



# EATON SCHOOL STUDENT & PARENT HANDBOOK

## 2021-2022

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<http://www.sunwestsd.ca/eaton>

Eaton School (Facebook)  
@eatonspartans (Twitter, Instagram)

**Our Vision: Excellence Through Education**

**Our Mission: At Eaton School, we shall provide a personalized program and a nurturing climate in which students can achieve excellence through education in partnership with the family and community, with the goal of becoming life-long learners and responsible 21<sup>st</sup> Century citizens in a global society.**



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## 1.0 Eaton Staff

### Teaching Staff

Lisa King  
Harmony Palaschak  
Shelley Follensbee  
Megan Chabot  
Nichole Bredy  
Diedra Whitell

Clint Hayes

David Korchinski

Michael Hoult

Shaye Bauml  
Shane Clark

### Teaching Assignments

Principal, GDLC 10, PAA 9-12  
Kindergarten (Days 2, 4, 6)  
Grade 1/2  
Grade 3/4  
Grade 5/6 ELA/Math/Arts Ed/Social & PeBL Mentor  
Grade 7/8 English/Math/Social/Health, Grade 1-4 Music,  
Band 5 & 6, Jr Band (Gr 7-8) & Sr Band (Gr 9-12)  
PAA 7-12, PE 5-12, Science 7/8 and 5/6, Health 5-9, &  
Athletic Director  
English 9-12, History 10/20/30, Social Studies 9, GDLC  
10  
Math 9-12, Science 9 and 10, Environmental Science 20,  
Biology 30  
Student Support K-12, Arts Ed 5-9  
Career Ed 7-9, CWEX 10/20/30

### Support Staff


Kathy Hoffman  
Tracy Radies  
Candice Connolly  
Cindy Facca  
Julie Nunweiler  
(To Be Determined)  
Jennifer McKenzie  
Natalia Zbercha  
Sandi Toner

Secretary  
Librarian and Distance Learning  
Educational Assistant  
Educational Assistant  
Educational Assistant  
Educational Assistant  
Custodian  
Custodian  
Child & Youth Counsellor

### Bus Drivers

Sarah Becker  
Dale Bredy  
Sharon Steinke

## 2.0 Spartan Code of Conduct

<b>Spartan Code of Conduct</b>			
	<b>EATON SCHOOL</b> <b>“Excellence through Education”</b>		
	<p>At Eaton School, all members of our school community believe that,</p>		
	<table border="0"> <tr> <td style="vertical-align: top;"> <p>1. We will demonstrate respect for ourselves, others, and our school.</p> <p>2. We will create an environment that is positive, safe, and inclusive.</p> </td> <td style="vertical-align: top;"> <p>3. We will treat others as equals with dignity and respect.</p> <p>4. We will strive to develop an image of a proud, enthusiastic student body, which excels in all areas of our school environment.</p> </td> </tr> </table>	<p>1. We will demonstrate respect for ourselves, others, and our school.</p> <p>2. We will create an environment that is positive, safe, and inclusive.</p>	<p>3. We will treat others as equals with dignity and respect.</p> <p>4. We will strive to develop an image of a proud, enthusiastic student body, which excels in all areas of our school environment.</p>
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### 3.0 **STRIVING FOR EXCELLENCE IN EDUCATION AT EATON**

**Eaton students will strive for Excellence by being responsible for their Choices, Words, Actions, Grades, and Successes, and the resulting consequences.**

RESPECT: self, others, property	RESPONSIBILITIES
<p><b>SOUNDS LIKE</b>            Use respectful language: verbal and body language            Be polite            Be friendly            Keep conversations at an acceptable level            Participate in class discussions and activities            Listen the first time so directions don't need to be repeated</p> <p><b>LOOKS LIKE</b>            Follow the rules without being asked or reminded            Choose appropriate behaviours that allow ALL to learn            Choose appropriate behaviours throughout the school            Act with honour            Respect yourself: take care of your body, mind and spirit            Everyone should feel safe            Show empathy, try to understand how others feel and what his or her life is like            Wait for your turn and to be acknowledged            Respect the property and equipment of others and the school            Respect the space of others in the classroom, halls, and outdoor spaces including the parking lot and playground            Listen            Try your hardest            Clean up after yourself: garbage, recycle            Have confidence            Follow school expectations regarding dress code</p>	<p>Be punctual- on time            Attend class regularly            Be prepared- bring materials            Follow directions            Use class time appropriately            Be on task            Be organized and neat            Set a positive example            Self monitor            Meet deadlines            Complete assigned work            Do homework            If absent, find out what you missed and catch up on missed assignments            Ask for help/ ask questions            Have a positive attitude            Appropriately use devices as tools            Admit to mistakes            Be safe and fair            Be honest            Pay attention to posters, announcements and whiteboard messages            Take care of your property            Help others when they need it            Follow through with what you have been asked to do            Try new things</p>

## 4.0 Spartan Pride

**School Colours:** The colours are identified as red, black & white with a Spartan logo.

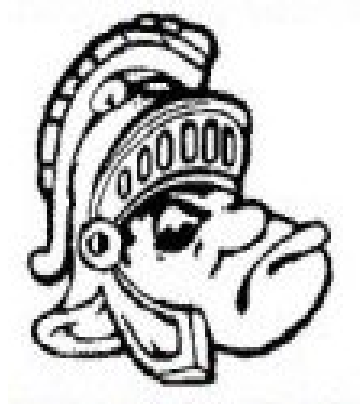
**School Cheer:** "We... are.... **SPARTA!**"

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# SPARTAN CHEER

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Eaton High! Eaton High!  
Black and white flying high!  
Watch us rip, watch us tear,  
Win or lose, we play fair!  
Yeah, Eatonia!



