



*Iron River School*  
Student and Parent  
Handbook  
2017-18



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Principal: *Jeannine Ellis*

**Iron River School Website**  
<http://ironriverschool.ca>

Or access through the N.L.S.D. website [www.nlsd.ab.ca](http://www.nlsd.ab.ca)  
School Cash Online: <https://nlsd.SchoolCashOnline.com>



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### *Welcome to Iron River School*

I am pleased to welcome everyone to Iron River School for the 2017-18 school year. I would like to extend a very warm welcome to all new students, families and staff members as they join our school community.

I feel very fortunate to be the principal of Iron River School. As a group we are committed to ensuring all children receive an education that is second to none. We will work hard to ensure that students are challenged academically while providing a supportive and caring environment to learn in. This is one of the many traditions of Iron River School that I look forward to contributing to.

Please ensure to contact us with any comments, questions or concerns. Open communication is required in order to effectively work as partners in ensuring your child has a successful school year.

I look forward to meeting everyone and serving the community of Iron River.

Sincerely,

Mrs. Jeannine Ellis  
Principal

### **Iron River School Staff 2017-18**

<b>Teachers:</b>	Kindergarten	Grades 5/6
	Melissa Bauman	Jody Paquette
	Nella Shymchuk	Dustin Blake
	Grades 1/2	Junior High
	Ashley Carroll	Dustin Blake
	Jeannine Ellis	Jody Paquette
	Grades 3/4	Preschool
	Carol Lauzon	Krysten Kwiatkowski
	Nikki Wakulchyk	

**Educational Assistants:** Tanya Bordeleau & Jessica Wakulchyk

**Principal:** Jeannine Ellis      **Librarian:** Lori Procinsky

**Secretary:** Doreen MacGillivray      **Custodians:** Priscilla Mathes & Carolyn Gordon

**Student Services Team Coordinator:** Ashley Carroll

**Student Advocacy Counselor:** Danielle Flynn



## **The Vision**

*“Improving our world, one student at a time.”*

## **Mission Statement**

*“With Enthusiasm and Support  
We Challenge Learners to Achieve Their Highest Potential  
And Develop into Responsible and Caring Citizens.”*

## **Value Statements**

At Iron River School, we Value:

*Passion for Learning,  
Accountability,  
Mutual Respect,  
Collaboration.*

At Iron River School we value the essential virtues of:

*Respect,  
Empathy,  
Kindness,  
Fairness,  
Self-Control,  
Tolerance,  
Conscience.*

## **Belief Statements**

At Iron River School, we believe:

*Each and every person can learn and has the opportunity to learn;  
Students and staff are entitled to a safe and caring learning environment;  
Stakeholders should have opportunities for meaningful involvement;  
Education is everyone’s responsibility.*



### Our Mandate

At Iron River School we provide our students with a broad educational program that helps them:

- Develop knowledge, skills and attitudes in all subject areas;
- Demonstrate critical and creative thinking skills in problem solving and decision making;
- Demonstrate competence in using information technologies;
- Know how to learn and work independently and as part of a team;
- Develop desirable personal characteristics and the ability to make ethical decisions;
- Demonstrate initiative, leadership, flexibility and persistence;
- Realize the need for lifelong learning.

We also prepare students to make positive contributions to society through communities, the workplace, and/or post-secondary studies.

*(From Curriculum Handbook for Parents, 2007-2008, Alberta Education pg. 31)*

In addition to these learning goals we believe it is important for our students to:

- Read for information, understanding, and enjoyment;
- Write and speak clearly and accurately;
- Learn about the history and geography of Canada and the global community;
- Recognize the importance of responsibility and take pride in accomplishments;
- Evaluate their own endeavors and continuously strive to better them by showing that they live the essential virtues of Respect, Empathy, Kindness, Fairness, Self-Control, Tolerance, and Conscience.



## **Parent Involvement and Communication**

### **Parents as Team Members**

The active involvement of parents enhances the effectiveness of the 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, dislikes, and effective strategies. Parental support has positive and pervasive effects on school success. Parents can complement school programs by nurturing academic motivation, or more directly by instituting home programs, such as daily reading, homework, or behavior. Parents should feel welcome to be part of the school team. In order for effective teamwork to occur, it is critical that both parents and educators are comfortable and open when communicating with each other. Communication should focus on the positive.

### **School Council**

Iron River School welcomes the participation of parents in the School Council. The School Council is organized in September. All parents are encouraged to attend the meetings and to become involved. The School Council meetings will be the first Wednesday of every month and are attended by the principal.

The School Council serves as an advisory body to the administration of the school. Minutes from the meetings are available in the office. While every parent is a member of the School Council, there needs to be a core group of three parents that hold positions on the committee. These positions are:

- *Chairperson* – responsible for overall maintenance of the parent council, chairing the meetings and has signing authority on the accounts of the society.
- *Vice-Chairperson* – chairs the meetings in the absence of the Chairperson and assists with other duties.
- *Secretary / Treasurer* – records and maintains the minutes from the meetings; responsible for the accounts of the society (deposits & cheques) and presents a financial summary at each meeting; has signing authority on accounts.

The names and phone numbers of position holders will be available in the newsletter.

### **Fundraising**

The Iron River School Association operates fundraising events throughout the year to support the students and the school. In the past, fundraising has allowed for classroom books to be purchased as well as funded playground equipment, field trips, performances, celebrations and equipment. We appreciate the support and help of the community in all our fundraising efforts.



## **Volunteers**

We welcome and encourage parent participation, help in the classrooms, and in all school events. We know that we couldn't do it without you. Please arrange your visit to the classroom ahead of 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 first.

Prior to bringing young children with you to volunteer, please talk to the staff member in charge. Please ensure young children are supervised and stay with their parent at all times

There are many opportunities to help out during the school year; we welcome your assistance at all special events and activities.

## **School Communication**

### **Newsletter**

The Iron River Express school newsletter is sent home with the youngest student from each family monthly. The newsletter is designed to keep parents informed of what is happening in the school during the week, to remind parents of upcoming important dates and to share information and research on learning, literacy, character education and parenting. The school newsletter also includes community news, events and announcements. Please e-mail, call or stop by the school office to have your community announcements placed in the newsletter the Monday prior to the newsletter going home. Newsletters are also available online or for pick up at the Iron River General Store and at the school office.

