



School Community Handbook 2025-2026

Vision Statement: "Inspiring lifelong learners"

Mission Statement: Empowering tomorrow's citizens with a meaningful education in a safe, family-like atmosphere.

Beechy School, Box 310, Beechy, SK, S0L 0C0

Email: beechy@sunwestsd.ca; Website: <http://www.beechy.sunwestsd.ca/>

Sun West School Division: Vision Statement: "Success for All"; Mission Statement: "Learning Together"

Land Acknowledgment: Beechy School acknowledges that we are on Treaty 6 territory. This land is the traditional homeland of First Nations and the Metis. We honour and respect our ongoing treaty relationship as we connect with the land and one another. We endeavor to be a place of learning, acceptance, and respect as we build meaningful connections between past, present, and future generations.

WELCOME TO OUR SCHOOL COMMUNITY

This handbook is to outline shared expectations, routines and procedures that guide our daily interactions. All policies and practices are aligned with Sun West School Division's Administrative Procedures, as well as Saskatchewan legislation. At Beechy School, we believe that every individual has the right to be treated with respect, and to be in a school culture where learners can thrive academically, socially, and emotionally within a safe environment. Together, through communication, shared responsibility, and care, we will continue to build a school community where all members feel a sense of belonging and purpose.

Rights and Responsibilities of all Stakeholders		
Students	Staff	Parents/Caregivers
Rights <ul style="list-style-type: none">- To be secure from physical danger or mental abuse- To be treated with dignity and respect- To receive assistance in time of need- To have an atmosphere that fosters a positive learning environment	Rights <ul style="list-style-type: none">- To work in a healthy environment- To feel supported- To feel safe	Rights <ul style="list-style-type: none">- To feel welcome- To be informed- To have input in child's learning and activities
Responsibilities <ul style="list-style-type: none">- To refrain from doing anything that causes physical danger or mental abuse- To treat others with dignity and respect- To refrain from doing anything that interferes with a positive learning atmosphere- To come to class with all necessary materials- To ask teachers for help when having difficulties with learning- To be diligent and timely in fulfilling their academic duties	Responsibilities <ul style="list-style-type: none">- To support students in a variety of ways that allows students to be their best- To model appropriate behaviour and positive attitudes towards learning- To encourage engagement in learning by all stakeholders	Responsibilities <ul style="list-style-type: none">- To actively engage in child's learning- To support teachers and staff in their efforts to educate- To promote and instill a positive attitude towards learning and school attendance

Hours of Operation/Explanation of Schedule

Students are to arrive between **8:40 a.m. and 8:48 a.m.** Supervision begins at **8:40 a.m.** The first bell rings at 8:48 a.m., which will bring elementary students inside. The second bell, which rings at **8:50 a.m., is the starting bell for students.** This bell is followed by *Oh Canada* and announcements. ALL students will end their day at **3:20 p.m.**

There are 6 classes per day with a 6 Day Cycle.

Elementary Schedule

8:48	8:48	Warning Bell
8:50	10:45	Class Time
10:45	11:00	Morning Recess
11:00	11:55	Class Time
11:55	12:10	Lunch Time
12:10	12:40	Lunch Recess
12:40	2:20	Class Time
2:20	2:35	Afternoon Recess
2:35	3:20	Class Time
Teaching Time		315

High School Schedule

8:48	8:48	Warning Bell
8:50	9:45	Period 1
9:50	10:45	Period 2
10:45	11:00	Recess
11:00	11:55	Period 3
11:55	12:10	Lunch
12:10	12:40	Break
12:40	1:35	Period 4
1:40	2:30	Period 5
2:35	3:20	Period 6
Teaching Time		315