## 5.0 PeBL at Eaton School FAQ

**What is PeBL?** PeBL is Personalized electronic-based Blended Learning. It is similar to differentiated instruction, but at a higher level. Students will build learner profiles to discover how they learn best so that they can better choose the learning platforms that will benefit them the most. Through self-awareness and self-discovery of their own learning styles, students will become empowered to take control of their own learning and become more engaged in the learning process. PeBL is also designed to help students develop and utilize 21<sup>st</sup> Century skills which will help them in their work now and in the future.

### What will PeBL look like in the classroom?

**Environment** In classrooms and throughout the school there are a variety of learning environments such as desks, tables, group spaces, safe spaces, and more. The Spartan Outdoor Educational Space offers outdoor learning opportunities to our students and in addition, lets teachers focus on agriculture and horticulture. Flex Seating Expectations for students working in these environments are:

- S** Sit where you work best
- P** Properly Seated
- A** Always working....if not....move
- R** Respect other learners
- T** Teacher & EA always reserve the right to move anyone
- A** Always ask before working outside of the classroom

**Instruction** Instruction will be planned by the classroom teacher based on student-learner profiles and will be learner centered. Face-to-face instruction will be supplemented with varying resources including, but not limited to electronic devices, Makerspace, Study Forge, Moodle, apps, etc. Instruction will still adhere to the outcomes of the Saskatchewan Learning Curriculum. PeBL does not mean an online course and there will still be as much face-to-face student-teacher contact as always. With student learning needs taken into consideration, the elements of student voice, choice, pace and place will be teacher guided. This platform will allow for greater individualized learning and collaborative opportunities to meet each student's needs. In a personalized environment, students take on an increasing responsibility for their learning. A deliberate and gradual Transfer of Responsibility from I Do to We Do to You Do results in more engage learning, higher motivation levels and greater success.

**Assessment** Assessment naturally flows from the way instruction is individualized. Student will be assessed based on the curricular outcomes in a variety of formats. Assignments and projects may be cross-curricular and could include outcomes from more than one subject area.

**What will be the same and what will be different for my child?** Students will complete learner profiles and use this information to set personal goals for their learning. They will continue to have assignments, assessments, and homework. You may notice a difference in the types of assignments they are doing and how these assignments are done (for example, assisted by technology). Students will develop a growth mindset with the goal of becoming life-long learners. They will realize that as a learner it is okay to make mistakes or fail and that what is most important is that they learn from those experiences and grow. Students will be able to work at an individual pace with teacher guidance, but will still be expected to complete the Saskatchewan curriculum outcomes.

For more information on PeBL visit the Sun West PeBL website at:

<https://www.sunwestsd.ca/personalized-electronic-blended-learning> or check out the Continuum of Learning Video at <https://www.youtube.com/watch?v=zrIMkP3hJ3A>.

## 6.0 Academics

Eaton School is a K-12 School within the Sun West School Division which offers a comprehensive set of course offerings, including the traditional academic subjects: English, Math, Science, Biology, Chemistry, Environmental Science, Health Science, Physical Science, Physics, Social Studies, History, as well as Arts Ed, Physical Education, Health, Band, Practical & Applied Arts, and Work Experience.

Students in Grades 10-12 also have access to the Sun West Distance Learning Center (DLC), Saskatchewan's largest online school with over 120 online courses available.

### 6.1 Academic Expectations

We at Eaton School want to give students every opportunity to demonstrate that they understand the concepts of what is being taught and can achieve the outcomes as laid out in the curricula.

Individual teacher's expectations regarding assignments, projects, exams, late assignments, missed exams, and rewrites will be laid out in their course outline.

Students' final standing in courses will be determined by classroom work, assignments, projects and/or exams.

It will be necessary for students to do homework to ensure completion of **all** work and proper preparation for exams. **It is the student's responsibility to complete all classroom work, assignments, projects and exams to the best of their ability, and to find out what work was missed during their absence and to ensure it is done.**

### 6.2 Assignments, Rewrites, Missed Exams

Any students who do not complete and hand in assignments/projects/tests on the date due will receive an Incomplete (INC) in MySchoolSask, which will be calculated as a 0.

Any late assignments handed in at least 1 week before report cards go out will be assessed and the mark/grade will be adjusted. Any assignments not handed in at least 1 week before report cards go out will not be marked and the INC will be changed to a 0 in Gr 10-12 or "IE" insufficient evidence in Grades 7-9.

### 6.3 Eaton & Provincial Exams (Gr 7-12)

In addition to more frequent, small exams and projects given during the year, there will be major comprehensive exams and/or provincial examinations written in late January (Grades 9-12) and June (Grades 7-12). These results comprise a significant portion of the final standing. In the 2021-2022 school year, students in Grades 11 and 12 have the option of writing a Provincial exam or writing the Teacher Accredited exam in either English A30, English B30, or Biology 30.

### 6.4 Plagiarism

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own by copying and pasting into an assignment. This is not acceptable. An assignment/project that has been plagiarized in part or in whole will be returned to the student who will then have the opportunity to redo the assignment/project in their own words by the date set out by the teacher. If the assignment is not redone, the grade assigned will be 0.



## 7.0 Assessment

### 7.1 MySchoolSask

Since the fall of 2019, the student information system, **MySchoolSask** or **MSS**, is being used throughout Sun West and the Province of Saskatchewan. Student attendance, assessment and progress will be recorded using MSS. Families have access to the Parent and Student Portals.

### 7.2 4 Point Rubric

To increase consistency across the province, divisions have agreed upon a common 4-point rubric, as well as FASAs (Factors Affecting Student Achievement), formerly known as Learning Behaviors, to prepare them for success. See attachment on the next page.

