



# Uncas Elementary School

**"Learning Together!"**

**2018-2019**

Principal: Mr. TJ Kennerd  
Address: 21313 Township Road 524  
Ardrossan, Alberta T8G 2G2  
Phone: 780-922-4025 Fax: 780-922-5031

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_



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21313 Township Road 524, Ardrossan, Alberta T8G 2G2  
Phone: (780) 922 - 4025 Fax: (780) 922 - 5031

### SCHOOL MESSAGE

We look forward to making 2018-2019 a year of personal growth and positive experiences. We have many wonderful programs and opportunities that will enable our students to develop skills, acquire knowledge and develop positive qualities that will enable them to become well-rounded individuals and valuable members of the community.

At Uncas we support healthy living and promote daily physical activity. We provide opportunities for staff, students and the community to participate in a variety of events that promote social and physical development with the intention of facilitating healthy, active lifestyles.

In addition, we support student leadership and hope that all students will take the opportunity to develop their skills by working with staff and the community to develop responsible citizenship.

This portion of the agenda has been developed to provide students and parents with current information about our policies, procedures and services. We hope you will find it helpful throughout the year. If you need more detailed information, please let us know so that we may assist you.

Have a great year!

The Uncas School Staff



EXCELLENCE   
by choice

## MISSION STATEMENT

We believe our main purpose is to teach students how to learn, to prepare each student to achieve his/her best, and to assist students in becoming contributing members of our communities, our country, and the world.

## PHILOSOPHY

At Uncas School, our motto is 'Learning Together', which captures the essence of our school community. Together we work to establish a positive school climate in which structure, support and encouragement assist the student in developing a sense of accomplishment, responsibility and self-discipline and an ongoing commitment to lifelong learning.

## SCHOOL GOALS

1. More students will achieve a minimum of one year's growth in reading and written expressions.
2. More students will achieve competency in problem solving and higher order thinking in mathematics.
3. More students will respond affirmatively that their school provides a safe and caring environment.

## PHONE DIRECTORY OF SUPPORT SERVICES

Student Transportation	(780) 417-8151
Strathcona County Health Unit	(780) 342-4600
Strathcona Family & Community Services	(780) 464-4044
EIPS Information	(780) 464-3477
Strathcona County Library	(780) 410-8600
Uncas Pre-School and Out of School Care	(780) 297-0023

## FEES

Our school fees cover lunch supervision for all students, student agendas, ECS field trips and grade 1-6 cross country and downhill skiing. All fees are due the end of September. If there are extenuating circumstances, please call the principal to discuss other options of payment.

## Bell Schedule

Regular Day		Early Out for Staff Meeting 1 <sup>st</sup> Wednesday of every month	
First Bell	7:55	First Bell	7:55
Announcements	7:55 - 7:58	Announcements	7:55 - 7:58
Period 1	7:58 - 8:30	Period 1	7:58 - 8:25
Period 2	8:30 - 9:02	Period 2	8:25 - 8:52
Period 3	9:02 - 9:34	Period 3	8:52 - 9:19
Recess	9:34 - 9:47	Recess	9:19 - 9:32
Period 4	9:47 - 10:19	Period 4	9:32 - 9:59
Period 5	10:19 - 10:51	Period 5	9:59 - 10:26
Period 6	10:51 - 11:23	Period 6	10:26 - 10:53
Lunch	11:23 - 11:40	Lunch	10:53 - 11:13
Lunch Recess	11:40 - 12:10	Lunch Recess	11:13 - 11:30
Period 7	12:10 - 12:42	Period 7	11:30 - 11:57
Period 8	12:42 - 1:14	Period 8	11:57 - 12:24
Recess	1:14 - 1:27	Recess	12:24 - 12:37
Period 9	1:27 - 1:59	Period 9	12:37 - 1:04
Period 10	1:59 - 2:31	Period 10	1:04 - 1:31

**PLEASE NOTE:** Early dismissal occurs the first Wednesday of every month to accommodate staff meeting.

# Keeping Our Students Safe

## **LOCKED DOOR POLICY**

All outside doors, with the exception of the main doors, are locked at all times. Students are ushered in by staff from the buses and recesses at set times. Parents are asked to stop in the office and sign in when they visit the school. The office staff will supply an identification badge for parents who are volunteering in the

## **ABSENTEE CHECKS**

When no prior notice has been received, the school secretary calls home to verify a child's absence with the parents.