Staff List 2025-2026

Myah Gross	Kindergarten, Grade 3-4
Lisa Grande	Grade 1-2 Homeroom
Paige Marsh	Grade 3-4 Homeroom, Student Support
Shalyn Brokofsky	Grade 5-6 Homeroom, 7-9 Arts Ed
Kimberley Sobkowicz	Grade 5-8 Science/Health, 7-12 Phys. Ed
Lindsay Solnicka	Grade 7-8 Homeroom, 7-8 ELA, 7-12 Social History, Classroom Complexity (Student Support)
Brianne Denning	Grade 11-12 Homeroom, 7-12 Math, 9-12 Science
Leia Hey	School-based Administrator, Grade 9-10 Homeroom, Grade 9-12 ELA
Char Dansereau	Careers, CWEX (Semester 1, Day 5)
Kathy Redmond	Administrative Assistant
Chelsie Moebis	Librarian
Karen Baxter, Karen Rogness	Educational Assistants
Sarah Wiens	SDLC Online Learning Facilitator
Sharron Snow	Caretaker
Robin Galambos	Child and Youth Counselor

Professional Development – Inservice Days – No School for Students

October 14, November 28, January 30, March 13, May 15, June 26/29/30

General Programming Information

Early Years (Kindergarten to Grade 4)

The early years focus on building foundational literacy, numeracy, and social-emotional skills through engaging, hands-on, and inclusive learning experiences. Kindergarten provides a play-based learning environment that supports transition to formal schooling. Grades 1-4 receive instruction in core subjects – English Language Arts, Mathematics, Science, Social Studies, Health, Arts Education, and Physical Education – supported by technology and collaborative learning strategies.

Middle Years (Grades 5-8)

Middle years education emphasizes critical thinking, independence, and the development of strong academic and interpersonal skills. Students continue with core curriculum subjects while exploring additional opportunities such as Career Education (Grades 5-8), and Home Economics and Industrial Arts (Grades 7-9) in Lucky Lake School.

Senior High School (Grades 9-12)

Grade 9 is a transitional year where students may begin to explore credit-based courses and prepare for graduation pathways. Teachers will share students' achievements on both the ordinal and percentage scale (on exams or major projects) so students can be prepared for percentage grades in grade 10.

Grades 10-12 students pursue specific academic and career pathways while meeting Saskatchewan Ministry of Education graduation requirements. To graduate with a **grade 12 standing**, students must earn a minimum of 24 credits. The tables below provide an overview of what is needed to graduate in the 24 credit program types (effective since the 2024-25 school year, this applies to graduates of 2027 and beyond):

Area of Study	Minimum Number of Credits Required for SK Regular Program
ELA	3
Mathematics	2
Science	2
Social Studies	2
Health Education/Physical Education	1
Arts Education/ PAA	2
Financial Literacy	1
Sub-Total	13
Electives	11
Total	24

Graduates of 2026 are still to follow the old graduation requirements which are outlined below:

Area of Study	Minimum Number of Credits Required for OLD Regular Program
ELA	5
Mathematics	2
Science	2
Social Studies	3
Health Education/Physical Education	1
Arts Education/ PAA	2
Financial Literacy	1
Sub-Total	15
Electives	9
Total	24

Required courses are compulsory and all prerequisites must be met. There are choices within required courses that will be discussed with high school students and parents; for example, the math pathways of Workplace and Apprenticeship, Foundations, and Pre-Calculus. Elective courses are chosen based on student interests and teacher availability. At least six elective courses must be at the grades 11 or 12 level (20 or 30).

Potential graduates meet graduation eligibility if they are on-track to complete the 24 required credits in their second semester of grade 12 and are in good standing (maintaining a passing grade) one month prior to the graduation ceremony.

The 2026 Graduation banquet and exercises will be held on **May 1, 2026**. Parents/caregivers and graduating students will meet with administrator/staff graduation coordinator in January to begin planning.

SaskDLC (Grades 10-12 elective course programming)

Senior students are enrolled in SDLC courses to meet specific academic needs or to access courses not offered in person at the school. These courses require a high level of independence, responsibility, and time management. Students are expected to be in attendance and treat these scheduled periods as they would any in-person class. They are expected to complete and submit assignments, quizzes, and exams by the deadlines set by the instructor. They are also expected to communicate with their instructor and check their SDLC platform and email regularly, as well as maintain academic integrity when completing their work. Mrs. Wiens is the Online Learning Facilitator, and will assist the students with any learning needs, or help them effectively communicate with their instructors.

