



Welcome To École Plamondon School

Student & Parent Handbook

Learn, Grow, Succeed Together

Ecole Plamondon School
2023/2024



Table of Contents

Principal's Message...	3
École Plamondon School Staff	4
NLPSD Vision, Mission	6
École Plamondon School	7
Vision	7
Mission	7
School Values	7
Code of Conduct	8
Rights and Responsibility of Students	9
School Wide Expectations	10
Behavior Pyramid of Interventions	10
Student Attendance and Daily Schedule	15
Leaving School Grounds	18
Emergency Early Dismissal	18
Communication	18
Homework and Assessment	21
Plagiarism, AI and/or Cheating	21
Provincial Exams	22
Dress Code	22
Phone Use, Cell Phones, Electronic Devices	24
Student Lockers	25
Vandalism and/or Accidental Breakage	26
Fire Drills and Emergencies	26
Field Trips	27
Student Supervision	28
Health	29

School Cash Online	30
High School	30
Course Changes and Dropping Courses	30
Career Information and Counseling	31
ALBERTA HIGH SCHOOL DIPLOMA GRADUATION REQUIREMENTS	32
Staff Professional Development	34
School Programs and Services	34
Student Support Services	37
Parent Involvement	38
Special Events and Extracurricular Activities	39
Picking Up Children After School	40
Parent Parking Areas	41
Bus Zone	41
Busing Regulations/Inclement Weather Policy	41
Student Behavior on School Buses: Channels of Communication	42
Student Rules and Regulations	42
Northern Lights Public School Division No. 69 Regulations and Policies	43

Principal's Message...

Welcome parents to another great year at École Plamondon School. We are so excited to begin the year with our students and work with you to see our kiddos grow and flourish. As you read through this document, please feel free to email, call or visit us with any questions.

This Student and Parent Handbook is designed to provide you with the details on the variety of educational opportunities offered at École Plamondon School. EPS has a unique opportunity of educating Plamondon's youth from Preschool through to graduation. The staff is a dedicated team providing a variety of learning opportunities for all students in a safe and caring building. Please read through this information carefully.

Welcome, students, to a fantastic year at École Plamondon School. We are happy you have decided to be a member of our school and we take great pleasure in welcoming you to EPS! The goal of EPS is excellence. It is important that we all strive to reach our full potential. Our goal is to help you be successful in your studies, while at the same time helping you be a person of character - a person committed to being a positive and productive member of society. Set high goals for yourself and expect only the best from yourself. The expectations in this handbook can be covered by being HAWKS - Honorable, (Positive) Attitude, Welcoming, Kind and reaching for Success. We are here to support you and help you reach your goals.

At École Plamondon School, we believe that education is a cooperative journey among students, parents, the community and teachers. Students and parents are encouraged to bring their concerns to any member of our administration team. Working together we can achieve great success; as we strive for excellence.

Karen Grygus
Principal



École Plamondon School Staff

STAFF NAME	GRADE
Administration Team	
Karen Grygus	Principal/ Academic Counselor
Adrienne Sprecker	Assistant Principal/Grade 3 ELA/SST
Lisa Maheden	Admin Assistant
Carrie Lecuyer	Admin Assistant
Patti Ilomin	Student Advisory Counselor
Elementary	
Colleen Shapka	Preschool
Jehan Abougoush	Kindergarten
Tammam Wheeler	1
Chel Gillard	1
Wendy Ross	2
Katrina Evdokimov	3 & Russian elementary
Kadrin Delorme	4
Katrina Mamela	5
Robert Ennest	6
Junior & Senior High	
Ava Solez	7/Social Studies
Dmitri Evdokimov	8/Russian
Steven Reid	9/PE/Athletic Director
Andreas Wolski	10
Siobhan Stromquist	11
Hailey Mahowich	12
Janessa Nevill	Math/Inclusive Ed.
Shane Ennest	
Rhonda Plamondon	Librarian/DE
Educational Assistants:	
Connie Williams	Kindergarten
Fedosia Alagoz	

Vaselisa Alagoz	
TBD	
Kelly Heatherington	
Caytlin Hunka	
Larissa Jenkins	
Agafia Kasachev	
Nadine Parent	
Susan Pretula	
Taylor Watson	
Custodians	
James Eleniak and Hailey Fredrick	
Bus Drivers	
Carrie Lecuyer	116
Leanne Coonan	122
James Eleniak/Andrea Ulliac	124
Chris Plamondon	137
Avenir Bus Lines (Janice)	138
Lawrence Gauthier	144
Jim Middleton	148



NLPSD Vision, Mission



Working Together to Help Every Student Learn & Excel

www.nlsd.ab.ca

Northern Lights Public School

Division No.69

VISION

Improving our world, one student at a time

MISSION STATEMENT

Working Together to Help Every Student Learn and Excel

BELIEF STATEMENT

In the Northern Lights School Division, we believe

Each and every person can learn and has the opportunity to learn;

Students and staff are entitled to a safe and caring environment;

Stakeholders should have opportunities for meaningful involvement;

Education is everyone's responsibility.

École Plamondon School



VISION

Our vision at École Plamondon School is to graduate students who value multiculturalism, community, honesty, commitment and work ethic and who are caring, confident, respectful and creative. Our students value inquiry and recognize their personal worth in their desire to contribute to the local, Canadian and world community.

MISSION STATEMENT

LEARN, GROW, SUCCEED TOGETHER!

SCHOOL VALUES

H-Honour

A-Attitude

W-Welcoming

K-Kindness

S-Success

HONOUR: Honesty and integrity is a choice of behaviours displayed in small everyday decisions. Being honest when we have made a mistake and learning from our mistakes is important. Acting with respect to oneself, classmates, staff and the community is important to our school culture.

ATTITUDE: At all times, our behavior and conduct reflect positively on oneself, our class, our school, and our community.

WELCOMING: All students, parents and guests are welcome in our school and their uniqueness is celebrated. At EPS we include others in our community and are polite and friendly.

KINDNESS: We value being kind, generous and considerate of each other's feelings. Being kind is about having self-control and looking out for others. No one goes through life without difficulties and failures. How we deal with these situations tests our inner selves. Being considerate and kind will be remembered forever.

SUCCESS: Success is different for each individual. But all HAWKS strive to learn to be able to put their hearts in their work and let it show with pride. Students learn a mental toughness that allows them to remain confident, enthusiastic, positive, and not be swayed by temporary setbacks.

HAWKS Cards:

HAWKS Cards are awarded to students who exhibit the characteristics of being HAWKS: showing honour, demonstrating a positive attitude, being welcoming and kind, and working hard to find success (knowing that success looks differently for everyone) Staff members award students they have noticed as being great HAWKS. The student is praised for their efforts and a small treat is given.

Expectations of Students at EPS

We, at EPS, encourage moral intelligence. We ask our students to be

- empathetic by treating others how we want to be treated
- conscience by doing what is right
- demonstrating self control by controlling what we say and do
- respectful by valuing the rights and property of others
- kind by being thoughtful and helpful
- tolerant by accepting people for who they are and
- fair by acting in a just and fair way.

Requirements for Students' Conduct - Education Act, Section 31

Code of Conduct

The purpose of the Code of Conduct is for students to develop and maintain responsible behavior and a positive self- concept for them to be able to learn in a safe and caring environment.

Students are encouraged to show respect for themselves, for others, and for property. We believe that the results of this will be the development of character and positive social interaction. In the context of our learning environment, this can be achieved when the responsibility is shared by students, staff and parents. Every Child has a right to an education and along with that comes responsibility. That responsibility is made clear in the Education Act:

Education Act:

A student shall conduct himself so as to reasonably comply with the following code of conduct:

- attend school regularly and punctually,*
- be ready to learn and actively engage in and diligently pursue the student's education,*
- ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,*
- respect the rights of others in the school,*
- refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,*

- f. comply with the rules of the school and the policies of the board,*
- g. co-operate with everyone authorized by the board to provide education programs and other services,*
- h. be accountable to the student's teachers and other school staff for the student's conduct, and*
- i. positively contribute to the student's school and community.*

Throughout life every person must accept certain responsibilities. It is the duty and obligation of THE STUDENT:

1. To know, understand and follow the school procedures and expectations.
2. To take responsibility for their actions.
3. To respect the rights, property, and dignity of others.
4. To be responsible for and be involved in their own learning and personal growth
5. To be responsible to all school staff, and volunteers for their conduct.

It is the duty and the obligation of THE SCHOOL STAFF:

1. To support and to implement the École Plamondon School Code of Conduct
2. To create a classroom discipline plan which is consistent with the school code of conduct
3. To have shared responsibility in assisting all students to develop responsible behavior and self-discipline
4. To provide encouragement and positive support for appropriate behavior
5. To provide ongoing communication to the parents
6. To inform the Home Room teacher of any major or ongoing problems concerning any of his/her students

It is the duty and the obligation OF THE PARENT:

1. To support the staff by assisting children to understand; respect and follow the school procedures and expectations
2. To assist the school to ensure a student's regular attendance and participation in school
3. To encourage a positive attitude towards learning
4. To provide ongoing communication with staff regarding any difficulties a child in your care may be experiencing which might affect learning and or behavior
5. To attend meetings with the staff when parent involvement is necessary

In conclusion

For a successful well-disciplined school, we have to approach behavior management as a team.

