

Duclos School
Northern Lights School Division No. 69
Student and Parent Handbook
2018-2019
Welcome to Duclos School.
Have a wonderful year!

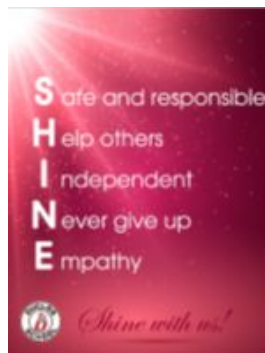


School Phone: **826-3992**
School Fax: **826-2886**
Email: **duclos@nlsd.ab.ca**
Principal: *Jody Centazzo*
Assistant Principal: *Tristan Ilko*
Administrative Assistants: *Elaine Skarsen and Carmen Ostashek*

Duclos School Website

Access through the N.L.S.D. website www.nlsd.ab.ca
Or directly at <http://duclosschool.ca/>

SHINE with us!



Welcome to Duclos School!

Come S.H.I.N.E. with us!

Welcome to Duclos School where we are more than just a school; we are a family! Our mission is to develop mind and character in a safe, caring and learning environment. A year at Duclos School is one of learning, growing, kindness, caring and gaining new experiences! The staff are amazing and have a caring attitude focused on students.

As principal, I take great pride in the sense of community we have built within our school and the warm, welcoming environment we have created for our students and families. We believe it's important to focus on health and wellness for students, families and staff. Our students have daily physical activity and are encouraged to be ambassadors for healthy living; physically and emotionally.

My staff and I are also proud of the strong academic programs we have built together. We have a strong reputation for providing high quality reading and numeracy programs, early intervention supports and for doing whatever it takes to ensure all our students are successful!!

Duclos School has been a part of the Bonnyville Community for over 100 years! We value our strong community partnerships and strive to give back to the community through social justice projects and developing leadership skills in students so they can become active participants in our community outside of school.

We also value our parent volunteers and active School Council tremendously! We encourage you to be an active participant in your child's daily learning experiences. An open, two-way path of communication is vital to the success of our students!

I look forward to meeting you and your family, and we welcome the opportunity to show off our school site, faculty, and students. Please visit us to tour the school at any time.

Sincerely,

J. Centazzo
Principal

Duclos School	0
Welcome to Duclos School!	1
Come S.H.I.N.E. with us!	1
Staff List	5
Duclos School’s Mission Statement	6
Northern Lights Public Schools	7
Student Conduct	8
Duclos is a Safe and Caring School	8
“Be Respectful; Be Responsible; Be Safe”	9
Positive Behavior Matrix At Duclos School	10
Positive Behaviour Support Services	11
Student Advocacy Counselor	11
Character and Citizenship Education – Moral Intelligence	11
Parent Involvement and Communication	13
Parents as Team Members	13
Duclos School Council	13
Fundraising	13
Volunteers	13
Communication	14
Teachers	14
School Communications	14
Newsletter	14
School Website	15
Facebook and Twitter	15
Parent Communications	15
School Cash Online	15
Progress Reports and Course Outlines	16
Parent-Teacher Interviews / Student-Led Conferences	16
Phone Use, Cell Phones, Electronic Devices	16
Student Attendance and Daily Schedule	17
Student and Parent sign in/out policy	17
Parents, Volunteers, and Guests	17
Student Attendance:	18
Duclos Absentee / Late Check:	18
Staff Professional Development	18

School Programs and Services	19
Music Program	19
French as a Second Language	19
Computers and Technology	19
Full Day Enhanced Kindergarten	19
Duclos Care to Learn Preschool	20
Duclos Out of School Care Program	20
Library (Learning Commons), Reading and Book Fairs	20
Celebrating and Promoting Literacy and Reading	20
Physical Education Program	21
Supplies	21
Class Lists	21
Lockers / Boot racks	21
School Photos	21
School Clothing, School Colours and Mascot	21
Concession Service	22
Hot Lunch	22
Milk Program	22
Duclos School Recycles	22
Student Supervision	22
Too Cold for Recess	23
Sick Children at School	23
Injuries	23
Allergies & Medications	24
Peanut and Nut Free School	24
Lice Checks	24
Student Support Services	25
School Health Services	25
Extra Curricular Activities and Special Events	25
Skiing at Kinosoo Ridge	25
Swimming Lessons	26
School Sports	26
Music Program - Duclos Choir	26
Assemblies	26
Celebrations and Events	26
Field Trips	27
Policies and Procedures	27
Student Attendance (NLSD Administrative Procedure 330)	27
Background	28
Dress Code	29
Appropriate Clothing and Footwear	29

Indoor / Outdoor Footwear	29
Names or Labels on All Personal Belongings	29
Lost and Found	30
Equipment, Games, or Toys from Home	30
Weapons (Violent Toys, Toy Guns)	30
Fire Drills and Emergencies	30
Fire Drills: Northern Lights School Division Administrative Procedure 312	30
Emergency Evacuations: Northern Lights School Division Administrative Procedure 311	30
School Lock Downs: Northern Lights School Division Administrative Procedure 311	31
Safety and Security at Duclos School (Locking the Doors)	31
Northern Lights Public Schools Bussing Services:	33
Inclement Weather and Busing:	33
Student Behaviour on School Buses: Northern Lights School Division Policy 20	33
Channels of Communication	34
Student Rules and Regulations	34
Rules and Regulations Pertaining to Students	35
Transportation Link on Duclos Website	35

