

**Duclos School**  
**Northern Lights Public Schools**  
**Student and Parent Handbook**  
**2022-2023**



School Phone: **780-826-3992**

School Fax: **780-826-2886**

Email: **duclos@nlsd.ab.ca**

Principal: *Jody Centazzo*

Assistant Principal: *JoDee Conrad*

Administrative Assistants: *Carmen Ostashek and Cyanna Odo*

**Duclos School Website**

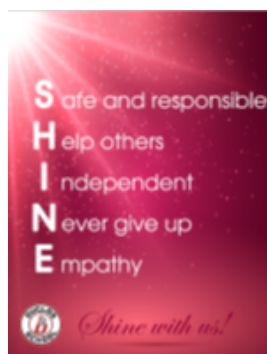
Access through the [NLPS website](#)

Or directly at <http://duclosschool.ca/>

*Duclos Mascot: **Buddy the Bulldog***

*Duclos Colors: **Red, White and Black***

**SHINE with us!**



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## **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!*

*We believe it's essential to focus on the health and wellness of students, staff, and family. At Duclos we provide opportunities for students to develop their leadership skills, problem solving skills and understanding of the importance of being a good citizen.*

*We are also very proud of the strong academic programs we have built together. We have a reputation for excellence in high quality reading instruction and supports, excellent numeracy programming and early intervention supports. We believe it's necessary to do whatever it takes to support our students.*

*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.*

*At Duclos we also value our parents, volunteers and active School Council tremendously. Our parents and volunteers are an essential part of our school. They work hard to bring new learning experiences to our kids and we work together to make Duclos a great place to learn and grow.*

*We wish all our students and their families a wonderful school year.*

*Sincerely,*

***J. Centazzo***  
Principal

## 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:*

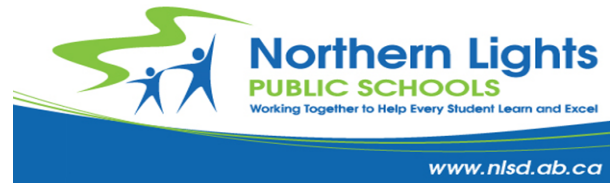
*Kindness    Courage    Respect    Generosity    Honesty*

*Patience    Empathy    Gratitude    Acceptance    Perseverance*

## 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 NLPS 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.

### NLPS Priorities

1. Northern Lights Public Schools will Improve the Mental Health and Wellness of Students
2. Northern Lights Public Schools will Improve the Numeracy Skills of Students

### DUCLOS Goals and Priorities

3. Duclos students will improve their numeracy skills in the area of Number Sense.
4. Duclos will build a more inclusive learning environment focused on building connections

## Daily Schedule

Time	
8:35	Opening exercises, announcements and attendance
8:40 - 9:18	
9:18 - 9:48	
9:48- 10:18	
10:18-10:31	First Recess - all students
10:31 - 11:04	
11:04 - 11:34	
11:34 - 12:04	Lunch Recess - all students
12:04 - 12:25	Lunch - All students eating
12:25 - 12:56	
12:56 - 1:26	
1:26 - 1:56	
1:56 - 2:09	Last Recess - all students
2:09 - 2:40	
2:40 - 3:15	
3:15 - 3:20	Pick up students dismissed at 3:15 Bus students dismissed at 3:20



## Staff List

Principal – J. Centazzo	
Assistant Principal – J. Conrad	Administrative Assistant– C. Ostashek
Inclusive Education Coordinator – A. Carroll	Administrative Assistant – C. Odo
Music Teacher - H. Hebert	Student Advocacy Counselor – J. Baillargeon
Kindergarten – L. Jordison KJ	Librarian – C. Hornseth
Kindergarten - C. Scudder KTS	Kindergarten Extension - C. Boyce
Grade One - R. Dinn 1D	Kindergarten Extension - C. Murray
Grade One – M. Driedger 1DR	Educational Assistant - S. Baird-Wilcox
Grade One - J. Metcalfe 1M	Educational Assistant - K. Walker
Grade One – K. Gibbons 1G	Educational Assistant - B. Croteau
Grade Two – G. Boser 2GB	Educational Assistant – L. McLaren
Grade Two -A. Hayward 2H	Educational Assistant – L. Shewchuk
Grade Two - S. Mercier 2M	Educational Assistant – M. Kopala
Grade Two – S. Bauer 2B	Educational Assistant – C. Mahe
Grade Three – J. Lawton-Godziuk 3LG	Educational Assistant – S. Cox
Grade Three - B. March 3M	Educational Assistant – T. Steele
Grade Three - J. Davidson 3D	Educational Assistant - C. Holmes
Grade Three - C. Schneidmiller 3S	Educational Assistant – M. Severyn
Grade Four – C. Littlewood 4L	Educational Assistant - C. Duffy
Grade Four - M. Ferby 4F	Educational Assistant - C. Holmes
Grade Four - A. MacLean 4M	Educational Assistant - G. Rivard
Grade Four - O. Straughan/J. Conrad 4S	Educational Assistant - I. Seitz
OSC Coordinator – M. Paul	
Care to Learn Preschool – C. Tercier	
Care to Learn Preschool – D. Tienhaara	

