



**DR. FOLKINS  
COMMUNITY  
SCHOOL**

*"IN PURSUIT OF EXCELLENCE"*



**2024/2025  
STUDENT HANDBOOK**

**5200 – 4<sup>th</sup> Ave. North  
Box 129  
Chauvin, AB  
T0B 0V0**

**Phone (780) 858-3744**

**Fax (780) 858-2392**

**Website: [drfolkins.btps.ca](http://drfolkins.btps.ca)**

**Facebook: Dr. Folkins Community School**

**Principal.....Mr. Chris Demeule**

This agenda belongs to:

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

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Why do we issue each student a school agenda?**

Your school agenda has been designed to help you manage your time and plan your day so that you can take an active part in controlling your academic achievement.

Dr. Folkins Community School requires that every elementary student keep an agenda throughout the year, so if you lose yours, you will be expected to buy a new one.

Teachers, when they assign homework, will expect students to record the nature of the assignment in their agendas, and they may ask you to show them that this has been done. In addition, students may keep a record of their achievements, test scores, assignment marks, projects, etc. in one of the "Record of Achievement" sections in this booklet. This means that all students will be aware of exactly what each teacher expects and when it is due. All students should also be aware of their standing in each course at any time during the year.

Your teacher may ask to see your agenda periodically and will be able to help you to keep closer control over your time management and your academic progress by giving you some advice about your agenda use.

The agenda may also be used to relay messages from the school to home about routine matters such as meetings, announcements, notes about absences and appointments.

Everyone should be successful in school. Students who are successful usually attend regularly, are prepared and ready to learn in the classroom and do their homework. At Dr. Folkins Community School, we believe that problems can be overcome by forethought and organization. We expect the agendas to help in this matter. Your teachers are prepared to discuss the use of the agenda with you and to help you use it to make the most of your school activities.

Help us to help you by showing this section of the agenda to your parents. We ask that both you and your parents sign below to indicate that you have read it.

\_\_\_\_\_ (student)

\_\_\_\_\_ (parent)

## **USING THIS AGENDA EFFECTIVELY**

This book is a start to effective organization of your time both at school and at home. If you organize well, you will have time to do everything:

- On task schoolwork
- Homework
- Activities
- Relaxing

Teach yourself the skills of organization, commitment to tasks, and standards of excellence that will raise your own self esteem and help you to achieve success in your high school career. The skills learned will assist you in your further adult education and in the world of work.

To this end, here are some recommendations the school has concerning the use of this planner:

- 1. Carry it with you at all times.**
- 2. Follow your plans carefully.** In this way, you will reach your goals and your progress will be satisfactory.
- 3. Consult your agenda before leaving school** to see which books you need to take home.
- 4. Add information about your classes and any other important announcements.**
- 5. Show it to your parents daily.** It should be a main part of your discussion at home.

## **SCHOOL BOARD – BTPS**

The Regional Board of Education representative for our Ward 3 area is: **Stephanie Spornitz**

**Buffalo Trail Public Schools - Central Office [Wainwright]**

<b>Phone:</b>	<b>842-6144</b>
<b>Fax:</b>	<b>842-3255</b>
<b>Website:</b>	<b><a href="http://www.btps.ca">www.btps.ca</a></b>

### **Key Contacts:**

<b>Michelle Webb</b>	<b>Superintendent of Schools</b>
<b>James Trodden</b>	<b>Assistant Superintendent</b>
<b>Camille Quinton</b>	<b>Assistant Superintendent</b>
<b>Garth Rapson</b>	<b>Director of Transportation Services</b>
<b>Crystal Tower</b>	<b>Director of Student Services</b>
<b>Mr. Peter Neale</b>	<b>Corporate Treasurer</b>
<b>Randy Huxley</b>	<b>Director of Facilities Services</b>
<b>Curt Orbeck</b>	<b>Director of Technology</b>

## SCHOOL COUNCIL

Dr. Folkins Community School Council meets five times per year to discuss issues of importance between the community and the school. All meetings are open to the public, but only council members are allowed to vote on issues. For more information, please contact:

<b>Chairperson</b>	<b>Duane Skinner</b>
<b>Vice-Chairperson</b>	<b>Deanna Volk</b>
<b>Secretary</b>	<b>Tara Schaffer</b>
<b>Treasurer</b>	<b>Shantelle Skinner</b>
<b>Parent Reps.:</b>	
<b>ECS</b>	<b>Jodie Waselick</b>
<b>Gr. 1-3</b>	<b>Caitlin Gilchuk</b>
<b>Gr. 4-6</b>	<b>Ashley Pare</b>
<b>Gr. 7-9</b>	<b>Amanda Pare</b>
<b>Gr. 10-12</b>	<b>Kelsie Dallyn</b>
<b>Village Rep.</b>	<b>Frank Snow</b>
<b>Teacher</b>	<b>Taylor Johnson</b>
<b>Principal</b>	<b>Chris Demeule</b>
<b>BTPS Trustee</b>	<b>Stephanie Spornitz</b>
<b>Hot Lunch</b>	<b>Caitlin Gilchuk</b>
<b>Swim Program</b>	<b>Rena Skinner</b>