Staff List

Principal – J. Centazzo	Music Teacher - H. MacFarlane
Assistant Principal – T. Ilko	PE Teacher – Stacy Bauer
Inclusive Education Coordinator – S. Heffernan	
Kindergarten – L. Jordison KJ	Administrative Assistant – E. Skarsen
Kindergarten – C. Scudder KTS	Administrative Assistant– C. Ostashek
Kindergarten – M. Driedger KDR	Student Advocacy Counselor – M. Feland
Kindergarten – C. Schurek KS	Librarian – C. Hornseth
Grade One - H. Hebert 1H	Educational Assistant – S. Babb
Grade One – K. Gibbons 1G	Educational Assistant – T. Steele
Grade One – K. Strzepek 1 ST	Educational Assistant – D. Chapelsky
Grade One – R. Dinn 1D	Educational Assistant – A. Kathan
Grade One – C. Schneidmiller 1S	Educational Assistant – M. Kenzie
Grade Two – M. Jacob 2J	Educational Assistant – M. Kopala
Grade Two – A. Hayward 2HA	Educational Assistant – C. Mahe
Grade Two – G. Nickless 2N	Educational Assistant – L. Unrau
Grade Two – L. Pearce 2P	Educational Assistant – C. Murray
Grade Three – J. Lawton-Godziuk 3LG	Educational Assistant – A. Nicholson
Grade Three – S. Mercier 3M	Educational Assistant – M. Farrer
Grade Three – J. Davidson KD	Educational Assistant – D. Makaruk
Grade Three – T. Joly 3J	
Grade Three - T. Normand 3N	OSC Coordinator – C. Tercier
Grade Four – C. Littlewood 4L	Care to Learn Preschool – C. Tercier
Grade Four – A. MacLean 4M	Care to Learn Preschool – D. Tienhaara
Grade Four – M. Metcalfe 4ME	
Grade Four – L. Ilko 4I	Custodians – Kross Janitorial, Site Foreman Ajith Kumara

Duclos School's Mission Statement

*"Developing Mind and Character in a Safe,
Caring and Learning Environment."*



Duclos School's Value Statements

At Duclos School, We Value:

Passion for Learning

Accountability

Respect

Collaboration

At Duclos School We Value the Virtues of:

Respect

Empathy

Kindness

Fairness

Self-Control

Tolerance

Conscience

Duclos School is Accountable: Our Mandate

- ★ Duclos School has a safe and caring environment; students learn to respect and care for others; students are treated fairly;
- ★ Duclos School meets the needs of students and supports society and the economy with a broad program of studies, quality education, and timely access to services for children at risk;
- ★ Duclos students are taught attitudes and behaviours that will make them successful at work when they finish school;
- ★ Duclos students model the characteristics of active citizenship;
- ★ Duclos students demonstrate the knowledge, skills and attitudes necessary for lifelong learning.
- ★ Duclos School involves parents in decisions about their child's education;
- ★ Duclos School demonstrates continuous improvement;
- ★ Duclos School provides programs and services for students with easy accessibility, effectiveness and efficiency;
- ★ Duclos students demonstrate high standards in learner outcomes;
- ★ Duclos School and NLSA provides professional development that is focused and systematic contributing to the professional growth of staff.

(Performance Measures from Alberta Education Accountability Pillar)

NORTHERN LIGHTS PUBLIC SCHOOLS

VISION

"Improving our world, one student at a time"

MISSION STATEMENT

"Working Together to Help Every Student Learn and Excel"

VALUE STATEMENTS

In the Northern Lights Public Schools, we value:

- Passion for Learning
- Mutual Respect and Trust
- Integrity, Collaboration, Innovation
- Increasing Leadership Capacity
- Excellence, Accountability
 - Diversity

BELIEF STATEMENTS

In the Northern Lights School Division, we believe:

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



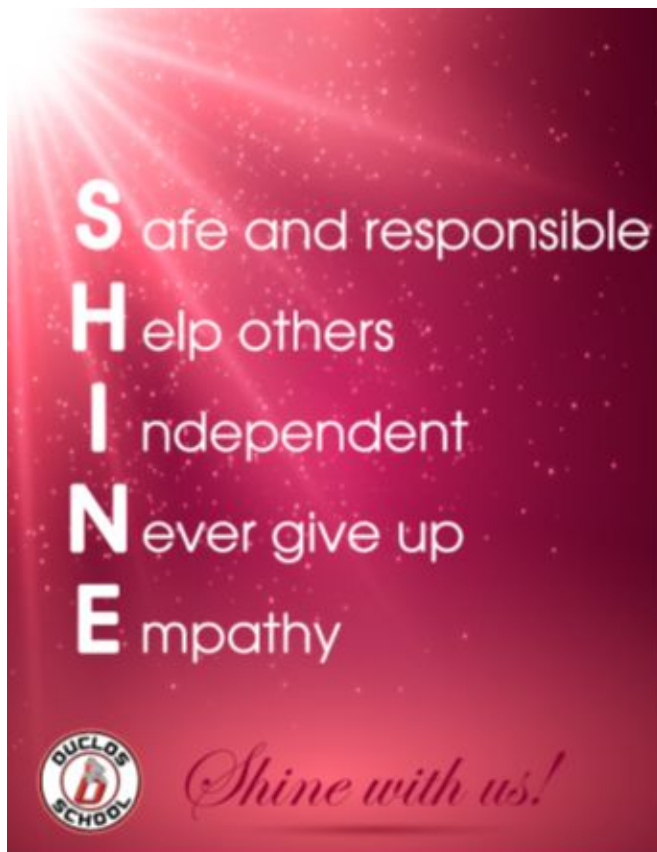
Student Conduct

Duclos is a Safe and Caring School

Duclos School and Northern Lights Public Schools believe we have the responsibility to provide all students with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. The Superintendent of NLPS expects schools to help students develop behaviors and social skills which will enable them to be socially responsible, caring and contributing members of society. The Superintendent expects students to be responsible for their behavior that impacts upon the school environment regardless of where it happens, including online. (*NLPS Administrative Procedure 350 Student Conduct*)

Duclos School is a safe and caring school. We work together to create a welcoming, friendly environment. Duclos School is a place where everyone works cooperatively toward a common purpose; to be inviting and kind to every student and parent. We choose activities, implement programs, use resources and provide discipline to enhance the learning of our students. As we state in our mission statement: we develop students' minds and character in a safe and caring learning environment.

Our belief in positive behavior supports for students is illustrated in the Positive Behavior Matrix developed by our students, teachers, and our parent community and our **S.H.I.N.E.** mantra.



The Duclos Mantra, “SHINE!” is used daily with students as a teaching tool.

It is reinforced at weekly assemblies

It is referred to when assisting children in making good choices

It is referred to when celebrating student successes

It is the focus of our Shining Star awards

We emphasize three goals in our Positive Behaviour Matrix

“Be Respectful; Be Responsible; Be Safe”

All students respect the rights of others.

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

All students respect the property of others.

