

# Eston Composite School Handbook

**Vision Statement:** Engaging Succeeding Teamwork Opportunities Networking  
**Mission Statement:** *Promoting opportunities and ownership*



Eston Composite School  
Box 639 ESTON, SK. S0L 1A0  
Phone: (306) 962-4423; Fax: (306) 962-3508  
[www.sunwestsd.ca/eston/](http://www.sunwestsd.ca/eston/)  
Facebook: Eston Composite School

(updated March 2023)

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**SCHOOL HOURS:**

Grade K-6		Grade 7-12	
9:00 – 12:00	Morning	9:00 – 11:55	Morning
12:00 – 12:40	Lunch	11:55 – 12:40	Lunch
12:40 – 3:25	Afternoon	12:40 – 3:25	Afternoon

## **SUN WEST SCHOOL DIVISION**

**Vision Statement:** *Success for all.*  
**Mission Statement:** *Learning together.*

## **ESTON COMPOSITE SCHOOL**

**Vision Statement:** **Engaging Succeeding Teamwork Opportunities Networking**  
**Mission Statement:** *Promoting opportunities and ownership*

## **ESTON COMPOSITE SCHOOL CODE OF CONDUCT**

1. I will respect myself and others.
2. I will be kind and considerate of others.
3. I will respect personal, public, and private property.
4. I will not engage in or tolerate any form of bullying.
5. I will stop any action or behaviour when asked to stop.
6. I will accept that ECS is a drug, alcohol, tobacco and vape free school.
7. I will come to school prepared to learn.
8. I will do my part to ensure that ECS is a safe and secure place to learn.
9. I will be actively involved in promoting the school community.
10. I will take full responsibility for my actions and conduct.

## STUDENT MEDICAL INFORMATION UPDATES

Parents are asked to notify the school and update their student's pertinent medical information any time it changes throughout the year. Following SWSD Policy you may need to complete the appropriate forms.

- Any students requiring medication or medical procedures during school hours; students requiring non-prescription medication; and students with **life threatening allergies and/or medical conditions**. (Form 316-2; 316-3; 317-1; 317-2) \* See last page for copies of these forms.
- Copies of these forms are also available from the school office.
- Forms need to be updated at the beginning of each school year.

## ECS ATTENDANCE POLICY

- a) **Attendance and Absences** – Parents are asked to account for all absences and lates by contacting the office.
- b) **Release from School** - Students who are leaving the school, other than for career work experience classes or grade 12 spares, must obtain a release slip and must have parent permission. Failure to do so will result in an unexcused absence.
- c) **Lates** - Students are to arrive to class on time and with materials. It is the responsibility of the subject teacher to resolve issues involving lates.

## PERMISSION CLICK

Permission Click is an online application that is used to create digital permission slips, registration forms and helps facilitate payment collection from students.

Field trip notes, extra-curricular permission forms and student registration will be facilitated using Permission Click.

## **EDUCATION ACT, 1995 DUTIES OF THE STUDENT**

(150) In the exercise of his/her right of access to the school of the division and to the benefits of the educational services provided by the board of education, every pupil shall cooperate fully with all persons employed by the board and such other persons that have been lawfully assigned responsibilities and functions with respect to the instructional program of the school or such special or auxiliary services as may be provided by the board or the department and without restricting the generality of the foregoing, every pupil shall:

- a) attend school regularly and punctually
- b) provide himself/herself with such supplies and materials not furnished by the board of education as may be considered necessary to his/her courses of study by the principal
- c) observe standards approved by the board of education with respect to cleanliness and tidiness of person, general deportment, obedience, courtesy, and respect of the right of other persons.
- d) be diligent in his/her studies
- e) conform to the rules of the school approved by the board of education and submit to such discipline as would be exercised by a kind, firm and judicious parent.

