

# École White City School



*Home of the Wolverines*

Student Agenda 2025 2026

**“Working Together for Success”**  
**“Travaillons ensemble pour réussir”**

Box 309 Station Main  
30 Kingsmere Avenue  
WHITE CITY, SK S4L5B1

Phone: (306) 781-2115

Fax: (306) 781-2567

E-Mail: [ecolewhitecityschool@pvsd.ca](mailto:ecolewhitecityschool@pvsd.ca)

Website: [whitecityelem.pvsd.ca](http://whitecityelem.pvsd.ca)

**This agenda belongs to:**

Name: \_\_\_\_\_

Homeroom: \_\_\_\_\_

Teacher: \_\_\_\_\_

## TABLE OF CONTENTS

### 1000 – GENERAL ADMINISTRATION

- A. Prairie Valley School Division
- B. Message from School Administration
- C. School Profile
- D. Vision, Mission, Values
- E. School Identification
- F. Hours of Instruction
- G. Non-Student Days
- H. Arrival at School
- I. Student Calendar
- J. Noon Period/Lunch
- K. Recess/Breaks
- L. Telephone
- M. Technology Acceptable Use Policy

### 2000 – LEARNING, ASSESSMENT AND INSTRUCTIONAL AND EXTRA-CURRICULAR PROGRAMS

- A. Assemblies
- B. Band
- C. Curriculum
- D. Extra-Curricular Activities
- E. Homework
- F. Reporting Student Progress

### 3000 – STUDENTS

- A. Admission of Students
- B. Attendance
- C. Birthday Books
- D. Clothing
- E. Change of Address/Phone Number
- F. Contacting a Student
- G. Discipline
- H. Positive Behaviour Interventions and Support
- I. Personal Property and Lost and Found
- J. Personal Invitations
- K. Spirit Buddies
- L. Student Leadership
- M. Study Hall – Grade 6-8 Only

### 4000 – PERSONNEL AND HUMAN RELATIONS

- A. School Staff
- B. Guest Teachers
- C. Learning Supports Team

### 5000 – PARENT AND COMMUNITY RELATIONS

- A. Communication
- B. Newsletters
- C. Take Your Backpack to School/Meet the Teacher Event
- D. École White City School Community Council

### 6000 – SAFE AND ORDERLY ENVIRONMENT

- A. Allergy Alerts
- B. Bicycles, Scooters, Roller Blades, and Skateboards
- C. Billets
- D. Bullying
- E. Emergency Response Protocol Drills
- F. Harassment
- G. Illness and Injuries
- H. Insurance
- I. Weather Hazard Emergency Plan

### 7000 – FINANCE

- A. Student Fees
- B. Resource Centre Fees

### 8000 – TRANSPORTATION SERVICES

- A. Bussing
- B. Bussing – Student Conduct

### 9000 – FACILITIES

- A. Servery Lunch Program
- B. Care of School Property
- C. Gymnasium
- D. Lockers
- E. Resource Centre

**A. PRAIRIE VALLEY SCHOOL DIVISION #208**

Prairie Valley School Division  
3080 Albert Street North  
P.O. Box 1937  
Regina, SK S4P 3E1  
Phone: (306) 949-3366 Fax: (306) 543-1771  
Toll Free: 1-877-266-1666  
Email: [reception@pvsd.ca](mailto:reception@pvsd.ca)  
Website: [www.pvsd.ca](http://www.pvsd.ca)

**Our Mission:**

To inspire and empower one another.

**Our Vision:**

Leadership in learning and life.

**Our Shared Values:**

**Celebration** - We value the celebration of achievement.

**Learning** - We value a holistic learning community. We strive to provide meaningful, creative, and innovative learning opportunities for all.

**Communication** - We value open and transparent communication.

**Diversity** - We value diversity and the rich array of participants within our school division and actively understand the ideas of others.

**Leadership** - We value cooperative and collaborative relationships. We are committed to responsible leadership.

**Integrity** - We value integrity and ethical behavior. We expect professionalism characterized by honesty, respect, commitment, and dedication.

**Respect** - We value a culture of mutual respect, understanding, and cooperation. We strive to create safe, positive nurturing environments.

**Visioning** - We value the realization of learning potential. We strive to establish clear direction and high expectations through our visioning and strategic planning processes.

**For the current listing of Central Office Staff and the Board Members please refer to the Prairie Valley School Division web site at [www.pvsd.ca](http://www.pvsd.ca).**

## B. MESSAGE FROM THE SCHOOL ADMINISTRATION:

On behalf of the entire school staff, we welcome you to École White City School. We extend best wishes to you and your child on a successful and rewarding year.

The pages of this agenda are filled with important information about your school. Parents and students are encouraged to read through the agenda together. Feel free to ask your child's teacher or the school administration for additional information.

The École White City School staff is here to help students develop lifelong skills and promote a positive sense of well-being. It is our pleasure to work together with parents and community members to achieve success. We are glad you are part of the ÉWCS community.

Sincerely,

*Mrs. Melissa Wasilow*

Principal

*Ms. Gina Bradshaw*

Vice Principal

## C. SCHOOL PROFILE

### ***About École White City School***

École White City School, along with Emerald Ridge Elementary School and Greenall High School, is one of three Prairie Valley School Division schools serving the Emerald Park and White City communities. École White City School is proud to offer dual-track English and French Immersion Kindergarten to grade 8 programming to over 500 students.

### ***School Curriculum***

Each school follows the Ministry of Education's provincially prescribed curriculum. [Saskatchewan Curriculum](#) As well, students' educational needs are supported through a variety of services and programs including locally developed initiatives, school resource centers, Learning Support services teams, counselors and access to educational psychologists, occupational therapists and speech-language pathologists.

### ***School Highlights***

École White City School provides a quality academic program with technology-enriched instruction with SMART Boards, iPads and Chromebooks in each instructional space and a 2:1 student to electronic device ratio, a hands-on approach to science and mathematics resource base and a balance approach to literacy. In addition, there are multiple flexible instructional spaces to allow teachers and students to explore a myriad of instructional strategies.

Like all schools in Prairie Valley School Division, ÉWCS uses division and provincial assessments and surveys to create an annual Learning Improvement Plan. In the pursuit of achieving the goals which make up the Learning Improvement Plan, teachers and administration work collaboratively to ensure that ***all*** students experience success as determined by their individual needs and abilities.

The school's extra-curricular and co-curricular programming offers students extensive opportunities to become involved in a number of activities and clubs ranging from Student Leadership Council, sports teams, drama and musical theatre, band, yearbook, chess, art, and writing clubs, and many others. Students are encouraged to take an active role in the extracurricular life of the school.