### 7.3 Report Cards

Grade 1-9 will have 3 report cards, while the High School level will have 4. Kindergarten will have 2 report cards.

November 10, 2021	Grades 1-12
February 2, 2021	Grades 10-12
March 11, 2022	Grades K-9
April 14, 2022	Grades 10-12
June 30, 2022	Grades K-12

### 7.4 Parent/Teacher Conferences

Fall for Grades 1-12	Wednesday, October 27, 2021 Thursday, October 28, 2021
Fall for Kindergarten	Thursday, November 25, 2021 Monday, November 29, 2021
Spring for Kdgn-Grade 12	Tuesday, March 15, 2022 Wednesday, March 16, 2022

**Please note that conferences for the fall will take place prior to report cards this year to facilitate improved communication between students, parents and teachers before report cards are sent out November 10<sup>th</sup>.**

**A Digital Forms document will be sent home prior to conferences in order for parents/guardians to choose from the following options:**

- 1) Preferred date
- 2) Preferred format: in-person face-to-face meeting, telephone conversation, Teams virtual meeting

# Common Provincial 4-Point Rubric

## Academic Achievement Scale

Numeric	Alpha	Term	Description
4	EX	Exemplary	Evidence indicates in-depth understanding, demonstration or application of the outcome
3	ME	Meeting	Evidence indicates understanding, demonstration or application of the outcome
2	AP	Approaching	Evidence indicates progression towards understanding, demonstration or application of the outcome
1	BE	Beginning	Evidence indicates initial understanding, demonstration or application of the outcome

## Other Scale Terms

Abb.	Term	Descriptor/Definition
IE	Insufficient Evidence	The student has not yet demonstrated enough evidence for reporting purpose.
NA	Not Applicable	This topic, unit or outcome was not taught or assessed this term.
IG	Individualized Goals	The student demonstrates understanding of outcomes that are adjusted in number and complexity as discussed with parents/guardian prior to this report.

## Factors Affecting Student Achievement

Term	Descriptor/Definition
Lifelong Learner	The student is curious, observant and reflective as the student imagines, explores and constructs knowledge.
Sense of Self	The student possesses a positive sense of identity and appreciates the diverse beliefs, languages and practices of others.
Engaged Citizen	The student demonstrates confidence, courage and commitment in contributing to the community.
Work Habits	The student organizes materials and time in order to be an effective, independent and dependable learner.

## Scale for Reporting Factors Affecting Student Achievement

C	U	S	R	IE	NA
Consistently demonstrates the characteristics	Usually demonstrates the characteristics	Sometimes demonstrates the characteristics	Rarely demonstrates the characteristics	Insufficient Evidence	Not Applicable

## 8.0 Requirements for High School Graduation

**In order to meet the Saskatchewan Ministry requirements, students must have completed a MINIMUM of 24 credits total, attained in their Grade 10, 11 and 12 years. Of the 24 credits, students must have 5 – 30 level credits.**

<b>REQUIRED CREDITS - 15</b>	<b>ELECTIVES – 9</b>
1 - ELA A10 1 - ELA B10 1 - ELA 20 1 - ELA A30 1 - ELA B30 1 - HISTORY 10 1 - SOCIAL SCIENCE 30 (History, Social Studies, Native Studies) 1 - 20/30 level SOCIAL SCIENCE 1 - MATH 10 (W&A or Foundations/Pre-Calc) 1 - MATH 20 level 1 - SCIENCE 10 1 - SCIENCE 20 LEVEL 1 – WELLNESS 10 or PHYS ED 20 or 30 2 – ARTS ED/BAND/PAA level 10, 20 or 30	5 – Electives at the 20 or 30 level 4 – Electives at the 10, 20 or 30 level

**An informational and registration meeting is held each spring for Grade 9 students and their parents/guardians.**

**The Principal meets and communicates with Grade 10-12 students and their parents/guardians regularly in person and/or via email to ensure that all students are on track to graduate or to develop a personalized graduation plan.**

## 9.0 Policy for Class Options

The Principal will meet with all grade 9-11 students and their parents in the spring to finalize class selections for the fall.

Teachers will send out emails to parents and students to remind them about outstanding incomplete assignments and to communicate the deadline for incomplete work.

If parents give permission for a student to drop a class, a Subject Withdrawal Form must be completed. Once a student has started a class, all attempts must be made to complete that class.

## **10.0 Policy for DLC Courses**

Students in Grades 10-12 can choose from more than 120 free Ministry of Saskatchewan-approved online courses. This includes access to all educational resources, reading materials and instructions 24 hours a day. Also, it includes the support of approachable, knowledgeable online teachers who are available by email, phone or video conference week days between school hours. Tap into the DLC HelpDesk, which provides technical support around accessing digital resources, utilizing the various programs and tools within our courses, digitally submitting assignments, and e-communication.

Receive regular communication between student, DLC teacher, Eaton Principal and Librarian, and parent will ensure that students stay on track and complete the course within the intended timeline. This includes support, guidance and encouragement, as well as pacing updates, progress reports and check-ins as needed. Students will be asked to sign a contract that states the expectations of DLC students.

Students who register in a DLC course will have that course scheduled in their timetable and that period will not be a spare. Gr 11 and 12 DLC students must report to Miss Radies at the beginning of the period for attendance purposes and to ensure that students are following the DLC suggested timeline for completion.

## **11.0 Policy for Spares**

The privilege of having a spare period is granted to eligible Grade 11 and 12 students for those periods in which they do not have a scheduled class. Spare Period Privilege forms will be sent home at the start of the school year for parent and student signature.