(151) Every pupil shall be accountable

- a) to the teacher for his/her conduct on the school premises during school hours as the teacher is in charge of the pupil in class or while engaged in authorized school activities conducted in out-of-school hours.
- b) to the principal for his/her general deportment at any time that he/she is under the supervision of the school and members of the teaching staff, including the time spent in travelling between the school and his/her place of residence.
- c) subject to the stated policies of the board of education, to the driver of a school bus and to any other person appointed by the board for the purpose of supervision during hours when pupils are in the personal charge of such employees of the board, and those employees shall be responsible to and report to the principal in accordance with the procedures approved by the board.

## SCHOOL – FAMILY COMMUNICATION

- **EMAIL via MSS Student database** – Parent EMAILS are most often sent from this database. They will arrive from Production@myschoolsask. Please be sure that this email address is on your “safe” list and double-check that they are not sitting in your junk email.
- **TEXT via SwiftK** – We use this program to send TEXT messages to parents and students.

## MSS (My School Sask) FAMILY PORTAL

The MSS Family Portal is available to all parents and students to access student attendance and marks. Passwords are available from the school office.

## POSITIVE BEHAVIOUR SUPPORT POLICY

Student support at Eston School is grounded in a belief that children will learn from their mistakes if guided and assisted through a growth process. The Sun West School Division’s Positive Behaviour Support Policy will form the foundation for student support. In combination with the School Code of Conduct, the Student Support Policy outlines the process that will be followed within the school.

## ECS INTERNET ACCEPTABLE USE POLICY

According to Sun West S. D. Policy

A link to the online version of these mandatory form needs to be completed for all students. This form need only be completed once during a child’s school career.

<https://permission.click/Yw5IJ/ca> <https://permission.click/xGZgx/ca>

## SCHOOL DRESS CODE POLICY

*Students are encouraged to dress in an **appropriate manner**. Students in gr 7-12 can wear hats except during functions in the gym or other special occasions. The following are not allowed: sunglasses in class, offensive T-shirts that promote intoxicants, drugs, sexism or racism, or other clothing inappropriate for the school setting.*

This policy has been reviewed and approved by our local School Community Council (SCC). Implementation of the policy is to be at the **discretion of the principal**, in conjunction with the staff. As a staff and local board, we would encourage parents to assist us in creating an environment conducive to learning. Clothing that displays messages of explicit language, violence, drugs/alcohol or has sexual connotations is inappropriate.

We are aware that fashion is how youth express themselves, but it must also be appropriate for the situation. We also realize that each fashion has a place in a particular setting; therefore, we would ask for parents help in creating an atmosphere that is conducive to learning.




## STUDENT EXAM REGULATIONS

1. Students are responsible for being prepared to write an examination on the specified day.
2. **Academic exceptions for final exams OR deadlines for final grades MUST be cleared BY THE PRINCIPAL.** This clearance must be accompanied by a conversation with parent, teacher and student.
3. Students who do not have a valid reason for missing the assessment date will not be given an opportunity to make up the work. Valid reasons are detailed in Section 157 of the Education Act, 1995.

# STUDENT DROP-OFF AND PICK-UP

## ESTON COMPOSITE SCHOOL STUDENT DROP-OFF & PICK-UP



	<b>Student Drop Off &amp; Pick Up Zones</b>
	<b>No Stopping Zone</b> <b>No Student Drop Off or Pick Up</b> 8:00 am – 4:00 pm School Days
	<b>Student Drop Off &amp; Pick Up Zone with Caution</b> Vehicles must remain parked while busses are loading & unloading. Students must use crosswalk to cross the street.



# STUDENT VIOLENCE THREAT RISK ASSESSMENT



## Student Violence Threat Risk Assessment

### FAIR NOTICE

*Sun West School Division is committed to creating and maintaining school environments in which students, staff, parents/guardians/caregivers and others feel safe. Schools cannot ignore any threat of violence.*

#### What is a threat?

- An expression of intent to do harm or act out violently against someone or something
- May be verbal, written, drawn, posted on the Internet, or made by gesture

#### Duty to Report

To keep school communities safe and caring, staff, parents/guardians/caregivers, students and community members must report all threat related behaviors to the school principal.