**School Council Address: Box 421  
Chauvin, AB  
T0B 0V0**

### **2024-2025 School Council Meeting Dates Tuesdays @ 7:00pm**

September 19th  
November 14th  
January 16th  
March 19th  
May 14<sup>th</sup>

**STAFF at Dr. Folkins Community School**

Tracy Smith

Laura Kelley

Taylor Johnson

Samantha Dyer

Wendy Molle

Tarla Olson

Chris Demeule

Principal

Annette Dallyn

Administrative Assistant

Heather Rodgers

Instructional Assistant

Kate Holmedal

Instructional Assistant

Jennifer Waters

Learning Commons Facilitator (Librarian)

Gillian Morris

Social Emotional Coach

George Austin

Custodian

**OTHER IMPORTANT CONTACTS**

**AMBULANCE/FIRE**

**911**

**RCMP**

**780 842-4461**

## **BUFFALO TRAIL SCHOOL DIVISION**

### **Mission**

Buffalo Trail Public Schools is committed to maximizing student learning, in a safe and caring environment, supported by a highly effective team.

## **DR. FOLKINS COMMUNITY SCHOOL**

### **Mantra**

A community that cares about success

### **Mission**

Dr. Folkins Community School is a safe caring collaborative environment dedicated to student learning and success.

### **Vision**

We envision a school where:

- Students, teachers, and parents cooperate to form a cohesive, flexible, working team.
- A safe, caring, nurturing atmosphere creates a secure learning environment.
- Everyone is enthusiastic and motivated and is able to experience humor, fun, and joy on a daily basis.
- All students are motivated to engage in learning to achieve individual excellence.

### **Values**

1. Provide an inviting school environment for students – an environment with clear expectations, a collective set of standards for acceptable behavior, consistent consequences and specific, articulated goals.
2. Help all parents and students strive for student's individual excellence by addressing their specific needs.
3. Provide programming and daily reinforcement to develop social skills so that students treat everyone (all students, staff members, community members) with respect and empathy.
4. Collaborate with one another, parents and our students so that we can achieve our collective goals more effectively.

## **ACCEPTABLE BEHAVIORS**

In order that the school may function effectively and in an orderly fashion, it is imperative that students behave in a manner that is respectful towards their peers, teachers and support staff. Good manners, common sense, courtesy and respect for authority are guidelines for acceptable behavior.

## **ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and then to the school office. Accident forms must be filed with the administrative assistant.

## **AGENDAS**

Students in grades 1-6 will be issued a student agenda by their homeroom teacher. Those students who lose their agenda will be expected to purchase another one. Jr. Sr. High will receive a paper copy of the year calendar and agenda pages on the first day of school.

## **APPEAL PROCEDURES**

If parents believe an appropriate program is not being provided for their child they should discuss the concern with the classroom teacher or inclusive learning teacher first, and then the principal. If the concerns cannot be resolved then parents are to express their concerns in writing to the Director of Student Services at Central Office. If concerns are still present, parents are to again express their concerns in writing to the Superintendent and/or the Board. If parents are not satisfied with the decision of the board they have the right to express their concerns to the Minister of Learning. The Minister renders a final decision. (p.62, Student Services Handbook)

## **ATTENDANCE**

### **GUIDING PRINCIPLES**

It is imperative that students attend school on a regular basis in order to be successful and effective in their studies. The instruction in the classroom is an integral part of the overall education process. It is the responsibility of both parents and school staff to ensure that students are given every opportunity to attend school.

### **ATTENDANCE PROCEDURES**

All teachers will take attendance and enter into Power School.

In addition, junior and senior high teachers will take attendance at the beginning of each class and record any students who are late or absent.

### **LATES**

Lates are noted by the teacher and entered into Powerschool.

### **TRUANCY**

Students who are deemed to have skipped class time will be subject to a meeting with the principal to determine a consequence for the action. Repeated behavior may lead to an In-school suspension.

It is expected that students will take responsibility for their absences. This means that, where possible, the student will notify the teachers affected if they will be absent and, prior to their return, make arrangements for catching up on missed work in order to be up-to-date. If an unavoidable absence occurs, the student is responsible to contact the teachers of the classes he/she missed and complete any missed work.