The following options during spares/unscheduled times are:

- a) The student may remain at school and report to the library where they are responsible for bringing work to do.
- b) The student may leave the school premises provided they have obtained written parental/guardian consent.

Spares are a privilege, not a right. The gym is not to be used by students on spares. If student behavior is inappropriate during spares, this privilege will be reviewed with the student, parents/guardians, and the administration.

## **12.0 Graduation Ceremony Requirements**

Traditionally, the Eaton School Graduation ceremony is held the second Saturday in June. Graduation at Eaton School is recognized as an important point in a person's journey through life. It is an event that should be celebrated and students should be recognized for their academic accomplishment. As such, Eaton School has outlined criteria for participation in the Ceremonies.

In order to participate in the Eaton School Graduation Ceremonies:

1. The student must have a reasonable expectation of graduation
2. The student must be able to attain the minimum number of credits (24) required by the Saskatchewan Ministry of Education
3. The student must be able to attain the required subjects as outlined by the Saskatchewan Ministry of Education
4. The student must have a passing mark in the courses outlined in points 2 and 3 on the Quarter 3 report card.

### 13.0 Bell Times

<u>Elementary</u>		<u>High School</u>	
Warning Bell	8:50	Warning Bell	8:50
Period One	8:55	Period One	8:55
Period Two	9:48	Break	9:48
Recess	10:40	Period Two	9:55
Period Three	10:55	Break	10:48
		Period Three	10:55
Lunch	11:48	Lunch	11:48
Warning Bell	12:30	Warning Bell	12:30
Period Four	12:35	Period Four	12:35
Period Five	1:27	Break	1:27
Recess	2:20	Period Five	1:34
Period Six	2:35	Break	2:26
		Period Six	2:33
Dismissal	3:27	Dismissal	3:25

### 14.0 Student Arrival Time

Please do not send your child to school prior to 8:40am as playground supervision does not start until that time. K-6 students are expected to go outside prior to school.

### 15.0 Locked Doors Policy

For safety reasons, all exterior doors at Eaton School, with the exception of the Main Entrance, will be locked between 9:00-11:50 am, 12:40-3:25 pm and after 4:00 pm. Playground doors will be unlocked during recesses and noon hour. All visitors to our school and **any students arriving late are required to check in at the Office, located at the Main Entrance.**

### 16.0 Attendance, Lates and Leaving Early

Attendance is a very important to student success. Attendance at all classes is compulsory. **Please notify the school by phone (306-967-2536) or email (eatonschool@sunwestsd.ca) before 9:00 am if your child is going to be absent or late from school for illness or other reasons.**

Sun West School Division has set up SwiftK12 Alerts to communicate to parents student attendance, including absences and lates.

In Kindergarten to Grade 6, Eaton School Staff will enter attendance by 9:10am and 12:50pm. Data will be pulled from MySchoolSask and reports run. At 9 :45am and 1 :25pm, parents whose child is marked absent (not absent excused) will receive a text message from the School's SwiftK12 Alert system to notify them of the absence.

In Grades 7 to 12, Eaton School Staff are required to enter attendance within the first 15 minutes of each class period. Data will be pulled from MySchoolSask and reports run which takes time. Parents whose child is marked absent (not absent excused) will receive a text message from the School's SwiftK12 Alert system to notify them of the student's absence. P1 at 9 :45am, P2 at 10 :45am, P3 at 11:45am, P4 at 1:25pm, P5 at 2 :24pm and P6 at 3 :23pm. We are aware that the pulling of data and running of reports creates a longer delay, but it is the best the Division can do with the tools we have.

Parents whose child is late (not late excused) will receive a text message from the School's SwiftK12 Alert system at the end of the day (3 :35pm) to notify them their child was late for one or more classes throughout the day.

Please contact the office at (306) 967-2536 before 9:00 am if your child is going to be absent or late so that the absence can be entered appropriately and you do not receive unnecessary text messages. Parents, please be aware that you may get multiple calls about the same absence if you do not call in to the school to excuse it.

The school expects regular attendance and keeps accurate records of a student's attendance. A letter will be sent to parents/guardians of those students who have less than 90% attendance at the end of Semester 1 in hopes of working with parents to see improved attendance. There are consequences for students who are consistently late.

If you are picking up your child during school hours, please notify the office.

Responsibility for attendance rests with the students and parents. Please be sure to communicate with all your child's teachers.

## **17.0 Communication Between School and Home**

The 3Cs of student success are communication, communication and communication. Good communication between teachers and parents is in the best interests of our students. Parents must be aware of their child's behaviour and performance in school and it is our goal to keep you informed. Teachers, too, must be aware of factors affecting a student's ability to learn.

If you have questions or concerns, please contact your child's teacher(s). Often a meeting can help resolve problems and keep the lines of communication open. However, if you still have concerns, please contact school administration to discuss further.

Below are the initiatives taken at Eaton School to keep parents informed about school/classroom activities and programs as well as individual student performance and behavior.

<b>Teacher/Parent Contact</b>	Contact can be made via email, notes, or phone calls when either the teacher or parent has concerns or positive feedback to share.
<b>SeeSaw</b>	SeeSaw is both a Digital Portfolio app and an excellent communication tool that allows for sharing of student work and celebrating their achievements. Parent accounts are created by the homeroom teacher.
<b>ALERT</b>	This school notification system, formerly called SWIFT K12, enables messages to be sent from the Office to whole school or different groupings of parents through email, text or voice messaging.