## **PICKING STUDENTS UP**

To ensure student safety, parents are required to meet students in the office when they are picking them up. Students awaiting pickup must report to and wait in the office for their parents.



## **ADMINISTERING MEDICINE TO STUDENTS**

If a parent wishes the school to administer medicine to a student a request form must be completed giving full instructions as to the procedure to be followed. Students requiring epi-pens or inhalers are encouraged to carry this equipment on their person at all times.



## **EMERGENCY DRILLS**

Throughout the year our school practices emergency drills as described on the next two pages. These drills are essential to keep our staff and students aware of what do in the event that we are faced with an emergency situation.

## Emergency Preparedness and Response



ELK ISLAND PUBLIC SCHOOLS (EIPS) FIRST PRIORITY DURING AN EMERGENCY is the safety of our students and staff. The division has developed an Emergency Response Plan and framework to deal with a wide range of potential emergencies. The plan framework called *Hour Zero* works in collaboration with first responders and other local emergency preparedness plans. Division and individual school plans are reviewed and revised annually and following each emergency.

The division and school emergency plan uses well established functional protocols and procedures that address a wide variety of incidents. The particular actions taken during any emergency will depend on the specifics of the incident. Each school year a minimum of 6 evacuation drills and an additional two drills which may include, shelter in place, hold and secure or lock down are conducted. School bus evacuation drills are also conducted on an annual basis. These drills and exercises are precautionary actions designed to prepare students and staff to act quickly and to minimize a child's fear should a real emergency occur.

**During an emergency please do not come to the school to pick up your child unless requested to do so.** Although your natural instincts in an emergency may be to go to the school to safeguard your child, please understand that doing so may interfere with emergency crews' and school personnel's effort to respond to the situation.

<b>Evacuation</b>	<b>Evacuation</b> requires all students and staff to leave the school and go to a designated location. In some cases this may mean only going outside and away from the school building until it is safe to re-enter the school. In other cases, students and staff may need to go to a designated evacuation centre. Parents would be informed of the alternate location via the school's crisis notification network.
<b>On Alert</b>	<b>On- Alert</b> gives staff and students a "heads up" of a potential emergency such as severe weather. Staff/students outside would be directed back into the building. All staff and students are accounted for and instructed to keep away from windows and doors and may be directed to a specific location to wait for further instructions. Movement in and out of the school is monitored until an "All-Clear" is called.

<p><b>Shelter-in-Place</b></p>	<p>During a <b>Shelter-in-Place</b> students and staff retreat indoors to classrooms or another safe area to seek shelter. Generally Shelter-in-Place is used during an environmental emergency such as severe weather, wild animal threat or a chemical spill. Each school's emergency response plan identifies the safest location for its occupants to shelter and how to seal a room from possible hazardous conditions.</p>
<p><b>Hold and Secure</b></p>	<p><b>Hold and Secure</b> is used if there is a security risk <b>outside</b> or in the vicinity of the building. Staff/students outside the building are directed back inside. All exterior doors/windows are locked and interior doors remain in a normal state. Staff/students are kept away from windows and doors. Staff/students may be directed to return to their classrooms and to wait for additional instructions. No one is permitted in or out of the building until an "ALL-Clear" is called.</p>
<p><b>Lock-Down</b></p>	<p><b>Lockdown</b> is used when there is a security threat <b>inside</b> the building. During a lock-down, all staff/students immediately go to the nearest lockable room. No one is permitted in or out of the room once the area has been locked. Staff/students turn off lights, remain quiet, silence cell phones and stay out of sight lines. Suitable lockdown locations are identified on maps located in the classroom emergency folder. Parents or public are not permitted access to the building or to their children until the lock-down is over.</p>
<p><b>Controlled Release or Dismissal</b></p>	<p>Under some circumstances it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised. This means a <b>Parent-Child Reunion Area</b> will be set up and parents will be required to follow specific procedures to pick up their child.</p>

For more information on the division and school emergency preparedness plan visit the division website at [www.eips.ca](http://www.eips.ca) or contact the school principal.