It is expected that the parent/guardian will send a written note, or phone the school, within one (1) day of the child's return to school following an absence, outlining the date of the absence and the reason the child was absent.

Alert Solutions is a call out system that will call by 9:30 am and 1:00 pm for any unexcused absence or unexcused late for students, and for Jr/Sr calls go out each day for each block that is marked unexcused. Any change marked in attendance is also available for viewing in Parent portal.

**BELL SCHEDULE**

**Dr. Folkins Community School 2024-25**

**BTPS Standardized Bell Schedule**

**Junior/Senior High**

<b>START</b>	<b>END</b>	<b>BLOCK</b>	<b>TIME</b>
8:50 am	8:55 am	Morning Transition/Announcements	5 min
8:55 am	9:38 am	Period 1	43 min
9:38 am	10:20 am	Period 2	42 min
10:20 am	10:25 am	Morning Break	5 min
10:25 am	11:08 am	Period 3	43 min
11:08 am	11:50 am	Period 4	42 min
11:50 am	12:32 pm	Lunch Break	42 min
12:32 pm	1:15 pm	Period 5	43 min
1:15 pm	1:57 pm	Period 6	42 min
1:57 pm	2:02 pm	Afternoon Break	5 min
2:02 pm	2:45 pm	Period 7	43 min
2:45 pm	3:27pm	Period 8	42 min

**Elementary Bell Schedule**

<b>START</b>	<b>END</b>	<b>BLOCK</b>	<b>TIME</b>
8:50 am	8:55 am	Morning Transition/Announcements	5 min
8:55 am	9:38 am	Period 1	43 min
9:38 am	10:20 am	Period 2	42 min
10:20 am	10:35 am	Morning Break	15 min
10:35 am	11:08 am	Period 3	33 min
11:08 am	11:50 am	Period 4	42 min
11:50 am	12:32 pm	Lunch Break	42 min
12:32 pm	1:15 pm	Period 5	43 min
1:15 pm	1:57 pm	Period 6	42 min
1:57 pm	2:11 pm	Afternoon Break	14 min
2:11 pm	2:45 pm	Period 7	34 min
2:45 pm	3:27pm	Period 8	42 min



### **CAREER & PERSONAL COUNSELING**

Dr. Folkins Community School offers career-counseling services through a designated staff member. Buffalo Trail Public Schools are served by several Social Emotional Coaches (SEC). This worker, along with the principal, will help you with any problems you may have concerning school or personal problems. Please inquire at the office for further information.

### **CELL PHONES, I-PODS & OTHER COMMUNICATION DEVICES**

Cell phones and I-Pod devices can cause a distraction to the learning environment. Parents can contact their children through the office. Students can use their phones before school, at noon, after school and in the student lounge if on a spare

### **CLASSROOM VISITORS**

Our school has adopted a policy that will not allow student visitors to sit in classrooms. Guests are welcome to check in at the office and wait, provided it is not for an extended period of time and they do not pose supervision problems.

### **COMMENCEMENT**

- 1) A student must be enrolled in Grade 12 at Dr. Folkins Community School in order to participate in Commencement and may participate in only one Commencement ceremony during the course of his/her studies.
- 2) A student's eligibility to participate in the Commencement Exercises is based on the following criteria, as judged by the Principal:
  - a) "eligibility to participate" means the student is enrolled in sufficient courses to qualify for a high school diploma.
  - b) By the end of March, beginning of April, the student must have a reasonable chance of passing each subject listed in "a)" above.
  - c) 30 days prior to commencement, a student enrolled in Distance Learning courses needed to qualify for a high school diploma must have completed:
    - i) 75% of the lessons for a full year course
    - ii) 50% of the lessons for a 2nd semester course
  - d) 30 days prior to commencement, a student enrolled in Work Experience or Special Projects must have completed 75% of the time requirements if the course is needed to qualify for a high school diploma.
- 3) In the case of dispute, the student shall have the right of appeal through the office of the Superintendent.
- 4) Commencement will be held on the final Saturday in May, unless a change of date is required to ensure all students can participate. The change of date must be approved a year in advance by the principal.
- 5) All Commencement preparations will be supervised by a staff member.

Grade 12 responsibilities include: choosing a theme, songs, singers, accompanists, caterer (local caterers must be considered); choosing a group photographer; writing Last Will and Testament, Remember When, etc.; sending invitations to other schools; choosing MC's; ordering Forever Grateful folders (optional); organizing the program for banquet and exercises; decorating and setting up chairs in the hall; asking School Council to look after setting out lunch, coffee, juice, etc. between exercises and dance/social. Gr. 12s will clean the hall on the Monday following Commencement.

Grade 10 & 11 responsibilities include helping where needed for clean up and setup of the gym on the Monday following Commencement. Staff will pay for their own banquet tickets unless they have a part in the formal programs.

