

**Student
HANDBOOK**



2024-2025



STAR CITY SCHOOL
NORTH EAST SCHOOL DIVISION #200
BOX 400 STAR CITY, SK S0E 1P0
Ph: (306) 863-2353
Principal: Mr. Rob Unruh

Dear Families and Students,

Welcome back to a new school year! As we embark on the 2024-25 academic journey together, we are excited to reconnect with our school community. We understand and appreciate the diverse learning needs of every student, and we are committed to providing high-quality education that supports each child's growth and success.

I invite parents to keep up to date with their child's progress using the Edsby app. If you do not have access to or have forgotten your login and/or password, please contact the school and we will be happy to help you.

Please be sure to check out the new policy and expectations on personal electronic device use in schools. More information can be found on page 19.

We look forward to a year filled with learning, growth, and achievement. Let's make this school year the best one yet!

Rob Unruh
Principal

Mission: To provide rich opportunities for learning & growth.

Vision: Creating a positive climate through educational programs and shared leadership, while involving families and the community.
























Values: We value: Stamina, Others, Achievement and Resilience

Students, staff, and parents will strive to:

- Create a safe environment which fosters a love for learning
- Maximize individual strengths and potential through a balance of academic and extracurricular programs
- Enable students to think logically, independently, and creatively
- Promote acceptance, respect, and responsibility for self and others
- Value the diverse needs of our students and the role of families and community

Motto: Learning & Growing Together.

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STAR CITY STAFF

Staff Member	Position
Binning, Desirea	Teacher/DET
Gayler, Ashley	Teacher
Kristina Pipunic	Educational Assistant
Jung, Kendra	Admin. Assistant/Librarian
McGillivray, Laura	Educational Assistant
Mason, Debbie	Teacher
Camryn Wassill	Teacher
Unruh, Rob	Principal
Veinot, Blake	Custodian
Brent Plant	Teacher
Wagner, Morag	Teacher
MacNeil, Trina	Educational Assistant

TELEPHONE NUMBERS

School Office 863-2353

Email: starcity@nesd.ca

Principal: unruh.rob@nesd.ca

SCHOOL FEES

Caution Fees

Star City School does not collect caution fees, if students lose or damage textbooks and library books, they will be charged directly for a replacement copy.

Exceptions: Fees will still be collected for some extracurricular, and PAA classes if students choose to upgrade their project using different material (ie. Maple instead of pine).

STREET SHOES

Students must remove outside footwear in times of inclement weather. **Students should have a second pair of non-scuffing shoes to wear in the school.** Indoor shoes will be kept in homeroom classrooms, lockers or on boot shelves. Indoor shoes should be always worn in school.

BEFORE SCHOOL HOURS/AFTER SCHOOL HOURS

Supervision of the school begins at 8:45 a.m. Students should not be arriving prior to the start of supervision period. Students should check with the teachers during the day if they plan to use the school facilities after 3:25 p.m. as only bus supervision will occur from 3:20-3:30. In general, a teacher is at the school until 4:30 p.m, should students need to use the library, computer room, or labs. For the 2024-25 school year, after school supervision will be provided for bus students between 3:25 and 3:45 as we wait for the bus to arrive from TMSS.

SPARES

Students on spare are free to leave the building but must sign out at the office. If a student stays at the school during a spare, they may be assigned to the library; if that practice does not interfere with the library's normal function. Students are encouraged to use their spares to complete other course work and may be assigned an alternate classroom to work on courses.

SCHOOL OPERATIONS

A pleasant, orderly, and safe school environment provides an atmosphere which promotes learning.

Students are expected to conduct themselves in a way that shows respect for teachers, support staff and fellow students.

Students are expected to be punctual and attend regularly. All students shall be regular and punctual in attending class and attending to assigned duties or agreed upon commitments.

Students are expected to be diligent and complete assigned tasks in a timely fashion. While all students shall be entitled to assistance and support to complete the tasks assigned to them, the Board expects all persons to be ultimately responsible and accountable to ensure that they complete assigned tasks in a reasonable and responsible fashion.

We expect that while undertaking educational endeavors, all students will display courteous, co-operative behavior and respect for the rights of others.

Students attending school or school sponsored activities will:

- a) Observe reasonable standards with respect to cleanliness and tidiness of person.
- b) Refrain from using tobacco in any form, including e-cigarettes and vape pens.
- c) Refrain from using or being under the influence of alcohol or illegal drugs.
- d) Refrain from using profane language, from teasing or verbally abusing others.
- e) Refrain from bullying and intimidating others.
- f) Refrain from sexually harassing others.
- g) Will respect property ownership and refrain from unauthorized use of property or material belonging to others.
- h) Refrain from the use of violence or excessive force to impose their will on others.
- i) Refrain from using weapons or threats to intimidate, humiliate or harm others.

The Board expects that all people associated with the educational enterprise will conduct themselves in a manner that brings credit to that enterprise at all times. The Board further authorizes its administrative officers, teachers and other appropriate personnel to take disciplinary action as outlined in the Education Act or Policy 409 where conduct is such that disciplinary action is required.

School Access/ School Safety Plan

For the safety of students and staff, all doors are locked from the outside from 9:15 am to the end of the day. The front entrance will remain open from 8 am – 5 pm each day for emergency purposes.

Visitors are asked to use the doorbell at the main doors on the north side of the school.

Fire drill and severe weather practices, lock down and evacuation procedures will be reviewed and practiced throughout the school year with students and staff.