#### What is the purpose of a Student Violence Threat Risk Assessment?

- To ensure and promote the emotional and physical safety of students, staff, parents, the student making the threat, and others
- To ensure a full understanding of the context of the threat
- To understand the factors that contribute to the threat maker's behavior
- To be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker
- To promote the emotional and physical safety of all

#### What behaviors warrant a Student Violence Threat Risk Assessment to be initiated?

A Student Violence Threat Risk Assessment will be initiated for behaviors including, but not limited to:

- Serious violence or violence with intent to harm or kill
- Verbal/written threats to harm or kill (clear, direct, and plausible)
- Online threats to harm or kill others
- Possession of weapons (including replicas)
- Bomb threats (making and/or detonating explosive devices)
- Fire starting
- Sexual intimidation or assault
- Gang related intimidation and violence

#### What Parents and Students Need to Know?

- Any threat must be reported to the school principal
- Investigation may involve the student services counsellor, the police of jurisdiction, or other community agencies
- Investigation may involve locker or personal property searches
- Interviews will be held with the threat maker and other students or adults who may have information about the threat
- Parents of students who are directly involved will be notified
- Threatening behavior may result in disciplinary action
- An intervention plan may be developed for the student making the threat and a support plan developed for any individuals targeted by threats.

*The information in this brochure reflects the thinking and work of J. Kevin Cameron, Director of the Canadian Centre for Threat Assessment and Trauma Response.*

The complete West Central Community Threat Risk Assessment and Support Protocol may be found on the Sun West School Division's website at [www.sunwestsd.ca](http://www.sunwestsd.ca).

## GENERAL PROCEDURES and POLICIES

### 1. BELLS – For our 2023-24 School Year

Grade K-6		Bells Ring	Grade 7-12	
<i>Warning Bell</i>		8:55 am	<i>Warning Bell</i>	
9:00 – 9:55	Block 1		9:00 – 9:55	Period 1
9:55 – 10:45	Reading		10:00 – 10:55	Period 2
10:45 – 11:00	Recess	11:00 am		
11:00 – 12:00	Block 3		11:00 – 11:55	Period 3
12:00 – 12:40	Lunch	12:00 pm	11:55 – 12:40	Lunch
12:40 – 1:30	Block 4	12:35 pm	12:40 – 1:30	Period 4
1:30 – 2:15	Block 5		1:35 – 2:25	Period 5
2:15 – 2:30	Recess	2:30 pm		
2:30 – 3:25	Block 6	3:25 pm	2:30 – 3:20	Period 6

### 2. SEMESTER SYSTEM

Eston Composite School operates on a 6-day timetable cycle; 6 periods per day. Junior level classes are full year, Senior Level courses may be full year or semestered.

### 3. COURSE CHANGES

A course change form must be filled out by the student and parent/guardian. The principal must approve all course changes.

### 4. TEXTBOOKS

Texts are supplied to students at no charge on the condition of being returned in good shape at the end of the course. Students who do not return texts or who have a book showing deliberate damage will be assessed charges. All grade 4-12 textbooks are signed out through the school library.

### 5. DEVICE AND TECHNOLOGY USE

Eston Composite is a 1 to 1 technology school. Each student is given, and is responsible for, their own device. Students are accountable for any device damage. The Sun West Technology and Device Consent form (#140-1) must be completed and signed by each student/family. This is a “one-time only” form, required at the commencement of the student’s initial attendance at this school and will stay with the student from year to year. <https://permission.click/xGZgx/ca>

### 6. NOON HOUR

Students eat in designated classrooms and will be responsible for cleaning up.