Board Policy 28 - Student Code of Conduct

Northern Lights Public Schools recognizes that the purpose of a Student Code of Conduct is to establish and maintain a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging for all students, staff and guests in efforts to achieve the Northern Lights Public Schools' mission of "Working together to help every student learn and excel."

Statement regarding the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms:

WHEREAS it is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal in: dignity, rights and responsibilities without regard to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation;

WHEREAS multiculturalism describes the diverse racial and cultural composition of Alberta society and its importance is recognized in Alberta as a fundamental principle and a matter of public policy;

WHEREAS it is recognized in Alberta as a fundamental principle and as a matter of public policy that all Albertans should share in an awareness and appreciation of the diverse racial and cultural composition of society and that the richness of life in Alberta is enhanced by sharing that diversity; and

WHEREAS it is recognized in Canada that every individual is equal before and under the law and has the right to the equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability:

THEREFORE discrimination against students or staff on any of the prohibited grounds in Section 4 of the Alberta Human Rights Act or Section 15 of the Canadian Charter of Rights and Freedoms is unacceptable behaviour.

Acceptable Behaviour

Acceptable behaviours are those actions that contribute to a welcoming, caring, respectful and safe learning environment in the school that respects diversity and fosters a sense of belonging to others in the school. Examples are:

- Respecting yourself and the rights of others in the school.
- Refraining from, reporting and refusing to tolerate bullying or bullying behaviour, even if it happens outside of the school or school hours or electronically.
- Informing an adult you trust in a timely manner of incidents of bullying, cyberbullying, harassment, intimidation or other safety concerns in the school.
- Acting in ways that honour and appropriately represent you and your school.
- Attending school regularly and punctually.
- Being ready to learn and actively engaging in and diligently pursuing your education.
- Knowing and complying with the rules of your school.
- Cooperating with all school staff.
- Being accountable for your behaviour to your teachers and other school staff.
- Contributing positively to your school and your community.

Unacceptable Behaviour

Unacceptable behaviours are actions that interfere with the learning of others and/or the school environment, or that create unsafe and unwelcoming conditions. Examples are:

- Non-compliance to school staff instruction and direction.
- Acts of bullying, harassment, or intimidation.
- Physical violence.
- Inappropriate use of school-supplied or personal technology devices.
- Acts of cyberbullying including digital harassment or intimidation, the collection or distribution of inappropriate student or staff photographs, or activities such as sexting.

Retribution against any person in the school who has intervened to prevent or report bullying or any other incident or safety concern.

Illegal activity such as:

possession, use or distribution of illegal or restricted substances,
possession or use of weapons, or
theft or damage to property.

Location and time of unacceptable behaviour

Any time or place, provided school administration deems the behaviour or incident to be detrimental to the school or its students and staff.

Examples are:

Before, during or after school hours.

When using school-supplied or personal technology devices.

At any time and at any place during activities associated with the school (e.g. during field trips or extra-curricular activities).

During transportation arranged by the school or school division.

Consequence of Unacceptable Behaviour

The intent of consequences is to positively impact student behavior in order to maintain a welcoming, caring, respectful and safe learning environment in the school.

Consequences will range from in-class consequences administered by a school staff member to suspension administered by the school principal.

Consequences might include expulsion recommended by the school principal and authorized by the Board of Trustees or designate.

Consequences take into account the nature of the behavior, student's age, maturity, and individual circumstances, as well as the physical, emotional and social wellbeing of all students.

Supports will be offered to students impacted by inappropriate behaviour and to those students who engage in inappropriate behaviour.

The use of consequences for unacceptable behavior will be monitored by the school principal.

All suspensions and expulsions will adhere to the Education Act.

School-Based Student Conduct Expectations

Any additional school-based codes of conduct or student expectations/rules must align and not contravene any aspects of this Student Code of Conduct.

All school-based and classroom-level expectations of behaviour and consequences will be age/grade appropriate.

All schools will develop guidelines within their staff handbook that explain student behaviour management procedures within the school.

All schools will incorporate strategies for teaching, supporting and reinforcing positive behaviour.

Procedures of Communication

The ensuing expectations of communication will be followed to ensure a shared understanding of the Student Code of Conduct:

The Northern Lights Public Schools Student Code of Conduct will be published on the Northern Lights Public Schools' website and school-based websites, and placed in student and staff handbooks as well as the Board Policy Handbook.

Each school's general student behaviour expectations will be published in their school website and placed in student and staff handbooks.

The Northern Lights Public Schools Student Code of Conduct policy will be reviewed and confirmed by resolution annually by the Board of Trustees by June 30 of each year.

Rights and Responsibility of Students

As a student attending École Plamondon School

- you have the right to a quality education. It is your responsibility to attend school regularly, be punctual, prepared to learn and not interfere with the instruction of your teachers or the learning of your fellow classmates;
- you have the right to a fair and respectful treatment. It is your responsibility to treat adults and students with respect and politeness, to use appropriate social skills, and to follow school expectations;
- you have the right to have an orderly, structured, and safe learning environment. It is your responsibility to follow school rules and to refrain from threatening or hurting anyone by actions or words;

- you have the right to have fair and objective evaluations. It is your responsibility to submit completed assignments on time, to study for tests, and to use time effectively;
- you have the right to be treated without discrimination based on race, national or ethnic origin, colour, religion, sex, sexual orientation, age, mental or physical disability or prior family knowledge. It is your responsibility to refrain from practicing discrimination against others.

School Wide Expectations

In our school, we work as a community to support each other in our learning. Students are expected to:

- show courtesy and respect to each other and to the adults in the classroom, during breaks, at assemblies, and at all school functions;
- treat school property with care and respect; report vandalism or damage to school property to the office or classroom teacher as soon as it is discovered. Lockers are to be kept clean;
- complete homework assignments on time and work with teachers for accommodations if necessary;
- keep the school neat and clean;
- move to all classes, activities, and buses in a safe, orderly, and timely manner;
- use positive and appropriate language when speaking to others;
- attend school regularly;
- respect the property of others;
- come into classes promptly, prepared, and ready to work.

Behavior Pyramid of Interventions

2022-2023

1. Level One – Proactive Behavior Education Plans

At EPS we believe in taking a proactive approach to behavior to build a strong foundation for students to set them on a path towards success. A large part of this foundation is formed by structuring our Student Code of Conduct on key virtues which were identified as a result of our moral intelligence program. The Student Code of Conduct gives students, parents, and staff a clear guide for expected behaviors and ensures that everyone involved begins working from an informed position. The school community works together in many ways to continue to reinforce positive behavior expectations and some of these are listed below:

- Student Code of Conduct (see attached) is discussed with students and referred to as teachable moments arise.
- Appropriate behaviors are modeled by school staff and role modeling is also encouraged in students when they interact across the grades or act as representatives of our school.



- Students' Union plans a variety of spirit days and activities aimed at developing a sense of pride and belonging in our school.
- A school newsletter is sent home monthly to keep parents and community members informed of school activities and invite their participation in relevant events.
- Whenever possible, partnerships with outside agencies are pursued to offer specific programming for target groups of students.
- Training opportunities are provided to staff in the areas of Non-Violent Crisis Intervention, SIVA (Supporting Individuals through Value Attachment) and First Aid.
- Outdoor supervisors wear bright vests so that they are highly visible on the playgrounds and readily accessible.

2. Level Two – Staff Intervention

As incidents arise, students are reminded of appropriate behavior expectations and reference to the Student Code of Conduct may be made. If a student disregards these reminders and fails to behave in a respectful manner, then staff may choose to implement any number of appropriate interventions, some of which may include a phone call home

-1st offense: Teacher to deal with, 2nd offense: teacher may choose to involve the Administration

***For all major incidents, staff will contact the parent/guardian. Staff members will document students' behaviors by entering the incident into Log Entries.**

3. Level Three – Student Advocacy Counselor and/or Administrative Intervention

Our Student Advocacy Counselor (SAC) is an integral part of our school's behavioral pyramid of interventions and has a role at each of the three levels. The SAC is actively involved in offering proactive programs such as small group sessions focused on social skill development and classroom presentations on Moral Intelligence. She also provides one-on-one therapeutic counseling, and is available to see drop-ins as needed.

If students are not responding appropriately to staff interventions, then they may need to be referred to the SAC or to administration. The following interventions may need to be pursued:

- The SAC and administrative team will review Events Tracking and discuss possible solutions for the student.
- 1st offense - may include 1/2 day In School Suspension (meet with SAC to make a preventative plan to avoid moving to the next level).
- 2nd offense -may include 1 day In School Suspension

- 3rd offense – may include a 1 day Out of School Suspension (OSS), 3 day O.S.S., 5 day O.S.S (after each O.S.S. parents and student must meet with administration prior to the student returning to classes).
- Take further disciplinary action as warranted, and/or move for expulsion.

Student Attendance and Daily Schedule

Please see the École Plamondon School daily schedule. Please note the time the school day begins and ends at École Plamondon School.