## D. VISION, MISSION, VALUES

***Vision: "Our collective efforts will further the intellectual, social, creative, emotional, and physical development of each child"***

We will strive to achieve this vision by encouraging each child to discover his/her individual potential by providing an all-encompassing education experience. As a staff, we will provide a safe learning environment that fosters cooperation, positive self-esteem, self-responsibility and an awareness of and respect for the rights of others.

**Mission: “At École White City School, our mission is to create experiences that will empower our students to successfully meet the unique challenges of an ever-changing world.”**

Through our purposeful actions, we lead our students to the actualization of individualized academic achievement, success, and senses of self-worth and value. We impart a foundation for accomplishment and active and involved citizenship.

**Motto: “Working Together for Success” “Travaillons ensemble pour réussir”**

**BRRIC Values:** At École White City School, we believe that the shared values of **Be Kind (Bonté), Respect (Respect), Responsibility (Responsabilité), Integrity (Intégrité), and Courage (Courage)** will provide students, staff, parents, and school community members with guidance to help shape our decision making and behaviours as we strive to meet our Vision and Mission.

## **E. SCHOOL IDENTIFICATION**

The school colours are **Red, White and Black.**

The official team name is **White City Wolverines.**

The team mascot is **Willy the Wolverine.**

## **F. HOURS OF INSTRUCTION**

### ***K-8 Schedule***

8:40	Teacher Supervision
8:50-8:55	Entry Bell, Oh Canada & Announcements
8:55	Period 1
9:26	Period 2
9:58	Period 3
10:30	Recess
10:45	Period 4
11:16	Period 5
11:47-12:32	Lunch
12:32	Entry Bell
12:37	Period 6
1:0	Period 7
1:40	Period 8
2:12	Recess
2:27	Period 9
2:58	Period 10
3:30	Dismissal – Bus departure 8 minutes later

## **G. NON-STUDENT DAYS**

The purpose of non-student days is to provide staff an opportunity to conduct parent/teacher interviews, study and learn curriculum implementation and professional development/training as well as conduct staff meetings.

## **H. ARRIVAL AT SCHOOL**

Our school operates from 8:50 a.m. to 11:47 a.m. and then 12:32 p.m. to 3:27 p.m. on a daily basis. **We ask that town students not arrive at school before 8:40 a.m. or 12:30 p.m. unless they are involved in extracurricular activities.** The staff is generally in the school prior to 8:35 a.m. but staff meetings, parent-teacher conferences and special preparations for class are often scheduled at this time. Your cooperation is greatly appreciated.

Students	Month	Significant Days	Date
0 days	August	System PD (Non-Student Day)	Monday, August 25
		Staff Meeting / LIP (Non-Student Day)	Tuesday, August 26
		Staff Meeting / LIP (0.5) & Teacher Prep (0.5) (Non-Student Day)	Wednesday, August 27
		System PD (Non-Student Day)	Thursday, August 28
		Teacher Prep (Non-Student Day)	Friday, August 29
20 days	September	Labour Day (No School)	Monday, September 1
		First Day of Classes for Students	Tuesday, September 2
		National Day for Truth & Reconciliation (No School)	Tuesday, September 30
21 days	October	Thanksgiving (No School)	Monday, October 13
		Communities of Practice (Non-Student Day)	Tuesday, October 14
17 days	November	Teacher Prep (Non-Student Day)	Monday, November 10
		Remembrance Day	Tuesday, November 11
		Parent-Teacher-Student Conference Day-in-Lieu (No School)	Friday, November 28
15 days	December	Last Day of Classes for Students	Friday, December 19
		Christmas Vacation	Monday, December 22 to Friday, January 2
18 days	January	Teacher Prep (Non-Student Day)	Monday, January 5
		Classes Resume	Tuesday, January 6
		Staff Meeting / LIP (0.5) & Teacher Prep (0.5) (Non-Student Day)	Friday, January 30
<b>91 days</b>			
15 days	February	First Day of Semester Two (High Schools)	Monday, February 2
		Family Day (No School)	Monday, February 16
		Winter Break (No School)	Tuesday, February 17 to Friday, February 20
		Classes Resume	Monday, February 23
20 days	March	Communities of Practice (0.5) / Teacher Prep (0.5) (Non-Student Day)	Friday, March 6
		Parent-Teacher-Student Conference Day-in-Lieu (No School)	Friday, March 20
16 days	April	Good Friday (No School)	Friday, April 3
		Easter Break (No School)	Monday, April 6 to Friday, April 10
		Classes Resume	Monday, April 13
20 days	May	Victoria Day (No School)	Monday, May 18
19 days	June	Teacher Prep (Non-Student Day)	Friday, June 12
		National Indigenous Peoples Day (Recognized Day)	Sunday, June 21
		Last Day of Classes for Students	Friday, June 26
		Staff Meeting / LIP (0.5) & Teacher Prep (0.5) (Non-Student Day)	Monday, June 29
<b>90 days</b>			
<b>Total Scheduled Days</b>			
181	Student Days		
2.5	Staff Meeting/LIP/Open/Close		
2.0	System PD		
6.0	Teacher Prep Days (4 full days + 4 half days)		
1.5	Teacher Collaboration Days (1 full day + 1 half day)		
<b>193</b>	<b>Total</b>		

## J. NOON PERIOD/LUNCH

All students registered to ride a school bus must stay at school over the lunch hour. Non-bus students are encouraged to go home for lunch unless they are participating in a supervised lunch hour activity. Supervised activities include such things as intramurals, canteen, clubs, and SLC. Non-bus students who stay for lunch will not be permitted to leave the school grounds without permission from a parent/guardian.

## K. RECESS/BREAKS

In an effort to increase physical activity for all students, children are expected to go outside at recess unless they have a **note from their parent/guardian**. Parents should encourage their children to play outside at recess. Please ensure children are dressed appropriately for the weather.

## L. TELEPHONE

If a student needs to call home, he/she may ask the homeroom teacher to make the call from the classroom, or the student may be directed to use the phone in the office. Social calls and arranging for after-school play dates is not permitted.

*If a student is phoning for permission to leave the school due to illness or other reasons, the parent/guardian will need to confirm the absence from the office.*

## M. TECHNOLOGY ACCEPTABLE USE POLICY

Our goal in providing technology and internet access to students and staff is to promote learning and teaching through resource sharing, innovation, and communication.