Please ensure that your child delivers the newsletter to your home. Occasionally other notices are sent home. Please check your child's back pack for any notices and newsletters; we want to keep you informed. *If you want to have the electronic version of our school newsletter emailed to you, please go to the school website at <http://www.ironriverschool.ca/> and click on "Subscribe".*

### **School Facebook Page**

We invite you to visit the Iron River School Facebook Page. Photos, activities, and videos will be posted regularly. Follow all the exciting happenings at Iron River School and keep up-to-date.

### **School Website**

The school website includes newsletters, events and programs, staff information, the school handbook, and contact information. Please make it a habit to check out our website.

Iron River School Website

<http://www.ironriverschool.ca/>

Or access through the N.L.S.D. website: [www.nlsd.ab.ca](http://www.nlsd.ab.ca)



### **School Messenger**

Northern Lights Public Schools has a communication tool for parents that are consistent from classroom to classroom and school to school. School Messenger will allow all Northern Lights schools to send messages to parents and/or students by using the contact information they provided to the school when they registered.

This includes automated attendance messages when students aren't at school and their absence hasn't already been reported by a parent or guardian. It will also include general messages from the school and division such as school newsletters and invitations to upcoming events. School Messenger allows the division, schools or individual teachers to 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 to allow teachers to communicate directly with parents/guardians and/or students, individually or in groups. The app allows parents or students to indicate which ways they would like to be contacted (email, voice, text), in which circumstances (general messages, attendance, and emergencies). Through the app, parents can see all of the messages that have been shared for each of their children. So parents with multiple children, who may be attending different schools, can see all of the messages they have received by simply checking the School Messenger app. The app also allows users to turn on push notifications in the settings, so they will know immediately when they have received a message. To opt-in to receive texts, text "y" to 724665.

### **Report Cards and Assessment Portfolios**

Report cards are handed out to students three times during the year: December, March and June. Early in the school year all teachers will send parents a copy of the course outlines and assessment procedures to be used with the students. Assessment portfolios sharing student work will be sent home throughout the year. We encourage parents to take time to celebrate their child's achievements and discuss areas of growth when portfolios go home. Please sign and make comments for the teacher to read.

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://www.education.gov.ab.ca>

### **Parent-Teacher Interviews & Student-Led Conferences**

Parents have the opportunity to meet with their children's teachers to discuss the students' progress. Interviews are held in December and Student-Led Conferences occur in March. Interview times are scheduled and we encourage all parents to take part. Parents are welcome to contact the school or the classroom teachers with comments and questions at any time during the school year.



### **PowerSchool**

Iron River School uses a program called PowerSchool. For Grades 5-9, PowerSchool is an innovative program that gives students and parents access to marks over a secure connection on the internet. Marks and assignments are posted by subject, allowing students and parents to follow progress throughout the year. Parent involvement is critical to the advancement of a student's education. With PowerSchool parents are provided with information about their child's progress in school. You can contact your child's teacher for more information regarding PowerSchool, and how to monitor your child's progress.

### **Phone Use and Cell Phones**

Iron River students **are allowed** to use school phones in the event of an emergency or important matter. *Use of school phones requires permission from school staff.* All students can be reached at the school number (780-826-5617) if there is an emergency.

Phone calls to teachers should be made during recesses, before and after school. Teachers should not be interrupted during class unless it is an emergency. Teachers do not check their cell phones during class time so parents should contact the office for any information that needs immediate attention.

Students can receive important phone calls from parents or guardians while at school. We recommend that phone calls to students do not come during class time and, if possible, that calls be made during breaks. Students **are not** to use cell phones or electronic devices for personal use during class time.

Students may have a cell phone or other electronic devices taken away by staff and held until home time or until picked up by the parent if it is being used inappropriately.



## Daily Schedules

Schedule	
Period	Times
Opening Ceremonies	8:41-8:46
1	8:46-9:25
2	9:25-10:05
Recess	10:05-10:20
3	10:20-11:00
4	11:00-11:39
Lunch	11:39-
Recess	11:59-12:19
Reading Time	12:19-12:39
5	12:39-1:09
6	1:09-1:39
7	1:39-2:09
Recess	2:09-2:24
8	2:24-2:54
9	2:54-3:24

Jr. High (Gr. 7-8) Day 2 & 4 Schedule	
Block	Times
Options at BCHS	8:35-10:45
3 & 4	10:45-11:39
Lunch	11:39-
Recess	11:59-12:19
Reading Time	12:19-12:39
5	12:39-1:09
6	1:09-1:39
7	1:39-2:09
Break	2:09-2:24
8	2:24-2:54
9	2:54-3:24



### **Staff Professional Development**

Northern Lights Public Schools and Iron River School are committed to professional learning. School staff participates 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.

Three days a year the Iron River staff collaborates with the staff from Ardmore and Caslan Schools. Because the teachers do not have grade alike planning within their schools and Ardmore and Caslan Schools have the same configuration, it is an opportunity for professional development and planning time specific to our school settings. Check the calendar for the dates, as students will not be attending school on those days.

### **School Programs and Services**

#### **Music Program**

Iron River School has a music program. We believe that a quality music program is essential, as it not only fosters a love and appreciation for the arts, but research has shown that it also has a significant impact on student achievement in the areas of mathematics and literacy. We also offer opportunities to sing with a school choir for special events, such as Remembrance Day or the Christmas Concert.

#### **Band Program**

Iron River School is happy to offer a band program to all students in grades 5 to 9. Grades 5-6 are exposed to several instruments through the music program. Grades 7-9 are able to participate in the band program through options at Bonnyville Centralized High School. Students are given the opportunity to develop competencies and to strive for excellence within the limits of their individual capabilities in the following areas: playing, listening, reading, creating, valuing. Students will discover, develop and evaluate their talents and abilities relative to playing a musical instrument, and establish and reinforce correct techniques and skills.

#### **Fine Arts**

Artist in residency programs will be offered biannually, and periodically local artists will lead students in hands on activities allowing them to experience a variety of mediums. Fine arts is both an art form and a medium for learning and teaching. It can develop the whole person — emotionally, physically, intellectually, imaginatively, aesthetically, and socially — by giving form and meaning to experience through “acting out”. It fosters positive group interaction and an innovative way for students to explore their creativity.



### **Second Languages**

We are happy to offer French at Iron River School to students in grades 5 and 6. In Alberta, French as a Second Language is a course in which French is taught as a subject to help students develop communication skills in French and acquire an appreciation and understanding of another culture. French is one of Canada's two official languages and a language spoken in 33 countries around the world. After English, French is spoken on more continents than any other language. Being able to understand and communicate in French is an important aspect to being a Canadian and a global citizen.