Elementary Bell Times

<i>Arrival</i>	8:30-8:43
<i>Announcements & Anthem-</i>	8:43-8:45
Elementary	Grades
1-6	
<i>Period 1</i>	8:45-9:25
<i>Period 2</i>	9:25- 10:05
<i>Health Break</i>	10:05-10:15
<i>Period 3</i>	10:17-10:59
<i>Period 4</i>	10:59- 11:40
 <i>Lunch Recess</i>	 11:40- 12:00
<i>Lunch Time</i>	12:00- 12:20
 <i>Period 5</i>	 12:20-1:02
<i>Period 6</i>	1:02-1:42
<i>Afternoon Recess</i>	1:42--2:00
<i>Period 7</i>	2:00- 2:41
<i>Period 8-</i>	2:41- 3:21
<i>Homeroom</i>	3:21-3:24

Junior High Bell Times

<i>Arrival</i>	8:30-8:40
<i>Anthem & Announcements</i>	8:43
Junior High	Grades 7-9
<i>Period 1</i>	8:43-9:25
<i>Period 2</i>	9:26-10:08
<i>Health Break</i>	10:08-10:15
<i>Times vary for each class</i>	
<i>Period 3</i>	10:15-10:58
<i>Period 4</i>	10:58-11:40
<i>Lunch</i>	11:40 -12:30
<i>Period 5</i>	12:30-1:12
<i>Period 6</i>	1:12-1:55
<i>Health Break</i>	1:55-2:00
<i>Times vary for each class</i>	
<i>Period 7</i>	2:00-2:42
<i>Perio 8</i>	2:42-3:25

Bell Times

<i>Arrival</i>	8:30-8:42
<i>Announcements & Anthem-</i>	
Senior High	Grades 10-12
<i>Block 1</i>	8:43-10:08
<i>Health Break</i>	10:08-10:15
<i>Break times vary</i>	
<i>Block 2-</i>	10:15-11:40
<i>Lunch</i>	11:40-12:30
<i>Block 3</i>	12:30-1:55
<i>Health Break</i>	1:55-2:00
<i>Block 4</i>	2:00-3:25

Regular attendance at school is essential to maximize student growth and achievement. We want all students at school and on time each school day. We are happy to have them here and want them to be successful. High school students following the quarter schedule will need to ensure they attend daily. Missing one class is now equivalent to two classes. Teachers have all course work and lessons posted in Google classroom. If your child is absent, they can continue to complete coursework and lessons.

We expect all students to be at school each day by 8:40 a.m. and to remain at school until dismissal time at 3:21(elementary) or 3:25 p.m. (junior and senior high). Please arrive at school on time, this is good for your child and helps to avoid disruption to other students when there are late arrivals.

A student may not leave the building prior to regular dismissal time without parent/guardian permission. Students being picked up early from school for medical or dental appointments should present a note to the homeroom teacher, or parents should notify the school prior to the pick-up before 3:00.

To ensure the safety of all students, please notify the office of your child's absence each day at 780-798-3840 or use the arrive safe app. We work to ensure the safety of all students. Thanks for always letting us know when your child will be absent. A student can sign out and back in if they will be returning to school if returning the same school day. École Plamondon School will call around 9:30 a.m. and 1:30 p.m. to notify parents of unexcused absences.

The **Education Act** lists the following as excusable absences:

- a) illness
- b) religious holy days
- c) suspension or expulsion by the administration of the school or the School Board;
- d) special permission from the Board of Education

Unexcused absences are noted on attendance records.

The École Plamondon School attendance policies are aligned with *Administrative Procedure 330 of the Northern Lights School Division*. Administrative Procedure 330 is outlined below:

Background

Regular attendance at school is essential if educational benefit is to be maximized. Responsibility for maintaining acceptable attendance rests with the parent and/or the student. The school has a responsibility to keep the student and parent regularly informed of attendance requirements and status. Procedures utilized in connection with student attendance shall be in accordance with the laws of natural justice. The main purpose for pursuing attendance problems must be with the intent of improving attendance and encouraging students to remain in school. Students are expected to arrive on time each day. It is expected that all students will be in the school by 8:42 a.m. daily. Elementary students are dismissed at 3:21 and junior and senior high students are dismissed at 3:25 p.m. The Division has recourse to the Provincial Attendance Board.

Procedures

1. Students shall attend every class.

1.1 A Principal may excuse from attendance any student whose absence is:

1.1.1 The result of participation in a school activity authorized by the Principal; or

- 1.1.2 Previously arranged with and acceptable to the school administration.
2. Student attendance shall be monitored on a daily basis.
- 2.1 Each school shall record the attendance of each child on at least a daily basis.
- 2.1.1 A record of excusable and inexcusable absences shall be maintained for each student;
- 2.1.2 Responsibility for proof of excusable absence rests with the parent or legal guardian, or with an independent student; and
- 2.1.3 Where a student and/or parent or legal guardian has been advised of an inexcusable absence, they shall have three days from receipt of the notice to provide proof that the absence was excusable.
3. In dealing with student absenteeism the following sequence of events shall occur. These steps reflect the shortest route possible, not the required time frame. Sufficient time must be provided between each step to allow for adequate communication and adjustment in behavior.
- 3.1 Step 1 - The student and/or the parent or legal guardian shall be advised of the attendance record the procedures and potential consequences of further truancy.
- 3.2 Step 2 - The student and parent or legal guardian shall be advised of the inexcusable absences and reminded of the potential outcome.
- 3.3 Step 3- The school shall do at least one of the following:
- 3.3.1 Meet with the student and parent or legal guardian;
- 3.3.2 Advise the parent or legal guardian of the situation by signature mail; and/or
- 3.3.3 Require the student to consult with counseling or community support services;
- 3.3.4 Suspend the student.
- 3.4 Step 4 - Proceed with one of the following and confirm the action by signature mail.
- 3.4.1 For a student under the age of 16, the Principal may refer the matter to the Superintendent.
- 3.4.2 After attempts by the Superintendent to enforce attendance have not been effective, the Superintendent may refer the matter to the Provincial Attendance Board.
- 3.4.3 For a student 16 years of age or older, the Principal will request the withdrawal of the student. Where the student refuses to withdraw, the Principal may recommend to the Board through the Superintendent the student's expulsion from the appropriate course(s).

Reference: Section 1, 13, 14, 15, 60, 126 School Act

Leaving School Grounds

If it is necessary to leave school early for appointments or any other reason, students must be signed out by a parent or individual over the age of 18 (approved by the parent) at the office. Students in grades 10-12 are allowed to go off school grounds for their lunch break. Elementary and Junior High students that go home for lunch need to submit a letter to their homeroom teacher at the start of the school year. Otherwise elementary and junior high students are expected to remain at school for the noon break. Students leaving the school grounds during lunch need to sign out at the office (booklet available).

Students who live in Plamondon and go home for lunch need to provide a note to the office at the beginning of the year informing the school that your child is allowed to leave at lunch time. This is just another way to ensure student safety.

Emergency Early Dismissal

All parents are asked to make prior arrangements for students in the event of an emergency dismissal necessitated by inclement weather, fire, water cut off, illness or other unforeseen events; and to make sure that the office and the student are aware of these arrangements. At times, students may become ill suddenly, and with both parents working it is essential to know who to call if the student needs to be picked up and taken home.

Communication

Teacher – Parent – School Communication

Teachers communicate and consult with students, parents/ guardians, school administration and colleagues to maximize student development and achievement, and report progress.

There are many ways for a teacher to communicate with the home and parents. Not all teachers communicate with the home in the same way. There are many forms of excellent communication.

It is expected of École Plamondon School and a fair and reasonable expectation of parents to know how the teacher will communicate. There will be consistency throughout the year. Regular and consistent communication builds good relationships and supports school success. Parents will be informed early in the year of the forms of communication used. Parents will know and understand the main forms of regular communication used. Parents will know and understand the main forms of regular communication and timelines (eg. Daily agenda, monthly newsletter/calendars, messages, class Dojo, School Messenger, updates to website, email).

The list of tools teacher may choose from to communicate with parents includes:

- Welcome to school letter, Program of Studies overview with topics of study, outcomes, timelines, and assessment
- Classroom newsletters, calendars, notes, reminders on paper
- School Messenger
- Teacher websites
- Email
- Phone calls
- Texting
- Remind 101
- Progress reports, interim success sheets / progress updates
- Face to face meetings, parent – teacher interviews



The list of communication tools the school use include:

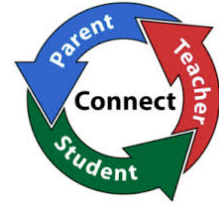
- School newsletters, memos, reminders on paper

- School website
- NLPS website
- Facebook
- Email
- Phone Calls
- Cell phones
- Face to face meetings, parent- teacher interviews

School Communications

Newsletter

École Plamondon School newsletters are sent home monthly. Newsletters are emailed to you, posted on our school website and Facebook page. Newsletters keep parents informed of school events, remind parents of upcoming important dates, share information and send our thanks. If you would like a printed copy, please inform the school office and we will send one home with your youngest child. Other notices are sent home as required. Please check your child's backpack for notices and newsletters; we want to keep you informed.



School Messenger

SchoolMessenger is an online tool used by teachers, the school, and division to communicate with parents and caregivers. It replaces some of the practices that schools have had in place in the past such as Remind, texting or emailing with groups of parents.

With SchoolMessenger the division, schools or individual teachers can send messages to parents in a variety of ways, including voice messages to phones, text messages, and emails. There is also a School Messenger app that will allow teachers to communicate directly with parents/caregivers, and/or students, individually or in groups.

At the GRADE-LEVEL, SchoolMessenger may be used to send alerts regarding

- Fundraising reminders/deadlines
- Request for classroom volunteers
- Parent meetings regarding student progress, upcoming field trips or grade-level special events
- Field trip reminders

*We remind you that our staff often cannot respond promptly to your messages during the day due to their work and supervision commitments. Therefore, we ask that you be cognizant of their work hours and recognize the delay that you may experience in their reply. Please send your messages on school days during the hours of 8:00 am and 4:30 pm and staff will make every attempt to respond back to you during these work hours.