## **Student Learning**

### **Celebrating Numeracy**

Mathematics is a universal language relying on a shared understanding of symbols and procedures to communicate ideas efficiently. It is a powerful tool used every day to solve real-life problems. The beauty of mathematics inspires curiosity about our world and the universe. We believe that daily numeracy instruction builds a positive mindset, inspires curiosity and guides students in solving real-world problems.

### **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!

## **School Programs and Services**

### **Kindergarten and Extension Programs**

We are excited to offer full day programming for children in their Kindergarten year. The Kindergarten program is a half day with an Extension program offered for the other half of the day. Together this creates a full day program for our students.

The Kindergarten program is taught by a certified teacher and is based on Alberta Education's [Program of Studies](#). The Extension program is provided by a trained Educational Assistant who guides children through meaningful play experiences based on the [Flight Framework](#).

### **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 and will have opportunities to play a variety of instruments.

### **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 SMART TV to allow online instruction and audio-video presentations. Duclos has mobile computer carts stocked with student chromebooks. 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.

## **Library (Learning Commons)**

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 the 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.

Students also have access to STEM and Makerspaces programming once a week.

## **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.

## **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
- ❖ Assessments – achievement, psycho-educational
- ❖ Individual Program Plans for students (IPP)
- ❖ Success in School plans for kids in care
- ❖ Early Childhood Services
- ❖ Identification of student needs, planning and goal setting
- ❖ Parent resources and consultations

## **French and Ukrainian as a Second Language**

We are happy to offer introductory French and Ukrainian at Duclos School to students in grade 4.

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.

## **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 on Thursdays. 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.

## **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, exploration 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.

## **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.

## **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.

## School Expectations

### **Be Respectful; Be Responsible; Be Safe**

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.

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.

### **Student Code of Conduct ([Board Policy 28](#))**

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. ([Administrative Procedure 350 Student Conduct](#))

### **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.

On some occasions a student may have a severe emotional or behavioural outburst lasting for an extended period of time. If these incidents cannot be de-escalated through positive behaviour supports and the child is self harming or putting others at risk of being injured we provide immediate targeted intervention. Children are dealt with on a case by case basis. In most cases these children have a support plan in place. Parents of the upset child are called and made aware of the situation.

### **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
- Expectations are for all staff and students

### **The Duclos Mantra**

“SHINE!” is used daily with students as a teaching tool. The Duclos Stars of positive behaviour expectations are used to emphasize and teach how students are respectful; responsible; and safe in all areas of our school.

*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*



### **Safe and Caring Environment**

At Duclos we establish a safe and caring environment with common language, common experiences, and common vision and values. We do this through:

- Teaching and reinforcing our SHINE Mantra
- Teaching and reinforcing shining star behaviour expectations (Star Posters).
- Providing moral intelligence programming and mindfulness activities (SAC leadership)
- Utilizing the Zones of regulation program school-wide to help students identify emotions and to learn and practice self regulation strategies.
- Providing a continuum of supports and services for students and teachers
- Awarding students with good behaviour stars for demonstrating exemplary behavior. These stars are placed on our Good behaviour display in the hallway. Every two weeks 4 students from the behaviour wall are chosen to have lunch with the Principal. A student can only win this honor once during their stay at Duclos.

Teachers display the Behaviour Star Posters and Mantra in their classrooms and use it regularly as a teaching tool to create a welcoming, caring and respectful and safe learning environment.

## Character and Citizenship Education

Duclos programming includes:

### ★ The Alberta Physical Education and Wellness Curriculum

- This subject combines the disciplines of physical education and health/wellness education and, through a healthy school community, promotes the holistic development of students in eight dimensions: physical, social, emotional, spiritual, environmental, financial, intellectual, and occupational.
- While respecting the diversity of each student's unique strengths, talents, and goals, physical education and wellness seeks to empower all learners to positively engage with their peers and community. With a healthy mind, body, and spirit, students are empowered to experience success at school, with their families, and in their communities.