- Students must treat personal property, the property of others, and school property in a caring and reasonable manner and have the responsibility of reporting any inappropriate actions.

All students are responsible for their own actions.

- All students must accept responsibility for their actions, regardless of the actions of others.

At Duclos we establish a positive social culture with common language, common experience, and common vision and values. We believe in a school-wide positive behaviour support system: an approach for establishing the social culture and individual behavioral supports needed to achieve both social and academic results for all students.

Features of Positive Behaviour Supports:





- ★ Preventative vs reactive
- ★ Positive social expectations are defined and taught
- ★ Positive behaviour is acknowledged
- ★ Problem behaviours are addressed in a consistent manner
- ★ Continuum of support and interventions is established
- ★ Expectations are for all staff and students are defined

The Duclos Matrix of positive behaviour expectations is used to emphasize and teach how students are respectful; responsible; and safe in all areas of our school: classrooms, playground, bathrooms, hallways and boot rooms.

Routine discipline is handled by classroom teachers or the supervisor on duty. Students repeatedly having difficulty with routines or who are involved in serious incidents may be referred for further assistance or intervention. Parents will be called for consultation if a student continues to have difficulty.

Discipline at Duclos preserves the dignity of all individuals and fosters self-control in each student. Consequences are applied fairly in order to establish, maintain, and restore relationships and to assist students in restoring a safe and caring school and in making appropriate choices in the future.

Positive Behavior Matrix At Duclos School

Duclos School	Be Respectful	Be Responsible	Be Safe
<p>Classrooms</p> 	<ul style="list-style-type: none"> ● Active learning ● Attentive listening ● Inside voices ● Wait your turn ● Be kind and helpful 	<ul style="list-style-type: none"> ● Follow instructions ● Be there be ready ● Show self-control ● Care for property of self, others and school ● Try your best 	<ul style="list-style-type: none"> ● Hands to yourself ● Wear inside shoes ● Ask to leave the room ● Listen to staff ● Walk
<p>Playground</p> 	<ul style="list-style-type: none"> ● Share and take turns ● Use kind words ● Be a good friend ● Hands and feet to self 	<ul style="list-style-type: none"> ● Take care of property and Nature's Garden ● Return equipment ● Keep school yard clean ● Come in when the bell rings 	<ul style="list-style-type: none"> ● Play safe ● Stay in assigned zones ● Hands and feet to yourself ● Report injuries to an adult ● Use equipment and toys properly
<p>Bathrooms</p> 	<ul style="list-style-type: none"> ● Flush the toilet ● Be patient ● Line up and knock before entering ● Clean up after yourself 	<ul style="list-style-type: none"> ● Take 2 ● 2 minutes in the bathroom ● 2 pumps of soap ● 2 pumps of paper towel ● Be independent ● Wash hands for as long as it takes to sing the ABC's 	<ul style="list-style-type: none"> ● Wash your hands – Sing the ABC's ● Clean up your mess ● Walk to and from the bathroom ● Keep your feet on the floor
<p>Hallways/Boot rooms</p> 	<ul style="list-style-type: none"> ● Walk and talk quietly ● Stay within personal space ● Wait your turn ● Hands and feet to self 	<ul style="list-style-type: none"> ● Keep boot rooms clean ● Keep hallways clean ● Place footwear neatly on the shelf 	<ul style="list-style-type: none"> ● Walk on the right hand side ● Keep feet and shoes on the ground ● Use your hands to put your shoes away

Positive Behaviour Support Services

Student Advocacy Counselor

Duclos School has a Student Advocacy Counselor. The counselor provides a range of counseling services for students and families, including individual counseling, student support groups, in class presentations, consultations and resources for families. The counselor's office is located at the main school office. Please feel free to stop by, or call if you have questions or concerns.

Character and Citizenship Education – Moral Intelligence

Duclos School incorporates a moral intelligence program into our instruction and positive behaviour supports. "Moral intelligence is the capacity to understand right from wrong; it means to have strong ethical convictions and to act on them so that one behaves in the right and honorable way. This aptitude encompasses such essential life characteristics as the ability to recognize someone's pain and to stop oneself from acting on cruel intentions; to control one's impulses and delay gratification; to listen openly to all sides before judging; to accept and appreciate differences; to decipher unethical choices; to empathize; to stand up against injustice; and to treat others with compassion and respect. These are the core traits that will help your child become a decent, good human being; they are the bedrock of solid character and strong citizenship, and they are ones we want most for our kids". (*quoted from Building Moral Intelligence: The Seven Essential Virtues that Teach Kids to do the Right Thing, Dr. Michele Borba, 2001, p.4*)

Moral Intelligence and Positive Behaviour programming at Duclos School is focused on creating a **Safe and Caring Environment**. Our programming includes:

- ★ **The Alberta Health Curriculum** - The aim of the Health and Life Skills Program of Studies is to enable students to make well-informed, healthy choices and to develop behaviours that contribute to the well-being of self and others.
- ★ **Zones of Regulation** – this program fosters self-regulation and emotional control (*Leah Kuypers, Social Thinking Publishing, 2011*). Zones is comprised of activities to help students gain skills in the area of self-regulation. The learning activities are designed to help students recognize when they are in the different Zones (states of alertness/moods/feelings) as well as learn how to use tools (including sensory supports, calming techniques, and thinking strategies) to regulate the Zone they are in. The students gain an increased vocabulary of emotional terms, skills in reading facial expressions, perspective on how others see and react to their behavior, insight on events that trigger their behavior, calming and alerting strategies, and problem solving skills.
- ★ **Social Thinking - We Thinkers** - Social Thinking® (*Michelle Garcia Winner*) helps students develop their social competencies to better connect with others and live happier, more meaningful lives. It is designed to create frameworks and strategies to help develop social thinking and social

skills to meet personal goals. These goals may include sharing space effectively with others, learning to work as part of a team, and developing relationships with family, friends, classmates.