At the SCHOOL LEVEL, SchoolMessenger may be used to send alerts regarding

- Daily attendance alerts if your child is absent and the absence has not been reported by the parent or guardian
- Invitations to school-wide special events
- Request for volunteers to assist with a school-wide special event
- Changes (delays or cancellations) in bus transportation

- Reminders of upcoming meetings such as our monthly School Council meetings
- School-wide fundraising initiatives and deadlines
- Notice of our monthly school newsletter
- Request for volunteers

At the school level for EXTRA-CURRICULAR ACTIVITIES, SchoolMessenger may be used to send alerts regarding

- Cancellation of a practice or game or club activity
- Delay in return from a game/tournament or club activity when school transportation is provided

At the DIVISION LEVEL, SchoolMessenger may be used to send alerts regarding

- General messages from the division such as parent newsletters and invitations to upcoming events.

School Website

The school website includes newsletters, events and programs, staff information, classroom / teacher websites and information, the school handbook, and school contacts. Please make it a habit to check out our website <https://www.ecoleplamondonschool.ca/> or access through N.L.P.S. website: www.nlsd.ab.ca

Facebook

Please be sure to follow École Plamondon School on Facebook and Twitter. We use Facebook and Twitter to help deliver information about school activities and events to our families. Be sure to follow us for regular school information and updates.

Progress Reports and Course Outlines

Progress reports are sent home in November, March and June of the school year. Regular communication about student progress occurs throughout the year. Success sheets, updates, work samples or student portfolios are sent home regularly. Early in the school year teachers provide students with a copy of or online version of course objectives and assessment procedures. Please feel free to contact the teachers with any questions you may have regarding the program of studies. Parents can get more information from the Alberta Education website: <http://education.alberta.ca> Click on *Parents* to access resources and curriculum information.

Parent-Teacher Interviews

We invite parents to meet with their children's teachers to discuss student progress. Interviews are held in November and March after progress reports are sent home. Interview times are scheduled and we encourage all parents to take part. Parents are welcome to contact teachers any time during the school year.



Homework and Assessment

Homework is part of the learning process and students are expected to complete assignments whether it be a reading program for Division 1 students, or studying for a

final exam for senior high students. Students need to complete assignments in a timely manner.

Tests, quizzes, exams, projects, assignments, homework and other types of assessments and evaluations are part of the education process. They keep students aware of their progress in learning and allow teachers to diagnose needs (assessment for learning) as well as assess knowledge, comprehension, application, analysis, synthesis and evaluation of curricular outcomes (assessment of learning). Students are expected to complete missed assignments or tests upon their return to school. If you know you will be away in advance, we expect that parents and students will make alternative arrangements ahead of time for all work missed during the absence. Parents and students may check marks on PowerSchool (<http://powerschool.nlsd.ab.ca/public>).

Plagiarism, AI and/or Cheating

Plagiarism is theft of intellectual property and will not be tolerated in École Plamondon School. Students who plagiarize, use AI when not permitted to or cheat can expect disciplinary action to occur.

(Plagiarism and cheating include, but are not limited to, using other people's homework answers and claiming them as your own; taking information from the internet or books without properly quoting and referencing it; AI, recording, storing, and/or sharing answers in/through electronic devices, and using signals to communicate answers during exams, or individual work times.).

Provincial Exams

Grade 6 & 9 Provincial Achievement Tests (PAT)

In January (grade 9 students), May and June of each year, students in grades 6 & 9 throughout the province will write Provincial Achievement Tests in four subject areas: Language Arts, Mathematics, Science, and Social Studies. Results from these tests will provide Alberta Education, school administrators, teachers, parents, students, and the public with information about what students know and can do in relation to provincial standards at the end of grades 6 & 9. These results can be used to improve learning opportunities for students. Students in Grade 9 will write either the Science or Social Studies PAT as these subjects are semestered for grade 9.

Grade 12 Provincial Diploma Exams (PDE)

Provincial Diploma Exams are written by students completing many but not all grade 12 courses. These exams have **set dates and times that cannot be altered**. Students are responsible for writing the exam(s) on the correct day and time otherwise they will have to wait until the next exam sitting. Diploma exams have five writing dates: November, January, April, June and August. However, not all exams are offered at each writing time. EPS typically has students writing in January and June; however, we are a writing center for November and April exams. Each course exam is worth 30% of the student's final grade. A student may choose to rewrite the exam but Alberta Education charges \$26.50 for each re-written exam.

Dress Code

École Plamondon School strives to promote a positive body image and an environment where all students respect one another. Students are expected to wear clothing that is appropriate for a school

setting. School is not the place for wearing clothing with morally questionable slogans, or that advertise drugs, alcohol, or tobacco products. Clothing should cover all types of undergarments as well as cover the students midriff. Remember that school is a workplace and students need to ask themselves, “would this be acceptable in an office workspace?” We recognize that École Plamondon School can get very warm especially in the warmer months and we also want our students to be comfortable for learning, but we must work together as a community to find clothing options that are school appropriate while at the same time offer the student some level of comfort. Being too hot or too cold does not create the most conducive situation for learning. At École Plamondon School we work with our school council and families to all work together on the reasonableness of student dress. If the situation arises that a student comes to school with clothing that is deemed inappropriate, we will phone home and work together to create a solution to avoid further stress for the student and family

Students are expected to be properly dressed for school and for the weather. Boots and winter jackets are expected during the winter season. Rain boots and coats are also recommended during the spring and fall. When students are indoors they are expected to have indoor shoes.

Athletics/Physical Education Dress Code

- Students should dress comfortably, modestly and appropriately for daily physical activity.
 - T-Shirts and shorts are preferred for most activities, while jogging pants/track pants are also acceptable.
- Clothing must be appropriate for the activity of the day and current weather conditions for outdoor activities.
 - A long sleeve athletic top/hoodie is recommended for outdoor activities on cool days.
- Clothing with signs, words, or symbols, etc, which support, suggest, or advertise alcohol, tobacco, drugs, and/or are sexually suggestive, cruel, racist, derogatory or profane in nature cannot be worn in the school or on/during school related activities.
- Shorts:
 - Should be of a reasonable length and cover the lower body appropriately
 - spandex is permitted (inseam should be a minimum of four inches)
 - underwear and buttocks must be completely covered
- Shirts:
 - Should be of a reasonable length/cut to cover the upper body appropriately
 - undergarments must be covered (no bra straps, cups or bands showing)
 - low-cut tops that expose midriff and/or cleavage are not appropriate
 - sheer clothing that reveals undergarments is not appropriate
- Shoes:
 - All students require a clean, non-marking pair of indoor shoes for use in the gym.
 - Footwear worn in the gym must be free of dirt, gravel, sand, mud etc.

Appropriate Clothing and Footwear

Students need to be prepared to go outdoors in all types of weather, including snowy or rainy conditions, and for a winter day. At École Plamondon School we believe that our students can go outside for all recesses. We have students stay indoors when the temperature and wind chill combined is lower than -25 degrees Celsius or if it is raining heavily. We expect all students to be dressed appropriately for the weather. Students go outside for recess breaks and need to be dressed comfortably (whatever the

weather). Please help ensure your children are dressed properly for the bus ride, for the weather, and for outdoor activity.

Indoor/Outdoor Footwear

All students must wear clean indoor shoes while inside the school. Students are expected to have outdoor shoes or boots for going to and from school and to wear for outdoor recess breaks. Outdoor play is part of an active, healthy lifestyle. Please ensure that your child has appropriate footwear.

We expect that all children will have outdoor and indoor footwear. Proper outdoor footwear is required and must be removed when coming into the school. Snow, mud and dirt are not to be tracked into the school. This helps with the cleanliness and enjoyment of the school.

Suitable running shoes are necessary to participate in Physical Education. Students in grades K-9 have daily phys.ed. class and need proper, **non-marking** running shoes for participation in the gym.

Footwear is to be worn in the school at all times for cleanliness and safety. Labeling of belongings is recommended.

Names or Labels on All Personal Belongings

Students are expected to care for all their belongings. Lockers, desks, and boot racks are provided for storage. Putting names on belongings helps to keep track of them. Valuables (such as video games or electronics) should not be stored at school. We do not want items misplaced or being taken. We ask parents to assist with this and be sure that belongings are properly cared for. Labeling belongings for students in elementary classes will assist you and the school in getting things back. The school is not responsible for lost items.

Lost and Found

You can check the Lost & Found to pick up anything that belongs to your child. Lost & Found items are frequently put on display in the main hall for students to see and claim. Items left for long periods of time may be packaged up for delivery to a second hand store. Thank you for taking care of personal belongings.

Equipment, Games, or Toys from Home

If children are using roller blades, scooters, skateboards or bicycles to come to school, we expect that they will be labeled and stored for the day in a proper location assigned by the classroom teacher. **We do not allow students to use these items on the playground at recess.** Please have “home toys” labeled and easily identifiable, or discourage children from bringing “special toys” to school, unless permission is given by the teacher for special events. If students are playing with “home toys” at recess, they are responsible for caring for them. Generally, we promote social interaction and active play at recess times. Toys are to be stored during the school day, and are not to be played with during class time.