### ★ Kimochis

- Students develop their emotional intelligence and wellbeing through focusing on the five core social emotional competencies: Self Awareness, Self-Management, Social Awareness, Relationship Skills, Responsible Decision Making.

### ★ 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.

### ★ Student Leadership Team/Peace Patrol

- 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.

### ★ Moral Intelligence

- The school counselor organizes monthly activities for teachers to implement into their programming around 9 core virtues as described by Michelle Borba; Gratitude, Empathy, Integrity, Generosity, Perseverance, Kindness, Fairness, Respect and having a growth mindset.

### ★ Positive Behavior Expectations Stars

- These stars are student friendly posters of our expectations in various areas in and around the school. They are used to teach school expectations and build a positive environment in our school community.

## Parent Involvement

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 of each year. 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. All volunteers are required to have a criminal record and vulnerable sector check before they can volunteer in our school. 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**

### **Teacher Communications**

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 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.

### **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. Interviews are held in person but can be done over the phone, or via Google Meet if needed. Parents are always welcome to contact teachers any time during the school year. Interviews are booked online through our website on the bookings tab.

## 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. Hard copies can be printed and sent home upon request.

Newsletters keep parents informed of school events, remind parents of upcoming important dates, share information, and send our thanks.

### 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 it through the N.L.P.S. website: [www.nlpsab.ca](http://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 Education Activities and events to our families. Be sure to follow us for regular school information and updates.

### Parent Communications

Parents/Guardians are encouraged to use the following means of communication to contact teachers or administration at the school:

- Student agenda use is a great way to leave a quick note for the teacher or your child.
- Phone the front desk to leave a message with our administrative assistants who will pass it on to the appropriate teacher or administrator. Please be patient with response time, as teachers are usually not able to return calls until recess, the end of the day or early in the morning.
- Email the teachers or administration directly @ [firstname.lastname@nlsd.ab.ca](mailto:firstname.lastname@nlsd.ab.ca)
- Arrange a face to face meeting with the teacher or administrator ahead of time.
- When necessary, video conferencing is also an option if arranged ahead of time.

Parents calling the school with information regarding how their child is going home must call **BEFORE** 2:30 p.m. or the message may not be passed on in time to the teacher. Although we will do our best, we are not responsible for children missing buses if messages are not relayed in a timely manner.

Teachers will only be able to return phone calls during recesses(if they do not have supervision) or before and after school. Students and teachers will not be interrupted during class unless it is an emergency. Teachers and Educational Assistants **do not** share their personal phone numbers with parents. Parents should always call the school directly to leave a message for their child's teacher.

Important messages should be put into the student agenda or relayed to the front office. Absences must 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 on that day. This also ensures that attendance is marked accurately in our system.

## Student Communication

### Phone Use, Cell Phones, Electronic Devices

In the event of an important matter or emergency, a staff member will use a school phone to contact parents/guardians. If necessary, the child will be able to speak to his/her parent/guardian. Students are not to use classroom phones without permission and supervision by 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. 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 recess and during the school day is unnecessary. Students are encouraged to play, be active, interact with others, and develop physical and social skills at recess.
- **Students who bring a mobile phone or other device to school and use it inappropriately, may have the device held by a staff member until home time or until picked up by a parent. The school is not responsible for loss or damage of personal communication or electronic devices.**
- The *Northern Lights Public Schools' Administrative Procedure 141* dealing with Appropriate Use of Personal Technology 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, wearable technology 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"*

### 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. Parents can also make donations to the school.

- School Cash Online is an online parent portal that allows parents to make payments, check current balance / account history and print or view receipts.

- An ASN number is required to set up your child online. 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.schoolcashonline.com> for more information.

## Attendance:

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.

All students are to be at school each day between 8:15 - 8:35 a.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; students being picked up are taken outside by the classroom teacher at 3:15. Please pick them up in the designated pick up area. Older siblings will wait with their younger siblings in the younger siblings pickup area. Bus students are dismissed at 3:20 p.m. Parents picking up a child early for medical or dental appointments must notify the office at 780-826-3992. Voicemail is available from 8:00 a.m. - 4:00 p.m. to leave messages.