<b>Permission Click</b>	Parents will be able to provide consent, fill out forms, and make payments via Permission Click on almost any device, anytime, making it easier for parents to stay connected and up to date. There are no apps to download. Paper copies are available upon request.
<b>Remind App</b>	A private mobile messaging tool that enables teachers to communicate with parents and is designed to increase parental engagement by keeping them informed of classroom happenings.
<b>Social Media</b>	Eaton School website ( <a href="http://www.sunwestsd.ca/eaton">http://www.sunwestsd.ca/eaton</a> ), Facebook, Twitter, Instagram (@eatonspartans). Please check out these Eaton Social Media sights which highlight our students and their activities and contain useful information.

## 18. Elementary Playground Rules

- Students will exit to and from the playground using their designated entrances. K/1/2 will use the northwest doors. Grade 3/4 will use the east door by the office. Grade 5/6 will use the lobby on the north side of the gym by the S.O.S.
- The playground has been divided into 2 zones with a rotational schedule for grade/student access to each zone: K/1/2 and 3/4/5/6. The Red Zone includes the Red Park Structure, basketball court, S.O.S., tetherball, buddy bench and play area on the north side of the caraganas. The Blue Zone includes the swings, slide, teetertotter, monkey bars, blue play structures, hill and soccer field.
- The Spartan Code of Conduct forms the basis of our playground rules and expectations.
- Safety and respect our main concerns.
- Students will be expected to leave their backpacks in the designated areas and go directly to the playground upon arriving at school. This is to ensure that all students are being supervised by the outside supervisor before school. **Teachers begin supervising the playground at 8:40 am.**
- All students are expected to go outside for recess and remain outside until the bell has rung.
- Playground boundaries must be obeyed as they are the areas that are supervised.
- Students are to use equipment safely and for intended use. Whatever equipment students use should be returned to the storage boxes in the entryways.
- In consultation with other schools, we have decided to keep 'technology' (DS, iPods, iPads, phones, etc) off of the playground. The basic reason for this is two-fold: we think it is important that recess is a time for all students to be outside and to be physically active, and as well, we have found that often the root issue of some conflict on the playground is technological devices.

- Teachers communicate in regards to all issues on the playground. We strive to be consistent in our language and in implementing the guidelines that have been outlined. Therefore, tackle or contact sports, snowball throwing, playing in puddles or on ice, inappropriate language, and fighting are not tolerated. Students are permitted to bring crazy carpets to school in winter. Please be sure they are labeled with your child's name and stored appropriately in buckets at the entrances.
- Throughout our changing seasons, students need to dress appropriately for the weather. Students should know that items like mittens and hats need to be worn with jackets zipped up! There are extra supplies at the school should students forget theirs, but please every effort to ensure that your child is dressed for the weather.
- Indoor recesses are decided upon at the discretion of the teacher supervisor. However, it is automatically an indoor recess if the temperature is -30 degrees Celsius with the windchill or it is raining.

## 19.0 Breaks Between High School Classes

- Students in Grades 7 to 12 have a 7 minute break between each class.
- Gr 10, 11 & 12 student breaks will be in the lower level; Gr 7/8 & 9 student breaks will be in the upper level.
- Students are expected to demonstrate appropriate behavior in the hallways, lobby, washroom, etc. and to follow the Code of Conduct.

## 20.0 Bullying, Harassment, Physical Confrontations

Bullying is hurtful, done on purpose, and an imbalance of power. It is repetitive. There are three kinds of bullying: physical, verbal and indirect. Eaton staff will deal with incidents that they observe or are made aware of. We want all students to feel that Eaton School is a welcome and caring environment. When conflict or problems arise, teachers will work with students to find a solution that works for everyone.

- The **Eaton Code of Conduct** was created with input from students, staff, parents and community. It is posted in classrooms and hallways throughout the school. **It clearly outlines how respect and responsibility look in our school.**
- Classroom teachers continually work with their students on topics such as empathy and respect for one another.
- The school, in conjunction with the SCC, may arrange for guest speakers to speak with students.
- Staff regularly have discussions with students who are not following the Code of Conduct.
- Staff make phone calls to parents, whose students have not followed the Code of Conduct.
- Students serve In School Suspensions or Out of School suspensions for inappropriate behavior.
- Staff meet with parents and students to promote positive behavior.



- Students are consistently told that if there is a disagreement between them and another student that they cannot resolve, they need to ask an adult for help.
- Staff work to help students develop coping strategies when they are feeling frustrated or discouraged.
- Counseling is available on a regular basis in our school.
- There is **Zero Tolerance** for **physical fighting**. Students involved will serve an in-school or out-of-school suspension and parents will be contacted.

While we realize that all of the above strategies are not always successful with all students, staff at Eaton are doing our best to promote positive interactions and positive behaviors and we appreciate your support. If you have concerns, it is imperative that you contact your child's teacher as soon as issues arise.

## **21.0 Language**

Students should use respectful, appropriate language at school and on school grounds at all times to demonstrate strong leadership. Abuse of any kind will not be tolerated. Such behavior will result in consequences.

## **22.0 Personal Property**

Students' personal property that is not school appropriate (including but not exclusive to nerf guns, stink bombs, multi-tools, etc) should not be brought to school if it negatively impacts the school's positive, safe and inclusive environment. If a student chooses to bring these products onto Eaton School property, the school has the right to confiscate the product(s).

## **23.0 Smoke, Tobacco and Vape Free Environment**

The facility and grounds of Eaton are smoke, tobacco and vape free. This includes cigarettes, e-cigarettes, vaping, chewing tobacco, etc. No student, staff member, community member, volunteer or visitor is permitted to smoke, vape or use tobacco and vaping products at any time, including non-school hours in the school, on school grounds or parking lots.

If a student chooses to bring these products onto Eaton School property, the product(s) will be confiscated, parents will be contacted, and students may have to serve a consequence. If a student is caught vaping, the student will automatically serve an in-school suspension and parents will be contacted.