Weapons (Violent Toys, Toy Guns)

At no time are weapons of any kind or toys that look like a knife / gun, or toys that promote violence or aggression allowed at school. Thanks for your cooperation.

Phone Use, Cell Phones, Electronic Devices

École Plamondon School students may use school phones in the event of an emergency or important matter. Use of school phones requires permission from the child's teacher. Students can be reached at the school number (780-798-3840) if there is an emergency.

Students are NOT allowed to use cell phone cameras and/or video/voice recording devices in the school at any time to take pictures or videos of students or staff. Students may use them only on assignments, at the discretion of the teacher. **Students may have a cell phone or other electronic device held by staff until home time or until picked up by a parent if used inappropriately. The school is not responsible for loss or damage of personal communication or electronic devices.**

Parent phone calls to teachers should be made during recesses or before and after school. Students and teachers should not be interrupted during class unless it is an emergency.

Generally, elementary students do not have cell phones at school or carried with them during the school day. Generally, elementary students are not to use personal cell phones for text messaging or making / receiving calls during school hours. Use of smartphones, game devices, iPods, etc. may be appropriate for rides to and from school (such as for listening to music), but the use of such devices at recess and during the school day is discouraged. Students are encouraged to play, be active, interact with others, and develop physical and social skills at recess.

The Northern Lights School Division Administrative Procedure 140 Acceptable Education and Information Technology Usage has additional background on the use of technology.

Student Lockers

Students are assigned a locker. Students may not change lockers with another student. Each student is responsible for the items stored in their assigned locker. Students are responsible to ensure that their belongings are cared for and stored. Labeling of belongings for elementary students is recommended. Lockers are to be clean and tidy. Students are responsible for their lockers and the items stored in them.

Student lockers are for storing books, coats, lunches and other personal items. It is highly recommended that students place locks on their lockers. It is recommended they provide their homeroom teacher with a copy of the combination. Although students may have a feeling of "proprietorship" regarding their lockers, school officials have the right to search student lockers. It is recommended that any items of a valuable nature be left at home, as the responsibility for the safekeeping of such property is that of the owner and not the school. The school will not be responsible for money or items lost or stolen from either the school property, or the buses. Money brought to school for a school related purpose i.e. fund-raising, should be turned over to the appropriate individual as soon as possible. It should also be noted that the school is not responsible for the safekeeping of bicycles brought on the school property. In the event that access to a student locker becomes necessary, if the owner of the lock and locker in question cannot be located in office records, the lock will be removed with bolt cutters. Division Administrative Policy 354: Student Interrogations and Searches will be followed if access to a student

locker becomes necessary. Students are forbidden to write on the insides or outsides of lockers or mark the lockers in any way and will be charged for the expense of having someone remove graffiti or items. Any items hung inside lockers must be easy to remove (magnetic) and must not be offensive in ANY WAY to anyone walking past the locker when it is open. Students who do not comply will be required to remove offensive material(s) and may lose the privilege of having a locker.

Vandalism and/or Accidental Breakage

In the event that someone accidentally breaks or deliberately vandalizes school property, that person will be charged for the repair and/or replacement of that property.

Emergency Evacuations Lockdowns, and Emergencies

Fire Drills: *Northern Lights Public School Division Administrative Procedure 312*

Fire drills are an essential part of all school safety programs. The principal has the responsibility for establishing, in accordance with the legislative and code requirements and in consultation with the local Fire Department, appropriate programs and procedures for the safe and orderly evacuation of students during a fire drill or actual fire emergency.

The school shall ensure that fire drill procedures and diagrams showing exits for each area are posted in each classroom and teachers familiarize their students with fire drill exits and procedures. The Principal shall organize fire drills, one to be held during the first full week of school and regularly during the school terms. All school building personnel will participate in the drills. The principal keeps a record of each fire drill, noting the date, the time for exit, and any unusual circumstances.

Northern Lights Public School Division No. 69 - Administrative Procedures Manual

Emergency Evacuations: *Northern Lights Public School Division Administrative Procedure 311*

The welfare and safety of students is the direct responsibility of the principal. The principal shall take whatever immediate, appropriate action is necessary to maintain the operation of the school under unusual conditions. When necessary, the Principal's actions may be guided by the advice of the Royal Canadian Mounted Police, the Fire Department, or Disaster Services. Following unusual conditions, the principal shall consult with the superintendent after ensuring there is no immediate threat to students and staff. Certain emergent situations are best handled through the Office of the Superintendent in order to coordinate communications and to enhance safety and security issues for students, staff, and parents. The Superintendent expects school-based administrators to connect with community planners to coordinate the disaster plan.

In the event of an evacuation of École Plamondon School the students will be moved to École Beausejour or another location determined by the fire department or RCMP.

Northern Lights Public School Division No. 69 - Administrative Procedures Manual

School Lockdowns: Northern Lights School Division Administrative Procedure 311

École Plamondon School, like all schools, practices a School Lockdown. A lock down is part of school emergency procedures, which includes practicing fire or emergency evacuations. A lockdown happens when a threat to the safety and well-being of the students occurs either inside or outside the school. A lockdown is securing the students and staff in safe, locked locations inside the building. Our procedure is done to minimize panic and ensure quick action.

The safety and well-being of the students is the responsibility of the principal and the staff of the school. In the event of a school lock down, it is done to protect the safety of students and staff because of a potentially dangerous situation or intruder.

We ask all parents, visitors, and guests to check in at the office before proceeding anywhere in the building. If guests or parents are in the building during a lockdown, they will be wearing a visitor's tag which they picked up at the office. They will be secured in the room that they are volunteering in or at the closest secure area.

Northern Lights Public School Division No. 69 - Administrative Procedures Manual

Safety and Security at Ecole Plamondon School (Locking the Doors)

In keeping with common security practices in the Northern Lights Public School Division, École Plamondon School locks all doors during the day and prevents general access to any area of the building. The front door has a doorbell to use if you come to school during the school day.

All parents, visitors, and guests must use the main entrance and check in at the office. This practice is done for the safety and protection of the children, and those who work or volunteer at our school.

During the school day, parents use the main doors. École Plamondon School street can be quite busy during pickup and drop off times. Students and parents must use the designated crosswalks. At **NO TIME** should a student or parent be crossing between cars or buses. *Thanks for your understanding.*

Field Trips

Field trips are an important part of the educational experience and are offered to all grade levels during the school year. Field trips enhance the curriculum and give students new learning opportunities and experiences. Volunteers are encouraged and welcomed to join us as supervisors. Due to liability, we are unable to allow siblings to accompany the school on these outings. Some field trips may have a cost to each student to help with transportation or an associated expense, such as an admittance fee. Volunteers will be required to complete a FOIP agreement regarding pictures and information.

Parents can expect that details of field trips will be provided to them prior to the trip's departure and that the details will include a risk assessment so they can provide informed consent regarding their child/children's participation in the event. Parent permission forms are sent out prior to the field trip and students **MUST** have a signed form in order to participate. All rules which apply inside the school and school grounds also apply on field trips.

Student Supervision

All École Plamondon School students are provided breaks throughout the school day. The schedules for these breaks are based on each classroom individual schedule. Staff have planned their break times to allow students to be able to go outside and play.

All students in Kindergarten to Grade 6 are required to be outside for recess breaks, unless the weather is poor – for example, extreme cold, wind, or rain. For all students, there are supervisors on duty; supervisors wear reflective safety vests to increase their visibility. Students are responsible to the supervisors and students are responsible to behave appropriately. Students remain in the designated areas where supervision is provided. Students are to use equipment with consideration for others and for safety. École Plamondon School believes that the safety and well-being of all students is of the utmost importance.

“Too Cold for Recess

At École Plamondon School we believe that all students will go outside for all recesses. The weather does not have to be perfect for children to have fun and to enjoy outdoor physical activity on a daily basis.

Going outside and exercising makes children feel better and has health benefits, too. Outdoor activity for students improves performance in school. Research shows that daily exercise improves learning, and helps children concentrate better and participate more in class.

When it is extremely cold, regular outdoor recesses will be canceled and we will have inside recesses. We determine when we will have an indoor recess based on the temperature at recess time along with consideration for wind chill factor. Generally, we use the temperature of -25C (combined wind chill and temperature) or the principal's discretion based on current weather conditions. Please ensure children are appropriately dressed for the weather so they will be comfortable when they are outside. This is explained to students and students are monitored to ensure they are properly dressed for the weather conditions.

Sick Children at School

Generally, children do not get sick because of cold weather, and cannot become sicker because of cold weather. Generally, any child well enough to come to school is probably well enough to go outside. We expect that all children will be able to go outside for all recesses and we discourage students from staying indoors at recess. We believe that if a child is feeling sick, we will take care of them and notify the parent as soon as possible so the child can be taken home. Sick children will remain at home until they are feeling well enough to be at school. There is little evidence that cold weather itself causes illness, except perhaps from frostbite or hypothermia, which is prevented by dressing properly for our Alberta winter weather.

Please keep sick children at home if they have increased temperature or have vomited in the last 24 hours. Please keep them at home if they are showing flu-like symptoms. If a child becomes ill at school we will care for them and contact you to pick him or her up. Please leave the phone number of an

emergency contact person in the event that we are unable to reach you. When your child is sick and stays home from school, please inform the school. We like to monitor trends in student illness to prevent further spread of the illness.