Tri-Conferences and Report Cards

Purpose and Intention: We are committed to fostering strong school-family partnerships and supporting student growth through purposeful communication. Two primary tools used to support this communication are **tri-conferences** (student-parent-teacher) and **report cards**.

Tri-conferences are held twice a year. This year conferences will be held on **November 5 and 6** and **March 18 and 19**, from 3:30-6:30 p.m. During these conferences, students and teachers reflect on the progress, share accomplishments, and identify areas for continued improvement.

Report cards provide formal feedback on student achievement and learning behaviours. They are designed to communicate information clearly in alignment with provincial expectations.

Kindergarten receives report cards twice a year (March and June). **Grades 1-9** receive report cards three times a year (November, March, and June). **Grades 10-12** receive report cards four times a year (at the midterm and end of each semester).

Reporting Periods

Grade K-9	Term Start Dates	Term End Dates
T1	September 2, 2025	November 7, 2025
T2	November 12, 2025	March 12, 2026
T3	March 17, 2026	June 25, 2026

Grade 10-12	Quarter Start Dates	Quarter End Dates
Q1	September 2, 2025	November 7, 2025
Q2	November 12, 2025	January 29, 2026
Q3	February 2, 2026	April 24, 2026
Q4	April 27, 2026	June 25, 2026

Announcements and Communication

School Community **announcements** are shared in a variety of ways. Students and families can access information through the following:

- Edsby – “This Week” slide each week and newsletter postings; classroom postings
- School and classroom memos/letters/emails/posts
- School messenger (“alert” system)
- School newsletter
- School Facebook page
- Visual Screen (outside the office)
- Agendas/Dayplanners (elementary)
- School website

At Beechy School, we value strong **communication** between families and the school. We encourage parents and caregivers to reach out to us by phone or email to share updates, ask questions, or discuss any challenges their child may be experiencing. Similarly, teachers will reach out by phone or email if they have something to discuss with parents about their child. While texting may seem convenient, it is not recommended as a professional means of communication, and staff often do not check their personal cell phones during class hours; thus, for any attendance updates, questions, or concerns, we do ask that parents use the appropriate communication channels and email the teachers, or contact the office/update Edsby to share attendance updates.

Classroom-related questions should first be directed to the child's teacher. If an issue requires deeper discussion, we may invite you to meet in person so to work together in the best interests of the child.

We understand that questions or concerns may arise at any time; however, we ask that non-urgent emails be sent before 4:30 p.m., when possible, or that parents understand that emails received after 4:30 p.m. may be responded to the following school day.

If you have a concern to raise, we encourage you to follow this [sequential communication path](#) to ensure it is addressed properly and constructively:

1. Classroom teacher
2. Principal – Leia Hey
3. Superintendent of School Operations – Kim Fick (Please **ONLY** exercise this avenue if you are unsatisfied with results after discussing with both teacher and principal. We are all here for your children; please trust us that any decision made/action performed is in the best interest of the students.)

****Note:** The Director of Education will be notified by the Superintendent, should this be necessary. Parents are to contact the **Operational Superintendent** for the school, not the Director of Education **or** the Board of Education.

School Services

Child and Youth Counselor

The Sun West School Division has arranged for a Child and Youth Counselor to make regular visits to Beechy School to meet the needs of our students. Our school counselor will be in Beechy **two days per six-day cycle**. Arrangements are made if the child reaches out to the counselor (upon which the counselor will reach out to parents for permission), or if parents request this resource.

Clinical Support

The Sun West School Division has contracted speech and language pathology, school psychology, and occupational therapy services. Referrals or request for services are made through the school. Parents may call the office to enquire about the availability of these resources.

Athletics and Extracurricular Activities

Beechy School recognizes the importance of mental health and wellbeing, which is extended to physical fitness. We meet these needs through physical education programming and many extracurricular activities offered to our students. We compete at the Junior-Junior (grade 4-6), Junior (grade 7-9) and Senior (grade 10-12) level through a variety of competitive teams, which are provided by staff and community volunteers.