## **24.0 Alcohol and Drugs**

The school environment must be alcohol and drug free to provide the best opportunities for student growth and development. Eaton School is concerned about student physical and mental health and recognizes that drug abuse and chemical dependency interfere with a student's well-being and ability to perform. As part of alcohol and drug abuse education, the following strategies will be used.

- a. Promoting prevention strategies
- b. Providing educational opportunities and materials
- c. Taking appropriate actions in response to alcohol and drug related incidents
- d. Facilitating consultation and rehabilitation by referral to appropriate agencies

## **The Zero Tolerance Rule:**

Eaton School has zero tolerance for tobacco (cigarettes, e-cigarettes, vaping, chewing tobacco, etc.), alcohol, marijuana, illegal drugs, and abuse of prescription drugs during school hours and at extra curricular and school related functions. There is no amount of tobacco, alcohol, marijuana, or illegal drugs that a person may consume or possess that would be acceptable. If students choose not to follow this rule, the product will be confiscated, parents and/or police will be contacted, and there will be an automatic suspension.

## **25.0 Security Surveillance**

Security surveillance cameras have been installed at Eaton School. Please be advised that 24 hour electronic surveillance is now on school property.

## **26.0 Critical Incidents, Crisis Management & Emergency Procedures**

In the event of a critical incident or crisis, Eaton School has emergency procedures and safety plans in place. The most important consideration is the health, safety, and welfare of the students and staff.

The procedures and safety plans for evacuation, hold & secure, and lockdown are reviewed annually by staff and practiced by the entire school several times throughout the school year.

It is imperative the students are **NOT** on their cell phones during emergencies.

Communications with parents will be sent out from the office via the ALERT/SWIFT system. Also, for safety and procedural reasons, parents are asked to **NOT** come to the school to pick up their children during a critical incident until they have been contacted to do so.

## **27.0 Telephone**

If parents need to contact students during class time, a message will be taken at the office, and the student will be called to the office at break, recess, noon or the end of the day. Play arrangements should be made prior to school time. Students in Grades 7-12 will have opportunity to check their phones for messages during breaks.

## 28.0 Devices

Eaton staff recognizes that devices can be used as tools for learning. At Eaton, we are now 1:1 which means that every student is assigned a laptop or i-pad. While a cell phone can be useful at certain times, it can be a distraction to students or those around them at other times. Eaton Staff's goal is to improve focus and productivity; therefore, cell phones are not to be used during lessons. The privilege to use a cell phone to listen to music must be earned and is at the teacher's discretion.

In the classroom, students have 3 options with regards to Eaton School's policy on devices. Students can:

- Check their devices in to a designated location at the start of each class.
- Lock their devices in their lockers using a school lock.
- Place their device face down on their desk.

In phy ed classes, students are not to have their phones on their person. They can either leave their device in the changeroom or in their locker, or they also have the option of placing their phone in the phys ed office.

While their phone may be their own personal device, students are asked to show their respect for our school and staff by adhering to our policy and expectations. If, however, a student chooses otherwise, their co-operation will be expected and they will be asked once to give their device to the teacher for the remainder of the period. Repeated offenses may result in the phone being confiscated for the day.

If parents need to contact their child, students will be able to check their phones during breaks. Or, as always, parents can contact the office.

**Please note: Students are NOT to use their devices during a critical event (fire, lockdown, etc.) for the safety of our student body and staff, and so that lines of communication remain open and professionals can do their job.**

## 29.0 Student Dress Expectations

Students are expected to conform to dress standards acceptable to standards of today's workforce and society. As we are a public K-12 school, clothing that has connotations to drugs, alcohol, sex, etc. are not permitted and students will be asked to change or turn the article of clothing inside out.

## 30.0 Indoor Shoe Policy

High school and elementary students are asked to have a separate pair of shoes to wear indoors during weather conditions that require students to remove their shoes. Their gym shoes can be used for this purpose. To show respect for our building and custodians, students are asked to leave their outside shoes off until they are clean and dry.

### **31.0 Students not Feeling Well / Flu / Colds / Pink eye / Head lice**

**Out of concern for the health of your child(ren) and their classmates, please refrain from sending students to school if they are sick, (ie: flu or bad cold), have pink eye, or have head lice or nits.** Health officials encourage anyone who is showing flu-like symptoms to stay at home and limit their contact with people. Please have alternate care in place for your children for days when they should not be at school. We appreciate your cooperation in this important matter. Please encourage your child(ren) to use proper hand washing practices.

### **32.0 Accidents/Illness**

If a student is injured or becomes ill, the parents are notified. If the office is unable to contact the parents, the student will be taken to the hospital if necessary. All injuries and illnesses during school time must be reported to the office before the student signs out. It is **critical** that a contact person and number be supplied in case of emergencies. The Sun West School Division has accident insurance for students engaged in authorized school functions. Parents may also purchase optional student accident insurance (available in September).

### **33.0 Textbooks/Library Books**

Textbooks and library books are provided free of charge for each student. However, if textbooks or library books are damaged or lost, students will be responsible for the replacement cost of a new book.

### **34.0 General School Fees**

At this time, families of Eaton School students are not required to pay general school fees. In PAA classes (Industrial Arts and Home Economics), students may be charged for materials used for various projects.

### **35.0 Lockers and Locks**

Lockers are provided for students. **Students are expected to keep their lockers neat and clean at all times.**

High School students (Gr 7-12) have the option of signing out a school lock to keep their lockers locked. If a student chooses not to use a school lock on their locker, the school is not responsible for any loss of personal belongings. **Personal locks are not permitted.** Exceptions to this rule must be approved by the Principal. Problems with lockers or locks should be reported to the office.

