting teams. Failure to fulfill a commitment to a team may necessitate removal from all interscholastic play for one full year.

**Extra-Curricular Travel:**

- Parents should be aware that students travelling to interscholastic sporting events must use the transportation provided by the school. If it is necessary that a student must take alternate transportation, then permission must be obtained from the home, coach, and the administration.

**Extra-Curricular Fees:**

- Fee amounts are dependent upon season length and help defray the cost of officials, tournament fees, equipment and travel.

Senior Soccer	\$40	Senior Volleyball	\$40
Intermediate Soccer	\$30	Intermediate Volleyball	\$30
Senior Basketball	\$90	Midget Basketball	\$75
Softball	\$30	Badminton	\$5
Cross Country/Track and Field	\$5		

**Team Uniforms:**

- Team uniforms are the property of the school and must be returned promptly after the season.
- Negligence in this area will result in loss of privileges, including intramurals, membership on other school teams, school activities, report cards, and graduation activities.