The province of Alberta and Northern Lights Public Schools encourage the implementation of second language programming. The province of Alberta believes that language learning provides students with the competitive edge needed to succeed in the global economy. Research findings indicate that the experience of learning a second language can enhance many aspects of learning.

### **Home Economics Program**

Grade 5/6 students are offered Home Economics and participate in small groups for one report card term. The Home Ec. class is centered around proper kitchen care as well as an emphasis on nutrition. Our Home Ec. class provides students with the knowledge of what makes a healthy meal or snack. They learn the basic cooking skills that are required to prepare inexpensive, nutritious foods. Students are also taught about food safety. Students have the opportunity to work as a team and build their confidence in cooking.

### **Computers and Technology**

Iron River students are exposed to a wide range of technology as part of their educational program. Each of our classrooms is equipped with a classroom computer, a projector, SmartBoard and various electronic devices (laptops, iPads, Chromebooks, etc.) for student classroom use to allow online instruction and audio-video presentations. The library and the computer lab are also equipped with desk top computers. Students are not permitted to use the teacher computers in the classrooms.

The school believes in the use of technology and integrates the program of studies' Information and Communication Technology outcomes into our classroom instruction.

#### **Computer Use Expectations**

1. Always log in / log out and shut down the computer.
2. No food or drinks near any electronic devices.
3. Only use staff approved websites.
4. Only work on your assigned work.
5. There is no such thing as "free time".
6. Report anything suspicious or damaged.
7. No tampering with settings, display, wallpaper, or desktops.
8. Do not delete anything.

The computer use agreement must be signed by parents and grade 3-9 students annually. Forms are sent during September every year.



### **Full Day Literacy Enhanced Kindergarten**

Iron River School is happy to offer five full days of literacy enhanced kindergarten programming. This program concentrates on building the literacy skills of kindergarten students, giving them a lifelong advantage. Our program runs from Monday to Friday and offers all aspects of a diverse creative learning centre.

### **Learning Commons, Book Fairs, Reading**

We are proud to have a wonderful collection of books in our learning commons as well as classroom libraries. We inspire our students to pursue a life-long love of reading. Students have easy access to the learning commons and are encouraged to sign out books. Our students gain knowledge of library and research skills as they use the learning commons. At Iron River School, all classes have a scheduled library program each week and may also access the learning commons during the day. Books are to be renewed or turned in on time.

*Book Fairs* are held December and March during the week of parent teacher interviews and student-led conferences. The book fairs offer a wide range of books, suitable for everyone in your home.

Throughout the year students bring home *Scholastic book orders* so that they may purchase new books at an affordable price. This helps develop a life-long love of reading and books, and encourages reading at home.

### **Accelerated Reading Program**

Motivating students to read is a priority for the staff of Iron River School. Every student from grade 2-9 will have a reading goal set three different times throughout the year. The goal is based upon reading 20 minutes per day and the individual student's reading abilities. Each goal is specific to the child and classroom teachers will provide reading and test taking time throughout the school day. Regular updates as to how the student is progressing towards their goal will be provided to parents in the assessment portfolios. Throughout the year we will have literature based activities and motivational celebrations focused on encouraging students to read. We want our students to become independent readers who will read for fun, pleasure and information.

Students perform better when parents are actively involved in the learning process. Log on to Renaissance Home Connect to access real-time information, sign up to receive emails with quiz results, stay up to date, and keep your child motivated. <https://hosted238.renlearn.com/385573/homeconnect/>

You must first gain access to the program from the school. Once in the program, you can view your child's progress toward goals, points, and books read to monitor your child's success. You can also access AR Book Finder to search for titles of interest. You can only access information about your child.



### **Physical Education Program**

Research supports the assertion that 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 participating in the activities offered in our daily PE program. The active living approach is the focus of the Physical Education Program.

### **Student Assistance**

Throughout the year, students will be given assistance with reading and/or math on an “as needed” basis. Students may work in small groups or individually with the assistance of a teacher or educational assistant. Our sensory room is available to students as determined by teachers for specific needs or small group sessions. As each child is an individual, Iron River teachers will address all specific needs. If programming needs to be modified or accommodations need to be provided, parents will be notified and invited to be part of the planning team.

### **Options Program**

Iron River’s Grade 7, 8, & 9 students are offered Shop, Media Arts, Drama, Art and Band Programs from 9:00-10:15am every second day. The Program is offered at Bonnyville Centralized High School (BCHS) in Bonnyville. We have high expectations of our students and wish them an excellent learning experience.

### **Supplies**

The supply list for each grade is always available at the office and on the school division website. In order to maximize learning, students must be prepared with the supplies necessary for complete participation. Please label all personal belongings.

### **Lockers / Boot racks**

Students are assigned a locker and space on a boot rack. Students are responsible to ensure that their belongings are properly cared for and stored. Lockers are to be clean and tidy. Boot racks are used to store outdoor footwear. All students are expected to change into indoor footwear upon entry of the school.

### **School Photos**

School photos are taken each year. Individual and class pictures are taken. The company that takes the photos is booked in advance; if there are any concerns, please address them at the school office.

### **School Clothing**

At the beginning of each school year we take orders for school clothing. A variety of items are available in the school colors of silver, black and red. Watch the school newsletter for ordering information.



### **Concession Service and Hot Lunches**

We have a concession booth open daily at lunch time. We have worked closely with Alberta Health Services to promote and achieve healthier eating habits. As a result we have revised some of the options that are available. These drinks, foods and snacks are meant to supplement students' lunches and should not be the only foods our students eat each day. Please watch our newsletter for the price list and menu.

Approximately every two weeks we will have hot lunches available to students. The hot lunch coordinator relies on parent volunteers to assist in the preparation and serving of these hot lunches to our students. If you have ideas for a hot lunch or would like to volunteer, please contact the school. Hot lunches menus and prices will be available on-line at <https://nlsd.SchoolCashOnline.com>

We offer students a variety of drinks available from a dispensing machine in the concession area. At no time are students allowed to have or consume "Energy Drinks" in the school or while participating in school events *ie. Field trips*. Students are encouraged to drink plenty of water and should have a clean water bottle with a lid. *Regular washing of water bottles is required.*

### **Milk Program**

We offer a daily milk program to our students called Club Moo, which supports the drinking of milk with motivational rewards. Milk can be purchased on a monthly basis. White and chocolate milk are delivered to each student who has prepaid for the milk online at <https://nlsd.SchoolCashOnline.com>. Milk is also sold at the concession each lunch time.