- ★ **The MindUP Curriculum** - MindUP helps children achieve and maintain focused attention; experience school as individual learners with a more accurate view of their talents and challenges; respond more thoughtfully and mindfully; improve communication; experience more optimism and hope; create a stronger, more vibrant school culture; be happier, more joyful and experience greater satisfaction at school.
- ★ **TRIBES** - The purpose of the Tribes process is to assure the healthy development of every child so that each one has the knowledge, skills and resiliency to be successful in a rapidly changing world. Many of our Duclos classrooms are TRIBES classrooms.
- ★ **Roots of Empathy** - An evidence-based classroom program that has significant effect in reducing levels of aggression among schoolchildren by raising social/emotional competence and increasing empathy. At Duclos School the program is being taught to all grade 4 students.
- ★ **Kelso's Choices** - This is a conflict-management curriculum for elementary students based on the premise that every child is capable of becoming a peacemaker. This program offers nine options students can choose from to resolve minor conflicts on their own.
- ★ **Student Leadership Team** - The student advocacy counselor facilitates a student leadership team where students have an opportunity to participate in leadership building activities. We want our students to be respectful, responsible citizens who will contribute to their school and community. We encourage positive participation in school life. Students on the leadership team are leaders in our school ~ setting an example for others by their behavior and positive participation. The student leadership team practices good citizenship, social justice, service to others, and conflict resolution.
- ★ **Shining Star Awards** - Recognizes, supports, and promotes the good behaviour of our students. All students are recognized during the school year. They are presented with stars at weekly assemblies and then the stars are displayed in the main hall. Students with stars have a chance to win lunch with the Principal. A draw is made twice a month.
- ★ **Regular School Assemblies** - Students are recognized and celebrated at weekly assemblies with Shining Star awards, celebrations of accomplishments, birthday certificates, and messages of thanks. Assemblies have positive behaviour presentations put on by students.
- ★ **School – Wide Community Building** – The school does many activities to promote a positive caring school culture. Classrooms are involved in community service and social justice projects teaching them about being caring, kind and empathetic.
- ★ **Teaching of Virtues** - The school counselor organizes monthly activities for teachers to implement into their programming. Each month has a different theme related to a specific virtue. Virtues include: Gratitude, Empathy, Integrity, Generosity, Perseverance, Kindness, Fairness, Respect and having a growth mindset.

Parent Involvement and Communication

Parents as Team Members

The active involvement of parents enhances the effectiveness of the school team. Parents have a powerful impact on their children's development and education. They have a wealth of information about their children's backgrounds, personality traits, likes and dislikes. Parental support has a positive effect on school success.

Parents complement school programs by nurturing academic motivation and by implementing home programs, such as daily reading or homework. Parents are part of the school team. For effective teamwork to work best, our communication focuses on the positive. We want both parents and school staff to be comfortable and open in our communications.

Duclos School Council

Duclos School welcomes the participation of parents in the school council. The school council is organized in September. Parents wishing to serve the school are encouraged to attend meetings and become involved. The Duclos School Council meets regularly and meetings are attended by the school administration and staff representatives.

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

- **Chairperson** – responsible for overall maintenance of the council; chair meetings, work with school administration on agenda and council business.
- **Vice-Chairperson** – chair meetings in the absence of the chairperson; assist with other duties and council business.
- **Secretary** – record and maintain minutes.
- **Treasurer** – responsible for accounts; financial reports, signing authority on accounts.

Fundraising

The Duclos School Council through the Duclos-HEB Support Group Foundation holds fundraising events throughout the year to support the school. Fundraising has built new playgrounds, purchased books and resources, and supported school field trips and events. We appreciate the support and help of parents and the community in our fundraising efforts.

Volunteers

Duclos School has an open door policy. We welcome and encourage parent help in classrooms and at school events. We know we couldn't do it without you. Please arrange your volunteer time with the teacher. We need to know who is in the school at all times and ask all volunteers and

guests to check in at the office upon arrival where they will be given a tag to wear as part of our way of knowing who is in the building and keeping our students and staff safe.

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

Communication

Teachers

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

There are many ways for a teacher to communicate with the home and with parents. It is the expectation at Duclos School that, at a minimum, all teachers will communicate through

- Monthly classroom newsletters
- School Messenger - for important notices, messages as needed
- Daily Agendas - two way communication between home and school
- Phone calls - as needed
- Parent meetings - IPP day, parent teacher interviews and additional meetings as needed.

Individual teachers may choose to use additional tools to communicate and these methods should be communicated to parents at the start of the year. There will be consistency throughout the year. Regular and consistent communication builds good relationships and supports student success. Parents will be informed early in the year of the communications used by the teacher. Parents will know the main forms of regular communication and the timelines

School Communications

Newsletter

Duclos School newsletters are posted online at the beginning of each month. You can access the school newsletters on the Duclos School website at: <http://duclosschool.ca/> Newsletters can be emailed to you as well.

Newsletters keep parents informed of school events, remind parents of upcoming important dates, share information, and send our thanks. Paper copies of the newsletter are available at the school. Should you require a paper copy you may come in and pick one up or have your child's teacher send one home with your child.

School Website

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

Facebook and Twitter

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

Parent Communications

Parents calling the school with information regarding how their child is going home must call **BEFORE** 3:00 p.m. or the message may not be passed on in time to the teacher. We are not responsible for children missing buses if messages are not relayed in a timely manner.

Phone calls to teachers should be made during recesses or before and after school. Students and teachers should not be interrupted during class unless it is an emergency. Teachers **do not** share their personal phone numbers with parents. Parents should call the school to reach their child's teacher.

Important messages should be put into the student agenda.

Absences should be reported to the office and the office will relay that information to the teacher. This is to ensure messages are received in the event that the teacher is away and there is a substitute teacher in that day.

School Cash Online

Northern Lights Public Schools offer School Cash Online as the preferred payment method. School Cash provides parents with the convenience of paying online for school items such as hot lunch, trips, school supplies, bussing fees, and spirit wear.

- School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school fees. The portal allows parents to add students, make payments, check current balance / account history and print or view receipts.
- If you do not have the student's ASN number, please contact the school. Duclos can provide parents with information on how to register. Please visit: <https://nlsd.schoolcashionline.com>

Progress Reports and Course Outlines

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

Parent-Teacher Interviews / Student-Led Conferences

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

Phone Use, Cell Phones, Electronic Devices

Duclos students may use school phones in the event of an emergency or important matter. Use of school phones requires permission from the child's teacher. Students can be reached at the school number (780-826-3992) if there is an emergency.