Health

Injury

In cases of injury or illness to a student on school grounds, in the school, or on a site where a school-sponsored activity is being held, the school division expects the supervising teacher or principal to act as a responsible guardian and seek immediate treatment. Emergency student transportation authorized by staff members will be by the safest means possible. In emergency situations, quick action may be critical.

When students are injured at school they are taken to the office for first-aid. An accident incident report is filled out. With most incidents a phone call to the parent / guardian / emergency contact is standard procedure.

Allergies & Medications

Please be sure that the school knows if your child has a disabling condition, allergy, or requires any medication. Such information must be provided on the registration form and an update must be completed each year or as required. Please contact the school (780-798-3840) to provide information and to get the necessary forms giving the school consent to administer required medications. **No medication** shall be administered to any student by school personnel without written permission by the parent or guardian. **No medication can be stored in lockers, backpacks or desks.**

All medication must be stored in a secure location at school. If your child needs a prescription, please be sure to get a signed note from the doctor. This note is needed to allow school staff to administer the medication. An “Administration of Medication to Students” form must be filled out at the school office. Puffers, epi-pens, Tylenol, Advil, cough syrup, prescription medication etc. are all examples of medication that **MUST** be stored in the office.

Nut Aware School



École Plamondon School is a nut-aware environment. Nut allergies are very serious and a child can begin to react from the smell of nuts or by touching an object (ex. Crayons, tables, etc) that have been contaminated by nuts.

Lice Checks

Like all schools, École Plamondon School may have incidences of head lice. To keep head lice in check requires the support and care of all parents. Please notify the school if your child does have lice and follow the public health nurse's guidelines for dealing with lice. Once the school has been notified, the school will then send out a newsletter informing parents of the situation. For more information, contact a public health nurse at 780-623-4471.

School Cash Online

Northern Lights Public Schools offers School Cash Online, which provides parents with the convenience of paying online for school items such as hot lunch, trips, club/athletic fees, and spirit wear.

School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees. The portal allows parents to add students, make payments, check current balance/account history and print or view receipts.

School Cash continues to be available for the 2023-2024 school year. École Plamondon School can provide parents with information on how to register. **School cash online is our preferred method of payment.**

High School

It is the intention of the school to provide a broad education for the students of Ecole Plamondon School; therefore, EPS' philosophy is that students attending high school should be enrolled in as many courses as possible throughout their three years in high school. EPS has a credit enrollment policy which governs the expectations of student enrollment in EPS.

- Grade 10 - students in grade 10 must be enrolled in 40 credits or more per year - no spares.
- Grade 11 - students in grade 11 must be enrolled in 40 credits or more per year - no spares.
- Grade 12 - students in grade 12 must be enrolled in 30 credits or more per school year with enough credits earned and pending in order to graduate. Exceptions to this rule will be considered on a case by case basis IF the student is in a position to graduate with 110 credits or more at the end of the first semester; AND, if the student is going to be away from the school (eg working) during the spare(s).

Course Changes and Dropping Courses

Any student wishing to change or drop a course MUST meet with the academic counselor (Mrs. Grygus). The counselor will listen to the reason for changing or dropping a course and determine if any changes to the student timetable will adversely affect graduation or future career aspirations. Course changes or dropping classes are not always possible due to things such as: other sections are full, request does not fit the student timetable etc. The majority of course changes should happen within the first week of any semester. The student must bring a note from the parent agreeing to the change. Students can change courses until the end of September. IF the student drops a class before October 15, the course will not appear on the transcript and the student will register for a new course in the Distance Ed room. IF the student wants to drop a class after October 15th, then the mark will be a withdrawal and will remain on their transcript. The student will still be expected to complete a course through Distance Ed.

Career Information and Counseling

EPS endeavors to provide accurate and timely career counseling and information to our students through the use of various community organizations and resources, presentations from various post-secondary institutions, and information posted in and around the Student Services area. While we do our best to

provide accurate and timely information, it is the responsibility of the individual student and parents to ensure that the correct pre-requisites and information for a desired post-secondary program or workplace are in place.

ALBERTA HIGH SCHOOL CERTIFICATE REQUIREMENTS

The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Certificate.

CERTIFICATE OF HIGH SCHOOL ACHIEVEMENT REQUIREMENTS (ENGLISH)	
The requirements indicated in this chart are the <u>minimum</u> requirements for a student to attain a Certificate of High School Achievement. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.	
80 CREDITS ^❶ including the following:	
ENGLISH LANGUAGE ARTS 20-2 OR 30-4	
MATHEMATICS 10-3 OR 20-4	
SCIENCE 14 OR 20-4	
SOCIAL STUDIES 10-2 OR 20-4	
PHYSICAL EDUCATION 10 (3 CREDITS) ^❷	
CAREER AND LIFE MANAGEMENT (3 CREDITS) ^❸	
5 CREDITS IN	
<ul style="list-style-type: none"> • 30-level Knowledge and Employability occupational course, or • 30-level Career and Technology Studies (CTS) course, or • 30-level locally developed/acquired and authorized course with an occupational focus 	
AND	
5 CREDITS IN	
<ul style="list-style-type: none"> • 30-level Knowledge and Employability Workplace Practicum course, or • 30-level Work Experience course,^❹ or • 30-level Green Certificate course,^❺ or • Special Projects 30 	
OR	
5 CREDITS IN	
<ul style="list-style-type: none"> • 30-level Registered Apprenticeship Program (RAP) course^❻ 	

❶ To qualify for a Certificate of High School Achievement, students must successfully complete a minimum of one academic Knowledge and Employability course.

❷ See information on [exemption from the physical education requirement](#).

❸ See information on [exemption from the CALM requirement](#).

❹ Refer to the [Off-campus Education Handbook](#) for additional information.

❺ Refer to the Alberta Education website for additional [Green Certificate](#) information.

❻ Refer to the [Off-campus Education Handbook](#) for additional information.

ALBERTA HIGH SCHOOL DIPLOMA GRADUATION REQUIREMENTS

The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and specific courses. In order to graduate a student must have:

The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.
100 CREDITS including the following:
ENGLISH LANGUAGE ARTS – 30 LEVEL (English Language Arts 30-1 or 30-2)
SOCIAL STUDIES – 30 LEVEL (Social Studies 30-1 or 30-2)
MATHEMATICS – 20 LEVEL (Pure Mathematics 20, Applied Mathematics 20 or Mathematics 24) (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)
SCIENCE – 20 LEVEL (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)
PHYSICAL EDUCATION 10 (3 CREDITS)
CAREER AND LIFE MANAGEMENT (3 CREDITS)
10 CREDITS IN ANY COMBINATION FROM: <ul style="list-style-type: none"> • Career and Technology Studies (CTS) • Fine Arts • Second Languages • Physical Education 20 and/or 30 • Locally developed/acquired and locally authorized courses in CTS, fine arts, second languages, Knowledge and Employability occupational courses or IOP occupational courses • Knowledge and Employability courses • Registered Apprenticeship Program courses
10 CREDITS IN ANY 30-LEVEL COURSE (IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE) These courses may include: <ul style="list-style-type: none"> • 30-level locally developed/acquired and locally authorized courses • Advanced level (3000 series) in Career and Technology Studies courses • 30-level Work Experience courses • 30-level Knowledge and Employability courses • 30-level Registered Apprenticeship Program courses • 30-level Green Certificate Specialization courses • Special Projects 30

Appeals of Final Marks

In all classes, students will receive a course outline at the beginning of the semester which will include the evaluation procedure and weighting for that course.

Where dissatisfaction occurs with a school assigned final mark, students have the right to appeal the calculation of that mark. Board policy states “the first level of review will be to the teacher responsible for instruction in the program”. This request must be made verbally or in writing within 7 days of receipt of the mark.

Grounds for student appeals at the teacher level may include the actual assignment of a mark and/or how a mark was arrived at.

If, after having discussed this matter with the teacher, the student is still not satisfied they may appeal to the principal.

If, after meeting with the principal, the student is still not satisfied they can appeal to the Associate Superintendent of Learning Services.

Graduation Ceremonies

All students wishing to participate in the graduation ceremony at the school must meet the following criteria:

1. All requirements for an Alberta High School Diploma or Certificate of High School Completion must be in place;
2. Be registered in a minimum of 25 credits at EPS in the grade 12 year;
3. Have discussed graduation and been approved to graduate by academic counselor and administration;
4. By June 1st of the given graduation year, have a minimum of 50% and be in a reasonable position to pass all courses by year end;
5. Recognize and respect that the graduation ceremony is for everyone who has met the criteria for high school graduation and dress and act appropriately.

Students Driving to School

Students driving to school need to have a valid driver's license, park in the school parking lot or on the street observing people's driveways, and be conscientious drivers. Students are not allowed to park in front of the school at any time as this is a fire lane.

Smoking/Vaping

EPS is a smoke free/vape free school and students are not allowed to smoke on the property or during school activities. This includes all EPS owned sidewalks around the school as well as the student parking lot. Additionally, by law, students under the age of 18 are not allowed to smoke in public/visible areas, including the alley and other public spaces around the school. E-Cigarettes and chewing tobacco are not permitted on school property.

Alcohol/Drug/Solvent Abuse/Vaping

Students suspected of being under the influence of alcohol and/or illicit drugs at school or at any school activity will automatically be suspended from school, may be recommended for addictions counseling, and/or may be recommended for expulsion. No alcohol or illicit drugs are allowed anywhere on school property. This includes inside vehicles on school property.