It is impossible to predict, with certainty, the accuracy and age-appropriateness of material that users may access. It is possible that Internet users might access sites that could be considered objectionable. While reasonable steps to prevent such access will be taken, it is not possible to guarantee that users will not accidentally or purposely find inappropriate materials.

It is an expectation that École White City School technological resources are to be used in a reasonable, efficient, ethical, moral and legal manner in accordance with the mission statements, values, understanding and beliefs of the Prairie Valley School Division and École White City School.

École White City School considers all connections to remote locations on the Internet as "Electronic Field Trips." Therefore, the rules that apply to students conduct on regular field trips also apply to these Electronic Field Trips.

### Guideline for Acceptable Use of Technology

1. Any use of the Internet shall be for the exchange of information in order to further a person's education and research.
2. At all times, consider the following standards: Is it safe? Is it appropriate?
3. Do not view, display or send offensive text and pictures. Should you accidentally come across material of this nature, it is the student's responsibility to leave the offending site immediately.
4. Use appropriate language when communicating with others on the Internet.
5. Never give out personal information such as your home address or telephone number.
6. Obtain the consent of your teacher before:
  - Sending e-mail
  - Accessing chat line/discussion groups/newsgroups
  - Printing
7. Do not download inappropriate sounds, videos or graphics.
8. Do not download or install programs onto any computer.

**Students will be held accountable for their actions and will lose their privileges if the *Guidelines of Acceptable Use* is violated.**

### **Cell Phones and Electronic Devices**

In the fall of 2024, the Government of Saskatchewan implemented a policy restricting the use of personal electronic devices in schools. Regardless of grade, students will not be permitted to use personal electronic devices during instructional time. Personal electronic devices include smartphones, cell phones, tablets and computers.

If you need to reach your child because of an emergency during the school day, please call the office at 306-781-2115 as we will get you in touch with your child. That phone is available to students with permission from the homeroom teacher.

If a student violates the acceptable use guidelines, the device will be kept in the school office. The frequency and/or severity of misuse will determine the consequences. If a student is using their cell phone or personal device without permission (1<sup>st</sup> infraction), the cell phone is sent to the office for a full day. The 2<sup>nd</sup> infraction includes a parent phone call; a 3<sup>rd</sup> and onward, **the parent is required to pick up the phone from the office to claim the device and student devices will be required to be stored in the office during the school day for the remainder of the school year.**

## **2000 – LEARNING, ASSESSMENT, AND INSTRUCTIONAL AND EXTRA-CURRICULAR PROGRAMS**

### **A. ASSEMBLIES**

Assemblies are planned to be educational, to promote activities or to recognize student achievement. Students are expected to be courteous to the performers, presenters and fellow students by remaining quiet and behaving appropriately.

### **B. BAND**

Band is offered as an elective for grades 6 – 8 students. The Band Program is backed against Arts Education and students who choose to enroll in Band may receive fewer classes in the Visual Arts, Drama, and Dance strands than their non-Band peers.

### **C. CURRICULUM**

The minutes taught for each subject are based on a six-day cycle consisting of ten periods per day. The minutes are established by schools in accordance with the Saskatchewan Ministry of Education requirements.

In French Immersion, the Kindergarten, grade 1 and grade 2 classes use an interdisciplinary French Immersion curriculum. The Critical Learnings being assessed are not grouped by subject but are grouped by competencies: attitudes and values, skills and knowledge. English Language Arts Instruction begins at the grade 3 level.

### **D. EXTRA-CURRICULAR ACTIVITIES**

The school and the school division recognize the importance of strong programs. It is our shared belief that school programs should stress academic, aesthetic, athletic, leadership, social and emotional attributes in students. All students are encouraged to participate in some aspects of the school's clubs and interest groups. We believe this is an excellent way for students to develop personal interests, skills, self-confidence, self-esteem and lifelong friendships.

**School teams** for both girls and boys are organized for grades 6-8. Anyone interested in playing on a team is encouraged to try out! We believe that to develop team and school spirit, it is important to have a competitive school team. Coaches will work with the teams to meet this objective. This does not mean a *win-at-all-cost* attitude, but rather a feeling of commitment, loyalty and hard work by the individual for the team. It also means that if numbers warrant, teams will have try-outs at the beginning of the season and eliminate some players based on skill level, attitude and work ethic. Once on the team, some players may receive more or less playing time, as seen fit by the coaches, based on skill level, attitude, work ethic and attendance at practices.

Players not making junior teams are welcome to join the pee wee teams. This not only allows them to be involved in the game, but also gives them the chance to continue developing their skills for a better chance next

year. If players are not interested in the pee wee teams, they are encouraged to participate through the intramural program.

### ***Extra-Curricular Code of Conduct***

It is a privilege to represent this school in curricular and extracurricular activities. Certain responsibilities come with this privilege. Every student is expected to adhere to the following Code of Conduct:

#### ***Attendance***

- Students are required to attend all classes on activity days.
- Students must complete any missed work as a result of activity day absences.
- Students must attend all practices and games and be punctual.

#### ***Uniforms***

- Wear a school uniform at all games.

#### ***Department***

- Students will display good sportsmanship with teammates, coaches, teachers, opponents, officials and spectators.
- As with other school settings, inappropriate language will not be tolerated.

#### ***Fees:***

- If an extra-curricular team or event requires travel on multiple occasions, a fee will be charged to each player. The coach will provide this information to parents prior to the beginning of the season.

## **E. HOMEWORK**

This term is used to describe work that has been assigned by teachers. It may be assigned to:

- *review work done in class.*
- *preview forthcoming work.*
- *Complete class assignments*
- *Enrich the curriculum*
- *Preparing for tests*

Above and beyond assigned homework is the area of *home study*. Home study is time spent by a student in areas which he/she thinks additional work is needed such as:

- *organization of notebooks*
- *review of materials not clearly understood in class.*
- *enrichment of concepts learned in class.*

If you are picking up homework for a student who is absent, please make sure the classroom teacher is notified prior to 11:30 a.m.

#### ***In general, when a Middle Years (Grade 6-8) student is absent from school:***

- Each student, under the supervision of the homeroom teacher, will select a classroom buddy who will record information on assignments, notes, handouts, important dates and collect all necessary materials.
- The homeroom teacher will read out or post assignments for students to record.
- It is the responsibility of the student who is absent to contact his/her buddy and/or the teacher and make arrangements to ensure all work assignments are completed.
- Homework record sheets are available in the classroom or office.
- A student has one extra day after returning to school to complete assignments. Students are to let their parents know who their school buddy is for this school year.