## **COMMUNITY USE**

School facilities and equipment (example: Home Ec room, gym) may be booked for personal use through the office. There are fees for these services, and bookings should be made as far ahead as possible. In all cases, school events will take precedence over personal use.

## **COMPUTER USE**

Students must have their parent(s) sign the "**Technology Use Agreement**" before using the school's technology. Students must have staff permission to use the computers after school hours. The staff member providing permission is then responsible for the student and must be present in the building. Anyone misbehaving will be asked to leave and may be subject to further disciplinary action. Laptops need to be returned to the appropriate cart at the end of the day.

## **COURSE WITHDRAWAL**

*Semestered Courses:* Students wishing to withdraw or change levels in a semestered course are required to do so no later than one month after the start of the semester.

*Full-Year Courses:* Students wishing to withdraw from or change levels in a course are required to do so no later than two weeks after the start of the 2<sup>nd</sup> semester.

## **CREDIT MINIMUMS**

Students in senior high courses should enroll in a minimum number of credits each school year [Gr. 10 (40), Gr. 11 (40), Gr. 12 (35)].

## **DAY SCHEDULE**

Dr. Folkins Community School operates on a five-day (Monday to Friday) schedule.

## **DETENTION PROCEDURE**

### **Grade 7-12: Detention Procedures**

- If a student is misbehaving in class, they will receive two warnings from their teacher. If the student's misbehavior continues after both warnings, the student will receive a detention which will be served in the office.
- If a student is late for detention, they will make up the time they missed the next day. (Ex. If you are 5 minutes late, you will come in for 5 minutes the next day.)
- If a student misses detention, they will make it up by serving one extra detention on top of the original.
- If a student misses more than two detentions, they may receive a half day in-school suspension.
- If three or more detentions are earned by a student in one day, their parents will be contacted. They may also receive a half day in-school suspension.

### **Expectations in Detention:**

No talking, phones, iPods, food, or Chromebooks.

Be on time and sit quietly for the duration of your detention.

Bring assignments, writing utensils and texts needed to complete assigned work.

## **DISCIPLINE**

Students and parents should consider disciplinary action taken by the school as a natural consequence of a student's behavior. It is intended to make students aware that there are consequences for anti-social behavior in school and in society at large. The administration reserves the right to assess each situation on its own merit. The school employs a number of measures to discourage unacceptable behavior. These may include counseling, detention, various forms of exclusion, suspension and possible expulsion. The type of disciplinary action varies with the severity or frequency of the offense. Other than very serious breaches of conduct, counseling at the school level is tried first. In most cases, this is successful. However, where students persist in behaving in an unacceptable manner, appropriate disciplinary steps will be taken. When such situations arise, parent/guardians will be informed as deemed necessary.

Students should be aware violent and/or dangerous behavior is a serious offense, worthy of suspension and/or possible recommendation for expulsion. Possession/use of alcohol, drugs and vapes is prohibited and will result in immediate suspension and/or recommendation for expulsion.

It is necessary to remember that all information collected in relation to disciplinary situations may not be available to you.

## **RIGHTS AND RESPONSIBILITIES**

All stakeholders of the school community should take pride in considering the following as their rights and responsibilities as respected members of Dr. Folkins Community School.

1. Everyone has the RIGHT to learn in this school. It is my RESPONSIBILITY to listen to instructions, work quietly in my desk and raise my hand if I have a question, concern or need to leave.
2. Everyone has a RIGHT to hear and to be heard. It is my RESPONSIBILITY listen attentively to others when they are speaking.
3. Everyone has a RIGHT to be respected in this school. It is my RESPONSIBILITY to treat others the way I want to be treated.
4. Everyone has a RIGHT to be safe in this school. It is my RESPONSIBILITY to act in a way that will keep me and others around me safe.
5. Everyone has a RIGHT to privacy and their own personal space. It is my RESPONSIBILITY to respect the personal property of others and accept their right to privacy.
6. Everyone has the RIGHT to disagree, but not to be disagreeable. In disagreeing, I must remember three things:
  - a) PROPER TIME – when tempers have calmed down
  - b) PROPER PLACE – where the members involved can have a private conversation
  - c) PROPER MANNER – with the respect due from one individual to another

**Note: These rights and responsibilities concur with parts of the School Act, which states:**

### **Student responsibilities**

- 31 A student, as a partner in education, has the responsibility to
  - (a) attend school regularly and punctually,
  - (b) be ready to learn and actively engage in and diligently pursue the student's education,

- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- (d) respect the rights of others in the school,
- (e) refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- (f) comply with the rules of the school and the policies of the board,
- (g) co-operate with everyone authorized by the board to provide education programs and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct,
- (i) positively contribute to the student's school and community.