BELL SCHEDULE

7-12 High School

8:45	Expected arrival time-Students are not to arrive early unless special arrangements are made with the staff.
8:55	Students are expected to be in the classroom with all of the required materials.
9:00	Classes begin immediately following O Canada and attendance
9:00-10:00	1 st period
10:00 – 10:05	5-minute break
10:05-11:05	2 nd period
11:05 – 11:10	5-minute break
11:10 - 12:10	3 rd period
12:10 – 12:25	WIN (What I Need) Time
12:25 – 1:15	Lunch is to be eaten in the Multipurpose Room (Grade 7-12)
1:15 - 2:15	4 th period
2:15 – 2:20	5-minute break
2:20-3:20	5 th period

K-6 Elementary

8:45	Expected arrival time-Students are not to arrive early unless special arrangements are made with the staff.
8:55	Students are expected to be in the classroom with all the required materials
9:00	Classes begin immediately following. Attendance will be taken
10:30 - 10:45	Recess
12:25 - 1:10	Lunch & noon break. K-6 students eat in classrooms.
1:10	Bell rings to come in and start 4 th period class
2:10-2:25	Recess
3:25	Dismissal

ASSESSMENT PRACTICES

Students at Star City School will be assessed using both Formative and Summative Assessment.

Formative Assessment- Is for practice only it is not used as part of the report card mark but gives an indication of what students have learned and what they still need to learn. Examples of formative may include daily work, group assignments, homework, and practice sheets

Summative Assessment- Is used to 'sum' what you have learned. A grade will be assigned and used toward the report card mark. Examples of summative may include tests, performance task, presentations and rubrics.

CHEATING

Cheating includes illegal use of unauthorized materials or copying on exams, internet fraud, electronic plagiarism, or copying of other student's assignments to be submitted for marks, and plagiarism. Cheating will not be tolerated; any instances will be handled at the discretion of the teacher and/or the administration.

REPORT CARD

Report cards will be available via Edsby at the end of each term; Nov. 14, Feb. 5, Apr. 17 & June 27. Student Grade Books can be accessed at any time through Edsby on the Star City School

website. Students and parents who require help accessing Edsby are asked to contact the school. Student-Led Conferences will take place October 15th and 16th and March 10th and 13th, from 5pm to 7:30 pm.

EDSBY

Just a reminder that parents can access assignments, due dates, marks and exam dates on Edsby. The link for Edsby can be found on the Star City School homepage. Any parents, guardians or students who need help accessing the gradebooks can call on the teacher or the office for assistance

ASSIGNMENTS AND HOMEWORK

Assignments, projects, and homework are necessary extensions of class work. They provide for individual work, discovery and practice. The due dates are expected to be honored by the students. Please talk to the teacher giving the assignment, if you cannot meet the due date, or have trouble with it. When a student is absent, missed assignments, notes, etc. are expected on due dates unless she/he meets with the teacher to change the date. Failure to do so can mean having to spend extra time at lunch (Tutorial), before or after school.

Taking **responsibility** for one's learning includes submitting/completing work on time and is supported by Section 150(3)(d) of the Education Act 1995 to "be diligent in his or her studies". Additionally, **choosing to learn** and **excellence in academics** requires feedback on one's performance, which is more beneficial when it is given in a timely and immediate fashion; something that cannot occur if teachers are not in possession of student work. To support this end, please note the following:

A. Teacher Responsibilities

- a) At the time summative assessment/assignments are provided a due date shall be given and placed in Edsby/
- b) Adequate in-class time to complete assessment tasks/assignments will be provided to students with the understanding that sometimes homework may be warranted.
- c) Where summative assignments are large in nature, teachers will chunk them into smaller due dates to ensure that students are maintaining appropriate pace to complete the assessment on time
- d) If, based on their observations of a student's work and progress, a teacher deems a student to be behind or having difficulty, they will reiterate expectations of assignment/task, check for student clarity and proactively recommend students use extra-time before, during or after school.

B. Student Neglect of Duty

- a) Where a student does not have an assignment/check point completed on the due date then the teacher "**shall**" **supportively** revisit the expectations of the assignment with the student and clarify the expectation that it shall be handed in to the teacher the next day by 9:00 am or be referred to administration for "**Neglect of Duty**". The referring teacher will recommend **STAR** to the student and keep the record of attendance.

Following this discussion and pro-active support, **“CONFIRMED”** parental notification **“must”** be made that the assignment has not yet been submitted.

b) Where students do not complete their assignment the next day, they will be referred to Administration for **“Neglect of Duty”**:

i. Students referred to Administration for **“Neglect of Duty”** will be placed on an admin. release from regularly scheduled classes until such time that the assessment is completed. A student may also be placed on Athletic Probation where in which that student’s participation in extra-curricular activities may be limited or suspended entirely until the assignments are completed in a manner considered satisfactory by the classroom teacher.

NOTE: Students are responsible for course material missed during their Admin. Dismissal

ii. Chronic instances of **“Neglect of Duty”** will result in progressive discipline measures

DISCIPLINE POLICY/PROCEDURES

The Education Act states that students are expected to behave in a respectful and disciplined manner to all members of the school community. From time-to-time discipline issues arise and these will be dealt with by the school staff.

Considerations are made that consider past history and timing, nature of the offense, seriousness of the offense, and restitution the offender is willing to make.

Acts such as obscene language, verbal and physical abuse, harassment, damage to personal or school property, failure to complete assigned tasks, disrespect for authority and use of tobacco, alcohol or drugs will lead to escalations in the discipline procedure at Star City School.