## F. REPORTING STUDENT PROGRESS

The Prairie Valley School Division reporting system:

- gives parents and students an accurate and informative picture of student progress.
- gives students, no matter what their abilities, an incentive to do well academically as well as socially and emotionally.

### **Assessment**

The assessment of students is a continuous process. Assessment results are reported to parents two times a year through report cards and twice through scheduled conferences. Parents of students who are not progressing well academically, socially or emotionally are informed by e-mail or phone if it is not possible to arrange an interview. Formal Parent/Student/Teacher Conferences are held 2 times per year. Report Cards will be issued in January and June. Scheduling for conferences will be done through Edsby. Information will be shared with parents prior to the beginning of conference scheduling.

## 3000 – STUDENTS

### A. ADMISSION OF STUDENTS

Children enrolling in school for the first time need documentation of age. We will require a copy of his/her birth certificate or passport as proof of age. Children who are five years of age as of December 31st of the current year will be admitted to kindergarten.

### B. ATTENDANCE

Research on school attendance consistently shows that low absenteeism is correlated to students' positive school behavior, participation in extra-curricular activities, higher grades and better long-term educational outcomes.

We expect that every student will strive for full attendance and punctuality in each class. The school attendance policy is based on:

- *the direct correlation between attendance and academic success*
- *legal considerations of student attendance*
- *responsibilities of parents, teachers and students*

The Education Act states that children must attend school until they reach the age of sixteen years. Furthermore, the Act requires that every student (regardless of age) shall “attend school regularly and punctually”.

**Absence** – A parent or guardian must inform the school of a student absence. Parents have access to the Edsby app which is the most efficient way to enter absences. Calling the office to excuse a student absence is also acceptable. When an absence is reported through Edsby or through the office, it can be seen by classroom teachers. If absences are reported *only* to a teacher, the office may not always be informed, and it sometimes results in calling home to confirm an absence.

An absence may be reported before school hours by emailing [ecolewhitecityschool@pvsd.ca](mailto:ecolewhitecityschool@pvsd.ca) (best practice would also be to cc the classroom teacher) or by calling the office after 8:00 a.m. If contact is not made before 9:00 a.m. or 12:30 p.m., parents will be contacted by the office to verify the absence. Students who arrive at school while classes are in session must check in at the office before proceeding to class. If for unforeseeable circumstances a student must leave the school during the day, he or she must sign out at the office. Students are responsible for all work missed.

Once a student has been absent for 10% of the time, (excused or unexcused) a letter of notification is sent home.

**Extended Leave** – Although we do our best to support students requiring extended leave, we cannot assume responsibility for their achievement. Arrangements should be made by the home to acquire work assignments from subject teachers. The school is under no obligation to provide different examinations or considerations.

**Irregular Attendance** – When a student’s absence is, in the judgment of the teacher, adversely affecting his/her academic achievement, the teacher will discuss the concern with the student, contact the parent/guardian and alert the administration to discuss possible remedies.

**Vacations During Instructional Time** – Research data indicates that regular student attendance is one of the most significant factors in students being successful in achieving learning outcomes. If extended absences for holidays or personal activities occur during the scheduled instructional year important learning experiences, assignments, assessments and coursework will be missed by students.

Teachers conduct instructional activities and assessments in an on-going manner. There are many variables which will determine the pacing of instruction – student understanding, materials, processing time, etc. Because a great deal of our instruction involves classroom interaction and discussion, it is difficult to replicate this learning for students when they are away.

*As such, please be aware that teachers are not expected to provide coursework for students missing instructional time due to extended vacations or personal activities. Once the student returns, he/she is expected to complete missed assignments or catch up on critical concepts as outlined by the teacher.*

In order to support students in the achievement of provincial curricular learning outcomes it is highly recommended families plan vacations based upon the holidays as defined in the school year calendar.

Thank you for ensuring that your children are at school for as many instructional days as possible annually to enjoy the cumulative benefits of these essential daily learning experiences.

### **C. BIRTHDAY BOOKS & HOME READING PROGRAM**

ÉWCS SCC provides funding for the K-3 *Birthday Book* program. Birthdays are announced daily. The school librarian selects a book for the student and it is put in the teachers’ mailbox for delivery.

### **D. CLOTHING**

Students are expected to dress in a neat and acceptable manner. No belly button, midriff or undergarments are to be exposed. Outfits with “spaghetti straps” or that are “strapless” (i.e. tube tops) are not to be worn. “Short” shorts are not to be worn. Garments suggestive of sex, alcohol, drugs or discrimination are not acceptable. Students are asked to dress in a manner that recognizes that the school is a place of business for both students and staff.

Footwear must be worn in the building at all times. Please ensure footwear does not mark the floors.

### **E. CHANGE OF ADDRESS/PHONE NUMBER**

Please notify the office if you have a change of address, home or work phone number.

### **F. CONTACTING A STUDENT**

If you need to talk to your child during school hours, it is recommended that you call at the breaks or during the noon hour if possible. All communication can be directed through the main office.

## G. DISCIPLINE

Lifelong success depends, in part, on learning to make responsible decisions. We are confident that clearly stated and fairly applied school rules will teach our students to be responsible for their actions and make school a positive and motivating experience. Behaviours which are considered essential to a positive learning experience include:

- following directions.
- coming to class prepared to work and with an attitude to learn.
- arriving at class on time.
- respecting your own and other's personal space.
- respecting your own and other's rights to an education.
- completing assigned homework; and,
- following school rules.

Some of the consequences for inappropriate behaviour may include the following:

- conversation.
- seating change.
- removal of privileges.
- parent/student conferences.
- time out (in or out of class).
- restitution.
- community service; and/or,
- alternate work environment.

### ***Monitoring Student Behaviour***

If all those involved in the education of a student are informed, we can work together to better ensure student success. Office staff will record lates at the office. Other behavioural incidents will be recorded in an Office Discipline Report (ODR) and forwarded to the office. ODRs are recorded in the School Wide Information System (SWIS). Weekly progress reports or interim progress reports are other options available to monitor behaviour.

***Minor Incident*** – A minor incident refers to infrequent failure to comply with essential behavioural expectations, for which a student may have a conference with a teacher/administrator, receive a time out or loss of privilege, etc.

***Major Incidents*** - A major incident refers to frequent or chronic failures to comply with essential behavioural expectations. Violations of the following nature are also considered more serious and will be considered a major incident:

- disrespect for staff.
- direct opposition to authority.
- habitual neglect of duty.
- verbal/non-verbal threats.
- use of improper or profane language (or gestures).
- fighting or physical abuse.
- willful destruction of property/theft.
- repeated truancy.
- conduct deemed injurious to the moral tone or well-being of the school; and/or,
- harassment.