Students 18 Or Over

It is the student policy of our school to inform parents and/or guardians of the academic progress, behaviour, and attendance of their child. This includes students who are 18 or older who are living at home and/or being supported by their parents. Additionally, students who are 18 years of age or older are required to adhere to the same rules and regulations as all other students at all times. If a student 18 years of age or older requests in writing that we do not contact the parents, then we will need to follow this request.

Staff Professional Development

The Northern Lights Public School Division and École Plamondon School are committed to professional learning. School staff participate in professional development sessions held after school. Staff also attends various training and workshops to better serve the needs of the students and to improve their work as professionals. On days when a teacher is attending a staff development session, a certified substitute teacher will be with the class. Plamondon staff is committed to students, high levels of student engagement, quality instruction and assessment, and outstanding achievement.

School Programs and Services

Music Program

École Plamondon School has a wonderful music program for students in grades K-6. We believe that a quality music program is essential to our school program. Music fosters a love and appreciation for the arts. Students experience many learning opportunities and they are free to create and enjoy music. Students are given the opportunity to perform and to develop skills in many areas.

Computers and Technology

EPS students are exposed to a wide range of technology as part of their educational program. Each of our classrooms is equipped with a teacher computer and SMART TV to allow online instruction and audio-video presentations. The program incorporates technology and our Chromebook carts (upper elementary/JR/SR high school) to support student learning. With the use of technology there is a responsibility on students to use these tools appropriately (see Technology Use Agreement). We will be using Saber wipes to disinfect any technology shared by students after each use. Students are encouraged to bring their own device.

Five Full Day Literacy Enhanced Kindergarten

École Plamondon School is happy to offer five full days of successful research based literacy and numeracy enhanced Kindergarten programming. Our program provides rich language learning experiences and hands-on, educationally sound instruction. Students' needs are met with developmentally appropriate programs and our warm and inviting classrooms provide interesting

learning opportunities to build mind, body and character. Students will spend half their day with a certified teacher focusing on the educational program guide and the other half of their day with a trained educational assistant using the Flight curriculum.

Care to Learn Preschool

Care to Learn Preschool is a provincially licensed program offering developmentally appropriate activities for pre-kindergarten children aged 3 and 4 years. Our preschool program offers learning, growth, and play opportunities through music, arts and crafts, games, physical activity, early math and literacy centers, and more. Our program provides preschool aged children the following essential skills: independence, decision-making skills, imagination and creativity, sense of community, communication skills, exploration to learn, problem solving skills, feelings of value and self-worth and relating to others. Care to Learn preschool offers parent choice and flexibility. We have three hour and full day programs. Government Child Care Subsidy is available.

Learning Commons, Maker Space, Reading and Book Fairs

We are proud to have a wonderful collection of English, French, and Russian books in our Learning Commons as well as classroom libraries. We inspire our students to pursue a lifelong love of reading. Mrs. Plamondon is pleased to have students visit the library weekly. She will still be reading with students and students will be allowed to take out books. Books are to be renewed or turned in on time.

École Plamondon School is fortunate to be partnered with Northern Lights Library System. This partnership provides EPS students, teachers, and community members the same opportunities found at the public library in Lac La Biche. Community members and parents wanting to take out a book will be allowed to visit the library in person. We ask that all visitors sign in at the office and wear the Guest pin given to them in the hallways. Please sign out upon your departure.



Book Fairs are held during the school year and there are announcements sent home to give notice. Stay tuned for more information in early November and March. The book fairs offer a wide range of books, suitable for everyone in your home. Sales from our book fairs directly benefits our students allowing us to purchase new books and makerspace resources for the Learning Commons.

Throughout the year students bring home Scholastic book orders so that they may purchase new books at an affordable price. This helps develop a lifelong love of reading and books, and encourages reading at home. All payments will be made through School Cash. If you need assistance on setting up your School Cash account, please contact the office.

Celebrating and Promoting Literacy and Reading

École Plamondon School promotes reading at school and at home. We believe in a partnership between home and school to increase students out of school reading. We want our students to become independent readers who read for fun, pleasure, and information. As our elementary students reach reading goals we have fun and motivational reading celebrations. At home reading is a critical part of

language learning and improves reading skills students need regular practice. Regular at home reading will put students on the path to developing a lifelong reading habit. Our school goal is to promote and celebrate reading so that all students become passionate about books and develop lifelong reading habits. We want all students to become strong independent readers who love books and love to read!

Physical Education Program

Physical activity contributes to the overall well-being and academic performance of students. Students can improve their health, classroom performance and quality of life by fully participating in the activities offered in daily PE classes from Kindergarten to grade 9. The active healthy living approach is the focus of the Physical Education Program. École Plamondon School offers our PE programs under the leadership of a dedicated physical education instructor.

School Photos

School photos are taken each year. Individual pictures and class pictures are taken. Individual photos are taken at the start of the year and group pictures are taken near the end of the school year. Candid photos are taken throughout the school year which are used for newspaper articles, and newsletters. You will find a place to sign for consent in the registration forms you fill in each year.

Hot Lunch Program

École Plamondon School works hand in hand with local businesses to provide hot lunches for students.: Love Eats. Parents are welcome to order items from the calendar sent out each month and pay each business directly.

Breakfast Program

École Plamondon School runs a Breakfast program every day that there are classes. The program is open to any students who attend École Plamondon School. Breakfast is delivered to each classroom for those students who would like something to eat. We are always looking for donations to help with the program whether it is cereal, fruit, pancake mix, plates and plastic cutlery, gift cards etc. If you wish to donate money, cheques can be made to École Plamondon School, with "Breakfast Program" written in the memo (so it gets deposited into the right account). If giving cash, please let the front office know it is for the breakfast program.

École Plamondon School Recycles

As part of our concern for the earth and environmental education; École Plamondon School recycles.

Juice & Milk Containers: Bins are set up throughout the school for students to place their empty juice boxes, milk cartons, bottles, or cans. These are collected regularly and sorted by volunteers. They are taken to the bottle depot for refund. Proceeds raised go to the various class field trips, sports teams, or grad. Some individual teachers run their own recycling programs.

Student Support Services

École Plamondon School offers a wide range of student support services. If you have concerns about your child's progress academically, socially, behavioral, or other concerns that may be affecting his / her

progress please discuss these concerns with the classroom teacher. If required, a referral process can begin as we gather more information to support your child's positive growth.

The student support services available are listed below:

- Speech Language Pathology
- Occupational Therapy
- Student Advocacy Counselor
- Mental Health
- Literacy Intervention Programs
- Assessments – achievement, psycho-educational
- Individual Program Plans (IPP)
- Success in School plans
- Accessing and coordinating outside agencies and services
- Program Unit Fund (PUF programs for children ages 2 1/2 to 6 years)
- Identification of needs, planning and goal setting
- Planning for student's needs, providing resources and consultations

School Health Services

The public health unit is available for information and consultation. The health unit supports schools with education programs and information about communicable diseases. Vision and auditory screening is available at the health unit by appointment. Promotion of good health habits and prevention of illness are a combined effort of the school, Alberta Health, and every family. The local office of the Health Unit can be reached at 780-623-4471.

Parent Involvement

Parents as Team Members

The active involvement of parents enhances the effectiveness of the school team. Parents have a powerful impact on their children's development and education. They have a wealth of information about their children's backgrounds, personality traits, likes and dislikes. Parental support has a positive effect on school success. Parents complement school programs by nurturing academic motivation and by implementing home programs, such as daily reading or homework. Parents are part of the school team. For effective teamwork to occur, communication focuses on the positive. We want both parents and school staff to be comfortable and open in our communications.

École Plamondon School Council

École Plamondon School welcomes the participation of parents on the school council. The school council is organized in September. Parents wishing to serve the school are encouraged to attend the meetings and become involved. The École Plamondon School council meets every month on a set night and meetings are attended by the school administration and staff representatives.

École Plamondon School council serves as an advisory body to the administration of the school. While every parent is a member of the school council, some parents hold executive positions.

- *Chairperson*- responsible for overall maintenance of the council; chair meetings, work with school administration on agenda and council business.
- *Vice- Chairperson*- chair meetings in the absence of the chairperson; assist with other duties and council business.
- *Secretary*- record and maintain minutes
- *Treasurer* - accurately report revenue and expenditures to the council on a regular basis

Parent Advisory Council Fundraising

The École Plamondon School Parent Advisory fundraises throughout the year to support the school. Fundraising has purchased the scoreboard, furniture and items for the Learning Commons, playground equipment, reading resources, school events and smart boards. The Parent Advisory consists of a president, vice-president, secretary and treasurer. We appreciate the support and help of parents and the community in our fundraising efforts.

Volunteers

École Plamondon School has an open door policy. We welcome and encourage parent help in classrooms and at school events. We know we couldn't do it without you. Please arrange your volunteer time with the teacher. We need to know who is in the school at all times and ask all volunteers and guests to sign in at the office upon arrival. There are many opportunities to help out during the school year; we welcome your assistance. **There is a volunteer form to fill in before you volunteer.** Please ask the office staff for this form.

Special Events and Extracurricular Activities

Skating

École Plamondon School offers students skating during the PE classes at the Plamondon skating rink.

Swimming Lessons

École Plamondon School works with the Athabasca Pool to offer annual swimming lessons to our Grade 5 students. The sessions are offered in the fall or spring. Information about registration, dates, times, fees will be sent home in advance.