Parents will be informed of any serious offense that takes place. Students may have any number of consequences to face due to the nature and seriousness of the incident in question, as well as the student’s past history. Consequences may include any of the following:

- Verbal Warning
- Restitution
- Parent Notification
- Detention
- Loss of privileges such as field trips, dances, and/or sports participation
- Meeting with parents, student and teacher
- Student Contract
- In-school suspensions
- Out of school suspensions
- If improper behavior continues after one or all these steps have been taken then a discipline committee can be struck that will include parents, student, in-school administration and the Superintendent of the Northeast School Division responsible for Star City School. If the problem is not solved expulsion would be the last action.

We strive to provide a safe, caring and fun environment for all members of the school community, and we will take the steps necessary to make sure this is the case. We find one of the most important pieces in helping students through any discipline problems students may face is support from parents and guardians. We prefer to work with parents to help find solutions that can lead to improved behavior and hopefully success at Star City School.

It is Assumed:

1. Before any contact is made with the parents, the teacher has done everything in their means to help the student modify their behavior.
2. The student has been given alternatives and encouraged to correct the misbehavior in positive ways.
3. Situations occur in educational settings that do not allow “blanket” consequences, but the staff and administration hope to use fairness and professionalism and cooperation from home to deal with issues that arise.

ATTENDANCE POLICY

1. Regular and punctual attendance is a legal requirement for all students under 16.
2. Both tardiness and absenteeism can be a disturbance to the rest of the class.
3. Students with poor attendance often have problems completing their course/grade successfully.
4. It is expected that doctor, dentist and other such appointments be made **after school or on school breaks** wherever possible to ensure students do not miss class time. Appointments such as haircuts and tanning cannot be authorized during class time.

I. Student and Parent/Guardian Responsibility

As per Section 150(1)(a) of the Education Act, 1995 it is the responsibility of every pupil to “attend school regularly and punctually”.

a) Exceptions to school attendance as outlined in Section 157 of the Education Act, 1995 include reasons:

- For unavoidable causes considered to be sufficient by Administration;
- For a holy day of the church or religious denomination of which the pupil or the pupil’s parent or guardian is a member;
 - For the purpose of receiving medical or dental treatment;
 - For the purpose of accompanying his/her parent or guardian on a period of extended travel outside the school division so long as pro-active measures are taken by the family to maintain reasonable continuity in the progress of the pupil in his/her courses of instruction.

For reasons of administration and safety, whenever a student is absent for any reason, parents or guardians must phone the school at 306- 863-2353 to report the absence. Absences should be reported to the administrative assistant before school starts in the morning.

Students leaving school during the school day MUST sign out at the office.

Students arriving late for class MUST sign in at the office.

ACCEPTABLE ABSENCE:

1. Religious holiday

2. Compassionate – i.e., Death or serious illness in the family
3. Sickness or medical
4. Buses not running
5. Approved school activities
6. Students may need to miss school on occasion because they are helping with the family farm or business. The school attempts to show some leeway, where a students' marks and grades warrant.
7. Other reasons may apply provided prior arrangements are made with the school administration

GRADE K – 9

1. Students who are under 16 and have not completed Grade 9 must by law attend school regularly.
2. Parents are expected to phone the school prior to a student's absence at 863-2353.
3. Missing an examination or other assessment may result in staying at school outside of school hours to write the test.
4. If a student must leave the school, it is the student's responsibility to notify the teachers of his/her absence prior to leaving. Absence with failure to notify teachers will be considered as truancy.
5. Students asked to leave a class due to being disruptive may be considered absent and required to do make-up time.
6. Students may be asked by the classroom teacher or administration to make up for lost time because of absenteeism. This will be done outside of school time (mornings, noon hour, or after school).

When students miss classes for any reason, it is their responsibility to find out what they have missed and to make every effort to get caught up as soon as possible. Students who habitually miss classes or come late to class without valid reasons will be dealt with by the administration.

GRADE 10-12 ATTENDANCE

1. Students are to be accountable and responsible for their own actions.
2. Lapses in student attendance will be documented.
3. An attendance review board will be convened if a serious problem develops.

Students who miss 50% or more of a class will be marked absent for that class. If students come late to class, the classroom teacher may have that student stay after school to catch up on what was missed.

FIVE (5) ABSENCES IN ANY COURSE WILL RESULT IN A LETTER BEING SENT HOME TO PARENTS TO INFORM THEM OF THE ATTENDANCE SITUATION.

TEN (10) ABSENCES IN ANY COURSE WILL RESULT IN A MEETING BEING SCHEDULED WITH THE STUDENT, PARENTS AND ADMINISTRATION. THE ISSUE WILL BE DISCUSSED AND AN ATTENDANCE PLAN DEVELOPED.

FIFTEEN (15) ABSENCES IN ANY COURSE, FOR ANY REASON MAY RESULT IN REMOVAL FROM THAT COURSE UNLESS THERE ARE UNUSUAL CIRCUMSTANCES.

(Any school-sponsored events (field trips, sporting events, etc.) do not count towards the total number)

Appeal Process

In the event that an extenuating personal circumstance occurs that results in a student accumulating more than 15 absences (excused or unexcused), then parents/guardians must complete the Application of Appeal – Extenuating Circumstances or Application for Exemption – Prior Knowledge to initiate a formal review.

DRESS CODE

A reasonable standard of dress is expected in Star City School. A clean, safe, and neat appearance is the general theme of the code. Fashions reflecting antisocial values, vulgar or suggestive thoughts, or promoting alcohol, tobacco or drugs are not to be worn. Revealing clothing is also not to be worn. Each student's attire is to promote a positive, safe and healthy atmosphere within the school. Students who disregard this policy will be asked to change. This can be done at the school if they have something more appropriate, or they will be sent home to do so if they are unable to find something acceptable.