Beechy School Athletic Philosophy:

Beechy School athletics aims to grow life-long participants in physical activity as we provide a supportive opportunity for participation in a wide variety of extra-curricular sport. Through our athletic program, we hope to empower students to pursue excellence and reach their full potential while learning valuable lessons in sportsmanship, teamwork and integrity.

Recreational sports are coordinated by our Athletic Director. Activities students can participate in are as follows: volleyball, golf, cross country, curling, badminton, and track and field. New options may be available this year based on student interest. We encourage students to stay healthy and to show school spirit by joining an activity.

Beechy School also offers an **intramural** program for all students from grade 7 to 12. The students compete against each other in a variety of fun and challenging activities. The intramural program is only as successful as the students make it. We encourage them to get out and have some fun!

SLT (Student Leadership Team)

The Beechy School Student Leadership Team (SLT) is comprised of students from grades 7-12. This team plays a vital role in shaping the school culture by initiating, supporting, and coordinating student-led events that promote inclusion, spirit, and a sense of Blazer Pride. The SLT leads the student body in a variety of fun, educational, and motivational activities, as well as organizes fundraisers and hot lunches, and hosts school-spirit events throughout the year.

The SLT is supported by staff advisors, but we aim to have the leadership and direction of the team come from the students themselves. All members must fill out an application form to be considered for positions, and positions are filled each June for the following year.

The Junior SLT is for students in grades 4-6. Junior SLT members organize elementary-specific activities and assist the senior SLT with school-wide events.

School Community Council

The School Community Council is made up of up to 9 voting members, and 3 non-voting members. This council consists of parents and community members as our voting members and the non-voting members are the principal, a teacher, and a student representative from the SLT council. Elections are held for the SCC council in the spring and members sit for 2-year terms.

Roles and Responsibilities of the SCC:

- **Advisory Role:** The SCC works in an advisory capacity with the school administration and division, offering input and feedback on school goals, initiatives, and plans that affect student learning.
- **Community Engagement and Communication:** The council helps foster meaningful partnerships between families, the school, and the community. The SCC is to act as a bridge between the school and community, helping to share information and gather feedback from families.
- **Support for Learning:** The SCC supports the development and implementation of the school's Learning Improvement Plan and may assist in organizing or promoting educational events and initiatives.
- **Advocacy:** Members advocate for a positive, inclusive environment and ensure diverse voices are heard in decision-making.

All parents, caregivers, and community members are welcome to attend SCC meetings or express interest in becoming involved. The SCC will hold meetings at least five times per school year, between September and May. The Annual General Meeting is held each April. Meeting dates will be shared on our "This Week" slide and in the newsletter.

Other Parent/Caregiver Information

School Entrances

We encourage the children to enter and leave in an orderly manner. The kindergarten to Grade 6 children use the **west** entrance nearest the tennis court. Senior students use the **north or south** entrance.

Visitors

All visitors to the school are required to use the **north** entrance and check in at the main office upon arrival. A visitor is defined as any person who is not a student or staff member of the school. When students wish to bring a human or animal visitor to the school during the school day, permission is required from the teacher.

Parent Parking

Students are **not** to be walking between busses to get to their "parked" parents. Rather, we ask the students to walk around the last parked bus near the playground equipment.

All parents should use the **north** entrance and refrain from using BUSES ONLY exit on the east side of the parking lot. The BUSES ONLY exit is not to be utilized by other vehicles between: 8:30 am – 10:00 am and 2:00 pm – 4:00 pm.

Student Property

Students are responsible for their personal belongings. Cars must be in the designated lot or parked on the street – not in the south fire lane. Bikes must be parked in the racks. Students may not borrow or ride another student's bike or car without permission.

Lockers are provided to students, and locks are available free of charge at the office. If a student chooses to lock their locker, they must provide the code to their teacher or to Kathy in the office.