### ***Consequences for Major Incidents May Include:***

- independent time on task ½ to 3 days.
- out-of-school suspension for 1-3 days.
- out-of-school suspension for 4-10 days; or,
- indefinite suspension with referral to the Board of Education.

### ***Tobacco, e-Cigarettes, Alcohol, Drugs***

Tobacco, e-cigarettes, alcohol or drugs may not be carried, or used, on or near the school premises at any time. Consequences will apply as per the Discipline Policy.

## **H. PBIS – POSITIVE BEHAVIOUR INTERVENTION AND SUPPORTS**

Many positive behaviour management strategies are employed by teachers on a continual basis. The professional judgment of classroom teachers prevails when decisions are made regarding incentives or consequences.

## **I. PERSONAL PROPERTY AND LOST AND FOUND**

Students are responsible for the care of their own property. All personal school supplies should be clearly marked with the owner's name. Large amounts of money or valuable items such as jewelry, cellular phones, etc. should not be brought to school. The school carries no insurance on student property and cannot guarantee secure lockers.

There are two student *Lost and Found* bins located in the school. Students are regularly reminded to check the Lost and Found for lost items. Due to the volume of items that accumulate in Lost and Found, the collection will be purged periodically. Unclaimed items at those times will be donated to charity. Please note that names in books, clothing and equipment will help ensure that owners get their lost items back.

## **J. PERSONAL INVITATIONS**

Students are asked **not** to bring birthday party or other related social event invitations to school for distribution. Feelings are often hurt when invitations exclude classmates.

## **K. BIG & LITTLE BUDDIES**

All middle years students are assigned a buddy from a younger grade. Students will not be paired with siblings. If there is a concern about the assigned buddy, students may speak to their home room teacher. Buddies may work together for special academic or spirit events.

## **L. STUDENT LEADERSHIP**

The Student Leadership Council positions are selected in the fall from grades 6-8 students. Members of the SLC work with their respective staff-advisors to plan and execute activities that benefit students, the school, and the community. Examples of activities include Spirit Days, paper and bottle recycling, fundraisers to support charities, intramural activities, middle level dances, and so forth.

## **M. STUDY HALL – GRADE 6-8 ONLY**

Incomplete homework results in an expectation to complete the work at study hall. Study hall incidents are recorded through a binder in the office. Study hall occurs over lunch hour. Any student who chooses to miss study hall will receive correspondence from the subject teacher. A second consecutive missed study hall may result in referral to the administration. Study hall offenses may result in after school time or recess time served in lieu of lunch hour. Study hall provides students with the opportunity to meet classroom/grade expectations and homework deadlines. Study Hall, in consultation with parents/guardians, may be used as a preventative support for students who have regular difficulty meeting assigned deadlines.

**4000 – PERSONNEL AND HUMAN RELATIONS****A. SCHOOL STAFF**

<b>Staff Member</b>	<b>Position</b>	<b>Email Address</b>
Mrs. Melissa Wasilow	Principal	<a href="mailto:melissa.wasilow@pvsd.ca">melissa.wasilow@pvsd.ca</a>
Ms. Gina Bradshaw	Vice Principal	<a href="mailto:gina.bradshaw@pvsd.ca">gina.bradshaw@pvsd.ca</a>
Mme Lindsay Leader	Kindergarten - French Immersion	<a href="mailto:lindsay.leader@pvsd.ca">lindsay.leader@pvsd.ca</a>
Mrs. Brooklyn Kayter	Kindergarten - English	<a href="mailto:Brooklyn.kayter@pvsd.ca">Brooklyn.kayter@pvsd.ca</a>
Mrs. Lorie Paulhus	Grade 1	<a href="mailto:lorie.paulhus@pvsd.ca">lorie.paulhus@pvsd.ca</a>
Mme Brenda Geres	Grade 1 - French Immersion & Support	<a href="mailto:brenda.geres@pvsd.ca">brenda.geres@pvsd.ca</a>
Mme. Melissa Posehn	Grade 1 - French Immersion	<a href="mailto:melissa.posehn@pvsd.ca">melissa.posehn@pvsd.ca</a>
Mrs. Barb Gurski	Grade 2	<a href="mailto:barb.gurski@pvsd.ca">barb.gurski@pvsd.ca</a>
Mme Shanis Gawley	Grade 1/2 - French Immersion	<a href="mailto:shanis.gawley@pvsd.ca">shanis.gawley@pvsd.ca</a>
Mme Ramatou Bamba	Grade 2 - French Immersion	<a href="mailto:Ramatou.bamba@pvsd.ca">Ramatou.bamba@pvsd.ca</a>
Mrs. Lindsay Belair	Grade 3	<a href="mailto:Lindsay.belair@pvsd.ca">Lindsay.belair@pvsd.ca</a>
Mrs. Leeane Harvey	Grade 3/4	<a href="mailto:leeane.harvey@pvsd.ca">leeane.harvey@pvsd.ca</a>
Mme Gisele Chomos	Grade 3 - French Immersion	<a href="mailto:gisele.chomos@pvsd.ca">gisele.chomos@pvsd.ca</a>
Ms. Caitlyn Hartman	Grade 4/5	<a href="mailto:Caitlyn.hartman@pvsd.ca">Caitlyn.hartman@pvsd.ca</a>
Mme Miranda Williams	Grade 3/4 - French Immersion	<a href="mailto:miranda.williams@pvsd.ca">miranda.williams@pvsd.ca</a>
Mme Erren McLean	Grade 4/5 - French Immersion	<a href="mailto:erren.mclean@pvsd.ca">erren.mclean@pvsd.ca</a>
Ms. Holly Bradley	Grade 5	<a href="mailto:holly.bradley@pvsd.ca">holly.bradley@pvsd.ca</a>
Mme Alison McNair	Grade 5 - French Immersion	<a href="mailto:Alison.mcnair@pvsd.ca">Alison.mcnair@pvsd.ca</a>
Mr. Paul Massier	Grade 6/7	<a href="mailto:paul.massier@pvsd.ca">paul.massier@pvsd.ca</a>
Mme Angela Baggett	Grade 6 - French Immersion	<a href="mailto:Angela.baggett@pvsd.ca">Angela.baggett@pvsd.ca</a>
Mr. Colton Mayer	Grade 6/7	<a href="mailto:colton.mayer@pvsd.ca">colton.mayer@pvsd.ca</a>
Mme Nicki Hoffmann	Grade 6/7 – French Immersion	<a href="mailto:nicki.hoffman@pvsd.ca">nicki.hoffman@pvsd.ca</a>
Ms. Kirsten Selinger	Grade 7/8	<a href="mailto:kirsten.selinger@pvsd.ca">kirsten.selinger@pvsd.ca</a>
Mrs. Jennifer Dreger	Grade 8	<a href="mailto:jennifer.dreger@pvsd.ca">jennifer.dreger@pvsd.ca</a>
Mrs. Renee Steadman	Grade 8 - French Immersion	<a href="mailto:renee.steadman@pvsd.ca">renee.steadman@pvsd.ca</a>
Mrs. Chassidy Watts	Physical Education & Prep	<a href="mailto:Chassidy.watts@pvsd.ca">Chassidy.watts@pvsd.ca</a>
Mr. David Popoff	Band	<a href="mailto:david.popoff@pvsd.ca">david.popoff@pvsd.ca</a>