## ILLNESS AND ACCIDENTS

If a child becomes ill at school, the parents will be contacted to take the child home. If the parents are unavailable, the school will phone the emergency contact person. If neither the parents, nor the emergency contact can be reached, the child will remain in the school infirmary until contact can be made. If the illness appears to be severe, the principal or designate will make a decision as to whether medical attention is required.

Accidents are to be reported to the office. In most instances, the secretarial staff is able to handle these situations. If the incident is serious, parents are notified. If the school is unable to make contact, the child will be taken to the appropriate emergency facility (hospital/clinic), as required.

## DIGITAL PRIVACY

The Copyright Permission clause in the District Student Registration form, in addition to the District Website Consent Form, grants parental permission for student images to be used for in-school and school website postings. We also can reasonably expect that students' names and images may be included in other parents' recordings of special events at and around the school, such as our Christmas Concert, inclusion in our yearbook, or perhaps by teachers' recordings as teaching tools of student activities in the classroom or physical activities on the playground, or for yearend DVD power point productions.

All other video, still images and / or audio recordings of students, staff or volunteers are not allowed. Specifically, hand held personal devices that include camera capabilities are not to be used by students to take pictures or audio recordings at school unless they have teacher and the student subject permission as part of a learning activity.

In addition to electronic / digital recording without permission, any use of online social media resources to slander or defame individuals of our school community will be treated as form of bullying extended to cyberspace, and will be assigned appropriate consequences.



## ELK ISLAND PUBLIC SCHOOLS SUSPENSION OF BUS SERVICE DUE TO INCLEMENT WEATHER

EIPS Administrative Procedure 131 Inclement Weather addresses suspension of busing services as necessary when weather and/or road conditions constitute a potential hazard for students. Schools will remain open to students should school bus service be suspended for the day. When considering bus suspension due to inclement weather or region-specific, adverse conditions, Uncas School is considered to be within Strathcona including the regions.

School bus service shall be suspended when a temperature of -40 degrees Celsius (including wind chill) is reported by Environment Canada @ 5:00 a.m. in one or more of EIPS regions. In the event that conditions are extreme, bus service may be suspended in any or all regions of EIPS when weather or road conditions warrant. In this instance, suspensions of bus service information will be released to the media and on the EIPS website ([www.eips.ca](http://www.eips.ca)), our school website and by automated phone message.

If unsafe road conditions occur, individual bus operators, in consultation with EIPS' Director, Student Transportation, have the discretionary power to not operate or abandon completion of the morning route by returning students to their home, thus resulting in individual bus routes being suspended.

In this instance:

- All EIPS schools will remain open;
- No information will be broadcast
- Bus operators will contact parents directly



If weather or road conditions deteriorate during the day, the Student Transportation Director may authorize individual or all buses to leave schools prior to regular dismissal times.

In this instance:

- Principals, staff, parents and drivers are responsible for ensuring an adult is available to receive students at home or alternate shelter prior to transportation.
- The information will be sent home via automated message;
- The principal, staff and driver must take all reasonable steps to ensure the students arrive home safely.

Parents must use their discretion when sending their children to school during inclement weather conditions, even when buses are running and schools are open. For the safety of the students, it is the responsibility of parents to ensure their children are suitably dressed for coping with weather conditions and arrangements have been made for alternate shelter for their child if no one is home.

## **BICYCLE SAFETY**

Due to the narrow roads in the proximity of our school with no marked center lines or shoulders, we do not encourage students to ride their bikes to school. If they do they must wear properly fitted helmets. Students who bring their bikes to school are expected to lock their bikes in the rack. The bike shall be locked for the remainder of the day, until it is time to return home. At the end of the day, students riding bikes may leave after the buses have gone.

## **Student Achievement**

### **ASSESSMENT OF STUDENT LEARNING**

Uncas Staff are committed to providing students and parents with clear and accurate information about student achievement. Assessment is an ongoing part of the learning process and teachers use a variety of strategies to assess student learning. Student performance is measured in terms of achievement of learning outcomes required by Alberta Education for each subject in a grade level. Students are encouraged to set personal goals and to self-assess their progress toward achieving them. Students in grade 4, 5 and 6 are recognized for their Excellence in Achievement at each reporting period.



Formal report cards are issued in November, March and June. Parent/Student/Teacher conferences are held approximately 5 weeks prior to the issuance of the fall and spring reports, providing an opportunity for all partners to dialogue with a focus on the student's learning goals.