**Students are expected to adhere to the following day-to-day common sense expectations:**

1. Bring all required materials to class and arrive on time.
2. Avoid disrupting any class in any manner.
3. Do assigned work as required and hand it in on time.
4. Move quietly and safely to and from all activities in an orderly manner.
5. Show respect to all staff and cooperate with all teachers (including substitute teachers, professional staff, and guests in the school).
6. Show consideration, courtesy, and respect to others and their property.
7. Wear proper gym clothing for physical education classes.
8. Avoid doing anything that may cause damage or injury to another person.
9. Attend school regularly.
10. Use appropriate language at all times (no profanity)
11. Use common sense and good judgment in all actions.

**DISCIPLINARY PROCEDURES**

**General Disturbances:**

Teachers, based on the violation of classroom or school rules, will assign detentions. Students may be sent directly to the office after several attempts to resolve issues at the classroom level or immediately in more serious situations. If a student receives excessive detentions, he/she may receive an In School Suspension (ISS) and/or an Out of School Suspension (OSS) as determined by the principal. This will vary depending on the number of detentions, the reasons for the detentions and the frequency of detentions.

**Fighting/Insubordination (open opposition to authority)**

Students who are instigators or aggressors may receive up to a 5-day Suspension. Students who retaliate may receive up to a 3-day suspension. If two students agree to have a fight, they both will receive a 5-day suspension.

**Possession or Use of Alcohol/Drugs, cigarettes and/or other tobacco products (vaping) during school-related activities:** Up to a 5-day suspension and possible suspension from all extra-curricular activities for one calendar year from the time of infraction, if the infraction occurred during an extra-curricular activity.

**Bussing Problems:**

Ranges from noon hour detentions to a 5-day suspension.

We appreciate parental support as we endeavor to provide the best possible education for all children.

### **DISTANCE EDUCATION COURSES**

Dr. Folkins Community School offers basic senior high core courses as well as a variety of optional courses. Some courses are offered through video conferencing so students have the opportunity to take a full range of academic and non-academic courses.

#### **COURSES ALREADY OFFERED WITHIN THE SCHOOL**

In the event that a student wishes to take a course in an alternate format (i.e. Distance Learning) when it is already offered in the school, the principal shall consider whether that student can feasibly fit the course offered in the school into his/her regular timetable.

- If it is deemed 'not feasible' for a student to fit the course into his/her timetable, the principal shall allow the student to take the course in an alternate format.
- If it is deemed 'feasible' for a student to fit the course into his/her timetable, the principal may not allow the student to take the course in an alternate format.

#### **COURSES NOT ALREADY OFFERED WITHIN THE SCHOOL**

In the event that a student wishes to take a course in an alternate format (i.e. Distance Learning) when it is not already offered in the school, the school shall permit the student to take the course under the same circumstances as a student who cannot feasibly fit the course into his/her timetable as listed above.

### **DRESS GUIDELINES**

The intent of this policy is to ensure that Dr. Folkins Community School is a place of learning where students can receive the best education possible with a minimum of distraction.

1. No short shorts. Inseam length must be 5 inches (13cm) minimum.
  2. Skirts are to be at least mid-thigh length.
  3. Tops must not allow for the showing of private body parts. (No cleavage, spaghetti straps or backs exposed on females or the chest area of males being visible.
  4. Students will not wear clothing with profane, suggestive, illegal or racist slogans or images, nor those that promote unhealthy acts or lifestyles.
  5. No undergarments or spaghetti straps shall be visible.
  6. Footwear is to be worn at all times, wet and muddy shoes are to be taken off at the entrances
  7. Running shoes with non-marking soles must be worn in the gym, with the only exception being public functions.
  8. In all cases, the manner of dress should be appropriate for the weather.
- ◆ Any breaches of this policy will be dealt with according to the following:
1. Students will be asked to cover up or change the offensive clothing to comply with the dress guidelines.
  2. If unable or unwilling to comply, a telephone call will be made to the parent/guardian to take the student home. The student(s) will remain in the school office until they can comply with the dress guidelines or is taken home.
  3. Repeat offenses will be dealt with according to the school discipline policy.

## **ECS**

The Chauvin ECS program is operated by Buffalo Trail Public Schools in conjunction with Dr. Folkins Community School. We offer a 475-hour program. Students who have attained the age of 5 years as of Dec 31<sup>st</sup> are eligible for Kindergarten. Parents are asked to register their child well in advance of the start of the school year by contacting the school office.