### **School Cash Online**

School Cash Online is an online parent portal that offers a safe, fast, and convenient way to pay for all school activity fees (School supplies, hot lunches, milk orders, clothing, fundraisers, field trips, etc.) School Cash Online is PCI compliant, CSAE 3416 certified, HTTP Secure and adheres to the highest industry standards of security. School Cash Online does not share personal information with any third party. School Cash Online will never contact you to divulge confidential information via phone, email, or mail. For more information talk to the office or contact the Parent Helpdesk at [parenthelpdesk@schoolcashionline.com](mailto:parenthelpdesk@schoolcashionline.com) or 1-866-961-1803.

### **Iron River School Recycles**

As part of our concern for the earth and environmental education, Iron River School recycles:

*Pop, Juice and Milk Containers:* Bins are set up throughout the school for students to place their empty juice and milk boxes, bottles, or cans. These are collected regularly and taken to the bottle depot for refund. Money raised is used to support projects in the school or community.

*Paper Recycling:* Each classroom and the photocopy room have collection boxes to ensure that paper is saved and brought to a recycling station.



**~Health Services ~**  
**A Safe and Caring School**

**Safe and Caring School**

Iron River School is a safe and caring school that strives to be free from all forms of violence and put-downs. It is a place where everyone works cooperatively toward a common purpose by undertaking activities, implementing programs, using resources and providing discipline that enhances learning.

**Dragon of the Month and Dragon Scales**

As a staff, we hope to encourage the development of well-rounded citizens. We acknowledge that many of our students are able to achieve academically, athletically, and socially. We recognize one student (Dragon) per month, starting in October, who displays the following criteria:

- Embodies the ‘spirit’ of the school
- kind, courteous, respectful, empathetic, tolerant, and uses self-control
- personifies our school as a ‘small school with a big heart’
- volunteers to help out throughout the school
- participates in extra-curricular activities adding to the spirit and culture of the our school
- a positive attitude towards learning, peers, and staff
- exemplary work effort
- role model for other students; works to avoid problems on the playground

Student names are written on Dragon Scales when these behaviors are exhibited by any student without being asked. These names are read during morning announcements and a monthly draw is made from these names for 2 students to have ‘Pizza with the Principal’.

**Student Advocacy Counselor**

Our Student Advocacy Counselor works at Iron River School two days a week. The counselor provides a wide range of Counseling Services for students and families, including individual counseling, student support groups, in class presentations, and consultations. The counselor’s office is located in the jr. high hall, near the kitchen. Please feel free to stop by, or call if you have any questions or concerns. Watch for Counselor’s Corner in the newsletter for helpful tips, educational supports, mental health wellness, etc.

**Speech Language Pathology and Occupational Therapy**

The services of a speech language pathologist (SLP) and an occupational therapist (OT) are available to provide assessment and treatment to students that may have speech or language difficulties or may have fine or gross motor difficulties. These services are provided at the school or through the local health unit when scheduled and only when the SLP and OT therapists are available.



### **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 or an update must be completed. Please contact the school (780-826-5617) to provide any information and to get the necessary forms giving the school consent to administer medications. No medication shall be administered to any student by school personnel without written permission by the parent or guardian.

If a request is made to administer medication at school to students not sufficiently mature or reliable enough to care for their own needs, the following shall be observed:

1. The Principal shall require a signed request from the parent authorizing the type of medication to be administered, required dosage, and action to be taken in the event of possible hazards or side effects. A doctor's statement verifying the medication will be requested of the parent.
2. If the Principal feels the request is reasonable, and is prepared to undertake the implied responsibility, the Principal shall make appropriate arrangements with a reliable adult willing to administer the prescribed medication and to undertake its safekeeping.
3. An alternate shall be identified and taught to administer the medication in the regularly designated individual's absence.
4. A record of medication instructions and arrangements is to be retained in the school office.
5. Medication shall be kept in a secure location.
6. The Principal and parent shall be responsible for informing all personnel having direct responsibility for the student (including bus drivers) and alerting them to the student's medical condition and the appropriate emergency procedures.

*Reference: Section 18, 20, 45, 60, 61 School Act; Emergency Medical Aid Act  
Nov. 1, 2017 [http://www.nlsd.ab.ca/documents/general/AP317\\_Administration%20of%20Medication%20to%20Students.pdf](http://www.nlsd.ab.ca/documents/general/AP317_Administration%20of%20Medication%20to%20Students.pdf)*

### **Injury or Illness**

In cases of injury or illness which occur to students 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. In many incidents a phone call home is standard procedure to maintain communication.

Please keep sick children at home. If a child has had an increased temperature, has vomited in the last 24 hours, or if they are showing flu-like symptoms, please keep them at home. If a child becomes ill at school, we will contact you to come and 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.



### **Lice Checks**

Iron River School has a low incidence of lice outbreaks due to the support and care of parents in the school. Parents of students found to have lice or nits are notified immediately. A letter is sent home with each student notifying parents that a case of lice has been identified and students in the school will be checked. If parents do not want their child to be checked, they must notify the school. For more information, please contact a public health nurse at 780-826-3381.

### **School Health Services**

A public health nurse from the local health unit is available for information, consultation, and classroom education programs about health concerns and communicable diseases. Consent forms are sent prior to immunization of students at school. 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 teacher, the health nurse, and the family of each child. The local office of the Health Unit can be reached at 780-826-3381.

## **Extra Curricular / Special Events**

### **Skiing at Kinosoo Ridge**

Each winter, Iron River School offers students in grades 1 to 9 the opportunity for a day of skiing at Kinosoo Ridge near Cold Lake. Parents are responsible for the appropriate fees. Lessons and equipment rentals are available.

### **Skating Rink**

Thanks to volunteers from the community and the Land of the Lakes Rec. Board, Iron River students and the community have the use of an outdoor skating rink on the school grounds. Late in the fall the rink is flooded, providing a great place for our students to skate and exercise. We appreciate the community spirit that allows our students to benefit from this activity.

*For Our Students:* All students must have a helmet to skate.

Only students with skates are allowed on the ice; no boots allowed.

If it snows, no one is allowed on the ice until all the snow is removed.