Non-Scuffing shoes should be worn in the building. Students are expected to have a change of clothing for their physical education classes if required by the teacher.

COPY MACHINES AND COMPUTER PRINTERS

Personal item (i.e., Music, recipes, patterns, etc.) to be copied will cost 10 cents/page this must be done after school come to office with money to pay for copies. Notes and resource material for class assignments will be copied at the subject teacher's discretion.

INTRAMURALS

Noon sports in the gym are organized and supervised by the teachers. Check announcements for details. Proper athletic footwear must be worn.

LEAVING SCHOOL PROPERTY

Leaving school property during class time and breaks is prohibited. Leaving school at noon is allowed when:

- a) A note from the parents of bused Gr. K-6 students must be provided to the homeroom teacher. The note must be dated, signed with the purpose for leaving, and handed in prior to leaving the school.

BIKES

Students who bring bicycles to school will park them in the bike racks that have been provided. At no time will the bikes be ridden other than by the owner, home for lunch, or at the end of the day. Students are asked not to loiter around the bike rack.

CANCELLATION OF SCHOOL

Star City School will **ALWAYS** be open during inclement weather. On days when there are severe weather conditions such as wind chill or blizzard, the buses may not run. This decision will be left up to the bus drivers themselves. If a bus is not running, it will be announced on CJVR, CJNE and 94.7 Storm Radio. If buses do not run, lessons will be taught, and all bus students will have

the opportunity to catch up. It is not recommended to bring bus students in on your own if the roads are deemed unsafe.

LOCKERS

- a) Some students are issued an individual locker
- b) Students are expected to keep all their books and personal items in their **locked** lockers or designated spot in homeroom classrooms. Students are requested to get books from their lockers at breaks.
- c) Only locks provided by Star City School can be used on the hallway lockers. Grade 9-12 students may request a lock from the office if they wish.

**** AVOID FUTURE PROBLEMS BY NOT TELLING ANYONE THE COMBINATION OF YOUR LOCK AND KEEP YOUR LOCKER LOCKED**.**

“In striving for an environment that is safe and conducive for learning, Star City School has adopted the following policy with respect to searching of lockers within the school and vehicles situated on school property. All students utilize a locker within school property must clearly understand they can have **NO EXPECTATION OF PRIVACY** in this locker at any time. The Principal or designate may also solicit and utilize the assistance of the Royal Canadian Mounted Police (R.C.M.P.) and a trained Police Canine to facilitate any search. Further, the Principal or designate may direct an exterior search of any vehicle that is parked on school property, again utilizing the assistance of the R.C.M.P. and a Police Canine. Any illegal substances will be turned over to the R.C.M.P. for criminal investigation.

MEDICATION

No medication will be provided at the office (i.e.: Tylenol, Aspirin). Students must keep any personal medications in their locked locker. If parents require staff to administer doctor prescribed medications, they are asked to speak with the Principal and complete the required form.

NEWSLETTER

Newsletters are sent home at the beginning of each month. If you would like to post something in the newsletter please contact the administrative assistant and provide her with the information you would like posted. If you wish to save paper, the **newsletter is also available by email and on the Star City School website.**

PROPERTY DAMAGE

Students will be charged the cost of repairing or replacing property that was carelessly damaged or broken. It is the duty of the students to report willful or accidental damage to property.

Library

Open Monday – Friday – 8:00 a.m. – 4:00 p.m. and closed at noon.

EXPECTATIONS

1. Sign out all materials, books and textbooks before taking them out of the library
2. No food or drinks in the library.
3. Do NOT move the tables without permission from the librarian.

4. Replace chairs under tables and tidy your study place when finished.
5. Meetings should not be scheduled for the library during the school day without the librarian's permission.
6. The students are to work quietly.
7. The loan period for Library materials is two weeks. Overdue lists will be distributed to teachers frequently. The cost of lost or damaged materials will be billed to the student's family.
8. Reference books are not to be removed from the library. No CDs or Computer disks are to be removed from the library.
9. The color printer is only used by having a staff member print off acceptable material.
10. If students need to check out materials while the librarian is away from her desk, they are asked to record their name, date, item they are wishing to check out and the bar code numbers on the item they wish to borrow on the sign out sheet in the library. The librarian will then record this information in the library system when she returns.

PEDICULOSIS

Public Health nurses can provide general education around prevention and will meet with individual parents whose children have contracted head lice. Parents will be notified if head-lice are found in the school.

- TIPS:
- Encourage your child(ren) to treat grooming aids as personal and not for sharing.
 - Stress the importance of not sharing towels, hats and sleeping bags as these items are also known to transmit lice.
 - Older children should be told not to try on hats and scarves in department stores to prevent spreading within the community.
 - Children with long hair should keep it tied or braided.
 - Contact the Public Health nurse if you have further questions.

SMOKING/VAPING

Provincial legislation states: No smoking or vaping on or around school grounds. Students should also be aware that the five-minute breaks throughout the school day are intended for class changes, NOT smoke breaks. Students are encouraged to utilize this time to get to class on time with the proper school supplies. Students are not to leave the school to have a smoke during this time.

Students who choose to use (or to associate with) smoking, vaping and/or chewing products on school property or during the class change breaks should expect the following:

- 1) First Offense
 - a one day in school suspension will be given and parents contacted
- 2) Second Offense
 - a one day out-of-school suspension will be given, and parents contacted
- 3) Third Offense
 - a three day out-of-school suspension will be given, and parents contacted
- 4) Fourth Offense
 - a ten-day out-of-school suspension will be given with the possibility of a recommendation to the Board of Education for expulsion of the student.
 - parents contacted

The administration of Star City School is prepared to assist in the provision of counseling and other support services for students when requested.