## **36.0 Lost and Found**

After an honest effort has been made to find a lost article, report the loss to the office. If you find an article, please turn it into the office – someone may be looking for it. There is a lost and found container located by the office. At the end of each semester, unclaimed items will be donated.

## **37.0 Noon Lunch**

All students who remain at school during the noon hour are required to stay in staff supervised designated areas. Town students are strongly encouraged to go home for lunch. There are no microwaves available to students, so please plan lunches accordingly.

Kindergarten to Grade 6 students eat in their classrooms and then go outside to play on the playground at 12:15 after eating. Kindergarten – Grade 6 bus students may not leave the school grounds without a parent note and teacher permission for each occasion.

Grade 7-12 students will eat in designated classrooms. Students will be able to go to the gym or outside after eating. A permission slip to leave the school grounds at noon for bus students in grades 7-12 is required as the school is responsible for these students from the time they get on the bus in the morning. When this permission slip is signed at the start of the school year, it is good for the whole school year.

## **38.0 Bussing**

### **38.1 Expectations**

Please refer to the School Bus Safety Handbook for Students/Parents/Guardians located on the Sun West Division Website, specifically “Responsibilities of the Student” pg 10, “Student Conduct on School Buses” pg 11, and “Severe Weather” on pg 15.

<http://www.sunwestsd.ca/ckfinder/userfiles/files/about%20us/School%20Bus%20Safety%20Handbook%20for%20Students%20and%20Parents%20190809.pdf>

### **38.2 Behavior while being transported to & from School or Extracurricular**

When students are transported to and from school or extracurricular activities, special care is taken to ensure the safety of all involved. It is crucial that students exhibit appropriate behaviour at all times. Students who are transported to and from school by bus are accountable to the school and must follow the Code of Conduct and school policies. The rules and guidelines set out by Division Policy, School Policy and the Education act will be applied and used for reference for all activities.

## 39.0 Storm Policy

In the event of blizzards and severe wind chill, the following policy will apply:

- Buses will not run if the temperature is –40 Celsius or colder with the wind chill factor
- Buses will not run if there are hazardous driving conditions.
- Bus cancellations will be posted on the Sun West website ([www.sunwestsd.ca](http://www.sunwestsd.ca)).
- Eaton School will be open. Teachers will be at the school and, depending on attendance, classes may continue as normal, or students who are present will do prepared assignments or review.
- If a winter storm develops during the school day and road conditions are treacherous, students who arrive on a bus will return on the same bus unless their parents pick them up at the school. If busses do not run, students will be lodged with their designated billets.
- Students without a billet in town will stay at the school with staff.
- Students who drove to school may only return home after their parents confirm with the office that they have their permission to do so. They can only take siblings with them.

## 40.0 Billets for Bus Students

Students travelling to school by bus are asked to provide the name, address, and phone number of a billet **in Eatonia**, so they have somewhere to stay in the event of extreme weather. In extreme cases, the school can billet as well. Please update this information yearly.

## 41.0 Parents Driving Students to School & Division-related Events/Activities

Sun West School Division requires that parents have 2 million liability insurance on their vehicles in order to transport students and a criminal record check. All drivers must complete Form 552-2 Driver Authorization Application annually which is included in the mail out package at the beginning of the school year.

## 42.0 Student Drivers to School and Division-related Events and Activities

According to Sun West School Division policies, a student **may** drive themselves to school-related events and activities (ie: sport practices, CWEX, etc); however, they **may not** transport non-family members. **Parent consent must** be given at the office and the teacher/coach must be informed of the student's transportation plans.

## **43.0 Student Vehicles, Parking & Pedestrians**

**43.1 Students MUST drive responsibly.** Inappropriate student driving will be addressed with the student and reported to the parent(s) and/or police if necessary.

**43.2** Students are expected to park appropriately in the student parking area provided. This means no angle parking or “boxing in” other vehicles. There are no plug-ins for student vehicles in the winter months.

**43.3** In the same way that drivers must be aware of student pedestrians, so too must the students walking to and from school be aware of student drivers. Students walking must use the sidewalks and crosswalks and not walk behind parked vehicles.

## **44.0 Bicycles**

We ask that bicycles be parked in the bike racks located at the school. If a student’s bike does not fit in the rack, it is to be placed on its stand and not blocking vehicle lanes or entryways.

It is a good idea to have your bicycle serial number recorded at home.

## **45.0 Driver Education**

Sun West School Division provides driver education in accordance with the Education Act, provincial curriculum and the Division agreement with SGI. The Driver’s ed course and practice drives will be offered by Mr. Ditson at Eaton, typically in the fall.

The requirements set out by SGI are as follows:

- 14 years 6 months – minimum age to enroll in driver’s ed class
- 14 years 9 months – minimum age to write the learner’s test. Students who are younger than 14 years 9 months have to wait til they reach that age in order to write.
- 15 years 1- minimum age to be approved by SGI as a learner driver/start driving
- 9 months – student must possess learner’s license for at least 9 months and be 16 years of age before they can take their driver’s test

Student attendance is expected in order for them to complete the required classroom hours. Once the classroom portion of the course is complete, students will write their learner’s license exam (online with SGI), following the above requirements. Once students have obtained their learner’s license, Mr. Ditson will schedule drives for students during school hours to complete the driving portion of the course.

## **46.0 Child and Youth Counselling**

Child and Youth Counselling services are available on site at Eaton School. The school counsellor adheres to a strict code of confidentiality and professional ethic. To contact our counsellor or receive more information on available services, contact the main office.