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

Students may have a cell phone or other electronic device held by staff until home time or until picked up by a parent if used inappropriately. The school is not responsible for loss or damage of personal communication or electronic devices.

- The *Northern Lights School Division Administrative Procedure 141* dealing with Personal Communication and Recording Devices has additional background on the use or misuse of cell phones or other communication and electronic devices:
- *"Modern communication and recording devices include, but are not limited to, such items as smart phones, iPods, video camcorders, laptops and MP3 players. These devices may add significantly to students' ability to communicate with others and/or to record information and events. It is acknowledged that these devices may contribute to an enriched educational environment and provide exciting enhancements to the educational experiences of students; however, these devices, when misused, can also create significant detrimental disruptions to classroom proceedings, violate personal privacy, facilitate academic dishonesty, and detract from the safe and caring atmosphere established by the school."*

Student Attendance and Daily Schedule

Please see the **Duclos School Daily Schedule** below. Please note the time the school day begins and ends. Please arrive on time. Children stay in class until 3:20 p.m.

Duclos School Schedule	
Period	Times
First Bell	8:40
School Day Begins	8:43 - 8:48
Block One	8:48 - 10:18
Recess	10:18 - 10:33
Block Two	10:33 - 11:36
Recess	11:36 - 11:59
Lunch	11:59 - 12:23
Block Three	12:23 - 1:53
Recess	1:53 - 2:07
Block Four	2:07 - 3:07
Homeroom	3:07 - 3:20
School Day Ends	3:20

Student and Parent sign in/out policy

As part of our concern for the safety and care of all students, all students must be checked in and checked out at the office when arriving late or leaving early. Always check in at the school office if you pick up your child or drop off your child during the day.

Parents, Volunteers, and Guests

Duclos School welcomes and encourages parents to help in classrooms and at school events. Parents arrange volunteer time with the teacher. We need to know who is in the school at all

times and volunteers and guests must check in and check out at the office. Visitor tags must be worn while at school. Community volunteers are required to have a criminal record check done.

Student Attendance:

All students are to be at school each day by 8:40 a.m. and to remain at school until dismissal time at 3:20 p.m. We encourage and expect students to arrive on time. This is good for the students and helps avoid disruption to others when there are late arrivals.

A student may not leave the school before dismissal time at 3:20 p.m. without parent / guardian permission. Parents picking up a child early for medical or dental appointments must notify the teacher. Parents are to stop at the school office prior to picking up the child at the classroom. Teachers and the office communicate about absences.

Parents notify the office at [780-826-3992](tel:780-826-3992) when a child will be absent. Voicemail is available from 4:00 p.m. to 8:30 a.m. to leave messages. This is important to ensure the safety of students and to let the school know where children are. We work to ensure the safety of students.

Regular attendance at school is essential to maximize student growth and achievement. We want all students at school and on time every school day. We are happy to have them here and want them to be successful.

Duclos Absentee / Late Check:

The first bell rings at 8:40 a.m. This is when students and staff go to the classrooms. At 8:43, teachers begin morning routines, including checking student attendance. At 8:48 the first class begins. A student is considered late if they arrive after the teacher has completed morning attendance. After the attendance check is completed, the office looks at the attendance for each classroom and begins calling parents. Parents are contacted if they have not notified the school office of an absence. We are checking to be sure we know where each child is, each school day. The automated School Messenger System will call out to all contact numbers. If not answered, the office will continue to call.

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

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

Staff Professional Development

The Northern Lights Public Schools and Duclos School are committed to professional learning. School staff participates in professional development sessions held after school. Staff also

attends various training and workshops to better serve the needs of the students and to improve their work as professionals. On days when a teacher is attending a staff development session, a certified substitute teacher will be with the class. Duclos staff is committed to students, high levels of student engagement, quality instruction and assessment, and outstanding achievement.

School Programs and Services

Music Program

Duclos School has a wonderful music program under the leadership of a music specialist teacher. We believe that a quality music program is essential to our school program. Music fosters a love and appreciation for the arts. Students experience many learning opportunities and they are free to create and enjoy music. Students are given the opportunity to perform and to develop skills in many areas.

French as a Second Language

We are happy to offer French at Duclos School to students in grade 4. In Alberta, French is taught to help students develop communication skills in French and acquire an appreciation and understanding of another culture.

The province of Alberta and the Northern Lights Public Schools encourage the implementation of second language programming in our schools. Research findings indicate that the experience of learning a second language can enhance many aspects of learning. Being able to understand and communicate in French is an important aspect to being a Canadian and global citizen.

Computers and Technology

Duclos students are exposed to a wide range of technology as part of their educational program. Each of our classrooms is equipped with a classroom computer and SMARTboard to allow online instruction and audio-video presentations. The library program incorporates technology and our mobile computer labs are equipped with individual student stations. The school exposes students to a range of technologies and integrates the Information and Communication Technology outcomes from the program of studies into classroom instruction.

Full Day Enhanced Kindergarten

Duclos School has five full days of high quality literacy and numeracy enhanced kindergarten programming. Our program provides rich language learning experiences and hands-on, educationally sound instruction. Students' needs are met with developmentally appropriate programs and our warm and inviting classrooms provide interesting learning opportunities to build mind, body and character.

Duclos Care to Learn Preschool

Care to Learn Preschool is a provincially licensed program offering developmentally appropriate activities for pre-kindergarten children aged 3 and 4 years. Our preschool program offers learning, growth, and play opportunities through music, arts and crafts, games, physical activity, early math and literacy centers, and more. Our program provides preschool aged children the following essential skills: independence, decision-making skills, imagination and creativity, sense of community, communication skills, explore to learn, problem solving skills, feelings of value and self-worth and relating to others. The Duclos Care to Learn preschool offers parent choice and flexibility. We have Three Hour and Full Day Programs. *Government Child Care Subsidy is available (for those who qualify).*

Duclos Out of School Care Program

The Duclos Out of School Care program is for families in our school community that need quality child care before and after school hours. The program offers a variety of interesting and fun activities for students in a safe and caring, supervised environment. Out of School Care is available throughout the school calendar year - and may be offered before school, after school, and on no school Fridays and holidays. *Out of School Care Subsidy Program is available (for those who qualify).*

Library (Learning Commons), Reading and Book Fairs

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

Book Fairs are held during the school year and there are announcements sent home to give notice. The book fairs offer a wide range of books suitable for everyone in your home.