SCHOOL BUS REGULATIONS

1. Students must obey the driver promptly and respectfully. Students must obey the orders of the monitor or patrol on the bus.
2. The student must be on time.
3. Unnecessary conversation with the driver is prohibited.
4. A student not returning home by bus must ensure the driver is notified.
5. Parents are responsible for their children between home and the bus stop.
6. All students must be properly dressed for weather conditions and in complete readiness to board the school bus when it arrives at each pick-up point.
7. When boarding the bus students shall, immediately and in an orderly manner, proceed to their seats as assigned by the bus driver. Students shall always remain in their seats unless told to move by the driver.
8. Students must not bother each other. There shall be no unruly behavior of any sort.
9. There shall be no tampering with doors and windows or any other part of the bus. No object may be thrown out of the bus; neither is it permitted to have a limb or any part of the body extending out of the bus.
10. No student may leave the bus on the way to and from school except when permitted by the bus driver, or if written permission by the parent is handed to the bus driver.
11. Students must be prepared to board the bus immediately after school and remain there until delivered at the bus stop, except when excused by the bus driver or by written permission of the parent.
12. Alcohol, drugs, tobacco, firearms and the use of obscene language on the bus are prohibited.
13. Bus passengers are always expected to be courteous and considerate to each other and to the bus driver.

The bus driver is directed to report students breaking these rules to the Principal.

*** For violation of any of these rules, a student may be suspended off the bus for up to 3 days per incident. The suspension will be issued by the principal after consultation with the driver. If the principal and driver recommend a suspension exceeding 3 days, the Director of Education, or designate will become involved and make a decision in accordance with Northeast Policy 409***

The following procedures shall be followed to ensure that all students are accounted for:

Mornings

Whenever a bussed student will not attend school or if other transportation arrangements have been made, parents shall contact the bus driver (prior to the driver beginning his or her route) and the school.

During the school day and upon bus arrival

Parents must contact the school administration assistant or other designated school staff and bus drivers if there is a change in the transportation status of their child. If your child will not require bussing home this message must be communicated to the same people as mentioned above.

SCHOOL PICTURES

- Friday September 27, 2024.

Students will not wear hats in their individual or group pictures. The photographer will not take your picture if you are wearing a hat.

- Re-take Day: Monday October 23, 2024

TELEPHONE CALLS

Telephone calls to and from the school should not be made during class time. **In case of emergency, parents are asked to call the office to speak to their child.**

SCHOOL VISITORS

We ask all parents, community members, maintenance and delivery personnel to please report to the office so we can assist them with their business at the school.

PARENT & STUDENT VOLUNTEERS

Volunteer time from parents is appreciated. Please look in our newsletter for different volunteer opportunities. If you would like to volunteer for a certain sport or event, please contact the school. We will put your name on a list and contact you when these events are taking place, and we require help! Students have an opportunity to volunteer to help around the school. A service may be acting as an official in a sports game, reading to a student group, making posters, charts, working in the library, etc. Students can use these services on resumes when applying for summer or permanent jobs. Please ask at the office for details. Any parents or guardians who wish to volunteer at the school or transport students for field trips of extra-curricular activities will require a criminal record check and a vulnerable sector check.

STANDARDIZED TEST

Each year students in the North East School Division are administered some standardized tests. The student scores are one of the indicators used for prescribing programming. As well, the results allow us to see where we may have some deficiencies in what is being taught in our school, our division, and our province which in turn increases our chances at improving our education program.

STUDENT REPRESENTATIVE COUNCIL

The Student's Representative Council (S.R.C) is an appointed body through an application process. Their function is to provide leadership and organization of the extracurricular, intramural and social programs of the school. Council members meet regularly to organize recreational and cultural activities in accordance with the wishes of the Student Body and to promote Falcon spirit. These activities are funded through fund-raisers, which are organized by the S.R.C. or other student groups. Students are encouraged to participate in fundraisers. Fundraisers will be publicized through the school monthly newsletters and posters.

STUDENT EXTRACURRICULAR ACTIVITIES

ALL parent/guardian drivers must have \$2 Million liability insurance.

Students will not drive to school sponsored events.

The following list is subject to change:

School Sports (J)unior = Gr. 6-9; (S)enior = Gr. 9-12; B = Boys; G = Girls

* Volleyball – J, SG

- * Cross Country Running - J B/G, S B/G
- * Track & Field - J B/G, S B/G
- * Basketball - J BG
- * Badminton - J B/G, S B/G
- * Archery - Gr. 4-12
- * Fitness Club - Gr. 7-12
- * Tech Club (coding, 3D-Printing)

Other Clubs: Canteen, SRC and Grad Decorating, Weightlifting Club, Jr. SRC, Art club, Cheer club

Star City School Code of Ethics for Coaches and Athletes

The staff of Star City School volunteers their time to provide opportunities for students to participate in competitive high school athletics. If enough athletes wish to participate at a recreational level, attempts will be made to accommodate them, providing there are sufficient coaches available to supervise the program.

Star City Coaches are expected to:

- Remember that the athletic area is a classroom with moral and education obligations always required.
- insist upon a high degree of scholarship from all participants.
- maintain a genuine and current knowledge of that which he/she proposes to teach.
- maintain fair, unprejudiced relationships with all team members.
- pay careful attention to the physical condition of the athletes.
- inspire a love of the game and a desire to compete fairly.
- take a strong stand against profanity, unfair play and **unsportsmanlike** behavior of their athletes.
- Always maintain self-control and accept the decisions of all officials.
- teach athletes to win by use of legitimate means only.
- believe in the honesty and integrity of opponents and officials.
- teach that to win is always desirable, but to win at all costs defeats the purpose of the game.