## **47.0 Band Program**

The Band Program at Eaton School includes the Grades 5 & 6 Band; a Junior Band (Grades 7 and 8 students); and a Senior Band made up of students from Grades 9, 10, 11 and 12. Band is compulsory from Grade 5 to 9.

### **47.1 Band Instruments**

Instruments are provided for band students in Grades 5-9. Band students in Grades 10-12 are expected to purchase or rent their own instrument. A rental fee will be charged for those students in Grades 10-12 who play specialty instruments.

Band students are expected to take proper care of their instruments and to ensure that their band instruments are properly stored in their lockers or taken home to practice. In order to adhere to Fire Code regulations, instruments are not to be left in the hallways.

### **47.2 Band Performances**

Typically, the Bands perform for the Remembrance Day Service, Christmas Concert, and the Strawberry Social. Performances may be held virtually or live. Student attendance at these virtual/live performances is mandatory as it comprises a portion of the students' band marks.

### **47.3 Band Dress**

For performances, all Band students are expected to dress in black shoes, black socks, black pants, and a long sleeve white shirt (must have collar and buttons) supplied by the parents/guardians. The Eaton Band Association provides a tie for each band student, as well as supplying a red performance jacket for the Junior and Senior Band members.

### **47.4 Band Trips and Musical Opportunities**

All Band trips and participation in any musical opportunities that arise are at the sole discretion of the Band Director.

## **48.0 Eatonia Band Association**

The Eaton Band Association has been vibrant and proactive for decades within the community of Eatonia. This group exists solely upon the dedication of volunteer parents of Grades 5 through 12 band students including an executive consisting of President, Vice President, Secretary and Treasurer. Taking a positive, active role as a parent and encouraging your child to help out when necessary will ensure the success of our students, the Eaton Band Program and the Eatonia Band Association.

The mission of the Eatonia Band Association is to enrich and support the Eaton School Band program by providing monetary and volunteer support.

Their vision is to give all students in grades 5-12 equal opportunity to excel within the band program by providing exposure to performances, professionals and competitions that fall beyond the recognized school curriculum. The ultimate vision being to deepen and develop a lifelong passion for music in our students.



## 49.0 Student Representative Council (SRC)

Eaton SRC leaders organize and direct student activities. General aims of the SRC are:

- a. To form an organization to unite students and to initiate all activities within the school that is for entertainment, physical development and education.
- b. To arrange for and finance entertainment, sports activities, and education projects.
- c. To promote leadership and harmonious relations within the school and outside with the community.
- d. To promote school spirit and pride.

## 50.0 Physical Education & Sports Uniforms

Students in Grades 5 to 12 are **required to change** into **appropriate gym clothing** (t-shirt/tank top and shorts) for phys ed classes and extra-curricular activities . Since the gym floor was refinished, it is mandatory that students wear a clean pair of **running shoes** (no skateboard shoes, cowboy boots, fashion boots, etc) at all times such as in phys ed class, at noon hour, during intramurals or practices, etc. Students are asked to take their gym clothes home and wash them on a regular basis.

Sports uniforms are provided to players of our various sports teams at no charge; however, if a student misplaces or does not return a uniform, they will be responsible for the replacement cost of the uniform.

## 51.0 Extra – Curricular Activities

**\*Whether these activities are held during the 202`-2021 school year will be dependent upon the Sun West Re-Entry Plan and Provincial Health Guidelines.**

Following is a list of extra-curricular activities which have traditionally been offered at Eaton School for student involvement outside of the school hours. Other activities may be added if opportunities arise. The majority of the following are for High School students; however, there are opportunities for students in Grades K-5 to take part in specific activities.

Power Hour – Grades 1-4  
Canteen  
SRC  
GSA  
Yearbook  
Drama

Cooking Club  
Recycling Environmental Club  
Grad Bottle Drive & Decorating  
Sun West Student Leadership Teams  
Sun West Student Tech Team

## 52.0 Athletics

**\*Whether these activities are held during the 2020-2021 school year will be dependent upon the Sun West Safe Schools Plan, Saskatchewan High School Athletic Association, West Central Athletic Association, and Provincial Health Guidelines.**

Student involvement in various school teams and sports is very beneficial for students because of the positive impacts it has upon each athlete: physical fitness, skill development, teamwork, coachability, school spirit and pride, etc. The various athletic opportunities offered to students of Eaton School include:

Football  
Badminton

Volleyball  
Track & Field

Basketball

Coaches of these various teams are Eaton School staff members or community members. All coaches refer to the Sun West Athletic Directors and Coaches' Handbook. If Community members are interested in coaching Eaton athletic programs, they will be asked to complete a brief form, are required to submit a criminal records check, and must be willing to complete 3 online courses required by the SHSAA (website: [www.shsaa.ca](http://www.shsaa.ca)).

Fans are reminded:

- These are Kids
- This is a Game
- Coaches are Volunteers
- Umpires and Refs are Human
- These Children are Not Professional Athletes, yet...So please cheer on our Spartans in an appropriate manner.

## 53.0 Eaton School Community Council (SCC)

The Eaton School Community Council consists of parents, school staff, community members and students who work together to help build and maintain the strong bond between Eaton School and the community of Eatonia and area. The partnership among families, school and community creates the best opportunities for students to reach their potential as students and people. We welcome you. Regular meetings are normally held on the first Monday of the month and the annual general meeting is held in the late spring.

our SCC currently consists of Chairperson Amy Knuttila, Vice-Chair/Secretary Kimberley Becker, Treasurer Nicole Perry, Member Melissa Hynd, Member Lindsay Larock, Member Deanna Callsen, Eaton Staff Liason Shelley Follensbee, Sun West Board Member Michelle Brummund, and Administrator Lisa King.

The SCC Annual General Meeting and Elections were held in October 2021.