### **YEAR END SCHOOL CELEBRATIONS OF LEARNING**

At the end of each school year, we observe student achievements in different ways, appropriate to their respective programs, formal student achievement policies and school practices.

## **ATTENDANCE**

**Continuous attendance by all students is essential for learning to occur. While recognizing that absences due to illness are often unavoidable, parents are encouraged to schedule medical, dental or other such appointments or engagements outside regular instructional hours whenever possible.**

The homeroom teacher and the school secretary monitor daily attendance. Parents are asked to provide information regarding absences as soon as possible. Parents may call the school (780-922-4025), write notes in agendas, send notes to school or call our 24 hour answering machine with the details. Please include the child's name, grade, teacher and length of absence.

**Students who arrive late are asked to check in at the office so both the secretary and the teacher know they have arrived.**

Family holidays, which extend beyond regular holiday dates, should be undertaken with the understanding that the student is ultimately responsible for missed instruction. Parents are asked to avoid planning vacations during Provincial Achievement Tests.

## **STUDENT AGENDAS**

Agendas will be distributed to all students in Kindergarten to Grade 6. These planners allow students to take ownership for their own learning by recording dates for homework assignments, quizzes and tests, as well as reminders of class and school activities.

## **HOME AND SCHOOL COMMUNICATIONS**

Effective communication between school and home is important for both the safety and success of our students. Parents are encouraged to contact the school if they have any concerns. Please ensure your phone numbers are current. If they change during the school year, please contact the office with the new numbers. Please remember that if you are calling to leave a message for your child, especially one regarding a change of plans for after school care or transport, it would be sincerely appreciated if you could call BEFORE 2:00 p.m. It can become very busy after this time and thus, extremely difficult to deliver messages.

Teachers may also maintain communication between home and school by using some of the following strategies:

- Comments on assessed work;
- Phone calls;
- E-mails;
- Twitter;
- Meetings;
- Notes in agendas;
- Student reflections;
- Meet the teacher event;
- Celebrations of learning;
- eTeacher pages on our school website ([www.uncas.ca](http://www.uncas.ca))

By these means and others, teachers and parents communicate about various aspects of student learning.

## **Operational Items**

### **STUDENT DRESS CODE**

School is the students' place of work and they are expected to dress accordingly. Clothing must be appropriate for a conservative school setting.

This includes: T-Shirts/tops and pants that cover the midriff, t-shirts/tops must completely cover any undergarment front and back, and including undergarment straps. No spaghetti straps allowed. Appropriate hem (skirts/shorts) lengths to the end of the thumbs when arms are held straight down along the sides of the legs, and shirts with appropriate sayings or logos. Minimal make-up (teacher discretion) is to be worn by students. Hats are to be worn outside only unless a special day is being observed (eg. Hat Day).

Daily physical activity of gym requires students to be dressed for a workout every day. There are times that students need to be able to sit on the floor. Dress suitable for these activities should be taken into consideration when choosing a school wardrobe.

We have a two shoe policy: one pair for inside use, one pair for outside. This helps keep our floors clean and supports the efforts of our maintenance contractor.



Adequate footwear is required at all times in case of emergency evacuation of the school, or fire drills. We ask that students have one pair of "outside shoes or boots" which are worn outside the school. Only non-marking running shoes that have not been worn outside will be allowed in the gym during physical education and game activities.

Outdoor shoes or boots are to be removed in the entry and placed on the shelves in the assigned boot rooms. We strongly encourage labeling footwear.

## LOST AND FOUND

Lost and Found articles are located in the box in the front foyer, outside at the Main Office. At interviews and year-end these items are displayed in the hallway to be retrieved. These items are donated to a charitable organization after the last instructional day of each year. Please feel free to come in and search through Lost and Found for missing articles.

## DESKS AND HALL LOCKERS

Students are required to keep lockers and desks clean and tidy. The school reserves the right to search lockers and desks when deemed necessary.



Student materials (textbooks, scribblers, pens/pencils, etc.) are expected to be kept in desks for immediate classroom use.

Please note: locks are not to be placed on student lockers. We emphasize that valuables (including money) should NOT be kept in lockers and are best kept at home.

If a student needs to bring an item of value to school under extraordinary circumstances, it should be given to the teacher for safekeeping.