Star City athletes are expected to:

- Always conduct themselves with honor and dignity, cooperating fully with all coaches and staff members.
- treat visiting teams, spectators, and officials as honored guests.
- faithfully complete schoolwork as practical evidence of their loyalty to school and team.
- show that it is a privilege to represent their schools.
- remember that there is no place in school athletics before, during, or after competition for the use of drugs, tobacco or alcohol.
- maintain a suitable level of fitness.
- be always fair no matter what the cost.
- believe in the honesty and integrity of opponents and officials, accepting gracefully and without question the decision of the officials.
- learn and abide by the rules of the game.
- accept both victory and defeat with pride and compassion, being neither boastful nor bitter, recognizing and applauding honestly and whole-heartedly the efforts of their teammates and opponents.
- play hard to the limits of their abilities regardless of discouragement. True athletes do not give up, nor do they cheat, bet or show off.

Star City School is a place where academics is the top priority and participation in extra-curricular activities is encouraged. Students are expected to comply with the Duties of Students as prescribed in the Education Act and to follow all school rules as outlined in the Star City School student handbook. Students who do not meet these minimum requirements may lose the privilege of participating in extracurricular activities.

STUDENT & TEACHER CONFLICT: (Should be dealt with in this order)

1. Parents should telephone or visit the teacher to obtain details of the problem. This should be done after school unless the teacher is able to set up an interview during the school day.
2. If the conflict continues, parents, students and teachers should meet to try and resolve the problem. A mutual exchange of expectations often results in an agreement that suits both parties.
3. If further assistance is required to solve the problem, contact the principal of the school.
4. After all local avenues of resolution are tried, the Superintendent of Schools may be contacted.

TECHNOLOGY

We provide internet access in a variety of locations throughout the school. We are very sensitive to the nature of the internet and the possibility of accessing inappropriate material. Parents must sign a Northeast School Division permission form. **Use of the internet is a privilege; misuse of the internet will result in the removal of this privilege for cause.**

Students are not allowed to change the settings that NESD has on our computers.

CELL PHONE USAGE & ELECTRONIC DEVICES

New for 2024-25

To support student wellbeing and to create a more focused and productive learning environment, the Northeast School Division must thoughtfully limit the use of smartphones and other personal electronic devices in our schools. We are committed to upholding our values—connection, collaboration, empowerment, and inclusion—by setting clear guidelines for the appropriate use of these devices. This approach ensures technology serves learning while protecting student focus and wellbeing.

Although smartphones can be tremendously powerful communication and productivity tools, coupled with social media apps, they can also be highly addictive and sometimes harmful distractions from learning.

Beginning in the 2024-25 school year, students in grades k-9 will be asked to leave all personal electronic devices (PED's) at home.

- **Should a student in grades k-9 bring a PED to school, they must store their device in a teacher-provided location.**
- **Students in grades 7-9 will have access to their devices at noon, between 12:25 and 1:10.**
- **Students in grades 10-12 will be required to store their device in a teacher-provided location.**
- **Students in grades 10-12 will have access to their PED's during their 5 minute breaks between classes and at noon, between 12:25 and 1:10.**

Non-compliance with these rules will result in disciplinary measures, including warnings, parental notification, and temporary confiscation of the device, escalating with repeated offenses.

Each violation of this policy will be recorded into students' behavior log and will result in disciplinary actions aligned with the NESD AP 409 Discipline and AP 407 – Student Conduct. Specifically in an effort to teach appropriate behavior, recognizing increasing accountability for the student's behavior.

First Offense: Warning, reminder of policy, and parental notification.

Second Offense: Parental notification, and device temporarily confiscated and returned at the end of the day.

Third Offenses: Parental notification, and device temporarily confiscated and returned to a guardian at the end of the day. For a three-week period following the infraction, PEDs will be stored in a security bag upon entering school for the duration of the school day, or the student leaves PEDs at home.

Subsequent Offenses: Parental notification, and device temporarily confiscated and returned to a guardian at the end of the day. For a minimum six-week period following the infraction, PEDs will be stored in a security bag upon entering school for the duration of the school day, or the student leaves PEDs at home.

STUDENT CODE OF CONDUCT

A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. The school's standard of behavior applies not only to students, but also to all individuals involved in the publicly funded school system – parents or guardians, volunteers, teachers and other staff members – whether they are on school property, on school buses or at school-authorized events or activities.

Students are expected to utilize the following principles:

- conduct themselves in an appropriate manner when going to and from school, in classrooms, within school, on school grounds, during extended classroom activities, and on school buses;
- apply themselves in all curricular areas and to set high standards for personal achievement;
- attend school and classes on a regular basis and be punctual;
- dress in a manner which reflects purpose and propriety;
- be considerate of the thoughts, feelings and heritage of others;
- be free of illegal drugs/alcohol, possession, use or influence during any time they are under the jurisdiction of the school district;

Towards ensuring the above, we will create an environment which will encourage students to exercise self-discipline by:

- developing programs which promote appropriate behavior;
- using methods and procedures which enhance self-esteem and self-discipline;
- providing opportunities for students to practice cooperative classroom behavior;
- using procedures which model fairness, equity and respect;
- establishing a code of conduct consistent with Board policy.