<b>Staff Member</b>	<b>Position</b>	<b>Email Address</b>
Mr. Nathan Gawley	Physical Education Teacher & Prep	<a href="mailto:nathan.gawley@pvsc.ca">nathan.gawley@pvsc.ca</a>
Ms. Casandra Mansuy	Student Services Teacher	<a href="mailto:casandra.mansuy@pvsc.ca">casandra.mansuy@pvsc.ca</a>
Mrs. Sarah Posehn	Student Services Teacher	<a href="mailto:sarah.posehn@pvsc.ca">sarah.posehn@pvsc.ca</a>
Mme Mallory Gobeil	Student Services Teacher (Sept-March 2026)	<a href="mailto:Mallory.gobeil@pvsc.ca">Mallory.gobeil@pvsc.ca</a>
Ms. Barbara De Witt	Student Services Teacher (March – June 2026)	<a href="mailto:Barbara.dewitt@pvsc.ca">Barbara.dewitt@pvsc.ca</a>
Mrs. Brooklyn Lyons	Student Support/Prep	<a href="mailto:brooklyn.mantai@pvsc.ca">brooklyn.mantai@pvsc.ca</a>
Mrs. Shandi Shaw	Complexity Teacher	<a href="mailto:shandi.shaw@pvsc.ca">shandi.shaw@pvsc.ca</a>
Ms. Brooklyn Wingert	Willow Classroom Teacher	<a href="mailto:Brooklyn.wingert@pvsc.ca">Brooklyn.wingert@pvsc.ca</a>
Mr. Dan Santha	Willow Classroom Teacher	<a href="mailto:Dan.santha@pvsc.ca">Dan.santha@pvsc.ca</a>
Mrs. Sandy Mullen	Library Assistant	<a href="mailto:sandy.mullen@pvsc.ca">sandy.mullen@pvsc.ca</a>
Mrs. Lisa Halipchak	Administrative Assistant	<a href="mailto:lisa.halipchak@pvsc.ca">lisa.halipchak@pvsc.ca</a>
Ms. Nanette Beaulieu	Administrative Assistant	<a href="mailto:nanette.beaulieu@pvsc.ca">nanette.beaulieu@pvsc.ca</a>
Mrs. Pamela Salamon	Administrative Assistant	<a href="mailto:Pamela.salamon@pvsc.ca">Pamela.salamon@pvsc.ca</a>
Mrs. Kathy Boucha	Educational Assistant	<a href="mailto:kathy.boucha@pvsc.ca">kathy.boucha@pvsc.ca</a>
Mrs. Alyssa Butz	Educational Assistant	<a href="mailto:alyssa.butz@pvsc.ca">alyssa.butz@pvsc.ca</a>
Mrs. Mary Dennis	Educational Assistant	<a href="mailto:Mary.dennis@pvsc.ca">Mary.dennis@pvsc.ca</a>
Mrs. Rebecca McGregor	Educational Assistant	<a href="mailto:Rebecca.mcgregor@pvsc.ca">Rebecca.mcgregor@pvsc.ca</a>
Ms. Nicole Sanson	Educational Assistant	<a href="mailto:nicole.sanson@pvsc.ca">nicole.sanson@pvsc.ca</a>
Ms. Shanda Johnston	Educational Assistant	<a href="mailto:shanda.johnston@pvsc.ca">shanda.johnston@pvsc.ca</a>
Mrs. Lindsey Allday	Educational Assistant	<a href="mailto:lindsey.allday@pvsc.ca">lindsey.allday@pvsc.ca</a>
Mrs. Nicola McNaughton	Educational Assistant	<a href="mailto:nicola.mcnaughton@pvsc.ca">nicola.mcnaughton@pvsc.ca</a>
Mrs. Jocelyn Hextall	Educational Assistant	<a href="mailto:jocelyn.hextall@pvsc.ca">jocelyn.hextall@pvsc.ca</a>
Mrs. Sharon Pletz	Educational Assistant	<a href="mailto:sharon.pletz@pvsc.ca">sharon.pletz@pvsc.ca</a>
Mrs. Tammy Petford	Speech Language Pathologist	<a href="mailto:tammy.petford@pvsc.ca">tammy.petford@pvsc.ca</a>
Ms. Leah Hunter-Reavie	Psychologist	<a href="mailto:leah.hunter-reavie@pvsc.ca">leah.hunter-reavie@pvsc.ca</a>
Ms. Janna Ferris	CFSW	<a href="mailto:Janna.ferris@pvsc.ca">Janna.ferris@pvsc.ca</a>
Ms. Alisha Davis	CFSW – Willow Classroom	<a href="mailto:alisha.davis@pvsc.ca">alisha.davis@pvsc.ca</a>
Ms. Balbir Romana	Custodian	<a href="mailto:Balbir.romana@pvsc.ca">Balbir.romana@pvsc.ca</a>
Ms. Maria Morais Brown	Custodian	<a href="mailto:maria.moraisbrown@pvsc.ca">maria.moraisbrown@pvsc.ca</a>
Ms. Megan Weinberger	Nutritional Coordinator	<a href="mailto:Megan.weinberger@pvsc.ca">Megan.weinberger@pvsc.ca</a>

## **B. GUEST TEACHERS**

The staff at École White City School expects students to:

- Respect the guest teacher at all times and fulfill the request of the guest teacher as long as the requests are not immoral or life threatening.
- Co-operate by supplying information about the room, class or procedures when asked.
- Share feelings/attitudes but be willing to work for the guest teacher.
- Complete fully and in good form all assigned work given by the guest teacher during the class periods for marking.