Travel/Insurance

Beechy School offers a variety of opportunities outside of the classroom. It is our hope that parents who are able will take turns driving students to events, when required. When driving for school trips i.e. field trips, sports, etc. parents are required to fill out the Authorized Driver form and have \$2 million liability insurance on their vehicles. The form for this goes out in the package of forms at the beginning of the year.

Bus Transportation

As part of the Sun West School Division, we follow the guidelines set out in Administrative Procedure 550 – Transportation of Students on a School Bus.

Student Responsibilities

1. Students must be dressed for weather conditions or will not be allowed to ride the bus.
2. Students must be ready to immediately board the bus or maybe left behind (at home or at school).
3. Students must remain seated while bus is in motion, facing the front, not leaning out of seats.
4. Students must be punctual, courteous, orderly, and quiet.
5. Arms, head, or any other body part not allowed outside windows when bus in motion.
6. No weapons, smoking, alcohol, or pets permitted at any time.
7. Passengers will be held responsible for damages caused by them.
8. Garbage is to be placed in garbage can or in lunch kits or backpacks.
9. Student discipline problems will be reported to Principal and may result in bus suspension.
10. Bus driver may assign seating plan.
11. Riding the bus is a privilege.
12. Bus driver needs to be informed if student is not riding the bus, and **notification the night before would be appreciated.**

Please note that during the winter months the bus may be cancelled due to the weather conditions. Your bus driver will contact you during these circumstances and you can look on the Sun West School Division website to check for updates. The Guest Rider Program allows occasional alternate travel arrangements under special circumstances; the student must be a registered rider and Form 550-5 must be submitted at least 48 hours in advance.

Beechy School Fire Drill and Lockdown Procedures

As a school, we are required to practice Fire and Lockdown Drills. If you are in the building during a lockdown, there will be a message over the intercom: "**Lockdown.**" This is the signal for the lockdown to begin. The teachers have certain Critical Incident criteria to follow during this time, so to ensure student safety.

Fire Drills

1. Posted in each classroom is a school map with the main exit, a secondary exit, and routes clearly marked.
2. Teachers will explain carefully and teach students the procedure that is expected when leaving the building.
3. Students will meet in their class group, in the assigned area. Each teacher will be responsible to make sure all students they are responsible for are accounted for. For example, if the 3/4 class is in the library they will go out to the library designated area with Mrs. Moebis.
4. Students working with instructional assistants out of the regular classroom setting will be escorted to their classroom designated area.
5. If someone is missing – it will be reported immediately to Mrs. Hey, Ms. Redmond or other supervisors when they make their rounds.
6. Bathrooms and shower rooms will be checked by the administration.
7. DO NOT re-enter the building until you hear the signal "all clear".

Note: As we have fire drills throughout the year, students should wear footwear at all times.

Library/Learning Commons Procedures

The Library (Learning Commons) is open for all students to use. Students may sign out books as needed, but please be reminded of the following rules:

1. No new books may be signed out if the student has any Overdue Books.
2. Textbooks will now be signed out to each student at the beginning of a term. It will be the student's responsibility to ensure that the textbooks are taken care of and returned at the end of the term in good condition. Textbooks are purchased at the school level, and we appreciate the students taking care of these books. (Textbooks typically start at \$75.00 each.)
3. Laptops are barcoded for high school students and signed out similar to textbooks.

Please remember that **students** are responsible for all materials on loan from the School Library. Other students or Staff may be waiting to borrow the book(s) sitting in the bottom of a locker.

First Aid Kits

There are three First Aid Kits located through-out Beechy School. They are in the Staff room, Physical Education Office, and elementary end (Room 7). The kits contain items such as bandages, tape, scissors, and ice packs. The First Aid Kits will be re-filled on a regular basis.

Beechy School Policies

Attendance and Punctuality

Students are expected to be in their classrooms, ready to learn, when each class begins. If arriving late, students should check in at the office. Late arrivals are tracked through our student data system, and patterns will be addressed through a supportive and restorative approach with teachers and administration. If a student must leave during the day, they must report to the office and sign out before leaving, so to ensure accurate attendance and safety.