## PERSONAL PROPERTY

The responsibility for the safekeeping of personal property brought onto school premises rests with the owner of the property. We discourage students from bringing expensive electronic devices such as i-Pods, i-pads, tablets or cell phones to school. If these are damaged or go missing, it is a very negative experience for families.



These items can be used on the daily buses, and on field trips buses with the teacher's permission only. The classroom teacher may give permission for a specific use supporting a learning activity, **otherwise they stay in students' backpacks**, including recess times.

As stated with detail in an earlier section of the handbook, photographing or electronically recording students or personnel at school is prohibited.

### **VANDALISM**

We encourage students to respect public and personal possessions. Vandalism of any kind is discouraged because it destroys school morale and takes educational dollars away from constructive learning resources for students. Families of students who engage in vandalism will be liable for costs. Parents will be notified and arrangements for restitution and/or payment will be made.

### **EXTRA-CURRICULAR ACTIVITIES**

We have an active Running Club that participates in a number of events throughout the year. Students in grades 4 to 6 can choose to be part of the cross country running club, the indoor relay club or both.

Students in grade six are invited to be part of the Student Leadership group that organizes and participates in events in the school and the community.

Other activities may be available dependent upon the interests of students and staff or parent supervisors.

### **FIELD TRIPS**

Classes go on one or two field trips per year. Students are expected to maintain the highest standards of conduct while on the trips as they are representing the school. All school and bus rules are in effect as the field trip is an extension of the school.

### **NEWSLETTERS**

Newsletters are sent home the first school week of the month. Newsletters are sent with the eldest child in the school. Newsletters can also be viewed at [www.uncas.ca](http://www.uncas.ca).

### **GUIDANCE AND COUNSELLING**

The counselor is available to provide educational and vocational guidance when required. Students may contact the counselor by making an appointment at the counselor's office or the main office.

Parents are always welcome to contact the counselor by phone and/or in person to arrange an appointment.



## LIBRARY BOOKS



Students assume responsibility for the care and safe return of library books they sign out. Students will be charged for damaged or lost books. Students with overdue books must return the books if they want to check out new books.

## LUNCH HOUR



Supervision is provided for students at lunchtime. This program is operated by the school. Students are expected to follow the directions of the staff supervising them at lunch. Milk is provided for the students at a nominal cost.

Children do go outside for recess and need to dress for the weather. Students are not allowed to leave the school grounds at any time during the school day.

## USE OF THE SCHOOL TELEPHONES

Students will be allowed to use the classroom telephone with permission from the classroom teacher. On occasion students may access the office phone when appropriate.

## CHARITABLE FUNDRAISING

At Uncas School we believe in "giving back to the community" and so our students are given the opportunity to participate in various fund raisers (for example: Food Bank, Terry Fox Run) to support local and global charities throughout the year. All participation is optional!

## UNCAS ELEMENTARY BEHAVIOUR BELIEFS AND PROGRAM

### Beliefs

All students at Uncas Elementary are in an environment where they are valued, cared for, respected and treated as individuals with individual needs, strengths, affinities and areas of challenge.

Teamwork between home and school is key in solving any behavior difficulties a student may be experiencing. Communication between home and school is also key in being proactive about student behaviors. If you have a concern about related to your child, please contact the principal or the child's teacher.

## **Supporting Positive Behavior**

We have a number of programs and incentives to encourage positive behavior and appropriate decision making, including Character Education, DARE and programs in the classrooms. Presentations from outside agencies on positive student relationships and bully proofing are scheduled each year.

Utilizing the philosophies and strategies of the researched based "Effective Behavioral Supports" program, our school discipline program is based on two behavioral expectations:

1. Be safe.
2. Show respect.

Students who consistently follow the rules and procedures of our school in a safe and respectful way will undoubtedly experience success both in the classroom, and on the playground.

At times, students will make inappropriate behavioral choices. It is the responsibility of our staff to effectively manage these incidents in as positive a manner as is possible and appropriate.

To provide some parameters and guidance, we have identified level I, level II, and level III inappropriate behaviors. These levels are meant as a guideline only. Each student must be treated individually and, depending on the circumstance, the behavior and its consequence may or may not follow these guidelines. Furthermore, the prescribed consequences for each level may or may not be appropriate in each case.