*Students must follow the '**School Wide Behavior Expectations**' that fit in with the above mentioned*

All students are entitled to 'The 3 R's'

Respect

- * I respect myself
- * I respect others and I treat others with respect
- * I respect school property and my physical environment

Rights

- * I have the right to be safe in school
- * I have the right for my property to be safe in school
- * I have the right to learn
- * I have the right to be happy

Responsibility

- * I have the responsibility to make the school safe
- * I have the responsibility to respect other's property
- * I have the responsibility to come prepared to learn
- * I have the responsibility to treat others with care.

WHEN IS THE STUDENT CODE OF CONDUCT IN FORCE?

The Student Code of Conduct is in force:

- On school property prior to, during and following regular school hours when school is in session or when school activities are in operation
- While students are on the school bus or in a division vehicle for any reason
- When a student's conduct to and from school and/or at the bus stop has a harmful effect on the other students, the community or on the orderly educational process
- At all school sponsored events and other activities where school administrators have jurisdiction over students
- **When a student's out-of-school conduct indicates that the student presents a threat to the health, safety, or welfare of other students and staff.**

FALCONS S.O.A.R

GROWTH MATRIX

Learning & Growing Together

Stamina

- I can work independently
- I can stay on task
- I can work when no one is watching
- I know what do to when I don't know what to do
- I can use strategies to regulate

Others

- I respect others
- I take care of property
- I value opinions
- I consider feelings

Achieve

- I can set goals
- I can reflect and make changes
- I can do my best work
- I can achieve at high levels

Resilient

- I can respect myself
- I can embrace challenges
- I can keep going when it gets tough
- I can recover from setbacks
- I can try new strategies

Behaviour Response Guide

Level 1:

These behaviours are handled by the attending staff member and are addressed through implementing expectations for learning and behaviour. Level 1 behaviours are reinforced continually in our classrooms. Chronic level 1 behaviours should be documented in OurSchool.

<ul style="list-style-type: none">- Not following through on day-to-day expectations for learning and behavior in a variety of situations- Lack of compliance towards school rules in a variety of situations- Respect for other students- Showing on-task behavior in a variety of learning situations- Making good choices during recess or break time	<ul style="list-style-type: none">- Lateness and tardiness- Getting to class and having materials ready- Conducting oneself in a way that is polite and respectful- Attitude towards school and learning- Responding to requests with promptness- Utilizing the in-school tutorial supports (Star)
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Level 2:

These behaviours are handled by the attending staff member. Chronic behaviours should result in documentation in OurSchool. Teachers need to communicate with parents and seek out support from RTI team and administration.

<ul style="list-style-type: none">- Cheating or plagiarism- Inappropriate representation of school (sports, field trips, etc)- Inappropriate Internet sites- On willing to comply or opposition to authority- Refusal to conform to the rules of school in a variety of situations- Disrespect towards other Students- Using inappropriate language	<ul style="list-style-type: none">- Aggressive behaviour- Racial and other derogatory slurs- Teasing or derogatory remarks- Irregular attendance- Invasion of personal space- Inappropriate clothing- Harassment or Bullying
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Level 3:

These behaviours will result in an immediate referral to the school administration and RTI. Communication will occur with the parents and documentation from TPM will be used to intervene. Counseling and other supports will be sought out.

<ul style="list-style-type: none">- Intimidation or threats- Bullying and harassment- Defiance towards teacher or staff member- Illegal substances- Fighting or instigating a fight- Gross misconduct as defined by the discipline policy- Continuous disregard for school rules that lead to safety concerns	<ul style="list-style-type: none">- Physical Aggression towards students or teachers- Swearing that is directed at an adult or student- Smoking/vaping in inappropriate areas- Willfully destroying and abusing school property
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Parental Involvement

Why Get Involved?

Research reveals many benefits when parents are involved in their child's education, including:

Improved student learning; Better attitudes and behavior; Better school attendance; More homework completed; Greater likelihood of graduating from high school; and a better chance of future career success.

Showing an interest in your child's education, setting high expectations for achievement, and letting your child know you believe in his or her abilities sets a positive context for growth and achievement.

What Can I Do at Home?

You can foster school success at home if you:

- *Make sure your child arrives at school well-rested.
- *Make sure your child has a good breakfast before school.
- *Set a regular time and ensure a quiet place for your child to do homework.
- *Ask your child what he or she has learned in school each day.
- *Limit his or her television, computer, and video game time.
- *Praise and encourage your child.

What Can I Do at School?

You can strengthen the connection with the school if you:

- *Attend open house night.
- *Attend school programs.
- *Read the school newsletter.
- *Attend School Community Council Meetings
- *Support your child in his or her school activities.
- *Spend time at the school as a volunteer or as a visitor.

Here are some general guidelines for helping with homework:

- *Reward progress; use lots of praise; display good work.
- *Find out how much and what type of homework is assigned in each class, how students are expected to prepare for it, and what students can do when they don't understand;
- *Help your child develop a homework schedule that he or she can stick to.
- *Check to see that your child's homework is complete and that they understand it.
- *Have a suitable place for homework to be completed at home;
- *Avoid homework as a punishment.

BULLYING

Bullying occurs when one person derives pleasure from another's pain. Both children are victims and losers in the situation.

Bullying generally involves a real or perceived imbalance of power, with the more hurtful child or group attacking those who are less powerful. It includes an assortment of negative acts carried out repeatedly over time, generally away from the presence of adults or in the presence of adults who fail to intercede. A broad definition of bullying is when a student is repeatedly exposed to negative actions on the part. Spreading rumors and excluding the victim from a group are also common forms. Bullying also of one or more students. These negative actions can take the form of physical contact, verbal abuse, or making faces and rude gestures entails an imbalance in strength between the bullies and the victim, what experts call an asymmetric power relationship.