## Student Attendance [\(NLSA Administrative Procedure 330 Student Attendance\)](#)

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

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

*Unexcused absences are noted on attendance records.*

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

## 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.

**Duclos Attendance:** Students are expected to arrive on time each day. It is expected that all students will be in the school by 8:30 a.m. daily and stay for the full school day unless otherwise arranged with school staff. Dismissal is staggered. Students who are being picked up by parents/guardians are led outside at 3:15 to a designated pick up area. **Grades K and 1 wait on the east side of the school**, while **Grades 2 - 4 wait on the west side of the school**. Parents, please wait for your child at the designated area so as not to crowd the entrances and sidewalks. Bus students are dismissed at 3:20

## **Absentee/Late Check:**

The first bell rings at 8:30 a.m. This is when students and staff go to the classrooms. At 8:35, teachers begin morning routines, including checking student attendance. At 8:40 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. Parents can use Safe Arrival to report student absences as well. We encourage parents to use Safe Arrival. Please call the school to learn how.

We may be calling parents who have reported their child absent because of illness/injury. Illness/injury are not separated in the absence system which is why we need to call to clarify the reason. We are required to track student illnesses carefully. If over 10% of our students are away due to a particular illness, we are required to report this to Alberta Health Services. This has always been an expectation, even pre-Covid. We appreciate open and honest communication about your child's absence. This supports a safe environment for all kids.

## **Student and Parent sign in/out policy**

As part of our concern for the safety and care of students, all students must be checked in and checked out at the office when arriving late or leaving early. Please call the school if you are picking up your child during school hours. Please ring the doorbell at the main entrance and someone will meet you at the door. All visitors to the school must sign in and out at the office.

## **Staff Professional Development**

The Northern Lights Public Schools and Duclos School are committed to professional learning. School staff participate in professional development sessions held after school and periodically throughout the year. Staff also attend 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. In the event that a certified substitute teacher is unavailable, we may call in a parent supervisor in their place. Parent supervisors have been screened by Human Resources. We only use supervisors from an NLPS approved list.

## **Frequently Asked Questions**

### **School Supplies**

Parents are responsible for purchasing school supplies for their children. Each grade level at Duclos has common supply lists for students. These lists are sent home with report cards in June and can also be found on the school website. Please label personal belongings. Duclos is set up with [Mabel's Labels](#) to assist with this task. It serves as a fundraiser for our students.

## **Agendas**

Agendas can be purchased using school Cash Online. We always order enough for every student.

## **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 and often into the first couple weeks of school. Parents will be notified of who their child's teacher is through school messenger. Class lists will not be posted. We do not take classroom/teacher requests. This upsets the balance of our classrooms and much work goes into looking at each of the factors listed above. We do our best to put students with at least one friend but cannot always guarantee this. If you have questions or concerns please contact administration for assistance.

## **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**

Each school year we take orders for school clothing via school CashOnline. The clothing comes with the school logo and in school colors.

## **Lunch**

There are no microwaves in classrooms. Please pack food that does not require heating. We suggest using a thermos if you want to send warm food.

## **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. There will be a lost and found at school this year. We will do our best to return things to students but if there are no labels on personal items this could prove very difficult. We will try to post items on Facebook for identification a few times throughout the year. Clothing could be bagged and sealed and

taken to the second hand store or thrown out, depending on condition. Please talk to your children about proper care of their belongings.

### **Student 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.

### **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.

If your child wants to bring in a toy from home to play with at recess it must be labeled and easily identifiable. Digital or electronic toys should not be brought to school. This includes things like iphones and ipads. We discourage children from bringing "special toys" to school, unless permission is given by the teacher for special events. If students are playing with "home toys" at recess, they are responsible for caring for them. We promote social interaction and active play at recess. Toys are to be stored during the school day, and are not to be played with during class time. The school is NOT responsible for missing or broken toys.

### **Extra Curricular Activities and Special Events**

The following activities are just an example of what may be offered this year. Please watch our website, school newsletters, Facebook and School Messenger for any updates.

#### **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.



## **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.

## **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**

### **Health and Safety**

#### **Sick Children**

Generally, children do not get sick because of the 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. 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. If a child is feeling sick, we will take care of him/her and notify the parent as soon as possible so the child can be taken home.

Please keep sick children at home. If a child becomes ill at school we will care for them and contact the parent/guardian to pick him/her up as soon as possible. In the event that we are unable to contact the parent, we will call the emergency contact person that has been identified in the registration form. At least one emergency contact must be listed and be able to come in and pick up the child should we not be able to get a hold of the parent.

#### **Injuries**

In cases of injury or illness to a student on school grounds, in 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. A student injury report is filled out by the first supervisor on scene. 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 medical 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.

***Medication shall ONLY be administered to a student by school personnel with written permission by the parent or guardian and signed by the family physician and school principal.***

***Medication cannot 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 or the Bonnyville Medical Clinic 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 or “may” contain nuts. If you require “nut free” stickers for lunches, please contact your child’s teacher. Thanks for your cooperation.