## **C. LEARNING SUPPORTS TEAM**

### ***Student Support Teachers***

Student Support teachers are school-based teachers who work directly with classroom teachers and students. Assistance is provided for students who require additional support or programming to succeed in the classroom. ÉWCS Student Support teachers work closely with the PVSD multidisciplinary Student Services Team.

### ***Child and Family Support***

Child and Family Support Workers are registered with the Saskatchewan Association of Social Workers and work as part of a multidisciplinary team that includes speech and language pathologists, occupational therapists, psychologists, consultants and coordinators, as well as students, families and outside agencies to remove barriers to education and enhance opportunities to engage in learning.

### ***Speech and Language***

A Speech-Language Pathologist provides language and reading development and support the classroom. Speech-Language Pathologists will determine student needs, provide literacy skills for students and focus on early intervention. Emphasis is placed on developing phonemic awareness skills and kindergarten to grade 3 speech and language intervention.

### ***Occupational Therapy***

Occupational therapists (OTs) consider a child's occupation at school to be learning (academics & social). When a child is not reaching their full potential because of concerns with gross motor, fine motor, visual processing, ocular motor, sensory processing or self-regulation skills, an OT will join the multidisciplinary team to problem solve and program plan for that child.

### ***Psychology***

Psychology team members provide support for individual students, teachers and parents with knowledge to understand academic and behavior issues. Psychology team members provide a variety of assessment tools and can offer referrals to other professionals and agencies to best support the needs of students.

## **5000 – PARENT AND COMMUNITY RELATIONS**

### **A. COMMUNICATION**

Parents are encouraged to phone the school whenever concerns or questions arise. We ask that parents speak with the teacher first and involve administration if concerns persist or require further supports.

Edsby will be the main method of school communication. We may also use telephone, e-mail, School Messenger, school Facebook page and the school website to keep parents informed about the goings on at school and classrooms. Many teachers send out classroom newsletters and calendars, which will primarily be posted to Edsby. Each classroom teacher will have a communication plan that will be shared with parents at the beginning of the school year.

### **B. NEWSLETTERS**

Newsletters and communication are posted on Edsby and the school's Facebook page. All day-to-day events will be posted on the news river in Edsby. Please check this frequently.

## C. TAKE YOUR BACKPACK TO SCHOOL/MEET THE TEACHER EVENT

Families are invited to participate in the École White City School Take Your Backpack to School/Meet the Teacher event held before the first day of school. During this event, parents and students will drop off school supplies and meet the teacher.

## D. GUESTS

Guests are NOT permitted to go directly to a classroom. Prior arrangements need to have been made. If those arrangements have been made, the guest is required to **sign in at the office**. The office staff will then contact the classroom teacher to make him/her aware of the guest's arrival. At that time, the guest will either be directed to the classroom or to wait in the main entrance area.

## E. ÉCOLE WHITE CITY SCHOOL COMMUNITY COUNCIL

*Every parent is a member of the School Community Council.* We work together to support the learning plan and outcomes of the school through collaboration, volunteerism, and fundraising. There is an executive group of volunteers who fulfill terms, but all parents (even grandparents!) are invited to attend meetings to share their ideas and help support our staff as they educate our children. We are an important part of encouraging and facilitating parent and community engagement in school planning and improvement processes.

We meet monthly, at the school, from 6:30-8:00 p.m. Some examples of programs or committees the SCC has run in the past are:

- **Fundraising** – we facilitate fundraisers every year to help raise money for events and programs. Funds are used towards providing students with off-campus educational experiences, bringing in guest speakers/programs, purchase of equipment, birthday books, and staff appreciation.
- **Staff Appreciation Week** – a national program every February, we spotlight our terrific staff and do special things for them (lunches, treats, etc.) We enlist a lot of students and parent involvement for this one!
- **Year End Picnic** – held over a lunch hour in June, we encourage the whole family to come out and participate in a meal, treat and/or activity.

## 6000 – SAFE AND ORDERLY ENVIRONMENT

### A. ALLERGY ALERTS

We are not able to guarantee with 100% certainty that our school is allergy (nuts, sesame, fish, etc.) free. However, because some students have severe LIFE-THREATENING allergies, students are asked to refrain from bringing items containing **nuts, sesame or traces of nuts/sesame** to school. Homerooms which have students with severe allergies will have a medic alert poster outside the classroom indicating the allergy in that room. Teachers will support students in learning how to properly wash hand/desk etc. in order to minimize the risk as best possible in a public setting. All parents in that homeroom will be sent email correspondence in the fall with the necessary details and information.

### B. BICYCLES, SCOOTERS, ROLLER BLADES, SKATEBOARDS

Students who ride bicycles or scooters to school must leave them in the appropriate stands and are encouraged to lock them! We do our best to ensure that nothing happens to these items, but we cannot accept responsibility for damage or theft. Scooters, roller blades, and skateboards are not allowed in school. These items are not to be used on school property during the school day, recesses and noon-hour breaks. We recommend that students wear the appropriate safety gear when riding a bike, scooter, rollerblading, or skateboarding.

### C. BILLETS

**The School Division requires every Prairie Valley Student to have a Billet in place.** In cases where buses do not run due to inclement weather, rural students will need to list a location to go to, for ÉWCS, this Billet needs to be in Emerald Park, or White City.

**Town Students will need a billet** in the case where highways may be closed, etc, and Parents/Guardians may not be able to get home. All Students will need to have listed a location where he/she can go, where there is Adult Supervision, especially in cases where they may need to stay overnight.

### D. BULLYING

ÉWCS attempts to create a bully-free environment by promoting behaviours of kindness and respect. Bullying is when someone repeatedly and intentionally uses words or actions to hurt, upset, or exclude another person. It is not the same as a one-time disagreement. At our school, bullying is not accepted. Everyone has the right to feel safe, respected, and included. To build and maintain this bully-free climate, behaviors that are aggressive, negative and intentionally cause harm will be investigated. Incidences of bullying are taken seriously, and students will be held accountable for behaviours of this nature (see Discipline). Students who bully will be required to seek intervention with the guidance of the school administration. All incidents of reported bullying will be investigated. All staff work to make the school a safe and enjoyable learning environment.

### E. EMERGENCY RESPONSE PROTOCOL DRILLS

Drills are held periodically throughout the year. When the alarm is heard, students, under the direction of the classroom teacher, follow the school safety plan. The school is constructed in such a way that students are safe for a reasonable amount of time. In the event of a fire, the office will advise classes of the location of the fire and the subsequent procedures students should follow. In cases where smoke is visible, we ask students to leave the school through the nearest exit.