An email, Edsby update, note or phone call from home should be directed to the school by a parent or guardian explaining absences from school prior to the day of the absence. Please try to have your child(ren) miss as little school as possible for non-school events and/or holidays. Too much time away hurts the student's ability to keep up with curriculum schedules.

Severe absenteeism is defined as missing 10% or more of instructional time in the early or middle years, or missing 10 period in a course in the senior years. In this case, the student and parents will be informed and will be invited to work with the school to develop a support plan focused on improving attendance and identifying any barriers to regular school attendance.

Late and Missing Assignments

We understand that students work at different paces and face various challenges. Our goal is to support timely and successful completion of all assignments. Teachers will provide clear expectations and due dates. If a student is struggling, support may include **teacher check-ins, homework hall, parent communication, scheduled work periods or other academic supports.**

Academic Integrity and AI Use/ Technology Use

Cheating – including plagiarism or unauthorized assistance – is a serious offence. This includes the use of unauthorized AI tools (i.e. ChatGPT, Snapchat AI, CoPilot, etc.).

If AI is misused the student will be asked to redo the assignment in their own words by a set deadline. Repeat offenses may lead to further consequences, including in-school suspension.

When used appropriately with teacher permission, AI tools may be used to support, not replace, student thinking.

High School Open Campus Policy

Students in high school may leave the school grounds during lunch with a signed parental consent form on file. Students are not permitted to leave campus during morning recess. Senior students are permitted to leave during spares if parental consent has been obtained.

Students are expected to use unscheduled (spare) time in designated spaces like the library or lab. Loitering in hallways is not permitted.

Expectations:

- Students must conduct themselves safely and respectfully off-campus
- Students are expected to return to class on time and ready to learn
- Driving is a privilege, and parents assume full responsibility for students operating vehicles
- Vehicles must be parked properly in the designated lot

Technology and Cell Phone Use

Technology use at school is a privilege. All students must sign the Sun West School Division Use of Technology Agreement outlined below:

Procedures

1. School staff are to ensure Administrative Procedures 140 Responsible Use of Technology are understood and adhered to by all students.

2. Passwords and Accounts

2.1 Students shall not share passwords or allow others to use their accounts.

3. Filtering and Monitoring

3.1 The Division employs a content filter to restrict access to inappropriate content. All network traffic is monitored by the Division, logging who, when, and what occurs on the network.

3.1.1 Students are not to seek out or visit inappropriate websites. If they do accidentally encounter such a website, they should immediately inform the supervising teacher.

3.1.2 If the Division's content filter is incorrectly blocking access to content, a request may be made to have the resource unblocked by contacting the Helpdesk. The resource will be reviewed before access is allowed or denied.

4. Social Networking and Network Communication

4.1 Use of Division resources to engage in blogging and social networking is acceptable, provided that it is conducted in a courteous, professional and responsible manner.

4.2 Posting of specific personal information or personal information about other people is not allowed.

4.3 Students should under no circumstances meet with an internet acquaintance without parent or guardian permission and must have adequate supervision.

4.4 Students will not engage in cyber bullying, which is defined as: "the use of communication technologies to support deliberate and hostile behaviour by an individual or group that is intended to harm others". This may include sending hateful or insulting remarks, posting unwanted pictures or other media on the internet, distributing unwanted pictures or media by email or Instant Message, communicating threats, or continuing to contact someone who has requested no further contact.

5. Use of Online Content and Resources

5.1 Students will respect the rights of content creators and be cognizant of applicable copyright and usage laws.

5.2 Students will not download or distribute material that they do not have rights to, including but not limited to: movies, music, eBooks, internet video, or software.

6. Use of Division Resources Including Desktop Computers, Laptops, Tablet devices, and Network Equipment

6.1 Students shall use Division resources for educational purposes

6.2 Students will not use Division resources for gaming unless associated with an educational outcome and supervised by Division staff.

6.3 Students will not store personal content on Division servers or devices. This includes but is not limited to personal images, music, or other digital content.