## **7. EXTRA-CURRICULAR ACTIVITIES**

- After school hour practices are restricted to those persons who the supervising staffmembers wish to have present. School tournaments, games and activities are under the general supervision of coaches and/or supervising staff who have the final word on those present.
- A nominal participation fee is required for students taking part in school extra-curricular sports; as well, a refundable deposit may be required for the use of team uniforms (depending on the sport)

## **8. CELL PHONE POLICY**

Students bringing cell phones or other personal items to school do so at their own risk. The school is not responsible for lost, broken or stolen items. If students bring phones into a classroom, they will be asked to place their phone in a shoe-pocket caddy hanging on the classroom wall. Students are asked to refrain from using phones during class time and may retrieve their phone at the end of class. Phones can also be left in student lockers, again, at the student's risk.

## **9. FOOD & DRINK POLICY**

Food and drinks in classrooms will be at the teacher's discretion

## **10. LOCKERS**

Each student is assigned a locker and may bring their own combination lock. The locker and lock combination are to be registered with the school office. Students are advised not to put any valuables in their lockers; the school does not assume responsibility for items lost or stolen from lockers. In cases where students have brought their own locks, if a student forgets the combination and the school must break the lock for student to enter their locker, the school does not assume the cost of breaking the lock. The lockers are to be kept clean, so students are encouraged to regularly empty them of unneeded material. All locks and lockers are the property of the school and not private. The administration has the legal right to search lockers if it is believed there is a reason to do so.

## **11. ACCIDENTS**

In case of injury, the circumstances must be reported immediately to the teacher in charge or to the office. Teacher in charge is asked to contact the parents and inform them of the student injury. A written report will be completed by the teacher, filed with the administration, and sent to the board.

## 12. **PARKING**

The area directly behind the school storage shed and the area on the south side of school (where the extra bus is kept, and the shop is located) is a Restricted Parking Zone for division staff and disabled parking permit holders only. **This is not to be used as a drop-off zone.**

## 13. **BICYCLES**

Bicycles are to be parked in designated areas only. The school does not assume any responsibility for the loss, theft or damage to any bicycle that has been brought to or near school property.

## 14. **RESTRICTED AREAS**

NO students are to be in the restricted areas of the school without staff permission and a staff member present. (PAA Lab, IA Lab, Library, Staff Room, Staff Washrooms and Staff Workroom).

## 15. **SMOKING/VAPING; DRUGS/ALCOHOL**

Students shall not be in possession of, or use, or be under the influence of drugs or alcohol at any time in any school related activity. Tobacco and/or vape use is not permitted in the school or on school grounds. Students suspected of being under the influence of drugs or alcohol will be detained and School Division policies will be followed.

## 16. **GYMNASIUM**

- NO food or drinks allowed in the gym or on the stage (with the exception of water bottles)
- Clean, dry, and appropriate footwear must be worn in the gym at all times.
- No horse-play will be tolerated
- Students are only allowed in the weight room with teacher supervision.
- Students must have permission to use the gym and can use it only where there is approved supervision.

## 17. **Scent Aware School (Division Policy)**

Sun West School Division considers the use of fragrances a personal choice, but fragrance chemicals are by their very nature shared. The chemicals vaporize into the air and are easily inhaled by those around us. Eston School and SWSD advises individuals working and visiting our school to consider the sensitivity of others and help contribute to a scent-reduced environment. If you have any questions, please contact the school principal.

## STUDENT LOUNGE GUIDELINES

### The Student Lounge is:

- An open campus area for Grade 7–12 students to use when they have spares, or during breaks.
- A space for Grade 10-12 DLC students to choose to work during their DLC time, provided they are on track in their DLC Course and have checked in for attendance in the DLC Lab.
- A space where Grade 7-12 students will be given freedom to use their discretion to share appropriate media content on the Smart TV. Sound Level of TV must be set at a reasonable level.
- No food or drink in student lounge.

## GRADE 12 SASKATCHEWAN STANDING (CREDIT REQUIREMENTS) (SASKATCHEWAN LEARNING)

A minimum of 24 credits, at least **five** of which must be earned at the 30 level (grade 12). **Note:** 1 credit is the approximate equivalent of 100 hours of class time.