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

Celebrating and Promoting Literacy and Reading

Duclos School promotes reading at school and at home. We believe in a partnership between home and school to increase students out of school reading. We want our students to become independent readers who read for fun, pleasure, and information. As we reach reading goals we have fun and motivational reading celebrations. At home reading is a critical part of language learning and improves reading skills. Regular at home reading will put students on the path to developing a lifelong reading habit. Our school goal is to promote and celebrate reading so that

all students become passionate about books and develop lifelong reading habits. We want all students to become strong independent readers who love a variety of reading genres and love to read!

Physical Education Program

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

Supplies

Student supplies are purchased by the school and a fee is paid at the school. This fee pays for basic student supplies used by students daily. Each grade level at Duclos has common supplies for the students, the fee covers student supplies for the year. Fees are paid at the start of the year. Fees must be paid to get your supplies. Please label personal belongings.

Class Lists

For the new school year your child is assigned to a classroom. Our teachers consider all students when determining placements. Teachers take into consideration many variables when assigning your child to a classroom. They include demographics such as age, gender, maturity, abilities, talents, and the relationships among students. Information about each child is gathered throughout the year, both from parents and the child. Our decisions are based on the best interests of each child and his/her unique academic, social, and behavioral needs. Class lists are not finalized until the end of August, there are new students arriving up to the first day of school. Parents will be notified of who their child's teacher is through school messenger. Class lists will not be posted.

Lockers / Boot racks

Students are assigned a locker and space on a boot rack. Students are responsible to ensure that their belongings are cared for and stored. Labeling of belongings is recommended. Lockers are to be clean and tidy. Boot racks are used to store outdoor footwear.

School Photos

School photos are taken each year. Individual pictures and class pictures are taken. Individual photos are taken at the start of the year and group pictures are taken near the end of the school year.

School Clothing, School Colours and Mascot

Each school year we take orders for school clothing. The clothing comes with the school logo and in school colours. The Duclos School mascot is a **BULLDOG** and the school colour is RED.

Our mascot is **Buddy the Bulldog** and he sometimes makes special appearances at school events.

Concession Service

We have a concession booth open daily at lunch. The drinks, foods and snacks are meant to supplement students' lunches and should not be the only foods our students eat each day. The concession is popular and busy. Children are encouraged to bring healthy lunches and snacks from home.

Hot Lunch

Duclos offers a variety of hot lunches for sale by pre-order. Hot lunches are available once each week. The hot lunch sales help raise money for special classroom activities and are organized by teachers and parent volunteers. You can pre-order weekly with School Cash Online.

Milk Program

We offer a milk program to our students called Club Moo. Club Moo supports the drinking of milk with motivational rewards. You can pre-order monthly with School Cash Online. White or chocolate milk is delivered to students who have prepaid for the milk. Milk is also sold at the concession.

Duclos School Recycles

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

Juice & Milk Containers: Bins are available for students to place their empty juice boxes, milk cartons, bottles, or cans. These are collected regularly and sorted by volunteers. They are taken to the bottle depot for refund. Money raised is used to support projects in the school.

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

Student Supervision

All Duclos School students are provided recess breaks three times each day. The schedules for these breaks are included in this handbook.

All students in Kindergarten to Grade 4 are required to be outside for the recess breaks, unless the weather is poor – for example, extreme cold, wind, or rain. There are supervisors on duty; supervisors wear reflective safety vests to increase their visibility. Students are responsible to the supervisors and students are responsible to behave appropriately. Students remain in the designated areas where the supervision is provided. Students are to use equipment with consideration for others and for safety.

Duclos School believes that the safety and well-being of all students is of the utmost importance. "The safety of students must be assured through supervision of students in all school facilities and grounds and during school activities. The Superintendent expects staff to develop procedures and practices which enhance the safety of students and which give individual students a sense they are in a safe and caring environment."

NLSD Administrative Procedure 310 Student Safety and Supervision

Too Cold for Recess

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

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

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

Sick Children at School

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

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

Injuries

In cases of injury or illness to a student on school grounds, in the school, or on a site where a school-sponsored activity is being held, the school division expects the supervising teacher or

Principal to act as a responsible guardian and seek immediate treatment. Emergency student transportation authorized by staff members will be by the safest means possible. In emergency situations, quick action may be critical.

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

Allergies & Medications

Please be sure that the school knows if your child has a disabling condition, allergy, or requires any medication. Such information must be provided on the registration form and an update must be completed each year or as required.

School personnel do not administer medication to students unless it is deemed necessary by a physician. In most cases, medication can be given during non school hours. Should it be deemed necessary for your child to receive medication at school, please contact the school office to get the necessary forms and procedures for giving the school consent to administer required medications.

No medication shall be administered to any student by school personnel without written permission by the parent or guardian and signed by the family physician.

No medication can be stored in lockers, backpacks or desks.

All medication must be stored in a secure location at school. If your child requires prescription medication, an “*Administration of Medication to Students*” form must be filled out at the school office and be signed by the prescribing physician.

Peanut and Nut Free School

Please remember that for the health and safety of students at our school, Duclos is a peanut / nut free environment. Several students have severe allergies to peanuts, nuts, and products containing peanuts or nuts. Please be careful when packing lunches. Lunches are monitored and items are labeled and returned home if they contain nuts. Thanks for your cooperation.

Lice Checks

Like all schools, Duclos School may have incidences of head lice. To keep head lice in check requires the support and care of all parents. Parents are encouraged to regularly check their children for lice or nits. If there is a case of live lice or if there are nits, we check the whole class, and the classroom of siblings. Students who are absent that day are checked upon their return to school. Students found to have live lice are sent home to be treated and they must stay at home until there are no nits or lice on the head. Parents are informed when there are live lice or nits. All nits must be picked clean to help prevent re-infestation and spreading. For more information, contact a public health nurse at 780-826-3381.

Student Support Services

Duclos offers a wide range of student support services. If you have concerns about your child's progress academically, socially, behaviorally, or other concerns that may be affecting his / her progress please discuss these concerns with the classroom teacher. If required, a referral process for appropriate services can begin as we gather more information to support your child's positive growth.