6.4 Students will not intentionally tamper with or cause physical damage to Division resources.

7. Use of Personally Owned Devices

7.1 The Division maintains a “Bring Your Own Device” (BYOD) wireless network.

Students may access this network using their division network credentials.

7.2 The BYOD network is filtered and monitored.

7.3 Students may not plug personally owned devices into classroom network connections.

7.4 The Division is not responsible for damage to personally owned devices.

8. Consequences

8.1 If a student is found to have breached the guidelines laid out in these procedures, or at the direction of a School Principal, the Division IT Supervisor or designate may prevent access to any computer system at any time as required.

8.1.1 Student network credentials may be revoked or suspended.

8.1.2 Access to Division owned computing devices may be removed.

8.1.3 Access to the BYOD wireless network may be revoked or suspended.

8.2 The School Principal will make the final decision on what is deemed inappropriate use by students.

9. Cell phone use (*see below)

10. Home use of Sun West Technology and Devices

10.1 From time-to-time, it may be necessary or beneficial for the Division to loan technology and devices to students for home use for the students to continue being successful in their studies. While being used at home, Division technology devices are still governed and monitored by Administrative Procedure 140 Responsible Use of Technology.

10.2 Students and parent/guardians are required to review Administrative Procedures 140 Responsible Use of Technology and complete form 140-4 Student Use of Technology Devices at Home (Student Parent Guardian Checklist) prior to receiving a loaned technology device.

10.3 Principals are required to complete form 140-3 Student Use of Technology Devices at Home (Principal's Checklist) prior to a technology device being loaned to a student.

****Damage to school technology must be reported to the classroom teacher. Repeated misuse of technology may result in suspension of technology privileges.** When a device is damaged, the school will have a private conversation with parents/caregivers to determine the responsibility of the repair or replacement.

Cell Phone Use

For cell phone use, we also follow AP 140 for Acceptable Use of Technology, which has been updated to align with provincial directives, and no cell phones are allowed in classrooms, so to maintain a focused learning environment. If your student must bring their cell phone to school, there will once again be a **parking lot system** in place for student cell phones. Grade 9-12 students may check their phones during breaks, but not during class. Grade 7-8 students will leave their phones in the parking lot for the morning and afternoon, but may check their phones at noon. They may not take their phones to Lucky Lake for P.A.A. on Day 6 afternoons, unless arrangements have been made with parents for specific reasons.

Phones will be collected by the supervisor on bus trips and field trips, so to ensure student safety and comfort.

We do not want to see students spending their breaks/noon hour exclusively on their phones, rather than interacting with other students. We will continue to encourage participation in intramurals and group activities.

Any students caught using a cell phone inappropriately during school hours will have the following consequences:

- 1st offense: The cell phone will be taken away for the remainder of the day (by the classroom teacher).
- 2nd offense: The device will be given to the principal, and it can be retrieved at the end of the day.
- 3rd offense: The third and any subsequent offences will result in parents being notified, and the parents will be required to come in to retrieve the phone from the principal.

Other:

1. No devices, or smart watches, are allowed during exams.
2. Anyone with late assignments who has been put in “Pink Paradise” (homework hall) will **not** be allowed cell phones at **any point of the day** until they are caught up on their work. They may leave cell phones at home or turn them in in the morning and retrieve them at the end of day.

****Students are required to follow the direction of the teacher when using devices; failure to do so will follow the cell phone rules.**

Tobacco, Vaping, and other Substance-Free Environment

Beechy School is a tobacco/vape free facility and grounds. Students choosing to ignore the Sun West School Division policy will be subject to the school discipline policy. There is no smoking or vaping on school grounds or within eyesight of the grounds. Possession of tobacco and/or chewing tobacco and/or vaping materials on school grounds is prohibited. The first offense will result in immediate contact with the parent or guardian. Subsequent infractions may result in suspension.

****The same rules apply to energy drinks, including Prime, Monster, Alani, and other drinks of the sort. There is substantial research to prove how unhealthy these drinks are for young people, and, as such, we do not allow them in school so to keep our students healthy and safe.***

Allergy Alert: Peanut Free Environment

We are a completely **Peanut Free School**. Students are asked NOT to bring anything containing peanuts to school. “May Contain” and tree nuts are fine.