### **Level I Behaviors**

These behaviors are minor rule violations that will result in a verbal correction with a possible consequence. Level I behaviors may be:

- running in hallways/building
- unsafe/rough play
- play fighting
- spitting
- littering
- unexcused lateness
- failure to follow classroom/playground rules or procedures
- classroom disruptions
- uncooperative behaviors

- swearing/profanity
- gum chewing
- put downs

Students who choose to display level I behaviors will be asked to identify the inappropriate behavior and demonstrate or describe the appropriate behavior. Students may receive a consequence from the intervening staff member which is designed to discourage the inappropriate behavior from occurring in the future. Consequences for level I behaviors may include but are not limited to:

- verbal correction
- loss of privileges
- make up time
- clean up duty
- apology

### **Level II Behaviors**

These behaviors are more serious in nature. Level II behaviors will, in all likelihood, result in a verbal correction and a logical consequence. Generally, administration will be consulted, and/or may be asked to intervene. Parents will likely be contacted, and a student behavior contract may be initiated.

### **Level II behaviors may be:**

- chronic or severe level I behaviors
- cheating

Students who demonstrate level II behaviors will be asked to identify the inappropriate behavior and demonstrate/describe the appropriate behavior. The incident will be documented on a behaviour report and shared with the school administration and may be shared with the student's parent. Consequences for level II behavior may include but are not limited to:

- administrative intervention
- verbal correction
- loss of privileges i.e. recess
- make up time
- behavior contract
- phone call home by student or staff member

### Level III Behaviors

Serious fighting, harassment, and verbal abuse violate the dignity, well being, and safety of another person. These behaviors will not be tolerated and will result in serious consequences. These behaviors may include:

- chronic level II behaviors
- stealing
- fighting/assault/physical aggression
- vandalism
- possession of a weapon or other potentially dangerous items on school ground or conveyed to and from school on the bus
- intimidation/verbal threats
- harassment
- verbal abuse/directed profanity
- disrespect toward adults
- ongoing and pervasive bullying (putdowns, email, exclusion, gossiping, teasing, threats, intimidation, witnessing and inaction)

Students who engage in level III behaviors will be referred to the administration for immediate consequences. A Behaviour Report will be completed by the referring staff member. Parents will, in all likelihood, be contacted. Corrective, appropriate action will occur. These consequences may be:

- parental escort from school
- restitution
- suspension (in or out of school)
- behavior contract
- RCMP involvement

### VOLUNTEERS

Volunteers are a vital link in the relationships between home-school and school-community. We encourage students, parents and other interested volunteers to support and help with the many activities which require volunteers throughout the year. Please come to the office to sign in and pick up your volunteer lanyard that needs to be worn during your time at the school.





## EIPS SCHOOL BUS TRANSPORTATION FOR STUDENT CONDUCT

\* *The complete Administrative Procedure is available from school administration or on the District website: [eips.ca](http://eips.ca)*

### RULES

1. Students shall ride only their assigned bus. Exceptions may be granted upon written request from parents/guardians to the Director, Student Transportation for child care purposes. In emergency situations, parents/guardians shall contact Student Transportation (780-417-8151) to request alternate arrangements. In emergency situations, principals may make alternate arrangements by contacting Student Transportation.
2. Students are expected to be at their designated boarding location five minutes prior to departure time.
3. Students are responsible for their personal property (EIPS shall not be responsible for lost or stolen property).
4. Directions, as given by the bus operator and/or individual(s) employed by EIPS, must be followed.
5. Students must sit in an assigned seat and remain seated while the bus is enroute.
6. All objects and parts of the body must be kept inside the bus.
7. While quiet conversation is permitted on the bus, unnecessary conversation with the bus operator is prohibited. There must be absolute silence at railway crossings.
8. Disruptive, destructive or unsafe behaviour such as pushing, spitting, fighting, use of profane language or gestures, or throwing of objects, or acts of vandalism are prohibited.
9. Eating or open beverage containers are not permitted. (Medical exemptions may be made up written request to the Director, Student Transportation)
10. The use of personal cellular phones and/or cameras as recording devices are prohibited on school buses. Electronic games or musical devices which do not emit noise are acceptable for use.
11. The use of tobacco or other smoking materials is prohibited on buses and at transfer stations.
12. Students will not be permitted to board or ride buses if conveying, using, or under the influence of alcohol or other controlled substances.
13. The possession, use, or conveyance of potentially dangerous items is prohibited.
14. In conjunction with the *Traffic Safety Act*, skateboards, snowboards, skis, and hockey sticks are not permitted on the bus. "Heelies" are also not permitted on the bus. All other articles transported must be fully contained in a canvas bag or case that the student can store under the seat of the bus.
15. Students must scan their bus pass each time they board or depart a bus.