## **EXEMPTIONS**

Students may qualify for an exemption by achieving a mark of 80%

- Students may exempt, to a maximum of two per year, one final exam in
  - i) Either Language Arts or Social Studies
  - ii) Either Math or Science
  - iii) Grade 11 students must write at least one math or one science
- Students may not exempt the same course within a two year period

Students cannot exempt Grade 9 PAT's or Grade 12 Diploma Exams.

Students in video conferencing classes follow the exemption procedures from the sending school.

## **EXTRA CURRICULAR/SPORTS (\*please see Transportation section also)**

Involvement in extra-curricular activities (sports, SRC, etc) is encouraged at Dr. Folkins Community School. It is our intent to give each student an opportunity to participate in as many activities as possible.

We strive to excel as a school in both academics and extra-curricular.

With the privilege of representing the school in any capacity, comes the responsibility of presenting a positive image. Students are expected to keep up with their academic work and display a positive behavior in the school. Determination of eligibility to participate in any activity outside of regular classroom work will take place at each reporting period. Any student not meeting the academic requirement, or not demonstrating a positive attitude towards school, will be ineligible to participate in that activity until they are in good standing. It is a student's responsibility to improve their behavior. Parents are strongly encouraged to discuss the importance of academics and positive behavior with their child(ren) prior to the beginning of the school year and review it occasionally throughout the school year

## **PLAYERS**

1. Players on extra-curricular teams **will not be** guaranteed equal court time.
2. Players will be played on the basis of skill, attitude, and team need.
3. When the opportunity presents itself, coaches will endeavor to provide court time for less skilled players.
4. Ideally, no single team will have fewer than the number required to play plus four.
5. Players who do not attend practice without prior approval of the coach may not be permitted to participate in the following game.
6. Players who are unable to participate in physical education class will not be permitted to participate in the games or practices the same day.
7. Players who are not in attendance the day of an event will not be permitted to participate the same day, unless prior approval has been obtained.
8. A grade 9 student may be brought up to play on a Senior High team to meet the expectations of Item 4. At times, a grade 9 student may be needed to play a specific position on the Senior High team. In such cases, grade 9 students are permitted to play on the Senior High team. Once they are brought up, they become a regular team member.

## **TEAMS**

9. Teams will play in the highest level of competition or league.
10. No team will practice beyond 10 p.m.

## **COACHES**

11. Coaches are responsible for developing a schedule and recording it in the office on the calendar.
12. Team members must abide by the rules of the school at all times. Failure to do so will result in the suspension or removal of the offending student from that sport or future activity.

## **COACHING STANDARDS**

### **Code of Ethics**

Adults who work with students in interscholastic activities should present a positive role model for them to emulate. Students who represent Dr. Folkins Community School in interscholastic activities must be creditable school citizens. All competitions shall be conducted with a high standard of courtesy, fair play and sportsmanship. All those involved share a responsibility.

The following guidelines should be taken into consideration:

- Coaches shall teach their players to play fair and respect the rules of the game. The rules of play are put in place to make the game more enjoyable for all.
- Coaches should never make fun of or yell at their players for making mistakes or for losing. It must be remembered that players play for fun and satisfaction.
- Coaches should teach their teams to respect the opposing team and the decisions of the officials.
- Coaches should set examples of positive behavior by their own actions. It is this behavior that can be expected from players.
- Coaches should fully discuss his/her philosophy and team expectations with all prospective players at the start of the season of play. Topics to be considered are playing time, practice attendance, etc.

### **Managerial Duties**

The manager/coach must determine efficient managerial procedures for the team and communicate them to all players. Topics must include school regulations, booking of practices, games and tournaments, recording the bookings of home events, equipment/facilities, uniforms, supervision, security, travel, team finance and communication with school administration and parents.

### **Facilities and Equipment**

The coach must ensure that

- all equipment is returned and stored at the end of each practice, game or tournament
- Athletes wear proper equipment for the activity (court shoes, etc.)
- safety guidelines are followed for each activity
- dressing rooms are kept in proper condition
- all equipment is used properly (ie. no hanging on volleyball nets, etc.)
- 

### **Behavior/Attitude of Athletes**

The coach must ensure that

- appropriate language is used by coaches and athletes
- respect is shown for all athletes and the dignity of each player is preserved
- players are treated with respect and private matters are dealt with in private
- abusive behavior towards opponents or officials is not tolerated (ie. trash talking)

## **FINAL EXAMS**

The final exam will be worth a minimum of 30% for grades 9-12 courses. Final exams for Grade 7/8 will be worth 20%.

## **FIRE DRILLS/LOCKDOWN DRILLS**

Periodic fire drills will provide us with practice at clearing the building quickly and quietly. When the alarm rings, students are to clear the building according to the directions posted in the classroom or the teacher in charge. Students are not to re-enter the building until instructed to do so by the principal.