### **Swimming Lessons**

The Land of the Lakes Recreation Board provides transportation to and from the Bonnyville Swimming Pool. The sessions are normally offered in the spring. Parent volunteers are needed during each lesson. It is expected that parents share this responsibility. Parents are asked to pick up their children at the school.



### **School Sports – “The Iron River Dragons” and “Iron Wolves”**

Iron River School offers many opportunities for students to be active and involved in school sports and activities. We have both junior teams for grade 5 and 6 and senior teams who may compete in the Lakeland School Athletic Association (LSAA) leagues. Sports that are available to grades 5 to 9 include: cross-country running, volleyball, basketball, badminton, and track & field.

The LSAA approved, through their small schools policy, to combine Iron River and Ardmore teams so that players could play within their own league (ie: male and female). This policy only applies to team sports such as volleyball and basketball.

*Our Iron River School teams are called the **Dragons** and our school colours are **Red, Silver and Black**.*

*Our combined Iron River and Ardmore schools teams are called the **Iron Wolves** and the team colours are **Red and Blue**.*

### **Assemblies**

We have regular assemblies to celebrate our work, our students’ character and initiative, and our school’s accomplishments. We honor every child’s birthday and celebrate our Reading Program.

**Parents are always welcome to attend our assemblies.**

### **Celebrations and Events**

Throughout the year speakers, authors, performers and other guests make presentations at our school. Iron River School would like to extend an open invitation for parents to join the students in these activities. Events are sometimes sponsored by donations from our Parent Advisory Committee or the Land of the Lakes Recreation Board. The following is a list of some of the events that may take place at Iron River School:

- Annual Run/Walk for Cancer
- Reading Celebrations
- Remembrance Day Service
- Christmas Concert
- Christmas Craft Day
- Halloween Parade
- Food Bank Drive
- Winter Picnic
- Awards Program
- Professional Drama, Dance or Musical performances
- Spirit / Theme Days
- Book Fairs / Book Club
- Bake Sales / Hot Lunches
- Club Moo Milk Program



### **Cancer Run / Meet & Greet**

In mid-September we are happy to host an annual run to raise money for the fight against cancer. We participate in the “Calluses for Comfort” run in support of the Bonnyville Community Cancer Centre. Our Annual Run/Walk to Manatokan Lake and back to the school is a fun event encouraging fitness and community service. We are happy to welcome parents, families and community members to join in and meet us at the Manatokan Lake Camp Ground for lunch. The school provides the lunch and we ask parents to provide peanut-free cookies or squares. At this annual fall gathering, we welcome everyone to come out and meet the school staff and visit with friends and neighbours.

### **Winter Picnic**

In February Iron River School participates in an Annual Community Winter Picnic. The winter picnic is a joint venture between the Land of the Lakes Recreation Board and Iron River School. Students, staff and community members enjoy an outdoor picnic with sleigh rides, sledding, games and activities around a big bonfire with hotdogs, smokies, and hot chocolate. Parents are asked to provide peanut free cookies and squares. At this annual winter event, everyone is welcome to come out and meet the school staff and visit with friends and neighbours.

### **Iron River School Christmas Concert**

The Iron River School is happy to host an old-fashioned community Christmas Concert with the entire community invited to get together in the spirit of Christmas.

Various door prizes are given away to lucky ticket holders and there is a silver collection at the door. A “Special Guest” makes an appearance to give candy bags to all the kids. As part of this special night we host a Silent Auction. People can place their bid on items donated by local artists and businesses. The funds raised go to our Parent Advisory Committee. The evening ends with a Bake Sale to help you get through the holidays!

Doors open at 6:00 p.m.

Silent Auction bidding starts at 6:30 p.m.

Concert begins at 7:00 p.m.

### **Field Trips**

Field trips are an important part of the educational experience and are offered to all grade levels during the school year. Volunteers are encouraged and welcomed to join us as supervisors. Unfortunately, due to liability, we are unable to allow siblings to accompany us on these outings. Alternate childcare arrangements will need to be made.



## **Policies and Procedures**

### **Dress Code**

We expect students to dress and maintain an appearance that is conducive to the promotion of a positive learning environment in the school.

Clothing is expected to be tasteful and considerate of others. What may be acceptable and appropriate in other settings is not necessarily appropriate at school.

All students must be dressed appropriately. Clothing must cover all types of undergarments. Students must wear clothing that covers all skin in the midriff, at the front and at the back. Shirts with logos or advertising must be respectful and tasteful. Shorts must be of an appropriate length.

Hats, hoods and outdoor clothing are not to be worn in the school other than on theme days.

Students who do not comply with our dress code will be asked to cover up with other clothing, switch the clothing, or call home for a change of clothing. Students who demonstrate repeated disregard for the expectations can expect disciplinary action.

### ***Appropriate Clothing and Footwear***

At Iron River School we believe that our students should go outside for all recesses where the wind chill is less than a combined index of -25 degrees Celsius or it is raining heavily. We expect all students to be dressed appropriately for the weather. Students are expected to go outside for recess breaks and need to be dressed comfortably (whatever the weather). Junior high students are expected to go outside for lunch recess. Please help ensure your children are dressed properly for the bus ride and for outdoor activity.

### ***Indoor / Outdoor Footwear***

Please ensure that your children have appropriate footwear. All students *must* wear clean non-marking indoor shoes while inside the school for cleanliness and safety. Students are expected to have outdoor shoes / boots for going to and from school and to wear for outdoor recess breaks.

Proper outdoor footwear 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 of the school.

Suitable running shoes are necessary to participate in daily Physical Education.

### **Roller Runners and/or Wheelies**

The shoes that come with wheels cannot be worn at Iron River School. For safety reasons we cannot have our students rolling around the hallways and classrooms. Students may roll into others and travel at high speeds. This style of footwear presents the danger of falling and increases the possibility of students colliding. The wheels also leave marks on the floors and damage the floor's finish. Please do not bring roller runners to school.



### **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 your belongings helps to keep track of them. Valuables (such as video games or electronics etc.) should not be stored at school. Lockers do not lock and we do not want any items misplaced or taken.

We ask parents to assist us with this and be sure that belongings are properly cared for. Labeling belongings will assist you and the school in getting things back to the owner.

### **Lost and Found Box**

You can check the Lost & Found Box in the elementary hallway to pick up anything that belongs to your child. Items left over at the Christmas break or at year end may be packaged 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. If a student brings any “toys”, electronic devices or snow sleds to school; the school is not responsible for any damage or theft. We promote social interaction and active play at recess times.