For these reasons we consider bullying to be a very serious matter and will investigate any instances of bullying reported to us, any students involved in such behavior will face appropriate disciplinary action.

Protocol to follow:

Star City Bully Policy and Protocol

Definitions	What to do if Bullying Continues	Ties to Discipline Policy	Advice For Parents
<p>What is Bullying? Bullying is repeated and systematic harassment and attacks on others. Bullying is instigated by individuals or groups. Bullying can be physical, verbal, Social, emotional, racial or sexual. Bullying is an imbalance of power between the bully and victim. Bullying can be mild to severe.</p> <p>What Does Bullying Look Like? Physical violence and attacks such as shoving, poking, hitting, kicking, punching and unwanted touching. Stealing and/or vandalism of possessions. Being left out of a peer group. Acts that humiliate the victim. Cyber-bullying- such as inappropriate email, or text message</p> <p>What Does Bullying Sound Like? Taunting, name calling and put downs. Gossiping and spreading rumors. Threats. Verbal intimidation.</p> <p>Bullying is Not: Isolated incidents of normal peer conflict. Occasional pushing shoving and name calling.</p>	<p>Student: Tell an adult you trust. Tell the supervising teacher. Tell until action is taken. Telling is not tattling.</p> <p>Bystander: Speak up for someone. Tell an adult. STAND UP, SPEAK UP, TELL AN ADULT.</p> <p>Parents: THIS IS YOUR CHILD. Take harassment reports seriously. Get accurate details. Contact the school. (Homeroom teacher first, if no improvement talk to the principal 2nd)</p> <p>School will: Investigate reports. Apply discipline policy. Counsel victim and bully.</p>	<p>Bullying will be dealt with as any other serious discipline problem: We discipline to correct behaviour. We discipline to maintain a safe environment. We discipline to solve problems.</p> <p>Star City School will take a graduated set of actions when dealing with bullying: Teacher, Principal, Parent, Counselor talks. Loss of privileges, apologies, In-school suspension, Out-of-School suspension. Recommendations for expulsion. Assault charges laid by R.C.M.P.</p>	<p>My child is being bullied. What do I do? Tell your child it is not his or her fault. Encourage your child to use his or her head ... not fists. Encourage your child to stand up to bullies ... be confident and look bullies in the eye. Suggest your child walks away from a bully and walk towards friends or an adult who can help. Tell your child that sometimes it's possible to make things better with a joke ... most bullies back down when they don't get the response they are looking for. Tell your child to use the information they have learned in courses taught at school on bullying. As a parent, you are encouraged to inform school staff or administration immediately.</p> <p>My child is a bystander. What do I do? Encourage your child to stand up to bullies. Encourage your child to support his or her friends that are being bullied. Encourage your child to report all witnessed incidents to an adult. Be sure you explain the difference between 'reporting' and 'tattling'. Encourage 'speaking up'.</p> <p>My child is a bully. What do I do? Reinforce with your child the need to resolve conflicts in a non-aggressive way. Make a point of knowing where your child is. Talk to your child's teacher and principal about the problem.</p>

Obstacles to work around when dealing with allegations of bullying.

- Students do not report instances of bullying in a timely fashion.
 - o Allegations of bullying need to be dealt with immediately
- Students make false claims of bullying.
 - o Misunderstanding of what is bullying and what is not bullying.
 - o Not knowing the difference between telling/reporting and tattling
- Students making light of bullying.
 - o i.e., two good friends teasing each other and then saying, 'he/she is bullying me', knowing full well that both parties are having fun with each other.

Telling

- The child telling wants to keep themselves or others safe.
- The child telling is concerned about safety.
- The problem is important and urgent!
- Someone may be hurt or in danger.
- An adult is needed to help solve the problem.

Tattling

- The child tattling wants to get someone else in trouble or avoid blame.
- The child tattling may have something to gain; attention, popularity.
- No one is hurt or in danger.
- It is not an important problem and can be solved without an adult.
- The child threatens to tell on another in order to control the other child.

*Taken from <http://www.togetheragainstbullying.org>

SUBJECTS OFFERED
ALL SUBJECTS ARE COMPULSORY for Kindergarten – Grade 9 Students

English Language Arts, Science , Social Studies, Math, Health, Phys. Ed, Arts Education,
 Practical & Applies Arts (Gr. 7-9 only)

GRADES 10-12

* Students need 24 of the correct credits to receive a Grade 12 standing. Please see Mr. Unruh to ensure you have chosen the right subjects for a full credit standing and for post-secondary entrance.

The following table outlines the classes that are compulsory to Graduate:

Grade 10 minimum 8 credits	Grade 11 minimum 16 credits at the end of 11	Grade 12 minimum 24 credits to graduate (5 must be at a 30 level)
ELA A 10 ELA B 10 SS 10 or History 10 or Native Studies10 Science 10 Math 10 Wellness 10 3 electives at 10 or higher	ELA 20 Math 20 6 additional electives at a 20 or 30 level	ELA A 30 ELA B 30 SS 30, History 30 or Native Studies 30 A Science 20 or 30 A Social Science 20 or 30 2 Credits in a Arts Ed or Practical and Applied Arts at 10,20 or 30 level Wellness 10, PE 20 or PE 30

* Students are expected to study 5 classes each semester unless a class is not available, or permission has been granted by the principal and parents.

* Students are required to repeat a subject when 50% was not obtained. Supplemental exams are available in level 30 subjects only.