Periodic lock-down drills will provide us with practice. When the lockdown buzzer is heard, students will assemble in the designated classroom area and stay quiet and still until instructed by the principal or police. Students in washrooms should stay there and hide in a bathroom stall. Staff will check the hallways and bring any students in from the hallways, lock their classroom doors, turn off lights and close window blinds. If the fire alarm rings after a lock-down is announced, children must stay still unless otherwise instructed by the teacher.

## **HALLOWEEN**

Students may come dressed in the morning with their costumes or costume prep can also be done over lunch break. Parents are reminded that staff members may have supervision or other obligations at noon and may have limited time to assist students.

## **HOMEWORK**

Homework may be assigned to students by any of their teachers. Students should expect some home study in all classes. We encourage students to budget their time so assignments are not left until the last minute. Remember that homework is more than doing the assignments - it is studying each subject on a regular basis.

## **INCLUSIVE LEARNING SERVICES**

At Dr. Folkins Community School, we are committed to helping students achieve the skills they need to be successful and confident learners.

We administer the Early Years Evaluation (EYE) in Kindergarten to all students, to help us determine the children who may require extra practice in early essential skills and school readiness skills.

Screens or other assessments are done at the teacher or the parent's request. We have programs to provide intervention for students. For example, a student may have accommodations, modifications or alternate programming.

Should a child require assistance beyond these programs, Dr. Folkins Community School has access to a variety of consultants who visit the school to assist children. The consultants include occupational therapists, speech and language pathologists, educational psychologists, behavioral psychologists and counselling services. We can assist to coordinate services to outside agencies such as Alberta Health Services and other specialists for developmental testing.

Any of the programs above or seeing a consultant requires written permission from a parent or guardian. Your child would never be enrolled in services without your knowledge and permission.

If you are concerned about your child's progress or have questions regarding what services are available to you, please phone (780) 858-3744.



## **INTRAMURALS**

The spirit of the Cavalier Intramural Program is to give students the opportunity to participate in activities in a less competitive format. All students will have the opportunity to sign up for specific activities and should be given equal court time. Our school has a House League system where all students in grades K-12 are assigned to one of 4 houses. The names of the Houses are:

House 1 Knights	House 2 Gladiators
House 3 Crusaders	House 4 Renegades

**A house cup is awarded at our annual awards program to the House that earns the most points. Points are earned for athletics as well as academics.**

## **LEAVING SCHOOL GROUNDS**

Students in grades 7-12 at Dr. Folkins Community School have the opportunity to receive ‘Privileged Status’ if they wish to leave the school grounds. For students in grades 7-9, this privilege allows students to leave the school premises during lunch break. For students in grades 10-12, this privilege allows students to leave the school premises during lunch breaks and spares. In the event that a student repeatedly returns late to class, the privilege may be revoked by the principal. **Parents need to discuss with their children whether or not they are allowed to ride in vehicles with other students during noon hour break or during spares. The staff cannot patrol this.**

## **LIBRARY**

The library is for student and community use. Under the direction of the Library Board, it receives grants for books and other resources. Community members as well as students and staff may access resources in the Library. Students may use the library during the school day with the permission of their teacher and the librarian. When the library has been booked by a classroom teacher, it will be that teacher’s choice whether to allow additional students into the library. Community members have access to computer and high speed internet as part of library use.

Students may sign out books for a period of two weeks. Students are expected to return materials on time and be responsible for materials they use and borrow. Books may be renewed if needed. An overdue list is made up each week. People on the overdue list may have their library privileges suspended until such time as the book is returned to the library or the book has been paid for.

## **LOCKERS**

Hallway lockers are assigned on an individual basis to all students. Students from Gr. 5 to 12 have the option to **bring** a lock. All combinations must be recorded in the school office. Students are responsible for all lost/stolen items. Students are advised not to share their combinations. Damage to lockers must be paid for and inappropriate items will be confiscated. Students are not to use tape to fasten articles to their lockers. It is a student responsibility to regularly clean their lockers.

Gym lockers are assigned to students who wish to have one. All gym lockers should be locked or their contents may go missing.

## **LOST AND FOUND**

Lost and found boxes are located in the school. It is the students’ responsibility to care for their own clothing and school materials, and are advised never to leave money unattended. Students who find lost articles are asked to take them to the lost and found box.

## **LUNCHROOMS**

Supervised lunchrooms are designated for all Jr. High students who remain at school during the lunch break. All students are expected to remain there until the noon bell. The student lounge is unsupervised and is available for Sr. high students

## **P. E. DEPT POLICIES/PROCEDURES**

Nobody is to use the gym without prior authorization. Students are not permitted in the gym without the supervision of a teacher.