## ECS GRADUATION POLICY

(Agreed as amended, Local Board of Trustees, October 3<sup>rd</sup>, 2002)

To participate in the Grade 12 Graduation Exercises, a student at Eston Composite School shall be passing the minimum required courses set forward by the Department of Learning, including the compulsory subjects. This must be evident by the end of the third reporting term. Those students who have not met these requirements shall be notified by the Principal, in writing, at the end of the 3<sup>rd</sup> term.

If a student is not eligible by the end of the third term, they may become eligible by obtaining the required passing marks no later than June 1<sup>st</sup>. After June 1<sup>st</sup>, an ineligible student will not be permitted to participate in the graduation exercises.

## QUARTERLY MERIT AND HONOUR ROLL (Grade 7-12)

Grade 7-9		Grade 10-12	
High Honours	Total of 29-32	High Honours	90.0 - 100%
Honours	Total of 27-28	Honours	85.0 - 89.9%
Merit	Total of 26	Merit	80.0 - 84.9%

## **ACADEMIC PERFORMANCE AND EXTRA-CURRICULAR PARTICIPATION**

- The purpose of school is education in the broadest sense: academic, physical, and moral.
- Extra-curricular activities have benefit in the educational purpose as well as serving as positive reinforcement for desired classroom behaviours.
- This being the case, academic achievement is still a main focus and students will be expected to maintain a passing average in all subjects in order to play on any school team or take part in any extra-curricular activity.

## **AWARDS CELEBRATION (JUNE)**

### **ACADEMIC AWARDS (Gr 7-12)**

- Academic Achievement Certificates (gr 7-12)
- Highest Academic Standing (gr 10-12)
- Grade 10 and 11 - Math and Science Award; Humanities Award
- Art and Writing Awards (if applicable)

### **ELEMENTARY AWARDS (Gr 1-6):**

- Citizenship
- Leadership
- Mathematics
- Language Arts

### **LEADERSHIP & SERVICE**

- Junior General Proficiency Award
- Big E Awards
- Little E Awards
- Drama, Yearbook, Merit Awards, SRC, etc.

### **ATHLETIC:**

- Team Spirit Awards
- Extra-curricular Athletic Award
- Recognition of school sports teams
- Mustang School Spirit Awards
- Jr. and Sr. Male and Female Athlete of the Year

## Provision of Non-Prescription Medication Parent/Guardian/Independent Student



**ESTON COMPOSITE SCHOOL**  
**Box 639 ESTON, SK.**  
**S0L 1A0**  
**Phone: (306) 962-4423**

Reference	AP 316 Administering Essential Medications to Students/Personal Care
Revised	August 13, 2014
Level	School
Submit to	Principal
When	As Required

**This form is to be completed for administration of non-prescription medication.  
The form is only valid for the current school year and is to be kept at the school.**

The school may in exceptional circumstance agree to administer medication of a non-prescription nature for a limited period of time where the consent of the parent is obtained and where the parent provides written reasons for the necessity of the medication being administered at school. The school has the discretion to refuse any such request.”

<b>Student Name</b>		<b>Birth Date</b> (mm/dd/yyyy)	
<b>School Name</b>	Eston Composite School	<b>Grade</b>	

<b>Parent/Guardian</b>					
<b>Home Address</b>					
<b>Home Phone</b>		<b>Work Phone</b>		<b>Cell Phone</b>	

<b>Medication</b>		<b>Prescription</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
<b>Physician Name</b>		<b>Physician Phone Number</b>				

I/We have delivered the above mentioned medication to the principal of the above mentioned school.

I/We do authorize the medication to be administered by an employee of the Board in accordance with the instructions for administering the medication which are affixed to the container.

IN CONSIDERATION of the Board permitting an employee of the Board to administer the medication, I/we and each of us DO HEREBY RELEASE and forever discharge the Board and its employees from any liability or injury, illness or disability suffered to my/our child arising out of the administration of the medication or from the failure to administer the medication by an employee of the Board. I/We DO FOREVER RELEASE the Board and its employees from any claim or claims I/we, or both of us, may have arising out of the administration of the medication or from the failure to administer the medication to my/our child.