The student support services available are listed below:

- ❖ Inclusive Education Coordinator - coordinates student services within the school and with outside agencies
- ❖ Speech Language Pathology
- ❖ Occupational Therapy
- ❖ Student Advocacy Counselor
- ❖ Mental Health
- ❖ Literacy Intervention Programs
- ❖ Assessments – achievement, psycho-educational
- ❖ Individual Program Plans for students (IPP)
- ❖ Success in School plans
- ❖ Early Childhood Services
- ❖ Identification of student needs, planning and goal setting
- ❖ Planning for students needs, providing resources and consultations

School Health Services

The public health unit is available for information and consultation. The health unit supports schools with education programs and information about communicable diseases. Vision and auditory screening is available at the health unit by appointment. Promotion of good health habits and prevention of illness are a combined effort of the school, Alberta Health, and every family. The local office of the Health Unit can be reached at 780-826-3381.

Extra Curricular Activities and Special Events

Skiing at Kinosoo Ridge

Duclos School offers students in grades 1 to 4 a day of downhill skiing or snowboarding at Kinosoo Ridge Ski Hill near Cold Lake. Parents are responsible for the appropriate fees. Lessons and equipment rentals are available. Kinosoo Ridge rules and expectations apply.

Swimming Lessons

Duclos School works with the Bonnyville Pool to offer swimming lessons to our students. The sessions are offered in the spring. Information about registration, dates, times, fees will be sent home in advance.

School Sports

We offer daily physical activity with physical education classes and encourage active outdoor play at all recess breaks. Some grades have in-school intramural activities and after school sports offering a variety of games and activities. The Duclos School mascot is a BULLDOG and the school colour is RED. Our mascot is Buddy the Bulldog.

Music Program - Duclos Choir

Duclos School has a wonderful music program under the leadership of a music specialist teacher. We believe that a quality music program is essential, as it not only fosters a love and appreciation for the arts, but research has shown that it also has a significant impact on student achievement in the areas of mathematics and literacy. Students experience many learning opportunities and they are free to create and enjoy music. Students can join the school choir. There are opportunities to perform at special assemblies and events such as Remembrance Day, the Christmas Concert, or the Volunteer Luncheon.

Assemblies

Duclos School has weekly assemblies to celebrate our work, our students' character and initiative, and our school's accomplishments. We recognize students' good behaviour with Shining Star Awards. We honor birthdays, celebrate reading, positive behaviour and character education. O Canada is sung as a sign of respect for our country. Parents are welcome to attend assemblies.

Celebrations and Events

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

Duclos School Celebrations and Special Events

- ★ Annual Run /Walk for Cancer Research
- ★ Reading Celebrations
- ★ Family Literacy Night
- ★ Community Service / Social Justice Projects
- ★ School Pictures
- ★ Halloween Costume Parade
- ★ Remembrance Day Service
- ★ Christmas Concert
- ★ Operation Christmas Child

- ★ Food Bank Drive
- ★ Jump Rope for Heart
- ★ Sports Day
- ★ Annual Volunteer Appreciation Luncheon
- ★ Duclos Music Performance Assemblies
- ★ Professional Drama, Dance or Musical performances
- ★ Duclos Arts Day
- ★ Science in Motion
- ★ Student Leadership Team
- ★ Duclos School Choir
- ★ Kindergarten Year End Celebration
- ★ Grade Four Farewell
- ★ School Spirit Days / Red Day
- ★ Special Theme / Dress Up Days
- ★ Book Fairs / Scholastic Book Club
- ★ Bake Sales / Hot Lunches
- ★ Swimming Lessons
- ★ Kinosoo Ridge Skiing

Field Trips

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

Policies and Procedures

Student Attendance (*NLSD Administrative Procedure 330*)

Regular attendance at school is essential to maximize student growth in both academic and non-academic areas. To ensure the safety of our students, please notify the office of your child's absence each day at 780-826-3992.

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

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

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

Unexcused absences are noted on attendance records.

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

Background

Regular attendance at school is essential if educational benefit is to be maximized. Responsibility for maintaining acceptable attendance rests with the parent and/or the student. The school has a responsibility to keep the student and parent regularly informed of attendance requirements and status. Procedures utilized in connection with student attendance shall be in accordance with the laws of natural justice. The main purpose for pursuing attendance problems must be with the intent of improving attendance and encouraging students to remain in school. Students are expected to arrive on time each day. It is expected that all students will be in the school by 8:40 a.m. daily. Students are dismissed at 3:20 p.m.

The Division has recourse to the Provincial Attendance Board.

Procedures

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

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

Dress Code

Duclos School expects our elementary students in preschool to grade four to dress and maintain an appearance that is conducive to the promotion of a positive learning environment in the school.

- Clothing is expected to be tasteful and considerate of others, and appropriate for the age of the students and for the range of activities at school. What may be acceptable and appropriate in other settings is not necessarily appropriate at school.
- Hats, hoods and outdoor clothing are not to be worn in the school other than on theme days. Wheelies or rolling shoes are not permitted. Rolling in the halls and in classrooms is dangerous and could cause accidents.

Appropriate Clothing and Footwear

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

Indoor / Outdoor Footwear

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

- **We expect that all children will have outdoor and indoor footwear. Proper outdoor footwear is required and must be removed when coming into the school. Snow, mud and dirt are not to be tracked into the school. This helps with the cleanliness and enjoyment of the school.**
- Suitable running shoes are necessary to participate in Physical Education. Students have daily phys.ed. and need proper, non-marking running shoes for participation in the gym.
- Footwear is to be worn in the school at all times for cleanliness and safety. Labeling of belongings is recommended.

Names or Labels on All Personal Belongings

Students are expected to care for all their belongings. Lockers, desks, and boot racks are provided for storage. Putting names on belongings helps to keep track of them. Valuables (such as video games or electronics) should not be stored at school. Lockers do not lock and we do not want items misplaced or taken. We ask parents to assist with this and be sure that belongings

are properly cared for. Labeling belongings will assist you and the school in getting things back. The school is not responsible for lost items.