### **Personal Communication and Recording Devices** *(NLSD Administrative Procedure 141)*

Modern communication and recording devices include, but are not limited to, such items as smart phones, iPods, video camcorders, laptops and MP3 players. These devices may add significantly to students’ ability to communicate with others and/or to record information and events. It is acknowledged that these devices may contribute to an enriched educational environment and provide exciting enhancements to the educational experiences of students; however, these devices, when misused, can also create significant detrimental disruptions to classroom proceedings, violate personal privacy, facilitate academic dishonest, and detract from the safe and caring atmosphere established by the school.

1. All Northern Lights Public Schools No. 69 (NLSD) schools shall establish policies which reflect the regulations of this administrative procedure. Each school’s policies shall be communicated to the parents and students of that school.
2. Students shall refrain from using cell phones in the classroom. Receiving or initiating phone calls or text messages; or, using technologies with integrated sound/video recording devices, for personal use or entertainment, is not permitted. Ringing or vibrating cell phones are notable disruptions to learning in the classroom. Classrooms are equipped with telephones and serious emergency calls from parents will be routed through the school system, or students will be called to the office to take the call.
3. Any technology that facilitates the recording of sound, pictures, or moving images is expressly forbidden in washrooms, physical education change rooms, or any other place where individuals may be in a state of partial dress.



4. Any devices capable of storing information are not permitted in a testing area unless expressly indicated by the teacher, and, in the case of provincial examinations, approved for use by Alberta Education (e.g. graphing calculators used for math; CDs/CD players that have been approved as special education accommodations). It is the responsibility of students in possession of these devices to declare them in advance of any test administration, or face questions of academic dishonesty.
5. The use of devices capable of recording and uploading images to the Internet, which violate the privacy of an individual, or which humiliate and/or intimidate an individual; or, which are injurious to the moral tone of the school, is not permitted. Individuals uploading still/video images and/or sound to the Internet are deemed wholly responsible for such content. Complaints will be dealt with under the authority of the Student Code of Conduct. (Administrative Procedure 350, or other applicable procedures.) Serious or criminal violations will be referred to legal authorities as appropriate and necessary. Student misuse of personal communication and recording devices may result in these devices being confiscated for the remainder of the school year.
6. Students have rights and responsibilities associated with any form of communication or interaction, online or offline. Although cyberspace seems impersonal, students are still responsible for treating others with respect and decency. Any content deemed harmful, threatening, abusive, harassing, vulgar, obscene, hateful or racially, ethnically, or otherwise objectionable is prohibited. Infractions will be considered student misconduct.  
*May 6, 2015: <http://www.nlsd.ab.ca/documents/general/AP141-Personal%20Communication%20and%20Recording%20Devices.pdf>*

All students can be reached at the school number (780-826-5617) if there is an emergency. Classrooms are equipped with telephones, and important calls from parents will be routed through the school system.

Students are allowed to use personal cell phones for text messaging or making calls during breaks **only**.

Students may have the cell phone or other electronic device taken away by staff and held until home time or until picked up by the parent. *Thank you for your cooperation.*

## **Student Attendance**

Regular attendance at school is essential to maximize student growth in both academic and non-academic areas. To ensure the safety of our students, please notify the office of your child's absence each day at 780-826-5617. Please leave a message on our answering machine outside of regular school hours.

A student may not leave the building prior to regular dismissal time without getting parent/guardian permission. Students who will be 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.



The *School 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.*

## **Northern Lights Public Schools Administrative Procedure 330**

### **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.

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 behaviour.
  - 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

May 6, 2015: [http://www.nlsd.ab.ca/documents/general/AP330\\_Student%20Attendance.pdf](http://www.nlsd.ab.ca/documents/general/AP330_Student%20Attendance.pdf)

## **Student Supervision**

All Iron River students are provided breaks throughout the school day. The schedules for these breaks are included in this handbook.

All students in Kindergarten to Grade 6 are required to be outside for the recess breaks, unless the weather is poor.

Junior High students stay indoors for a short morning and afternoon break. Their noon recess activities vary accordingly. It is expected that junior high students will be outside during noon recess unless an alternate activity is provided.

For all students, there are supervisors on duty. Students are responsible to the supervisors and students are responsible to behave appropriately. Students are to remain in the designated areas where the supervision is provided.

Our staff believes that the safety and well-being of all students is of the utmost importance.

## **Academic Enrichment Program / Homework Room**

During lunch recess, assistance is provided for students that have not finished assignments. Parents will be notified in portfolios as to how many times their child has attended homework room in the previous month. If the student is not able to complete assignments consistently, further intervention will occur.



## **Fire Drills and Emergencies**

### **Fire Drills: Northern Lights Public Schools 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.

Procedures 1. Information ~The Principal shall ensure that fire drill procedures and a diagram showing two exits for each area are posted in each classroom and that teachers familiarize their students with fire drill exits and procedures. 2. Frequency ~The Principal shall organize a fire drill during the first full week of school and at least three in each of the fall and spring terms. 3. Participation ~All school building personnel will participate in the drills. 4. Records ~The Principal shall keep a record of each fire drill, noting the date, the time for exit, and any unusual circumstances.

Reference: Section 20, 45, 60, 61 School Act Alberta Fire Code, 2006.

May 6, 2015: [http://www.nlsd.ab.ca/documents/general/AP312\\_Fire%20Drills\\_0319.pdf](http://www.nlsd.ab.ca/documents/general/AP312_Fire%20Drills_0319.pdf)

### **Emergency Plans: Northern Lights Public Schools 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 co-ordinate 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.

May 6, 2015: [http://www.nlsd.ab.ca/documents/general/AP311\\_Emergency%20Plans.pdf](http://www.nlsd.ab.ca/documents/general/AP311_Emergency%20Plans.pdf)

Lock down procedures will be practiced periodically throughout the year.

In the event of an evacuation of Iron River School the students will be moved to the Iron River Centennial Hall, located at the east end of the grounds.

**All outside doors are locked during instructional hours with the exception of the front door by the office.** Some doors are unlocked during recesses for students to freely go into the school after notifying the supervisor. We would ask that **all visitors please use the front door and sign-in** so our front office staff is aware of all visitors entering the school.