### *JUNIOR AND SENIOR HIGH SCHOOL STUDENTS*

1. Each student is expected to be on time for class and to abide by the school attendance policy.
2. Proper gym attire should consist of the following:
  - a) T-shirt
  - b) shorts/sweats (no spandex please)
  - c) an outdoor and indoor pair of running shoes
  - d) a towel, personal hygiene items
  - e) a bag to carry PE attire
3. **No jewelry is to be worn!** Students are asked to leave it at home or in their locker.
4. No gum, candy, food or drink is allowed in the gym.
5. Any student missing a class due to injury or sickness is expected to provide a note to the teacher from a parent or guardian prior to class. If more than three classes will be missed, a note from a physician may be requested.
6. The care and maintenance of our hardwood floor is necessary if we hope to be able to preserve and protect it. Students are asked to wear proper gym shoes that are clean and non-marking. Any participants who do not have appropriate footwear or gym attire are required to sit out.
7. **Students must store their gym attire in a locker and have it washed on a regular basis.**

## **PHOTOCOPYING/LAMINATING**

Laminating and photocopying for personal use will be allowed at cost. Please coordinate this service through the administrative assistant.

## **PROMOTION/RETENTION**

Promotion at the elementary level is determined by the homeroom teacher in consultation with the principal and parents in accordance with BTPS policy governing promotion and retention.

Final promotions are made by the Grade 7-9 teachers and the principal at a year-end promotion meeting and shall take into account factors such as ability, age, etc.

At the high school level, students must achieve a final mark of 50% in order to pass a class.

## **SCHOOL APPEARANCE**

The appearance of a school has a great deal to do with the reputation of that school. It is the individual responsibility of each student to respect the school building and keep it and the grounds clean.

## **SPARES**

Students are expected to make productive use of their spares and are expected to be in the student lounge area or out of the school. Any students who are disruptive while on their spares will be assigned to a designated work area or asked to leave the school.

### **STUDENT LEADERSHIP**

Jr. Sr. High students who wish to take an active role in planning and sharing their ideas on what school activities they would like to do, meet regularly to discuss the organizing of school activities and charity donation events. It is hoped that all students will take an active interest in the school leadership group and the events at the school, which encourage them to be leaders and helpful responsible citizens, who take pride in our school and our community.

### **STUDENT LOUNGE**

The student lounge provides students in senior high a place to work and meet in a relaxed atmosphere. It is the responsibility of students to keep the room quiet and clean. In the event that this area becomes a disruption or a cleaning problem, use of the area may be restricted or withdrawn.

### **STUDENT VEHICLES**

Students who drive their vehicle to school are strongly encouraged to leave it parked during school hours. Students are required to park responsibly in the proper direction. The school and/or the police will discipline anyone not acting responsibly or not adhering to the law while in control of a vehicle.

### **SUBSTITUTE TEACHERS**

Substitute teachers have the same power and authority as regular teachers while teaching in our school. Students are reminded to be courteous and helpful to substitute teachers. Those who attempt to take advantage of substitute teachers will be held accountable.

### **TELEPHONES**

Parents are asked to refrain from calling students during class time unless it's an emergency.

### **TEXTBOOKS**

All students are assigned textbooks at the beginning of the year and are responsible for the condition of them. Students must return their assigned textbooks at the end of the year or when they leave the course. If a book is lost or damaged, a replacement cost will be assessed.

### **TOBACCO USE**

The use of tobacco or vape products is not permitted within the school building **or** on school grounds.

### **TRANSPORTATION**

School buses are operated in the safest possible way, and appropriate behavior by passengers is expected at all times. Failure to comply with the School Board's bus rules may result in suspension of bus riding privileges. For sports and extracurricular activities, volunteer drivers will be utilized as much as possible. BTPS policy will be followed and the appropriate forms **MUST** be on file with the school office in order for drivers to transport anyone other than their own children.

Students must also have a form signed by their parent allowing them to be transported in a private vehicle. Coaches/Teachers will arrange drivers, and **passengers MAY NOT switch vehicles unless prior notification has been given and approved by the supervising staff member.** Staff will submit all paperwork to the office prior to the event.

**VOLUNTEERS**

Volunteers are encouraged and welcome at Dr. Folkins Community School. Any parents/community members interested in assisting in classrooms are asked to contact the school office. A "Volunteer's Declaration" sheet must be signed.

**WORK EXPERIENCE IN THE SCHOOL**

Any senior high students wishing to enroll in work experience have the responsibility of indicating their intent on their pre-registration form. All placements must be approved by the principal.

**WALL OF FAME**

This is an on-going weekly recognition program that involves all grades from K-12. The principal/designate tours classrooms, providing students with the opportunity to show off their work from the previous week. Students are given a treat and their wall of fame slip is then displayed on the hallway bulletin board.