## **Lice Checks**

Like all schools, Duclos School may have incidences of head lice. Keeping 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.

## **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. We ask that students do not wear clothing with excessive rips even though it may be fashionable.

- 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 as they are dangerous and could cause accidents.

### **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.

### **Locking the Doors**

All doors will remain locked throughout the school day for safety reasons. Please ring the doorbell for assistance. Exceptions will be made for special or public events.

### **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.

### **Recess Breaks**

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 Education 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](#)

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

All students in Kindergarten to Grade 4 are required to be outside for recess breaks, unless administration determines the need for an indoor recess due to poor weather or any other unforeseen circumstance. There are supervisors on duty; supervisors wear reflective safety vests to increase their visibility. Students must adhere to the supervisors’ expectations and remain in designated areas where supervision is provided. Students are to use equipment with consideration for others and for safety.

## **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.

## **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). This is reinforced with students often and staff monitor closely to ensure that students are properly dressed for the weather conditions.

Please make sure that your child(ren) are dressed properly for the bus ride, for the weather and for outdoor activity.

## **Emergency Drills**

### **Fire Drills: [\*NLPS NLPS 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.

### **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 Pentacostal Church, Bonnyville.

## **School LockDowns**

Duclos School like all schools practices a School LockDown. A lockdown is part of school emergency procedures, which includes practicing fire or emergency evacuations. A lockdown happens when a threat to the safety and well-being of the students occurs either inside or outside the school. A 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 lockdown, they will be wearing a visitor's tag which they picked up at the office. They will be secured in the room that they are volunteering in or at the closest secure area.

## **Transportation and Parking**

### **Student Drop off**

Buses will start to arrive at 8:15 with the last bus arriving at approximately 8:30. Students in Kindergarten and grade 1 will enter the building through the South facing entrance on the East end of the building and grades 2-4 will be using the main entrance.

Buses arrive in a staggered pattern so please stay clear of the bus zone.

To minimize crowding and to ensure the bus zone is free and open for buses, we are strongly encouraging parents to wait until 8:25 to drop their children off. There is NO supervision before 8:15. If you need to drop your child off earlier than 8:15, we encourage you to sign your child up for our Out of School Care program.

### **Student Pick-up**

Students being picked up will be dismissed at 3:15p.m. Teachers will not let your child go unless they see you. Please do not sneak your child away without letting the teacher know.

Kindergarten and grade one students will be dismissed on the South East side of the building. They will be lined up outside with supervisors.

Students being picked up in Grades 2-4 will be lined up outside on the South West side of our building with supervisors.

Siblings will be lined up together with the youngest sibling. So if you have a child in Kindergarten and one in grade four, your grade four child will be waiting with your kindergarten child. This will make for easy and quick pick up. Supervisors will be outside with the kids to facilitate this process.

Students taking the bus will be taken to their bus lines as usual to await pick up. Orange pylons marked with bus route numbers will be outside so students know where to line up. Students taking the bus will stay in line. They will not be permitted to mix with students in other bus lines.

## **Parent Parking Areas**

There is short stay parking to the west and east of the school in the two lanes. The drive through lane is to be used for quick pick ups. A parent parking lot for your use at drop off and pick up times is located 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.

Please do not park in the staff parking lot. Staff 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. Doors into the building from the staff parking lot will be locked at all times.

## **Handicapped Parking Stalls**

There are two handicapped parking spaces 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 spaces as 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.

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.

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 mobile devices. Bus cancellations and delays may also be shared with local news media or posted on our social media accounts.

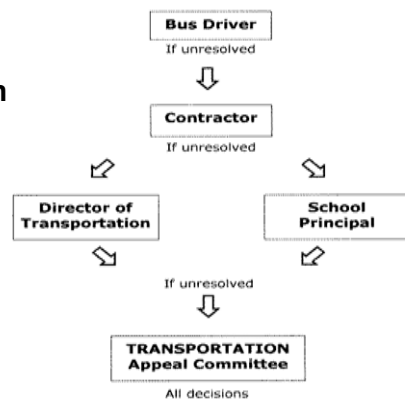
**Student Behaviour on School Buses: Northern Lights School Division Policy 20**

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 Education 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 Education 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 food or drinking of beverages on the 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](#)



## 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 MENU - PARENTS - "Busing and Transportation." This will take you to the transportation page which provides information on how to register for busing, frequently asked questions, etc.

*Thank you for joining Duclos!  
Our staff and students SHINE!*