## **CONSEQUENCES - MINOR OFFENCES**

STEP 1 Verbal warning to the student.

STEP 2 Verbal warning to the student. Bus operator records the incident and contacts parent/guardians(s).

STEP 3 Written warning to the student. Bus operator completes the misconduct report. The principal directly notifies the parent/guardian. Copies of the misconduct form are distributed by the principal to parent/guardian(s), bus operators(s) and the Director, Student Transportation.

STEP 4 Written warning to the student. Bus operator completes the misconduct report and reviews the details of the incident with the principal in a timely manner. The next steps in the discipline process are outlined by the principal to the student and parent/guardian(s). Copies of the misconduct form are distributed as above.

STEP 5 One (1) to five (5) day suspension. Bus operator completes the misconduct report and reviews the details of the incident with the principal within one school day. Principal discusses the situation with the student and decides on the length of suspension and consults, if necessary, with the other principal and the other student involved. If a meeting with the operator is necessary, the principal notifies the parent(s) of the bus suspension and arranges for a meeting with the parent/guardian(s) of the student, bus operator and Student Transportation staff prior to the student being reinstated from suspension. Student and parent/guardian(s) are notified that further misconduct may result in suspension with a recommendation for expulsion from EIPS Student Transportation to the Board of Trustees. Principal notifies the Director, Student Transportation by telephone, fax or e-mail regarding reinstatement date. Director, Student Transportation advise the operator(s) by telephone, fax or e-mail regarding the suspension. Copies of the misconduct form are distributed as above.

STEP 6 Suspension with a recommendation for expulsion from EIPS Student Transportation to the Board. Upon receipt of the student misconduct form and after discussion with the operator and student, and after consultation with the Director, Student Transportation and/or a member of Student Support Services Staff (if applicable), the principal shall follow the procedures outlined in Administrative Procedure 352.



## **CONSEQUENCES - MAJOR OFFENCES**

Behaviour which may result in a suspension or recommendation for expulsion from EIPS Transportation includes but is not limited to:

- a. Open opposition to authority of bus operator and/or individuals employed by EIPS
- b. Use of improper, profane, or abusive language or gestures
- c. Engaging in, but not limited to, fighting, intimidation, and/or verbal or physical abuse of other students and staff
- d. Use of tobacco and/or other smoking materials
- e. Engaging in willful destruction of property or acts of vandalism
- f. Acts of vandalism when reparation charges have been assessed but not repaid
- g. Engaging in any dangerous or unsafe behaviour
- h. Riding the bus for any purpose while on suspension from school or the bus
- i. Use or possession of alcohol and/or controlled substances
- j. Possession of controlled substance paraphernalia

The consequences for: alcohol and/or controlled substance trafficking, use or possession of weapons, bomb threats, or vicious physical assault shall result in an immediate suspension with a recommendation for expulsion from EIPS Student Transportation to the Board of Trustees.

**NOTWITHSTANDING THE ABOVE, THE SERIOUSNESS OF THE MISBEHAVIOUR MAY WARRANT IMMEDIATE SUSPENSION OR REFERRAL TO THE BOARD OF TRUSTEES ON THE FIRST OFFENCE.**

### **UNCAS SCHOOL COMMUNITY COUNCIL ASSOCIATION (USCCA)**

The Uncas School Community Council Association is organized for the purpose of assisting the school in various activities. USCCA volunteers support a variety of enriched school activity experiences for students.

All parents of students who attend Uncas School are members. All are invited to attend parent meetings which are held throughout the year in the school library.