In situations where parents/guardians are to be contacted, please listen very carefully to the School Messenger messages that are sent. Information provided in a School Messenger message may appear delayed in an attempt to provide clear, concise and accurate information with school-based instructions to ensure all students' safety.

**Please note:** Unofficial or non-school sanctioned social media communications are not reliable sources of information with respect to emergency procedures. We request that parents and students refrain from posting unofficial information as misunderstandings may easily occur.

### F. HARASSMENT

École White City School is committed to providing a just, safe, caring environment for all students, staff, volunteers and visitors. Everyone – students and staff alike – has a right to work and learn in a safe environment and a right to be treated with dignity, respect and fairness.

A safe environment produces a climate conducive to learning and working. It is free from hostile, intimidating or offensive conduct. Thus, the school will not tolerate harassment of any sort, by any student, towards a student, staff, volunteer or visitor. All allegations will be addressed.

### G. ILLNESS AND INJURIES

Students with contagious illnesses such as chicken pox, pink eye, measles or stomach flu should not attend school. Students who become ill at school should contact the office. A parent/guardian will be called to pick up his/her child. In the event of serious illness or injury, the student will be taken to the hospital, and a parent/guardian will be immediately notified.

All accidents must be reported to the nearest supervisor and/or the classroom teacher. The supervisor/classroom teacher will notify the office. Office personnel will ensure student comfort and safety by contacting the appropriate resources. Parents will be notified as soon as possible.

## H. INSURANCE

Accident insurance is available at a reasonable cost. Applications will be available at the beginning of each school year. Students participating in athletic activities or any other school related activities are strongly urged to have adequate insurance coverage.

## I. WEATHER HAZARD EMERGENCY PLAN

Due to the unpredictable nature of Saskatchewan winter weather, it is possible that bus service may be cancelled before morning pick-up or during the school day. Please thoroughly listen to/read School Messenger announcements of school bus cancellations. If PVSD has cancelled the busses, parents are still required to phone the office to “excuse” the absence. In the event students are required to use billets, billets will be contacted prior to sending students to their billet homes.

## 7000 – FINANCE

### A. STUDENT FEES

Student fees are not collected for compulsory student activities. Fees collected are used to support elective activities and are collected on a cost-recovery basis. Most educational excursions are funded by a combination of the school’s budget and the generous and appreciated support of the fundraising efforts of the École White City School Community Council.

Middle level students will receive their first lock at no charge but will be charged the replacement cost for any lost locks.

### B. RESOURCE CENTRE FEES

To encourage students to return their books and develop within them a sense of responsibility for the materials they borrow, students will be charged the replacement cost, as set out by Prairie Valley School Division policy, for books which are lost or not returned. Further to this, students who have a large number of overdue books or those who have not paid will have their borrowing privileges suspended. For a period of one year, if a book is returned to the school, the cost of the book will be refunded to the family.

## 8000 – TRANSPORTATION SERVICES

### A. BUSSING

Requests for bus service, route development, and bus driver recruitment are managed by the Prairie Valley School Division Bus Shop. The telephone number of the Bus Shop is (306) 949-6566.

**Note:** Students and parents need to be aware that the buses are at capacity and do not provide an after-school bus service for non-registered bus route students. After school play dates must be arranged ahead of time and transportation arrangements are the responsibility of students and parents. You can contact the bus shop at (306) 949-6566 for route information.

### B. BUSSING – STUDENT CONDUCT

The general rules that apply to students traveling on a school bus, regardless of whether it is regular bus service to and from school, or any co-curricular or extra-curricular trip, are:

- Students should be ready to board the bus at the appointed pick-up time, both before and after school.
- Students are to show respect to the driver and to understand the driver is the person in charge at all times when they are on the school bus.
- The driver has the right to assign seating.
- Students must observe the instructions given by the driver when they are boarding or leaving the bus.
- No student should attempt to board or leave the bus while it is in motion.
- All students must stay in their seats while the bus is in motion.
- Profanity is not permitted.
- No part of the body should protrude out of an open window.

- The use of tobacco products, e-cigarettes (vapes), alcohol and non-medical drugs are prohibited.
- The driver has the right to contact parents at any time.

## 9000 – FACILITIES

### A. SERVERY HOT LUNCH PROGRAM

The hot lunch program runs Monday to Thursday and strives to provide hot and nutritious options for our students to enjoy.

Permission Clicks will be emailed to all families with a link to order hot lunches. This is usually done 2-3 days in advance of the order deadline. Orders at this time cost \$7.00 plus fees per hot lunch.

Kindergarten students are served hot lunches on Mondays and Wednesdays only. KK/KL2 can order hot lunches if they fall on Mondays/Wednesdays on EVEN school days (Days 2, 4, 6). KL1 can order hot lunches if they fall on Mondays/Wednesdays on ODD school days (Days 1, 3 5). Grades 1-4 are served hot lunches Mondays and Wednesdays. Grades 5-8 are served hot lunches Tuesdays and Thursdays.

Students are responsible for cleaning up their lunch areas. Recycling bins and garbage cans are located throughout the school. With a large student population, we must all work together to keep our school clean.

### B. CARE OF SCHOOL PROPERTY

Students are expected to respect school property. All repairs or replacements, which result from carelessness or malicious damage, will be paid for by the individual or group responsible.

Middle Years students can help keep the school clean by using good judgment in taking dirty shoes off when entering the school. Shoes **must** be removed in snowy, wet or muddy conditions.

### C. GYMNASIUM

We all have a responsibility to look after the gym and its equipment. Our expectations for gymnasium users are:

- Students must wear appropriate gym clothing for all classes and intramural sports. To protect the gym floor, street shoes may not be worn at any time on the playing area.
- **Unsupervised activities will not be permitted in the gym at any time.**
- Muddy footwear must be removed before entering the gym.
- Spectators at activities must observe gym regulations and exercise good conduct.
- Food items and drinks may not be taken into the gym at any time.
- Students must not leave personal items in lockers beyond gym class.

### CI. LOCKERS

Each student in the middle years will be assigned a locker. The student is responsible for ensuring his/her locker is kept in good condition. Lockers must be locked with school locks and combinations must be kept confidential. The lockers are the property of the school, and school administration has the right to open any and all lockers at any time. The school cannot guarantee secure lockers and carries no insurance on student property.

### CII. RESOURCE CENTRE

The function of the Resource Centre is to supplement and enrich the curriculum for all students. It is open from 8:55 a.m. to 3:30 p.m. most days. Students are asked to sign out all materials and return books promptly within the specified one-week sign-out period. Reference materials may be used in the Resource Centre only and are not available for loan.