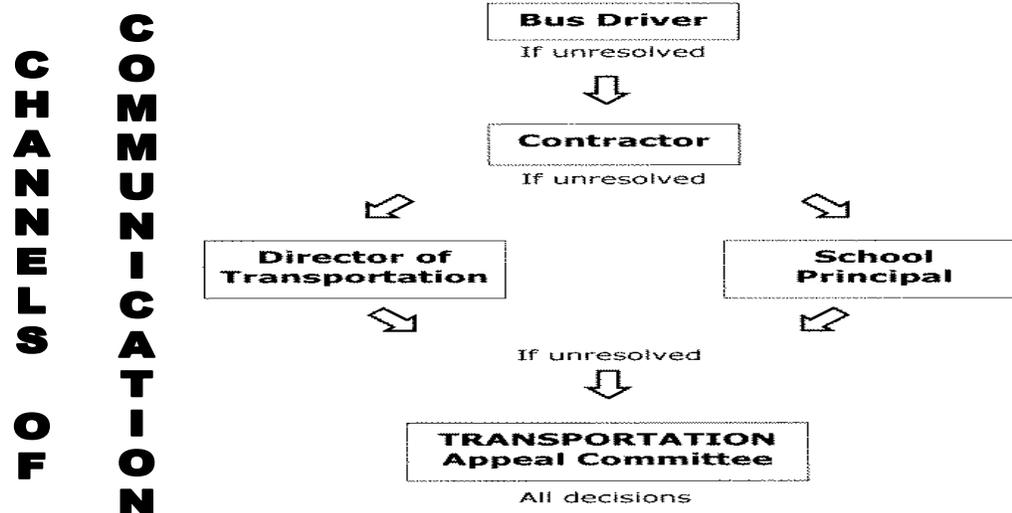
## Busing Regulations / Inclement Weather Policy

The Board shall provide transportation to eligible Northern Lights School Division No. 69 students to and from school in a safe, economical and efficient manner.

*Reminder:* It is necessary to have a note 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.

*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 Behaviour on School Buses: Northern Lights School Division Policy 20



## Student Rules and Regulations

The "Rules and Regulations Pertaining to Students" refers to the conduct required through the School Act, the Traffic Safety Act, and the Motor Transport Act, 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 TRAFFIC SAFETY ACT, and the STUDENT TRANSPORTATION DEPARTMENT for the comfort and safety of your child(ren). Please read and discuss this list with your child(ren) and then sign and return one copy to your driver. The second copy is to be retained by the parents for future reference. 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 estimated 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, at the bus stop or at transfer points.
5. While the bus is in motion students must be seated in a forward position and not stand, kneel or move about upright 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, and noises from electronic devices are dangerously distracting to the Driver.
10. Students are required to wear cold weather attire during the winter months. Non compliance will be reported to school Principal .
11. Students are requested to notify the driver when an absence is expected from school.
12. No eating of foods or drinking of beverages on bus.
13. Electronic devices deemed to be a distraction to the Driver may be banned from use or exposure on the bus.
14. The school bus is a public area. Photographic recording by any means or form by any device by students is strictly prohibited.

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.

*May 7, 2015: Northern Lights School Division Board Policy Handbook – Policy 20*

*[http://www.nlsd.ab.ca/documents/general/Policy%2020\\_Transportation%20July%202012%20\\_2\\_.pdf](http://www.nlsd.ab.ca/documents/general/Policy%2020_Transportation%20July%202012%20_2_.pdf)*

### **Inclement Weather and the Operation of School Buses: Northern Lights Public Schools Policy 20**

1. School buses will not operate in the event of the following conditions:
  - 1.1. The Wind Chill exceeds –45 degrees Celsius, or
  - 1.2. The outside air temperature as measured at 4 Wing (Lakeland area) or at Lac La Biche Airport (Lac La Biche and area) is equal to or exceeds –40 degrees Celsius. School bus routes within the Lakeland area and Lac La Biche area will not necessarily be cancelled concurrently.
  - 1.3. The decision to cancel routes based on air temperature or wind chill will be based on the temperature readings at 6:00 A.M. on the day of school.



- 1.4. Bus routes assigned as special needs routes with wheelchair capabilities will not operate with a wind chill that exceeds -40 degrees Celsius or a outside air temperature that equals or exceeds -35 degrees Celsius.
2. The Director of Transportation may cancel school buses either individually or collectively when weather conditions are so inclement as to constitute a safety hazard to the students being transported.
  - 2.1. In the absence of a decision by the Director of Transportation, the Board recognizes that individual bus drivers may cancel or alter his/her route to ensure the safety of students being transported.
  - 2.2. Individual bus drivers canceling or altering their routes are responsible for notifying students on that route of such cancellation individually and by contacting the radio stations listed below.
  - 2.3. Individual bus drivers canceling or altering their routes are responsible for notifying the Director of Transportation of such cancellation or alteration.
3. In all situations where school buses are cancelled or routes altered, it is the responsibility of the person making that decision to advise the appropriate radio stations and both the Superintendents and/or Designates when applicable. Radio stations to be contacted are:

<b>STATION</b>	<b>FREQUENCY</b>	<b>PHONE NO.</b>	<b>FAX NO.</b>
CHLW (St. Paul)	1310 AM	780-826-2979	780-645-2383
CKLM (Lloydminster)	99.7 FM	780-875-1061	780-875-4628
CILB (Lac La Biche)	103.5 FM	780-623-3744	780-623-3740
CFCW (Camrose)	790 AM	780-490-2490	780-438-6397
CHED (Edmonton)	630 AM	780-466-6397	780-468-6739
CJXM (Tri-Town)	95.3 FM	780-594-2459	780-594-3001
KOOL (Bonnyville)	101.3 FM	1-877-812-5665	780-813-3363
CKBA (Athabasca)	850 AM	780-675-5301	780-675-4938

May 7, 2015: Northern Lights School Division Board Policy Handbook – Policy 20

[http://www.nlsd.ab.ca/documents/general/Policy%2020\\_Transportation%20July%202012%20\\_2\\_.pdf](http://www.nlsd.ab.ca/documents/general/Policy%2020_Transportation%20July%202012%20_2_.pdf)

*Please note:* The parent is the primary decision-maker on whether or not they will send their child/children to school by bus, or any other method of transportation, during inclement weather conditions.