## FROM ALBERTA HEALTH

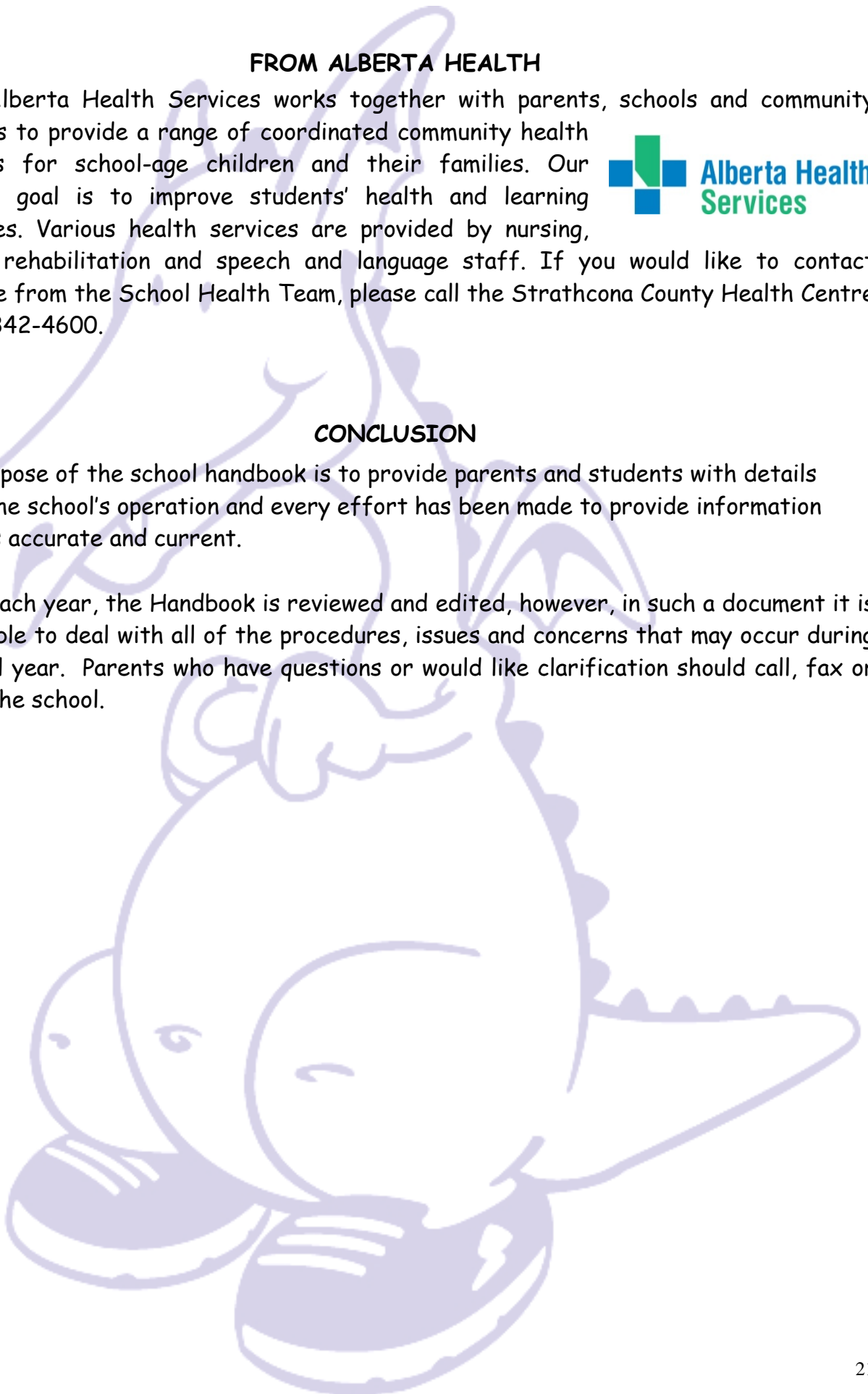
Alberta Health Services works together with parents, schools and community agencies to provide a range of coordinated community health services for school-age children and their families. Our common goal is to improve students' health and learning outcomes. Various health services are provided by nursing, dental, rehabilitation and speech and language staff. If you would like to contact someone from the School Health Team, please call the Strathcona County Health Centre @780-342-4600.



## CONCLUSION

The purpose of the school handbook is to provide parents and students with details about the school's operation and every effort has been made to provide information which is accurate and current.

Each year, the Handbook is reviewed and edited, however, in such a document it is impossible to deal with all of the procedures, issues and concerns that may occur during a school year. Parents who have questions or would like clarification should call, fax or e-mail the school.



# Autographs



# Autographs