\_\_\_\_\_  
**Parent/Guardian or Independent Student's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Principal's Signature**

\_\_\_\_\_  
**Date**

## Provision of Prescription Medication Physician



**Eston Composite School**  
**Box 639**  
**ESTON, SK. S0L 1A0**  
**Phone: (306) 962-4423**

Reference	AP 316 Administering Essential Medications to Students/Personal Care
Revised	December 23, 2016
Level	School
Submit to	Principal
When	Beginning of Year

To be completed annually and as required  
for prescription medication that must be administered in school hours.

Student Name		Birth Date (mm/dd/yyyy)	
School Name		Grade	

Parent/Guardian			
Home Address			
Home Phone		Work Phone	Cell Phone

Physician Name		Physician Phone #	
Physician Address			
Medication		Prescription	Yes <input type="checkbox"/> No <input type="checkbox"/>

Condition being treated	
Name of medication	
Dose and frequency of medication	
Time to be administered during school hours	
Special handling & storage requirements	


I do confirm that this medication must be administered during regular school hours and is necessary for health and well-being of the student.

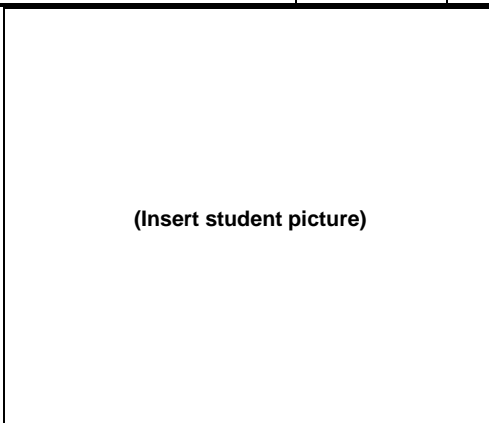
\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date



**Medical Alert Information**

	<p><b>Eston Composite School</b></p>	Reference	AP 317 Allergy (Anaphylaxis) Management
		Revised	July 29, 2013
		Level	School
		Submit to	Principal
		When	Beginning of Year




Student Information	
Student Name	
Room Number	
Symptom(s)/Allergy	
Treatment	

Parent/Guardian Contact Information		
Parent/Guardian Name		
Phone Number (home)		
Phone Number (work)		
Cell Number		

Alternate Contact Information <small>(If parent/guardian not available)</small>	
Alternate Contact Name	
Phone Number (home)	
Phone Number (work)	
Cell Number	

## Student Specific Emergency Plan

	<b>ESTON COMPOSITE SCHOOL</b> Box 639 ESTON, SK. S0L 1A0 Phone: (306) 962-4423	<b>Reference</b>	AP 317 Allergy (Anaphylaxis) Management
		<b>Revised</b>	August 13, 2014
		<b>Level</b>	School
		<b>Submit to</b>	Principal
		<b>When</b>	Beginning of Year ( If Necessary for Medic Alert Students, etc.)

<b>Student Name</b>		<b>Grade</b>	
<b>School Name</b>	Eston Composite School		
<b>Medical Condition</b>			

### Student Specific Emergencies

**IF YOU SEE THIS**

**DO THIS**


**If an emergency occurs:**

1. Stay with the child.
  
2. Call or designate someone to call the school-based emergency contact person.
  - State who you are
  - State where you are
  - State the problem
  - In cases where a student has been asked to call the emergency contact person, ask the student to come back and confirm the contact.
  
3. The emergency contact person will assess the child and decide whether the emergency plan should be implemented.
  
4. If the emergency contact person is unavailable, the following staff members are trained to initiate the emergency plan:

**Please list staff members trained to initiate the emergency plan**


\_\_\_\_\_  
**Parent/Guardian's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Principal's Signature**

\_\_\_\_\_  
**Date**