**Up-to-date bus schedule status is available on the Transportation Services website which is updated daily (usually by 6:30 a.m. or as required) [www.nlsd.ab.ca/Transportation.php](http://www.nlsd.ab.ca/Transportation.php) Access is also available through the N.L.S.D. website: [www.nlsd.ab.ca](http://www.nlsd.ab.ca)**



## **Student Conduct**

### **Northern Lights Public Schools Policy 350**

#### **Background**

The Superintendent has a responsibility to provide all students enrolled within the Northern Lights School Division No. 69 (NLSD) with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. The Superintendent expects schools to help students develop behaviors and social skills which will enable them to be socially responsible, caring and contributing members of society. The Superintendent expects students to be responsible for their behavior that impacts upon the school environment regardless of where it happens, including online.

The Superintendent expects students, in keeping with their level of maturity and capacity, to:

1. Act with due regard for the supervisory authority of staff.
2. Respect the constitutionally protected rights of others.
3. Refrain from bullying behaviors.
3. Refrain from taking or encouraging actions which are unsafe or put the safety of others at risk.
4. Refrain from making threats or engage in behaviors which disrupt the welcoming, caring, respectful and safe learning environment of the school.
4. Respect the property of the school division, staff and other students.

Iron River School Code of Conduct:

**1. ALL STUDENTS MUST RESPECT THE RIGHTS OF OTHERS.**

All students must show respect to other students, staff members, bus drivers and anyone else with whom they associate during the school day or during any school function.

**2. ALL STUDENTS MUST RESPECT THE PROPERTY OF OTHERS.**

Students must treat personal property, the property of others, and school property in a caring and reasonable manner and have the responsibility of reporting any acts contrary to this policy.

**3. ALL STUDENTS ARE RESPONSIBLE FOR THEIR OWN ACTIONS.**

All students must accept responsibility for any action that is contrary to #1 or #2, regardless of the action of others.

Routine discipline is handled by classroom teachers or the supervisor on duty during recess breaks. Students repeatedly having difficulty with routines or who are involved in serious incidents will be referred to the Principal's office where all visits are recorded. Parents will be called for consultation if a student continues to have difficulty.



Discipline will preserve the dignity of all individuals and foster self control in each student. Consequences will be applied fairly and consistently in order to establish, maintain, and restore relationships. The Iron River School staff seeks to establish an understanding of others and their differences and to honor differences in ourselves and others when resolving conflicts in school.

Student responsibilities will apply to the classroom, playground, bus, athletic events, field trips and/or all other school property. The following list is not intended to be all-inclusive. Similar offenses will be handled as they arise. In all instances, interpretation is left to the administration and to modify consequences is at the administration's discretion.

*Students* are expected to:

1. Behave in a manner that allows other students to learn.
2. Follow directions at all times.
3. Speak kindly to each other. No put downs.
4. Be kind to others.
5. No weapons or weapon look-alikes (toys) at any time.
6. Respect school property and the property of others.
7. Show excellent sportsmanship at all times.
8. Walk through the school.
9. Show good effort and good attitude at all times.



## **Dispute Resolution for Parents**

### **Northern Lights Public Schools Administrative Procedure 143**

Schools are required to make every reasonable effort at the school and division level to resolve disputes or concerns co-operatively and collaboratively with parents. If there is a disagreement between parents and the school with a decision related to the child's educational programming, the first step is for the parent to talk to the teacher to try to resolve the concern. If the parent and the teacher are unable to resolve the issue, the next step is for the parent to talk to the school principal and/or assistant principal. Together with the teacher and school administration, most issues that affect a student's educational programming should be resolved at the school level.

Should the teacher and school administration not be able to resolve the concern with the parent, either party may refer the issue to the appropriate staff member at Division Office. If either party does not agree with the Division Office staff member's decision, they should put their concern in writing to the Superintendent. If the concern is not resolved by the Superintendent, they may apply in writing to the Board Chair to initiate a board-level appeal. Parents and staff should make every reasonable effort to resolve disputes using the appropriate dispute resolution process prior to appealing to the Board of Trustees. Appeal requests are to be submitted in writing to the Secretary Treasurer and follow appropriate timelines as outlined in the Education Act. The Board of Trustees will respond in writing to establish a hearing date. The hearing date will comply with timelines as outlined in the Education Act. Prior to the hearing, appropriate documentation will be provided to the Board of Trustees (if applicable), Division Office Executives, and the disputant(s). At the hearing, the disputant(s) will have the opportunity to present his/her/their case to the Board of Trustees. After the hearing, the Board will notify the disputant(s) of their decision in writing. Parents maintain the option of appealing the Board decision to the Minister of Education in accordance with the process outlined in the Education Act.

The parent may request in writing that the Minister of Education conduct a Review by the Minister for specific decisions. Under the Education Act, the Minister may review a Board decision on a matter that the Board and parents have not been able to solve with respect to placement in an inclusive education program, francophone charter 23 issues, expulsion, home education matters, amount and payment of fees, accuracy or completeness of a student record.



**At Iron River School we value  
Integrity, Respect and Safety**



	<b>Hallway</b>	<b>Recess</b>	<b>Gym</b>	<b>Washroom</b>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>✓ We are proud of our school</li> <li>✓ We keep our hallways tidy</li> <li>✓ We look at art and displays with our eyes</li> </ul>	<ul style="list-style-type: none"> <li>✓ We include others in appropriate play</li> <li>✓ We interact with others</li> </ul>	<ul style="list-style-type: none"> <li>✓ We use encouraging words</li> </ul>	<ul style="list-style-type: none"> <li>✓ We notify an adult if the washroom is not in proper order</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>✓ We maintain a respectful noise level</li> <li>✓ We use respectful and appropriate language.</li> </ul>	<ul style="list-style-type: none"> <li>✓ We put garbage in garbage cans</li> <li>✓ We respect nature</li> <li>✓ We respect equipment and people</li> <li>✓ We clean up after ourselves</li> <li>✓ We use respectful and appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>✓ We put equipment where it belongs</li> <li>✓ We respect equipment and people</li> <li>✓ We use respectful and appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>✓ We wait our turn</li> <li>✓ We respect property</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>✓ We walk in a safe manner</li> <li>✓ We keep our hands in our own space</li> <li>✓ We use school resources safely</li> </ul>	<ul style="list-style-type: none"> <li>✓ We stay in the boundaries</li> <li>✓ We stay where we are supposed to be</li> </ul>	<ul style="list-style-type: none"> <li>✓ We are aware of others</li> <li>✓ We listen and think</li> </ul>	<ul style="list-style-type: none"> <li>✓ We wash our hands</li> <li>✓ We clean up after ourselves</li> </ul>