School Sports – HAWKS

École Plamondon School has a long and proud history in the town of Plamondon, producing many successful athletes and sports teams over the years. We are proud of our winning tradition. École Plamondon School is a preschool to grade twelve school, we offer daily physical activity with physical education classes and encourage active outdoor play at all recess breaks. Some grades have after school sports offering a variety of fun games and activities.

École Plamondon is proud to offer a variety of team and individual sports to both challenge our students in the pursuit of excellence and foster the development of important skills, such as: teamwork,

dedication, perseverance, leadership and problem-solving that will last them a lifetime. **September Start:** Jr./Sr. Cross-Country, Sr. Golf, 5-6 Rookie Volleyball, Jr./Sr. Volleyball. **November:** Rookie Basketball, Jr./Sr. Basketball, **March:** Jr./Sr. Badminton, **May:** Jr./Sr. Track & Field

Assemblies

École Plamondon School has assemblies to celebrate our work, our students' character and initiative, and our school's accomplishments. We recognize students' good behavior. We celebrate reading and character education. Parents are welcome to attend our assemblies.

Celebrations and Events

Throughout the year EPS organizes many wonderful events to enhance the educational programs and learning opportunities for our students. Guest speakers, authors, performers and other guests make presentations at our school. École Plamondon School extends an invitation for parents to join the students in these activities. The following is a list of some of the events that take place at EPS:

École Plamondon School Celebrations and Special Events	
Annual Run/Walk for Cancer Research Terry Fox Day	Remembrance Day
Assemblies	Kindergarten Open House
Literacy Day	Operation Christmas Child
Special Theme Days	Christmas Concert
Professional Drama, Dance or Musical performances	Celebration of Learning K-6
Science Olympics	Jump Rope for Heart
School Pictures – Individual and Class Photos	Awards Gala
School Dance	Sports Banquet
Track and Field	Volunteer Appreciation Tea
Book Fairs/ Scholastics Book Club	School Spirit Days
Bake sales/ Hot Lunches	Swimming Lessons
Team Games/Tournaments	Orange Shirt Day
Indigenous Day	Pink Shirt Day

Picking Up Children After School

All parents are required to enter the building through the front door. Parents can wait for their child outside if this is preferred. Children will be called down to the office to be picked up. Bus notes need to

be filled out at the front office prior to picking your child up if they usually ride a bus. Parents, guardians, grandparents are asked to wait in the office/foyer area to pick up their child(ren).

Parents or designated persons are required to come into the school, meet the students at the office and escort them to their vehicle safely. If parents are asking other adults to pick up their child(ren), please contact the school or send a note with your child(ren).

After **3:10pm**, it is school policy to not call children out of class for pickup in order to reduce disruptions to teaching time. If you need to pick your child(ren) up early, please do so before this time.

Parents/Guardians are asked to notify the school by written note or telephone call if their child(ren) will not be going home in their usual manner.

Parent Parking Areas

There are designated parking stalls in the parking lot to the **South** of the school for parents. There is also a smaller parking lot **North** of the school.



Bus Zone

The École Plamondon Bus Zone is clearly marked with signs and it stretches the length of 100th Street in front of the school. Please, do not use the bus zone to park, even for a short stay, during posted bus zone times.

Music plays at 8:38 a.m. –Announcements and the singing of O’Canada are completed by 8:40. Classes Begin at 8:40 a.m. - Classes End at 3:22 p.m. (elementary) with homeroom between 3:20-3:25 & 3:25 p.m. (Junior & Senior High)

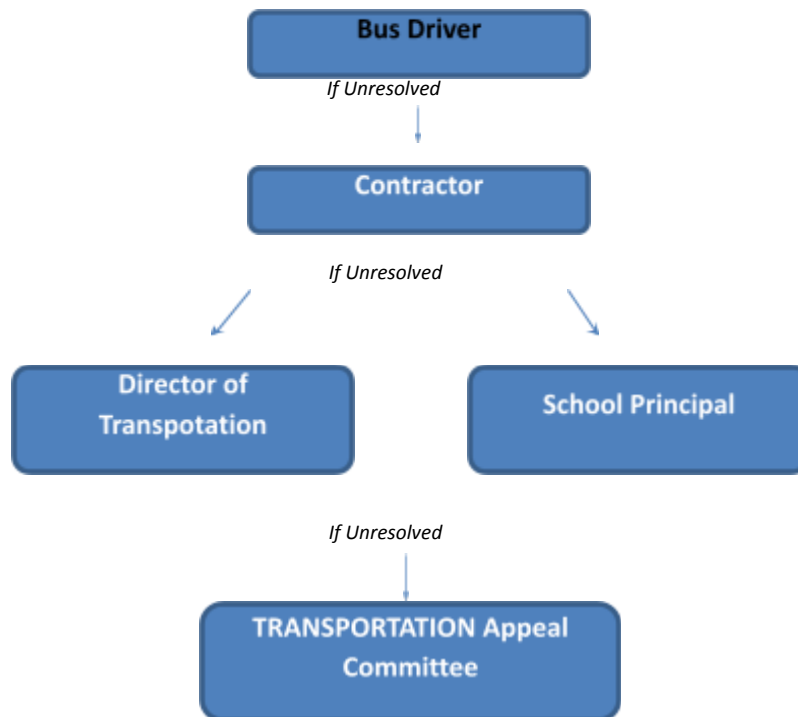
Busing Regulations/Inclement Weather Policy

Bus Transportation to and from school is a **privilege** and is offered to students who reside within the school division. To this end, the following policy is set up to provide for the safety of all involved in the transportation of students and personnel. Regular school conduct is required of all students. Any violation or cases of misbehavior will be reported to the principal's office and dealt with as described in *the regulations*. *Continuous rule infraction may result in an immediate parent conference and/or loss of bus privileges*. Please model appropriate safety and all children must be escorted to and from vehicles.

Reminder: It is necessary to make arrangements with NLPS Transportation before your child can ride a different bus, get picked up from school by someone else, or stay after school to wait for a ride home. Bus drivers need not accept a student who is not normally on their bus route. Arrangements in these cases should be made through Matt Richter at Transportation - 1-877-826-6038.

Missing the Bus: In the event that your child misses the bus at home time, he or she will be brought into the school and the parents/guardians/emergency contact will be notified to pick up the child.

Student Behavior on School Buses: Channels of Communication



Student Rules and Regulations

The "Rules and Regulations Pertaining to Students" refers to the conduct required through the School Act, the Highway Traffic Act, the Motor Transport Act, and the Joint Transportation Policy, of students while being transported on a school bus.

1. A copy of this list shall be made available to all parents that require transportation for their child(ren).
2. Students in violation of these rules and regulations may be suspended from school bus privileges by the Principal of the school they attend.

Northern Lights Student Transportation Services

Your bus driver is required to request students to follow this list of rules and regulations which pertain to the conduct of students while being transported on a school bus through the School Act, the Motor Transport Act, the Highway Traffic Act, and the Student Transportation Administrative Committee for the comfort and safety of your child(ren). Please read and discuss this list with your child(ren). Questions may be directed to your driver or the Transportation Office at 780-826-6038.

Rules and Regulations Pertaining to Students

1. To reduce bus riding time, students are expected to be at their designated stop prior to the arrival of the bus (5 minutes recommended).
2. Stay off the traveled roadway at all times while waiting for the bus. Watch your step and use the handrail when getting on and off the bus.
3. When it is necessary to cross the road students must cross fifteen feet in FRONT of the bus under the guidance of the driver.
4. Use of tobacco, alcohol, drugs, or vulgar language is not permitted on the bus or at transfer points.
5. While the bus is in motion students must not stand or move about within the bus.
6. Students must not throw or hang any object, or part of their body out the bus window.
7. The bus aisle and exits must be kept clear at all times. Animals, sharp or bulky objects **MUST** be transported by other means.
8. Students are responsible for the seat assigned to them by the driver and damage to seats, etc. **MUST** be paid for by the offender(s).
9. Students may talk quietly to the person beside them. Loud noises, shouting, etc. are dangerously distracting to the driver.
10. Students require written permission from their parents or school to disembark at other than their usual drop-off point.
11. Students are required to wear cold weather attire during the winter months.
12. Students are requested to notify the driver when an absence is expected from school.
13. No eating of foods or drinking of beverages on bus.

The BUS DRIVER shall be in full control of the students while loading, en route, and unloading. Student misbehavior and willful damage will be reported to the school principal and through consultation with the bus driver, the principal may suspend a student from school bus privileges.

Northern Lights Public School Division No. 69 Regulations and Policies

In addition to our school based policies, Northern Lights School Division has policies which govern student behaviour at École Plamondon School. Students are to familiarize themselves with these policies as well as those listed above. Policies can be located on the internet at www.nlsd.ab.ca

Student Conduct - Administrative Procedure 350

Student Substance Abuse - Administrative Procedure [352](#)

Weapons or Potentially Dangerous Items in School - Administrative Procedure [353](#)

Interrogations and Searches - Administrative Procedure [354](#)

Student Suspension/Expulsion - Administrative Procedure [357](#)

General Appeals Concerning Student Matters - Administrative Procedure [380](#)

Sexual Harassment (Nondiscrimination) - Administrative Procedure [165](#)

Inclement Weather Disruptions to Transportation and Classroom Schedules - Administrative Procedure [131](#)

Acceptable Education and Information Technology Use - Administrative Procedure [140](#)