Safe School Environment

Beechy School is committed to ensuring a safe environment for all students, staff, and visitors. To support this, the possession of weapons on school property is strictly prohibited. This includes, but is not limited to, pocketknives and Swiss army knives, or any object that is intended to cause harm or be perceived as threatening.

Any student who brings a prohibited item to school will have the item immediately confiscated, and parents or caregivers will be required to retrieve the item. The first offense will result in parents and students being reminded of the policy. Repeated offenses will follow the discipline policy of the school.

Beechy School Discipline Policy

Minor infractions will be handled by the teacher. Teachers *may* refer to the principal for follow-up, and restitution or reflection may be required.

For **repeated behaviour** and **major or severe infractions**:

All first offence/**Stage One** discipline issues will be dealt with on a “case by case” basis. The classroom teacher will decide if the issue is something he/she wishes to bring to administration. If so, students will report to the Principal’s office. The following will ensue:

- a. The teacher who sent the student to the office will complete the standard discipline referral form. The purpose of the form is to objectively describe and properly document the incident in question.
- b. Upon receipt of the referral, the principal will have a conference with the student.
- c. In cases of defiance, or chronic refusal to follow school expectations, the student will contact his or her parent/guardian and explain the nature as to why he or she was sent to the office.
- d. The principal will also speak to the parent/guardian at that time and provide any additional information needed.
- e. During the conference, the student will have the opportunity to discuss the incident as described in the referral form.
- f. All discipline referral forms will be filed at the school for future reference.
- g. Appropriate action will be taken by the principal after conferencing with the student. **Typical consequences will include missed recess, detention time with the principal and/or a half-day in-school suspension.**

Examples include, but are not limited to, obscene language, willful damage, threatening others, neglect of duty (consistent incomplete homework, missing assignments or late assignments), dishonesty or disrespect, non-compliance with Beechy School expectations and policies including but not limited to: playground rules, the dress code, inappropriate cell phone use in class, and unauthorized absences or habitual lates.

Stage Two offences will follow the same procedure, except that student will automatically contact his/her parent/guardian to explain the nature as to why he/she was sent to the office. The principal will also speak to the parent/guardian at this time. Stage two consequences **may result in a half-day to three day-suspension** (in or out of school).

Examples include, but are not limited to, multiple referrals, obvious threatening or intimidation, fighting, bullying, theft, disobedience/disrespect for authority, smoking/vaping on school property, drug use on school property, opposition to authority, repeated non-excused absences (skipping), continuation of habitual lates, chronic neglect of duty (several instances of missed homework, late assignments, or incomplete work)

Stage Three offences occur when there are continued issues following Stage One and Two Discipline offenses. These will follow the same procedure as stage two, but will also include the Superintendent of Education being contacted. A one to three-day suspension, and Sun West School Division behaviour contract, may result.

IT IS ASSUMED:

1. The student has been given alternatives and encouraged to correct behavior in positive ways.
2. Staff and administrators will combine their professionalism with parental and student consultation in order to make fair and just decisions in all discipline issues.

School Dress Code

Students are encouraged to dress in an appropriate manner. The acceptable standard of dress for Beechy School is as follows:

1. Clothing must be in appropriate repair.
2. Clothing must adequately cover undergarments and private areas at all times.
3. Clothing will not display messages that promote hate, violence, discrimination, or contain pictures, logos or references to alcohol, drugs, or other harmful substances.
4. Gym clothes are only worn in the gym, and students in grades 3-12 must change for P.E. class. **NO outside shoes will be worn in the gym.**
5. Footwear must be worn at all times.
6. Headgear will be removed when students come into the building and stay off between **8:50 and 3:20**, except if senior high school students are leaving the school at noon. Students will also remove headgear while working after-school sporting events. Students may wear headgear on Fridays, and an option for a donation will be available. Money collected will go to charities of the SLT's choosing at various points in the year.