Lost and Found

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

Equipment, Games, or Toys from Home

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

Weapons (Violent Toys, Toy Guns)

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

Fire Drills and Emergencies

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

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

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

Northern Lights School Division No. 69 - Administrative Procedures Manual

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

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

In the event of an evacuation of Duclos School the students will be moved to Bonnyville Centralized High School, located at 4908-49 Avenue, Bonnyville. *Northern Lights School Division No. 69 - Administrative Procedures Manual*

School Lock Downs: *Northern Lights School Division Administrative Procedure 311*

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

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

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

Northern Lights School Division No. 69 - Administrative Procedures Manual

Safety and Security at Duclos School (Locking the Doors)

In keeping with common security practices in the Northern Lights School Division, Duclos School locks all doors except for the main entrance on 52nd avenue during the day and prevents general access to any area of the building.

With the approval and support of the Duclos School Council the exterior doors of the school are locked during the school day. Only the main front doors on 52nd Avenue are open during the school day.

Other entrances are open for students during drop off and pick up times – from 8:15 to 9:00 a.m. and again from 3:10 to 3:30 p.m. From 9:00 a.m. to 3:10 p.m. only the main doors will be unlocked. Recess entrances are opened and closed for students.

All parents, visitors, and guests use the main entrance and check in at the office to get a guest / visitor tag to use while at the school. This practice is done for the safety and protection of the children, and those who work or volunteer at our school.

During the school day parents use the main doors and park at the west end of the building in the parent parking area or in the drive through lane. *Thanks for your understanding.*

The Drop Off and Pick Up Lane located on 52 avenue west of the main doors is for your use. This lane is your designated area to park when dropping off and picking up children. It is located beside the main entrance to the west of the main doors. This Lane is ONE WAY - you enter from 52nd avenue in front of the school and exit in the alley. The lane is a double drive through lane with sidewalks connecting you directly to the main school entrance. This lane is intended for short stays and can be used during the day.

Please do not drop off children or have them arrive before 8:15 a.m. The doors open and supervision begins at 8:15 a.m. Please plan to arrive for pick up of children after 3:00 p.m. and know that children do not leave class until 3:20 p.m. Parents arriving to pick up children are encouraged to wait in their vehicles until 3:10 to give students a chance to finish classes without disruption and get ready for dismissal.

Parent Parking Areas - There is short stay parking to the west and east of the school in the two lanes. There is the Drive Through Lane for parent parking. There is a parent parking lot for your use at drop off and pick up times at the east end of the Kindergarten wing. Parents may use neighboring streets to park for short stays. Be respectful of the school's neighbours, watch for their driveways, garages, and garbage cans on pick-up days.

Do not park in the staff parking lot. Doors into the building from the staff parking lot will be locked at all times. Teachers must have a place to park at all times. Teachers come and go at all times of the day and there should always be a space for them to park in the staff parking lot.

Parents waiting to pick up children at school - Please wait for your children to be done class at 3:20 p.m. before going to the classroom. Parents in the hallways or around classroom doors is distracting and disruptive to end of the day routines. For the safety of your child we ask that the halls be clear and empty at the end of the day so we can ensure students are getting home in the appropriate manner.

Handicapped Parking Stalls – There are two handicapped parking stalls at Duclos. One at the east end doors by the kindergarten rooms and one on 52 avenue near the main doors. Please respect these parking stalls, they are needed daily by students and families. Thank you.

Bus Zone – the Duclos Bus Zone is clearly marked with signs and it stretches the length of 52 avenue in front of the school. **Please, do not use the bus zone to park, even for a short stay, during posted bus zone times.**

Northern Lights Public Schools Bussing Services:

See the Northern Lights Public Schools Student Transportation website for information and updates: <http://www.nlsd.ab.ca/Transportation.php>

Contact the NLPS Transportation Office if you have any questions or concerns regarding the bus schedule, safety, paying fees or the information provided by our website.

The Transportation Office is located at 5006 - 50 Avenue in downtown Bonnyville:

- **Telephone: 780-826-6038**
- **Toll Free: 1-877-826-6038**
- **Fax: 780-812-2025**

All students who want to take the bus to and/or from school need to [register](#) with transportation.

As of September 1, 2016, in-town busing fees have been waived by the Northern Lights Public Schools Board of Trustees.

From the NLPS Transportation website you can access the [Student Transportation Guide](#) to see responsibilities of students, bus drivers and parents, as well as general information about our busing service. Please view the guide or Frequently Asked Questions for answers about the following: birthday parties and sleepovers; channels of communication; in-town busing information; school of choice information; and inclement weather information. Contact us if you have any questions.

Additional information is included in the NLPS [Transportation Policy](#) 20. See the NLPS website for the links to policies or the NLPS Transportation site.

Inclement Weather and Busing:

School buses will not run when A) the wind chill exceeds -45 degrees Celsius at 4 Wing Cold Lake or at the Lac La Biche Airport; or B) the outside air temperature, as measured at 4 Wing Cold Lake or at Lac La Biche Airport, equals or exceeds -40 degrees Celsius.

If you are unsure whether or not the buses are running in your area, please visit <https://nlpsab.ca/transportation/bus-status>. To receive real time notifications of bus cancellations and delays, please download our Bus Status app for [Apple](#) or [Android](#) mobile devices. Bus cancellations and delays may also be shared with local news media or posted on our social media accounts.

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

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

Reminder: It is necessary to have a note before your child can ride a different bus, get picked up from school by someone else, or stay after school to wait for a ride home.

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

Channels of Communication



Student Rules and Regulations

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

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

Your bus driver is required to request students to follow this list of rules and regulations which pertain to the conduct of students while being transported on a school bus through the School

Act, the Motor Transport Act, the Highway Traffic Act, and the Student Transportation Administrative Committee for the comfort and safety of your child(ren). Please read and discuss this list with your child(ren) . . . Questions may be directed to your driver or the Transportation Office at 780-826-6038.

Rules and Regulations Pertaining to Students

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

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

Northern Lights School Division Board Policy Handbook - Policy 20 – Transportation, June 2011

Transportation Link on Duclos Website

The Duclos School website has a transportation link on the right hand side of the home page, just click on “View All”. This will take parents to Bus Status page on the Northern Lights Public Schools website. <https://nlpsab.ca/transportation> will take you to the transportation page which provides information on how to register for busing, frequently asked questions, etc.