



HANDBOOK

Mr. Blair Simpson

Principal

Ms. Trisha Carleton

Vice-Principal

325 Centre Street

Ponteix, SK

S0N 1Z0

Telephone: 306-625-3277



PONTEIX SCHOOL



Where Students Learn and Grow



SCHOOL HANDBOOK

Principal's Greeting

On behalf of the staff, I want to offer a sincere welcome to the Ponteix School family. Ponteix School is a K-12 school that serves elementary, middle years and secondary students in Ponteix, Cadillac and surrounding areas. **Our culture is based on the school values of respect, responsibility, and pride. These values are embedded in all that we do at Ponteix School.**

At Ponteix School, students have a range of curricular and extracurricular opportunities to meet the holistic needs of the student. We are proud of the tradition of excellence at Ponteix School and take pride in engaging students, parents, and staff to create the place where students can learn and grow.

This handbook will assist students and parents by providing valuable information about our school. I am always available to meet with parents and my office is always open. I always enjoy meeting with parents and I encourage you to stop by the school for a visit. I wish our students all the best for a great school year.

Blair Simpson

Mission and Vision

Mission: At Ponteix School we facilitate high standards for learning, responsible involvement, positive interactions, and pride among all people in our school.

Vision: Ponteix School develops people who have the applicable knowledge/skills, confidence, and passion to make a successful contribution to society, and who are proud to have been a member of our school.



School Administration Contact Information

Principal – Blair Simpson bsimpson29@chinooksd.ca

Vice Principal – Trisha Carleton tcarleton40@chinooksd.ca

Ponteix School Staff

Teaching Staff

SST-Student Services Teacher

Ms. Trisha Carleton – VP & Gr 7/8

Mrs. Sheila Larochelle – SST

Mrs. Natasha Martens – Grade K

Mrs. Joanne Fournier – Grade 1/2

Mrs. Lori Kendall – Grade 3/4

Mrs. Sheila Larochelle – Grade 5/6 & SST

Mrs. Leah Bissonnette – Grade 5/6

Mrs. Erin Roberge – MY & HS & PAA

Ms. Talena Scott – MY & HS & Science

Ms. Kayla Prive – ELA & Art

Mr. Blair Simpson – Career Ed & Phys Ed

Support Staff

Mrs. Heather Thingvold – Office Manager

Mrs. Jen Teichroeb – Librarian

Educational Assistants

Mrs. Shaila Finlay

Ms. Gail Gian

Mrs. Alison Kendall

Mrs. Jennifer Teichroeb

Mrs. Angie Carey

Mrs. Dene Lacelle

Facilities

Mr. Alex Dela Rosa – Facilities Operator

Ms. Anna Thibault – Custodian





PONTEIX SCHOOL

BELL SCHEDULE



Time	Elementary School	High School
8:50	Warning	
8:55	O'Canada	
10:00		Break
10:05		Period 2 Begins
10:50	Recess	
11:05	Recess Ends	Break
11:10		Period 3 Begins
12:10	Lunch	
12:55	Lunch Ends	
1:00		Period 4 Begins
2:00	Recess	
2:05		Break
2:10		Period 5 Begins
2:15	Recess Ends	
3:15		High School Ends
3:20	Elementary Ends	





2024 - 2025 Ponteix School Calendar

Chinook School Division # 211



August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3 ¹	4 ²	5 ³	6 ⁴	7
8	9 ⁵	10 ⁶	11 ¹	12 ²	13 ³	14
15	16 ⁴	17 ⁵	18 ⁶	19 ¹	20 ²	21
22	23 ³	24 ⁴	25 ⁵	26 ⁶	27 ¹	28
29	30					

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1 ²	2 ³	3 ⁴	4 ⁵	5
6	7 ⁶	8 ¹	9 ²	10 ³	11 ⁴	12
13	14	15 ⁵	16 ⁶	17 ¹	18 ²	19
20	21 ³	22 ⁴	23 ⁵	24 ⁶	25 ¹	26
27	28	29 ²	30 ³	31 ⁴		

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1 ⁵	2
3	4 ⁶	5 ¹	6 ²	7 ³	8	9
10	11	12 ⁴	13 ⁵	14 ⁶	15 ¹	16
17	18 ²	19 ³	20 ⁴	21 ⁵	22 ⁶	23
24	25 ¹	26 ²	27 ³	28 ⁴	29 ⁵	30

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2 ⁶	3 ¹	4 ²	5 ³	6 ⁴	7
8	9 ⁵	10 ⁶	11 ¹	12 ²	13 ³	14
15	16 ⁴	17 ⁵	18 ⁶	19 ¹	20 ²	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6 ³	7 ⁴	8 ⁵	9 ⁶	10 ¹	11
12	13 ²	14 ³	15 ⁴	16 ⁵	17 ⁶	18
19	20 ¹	21 ²	22 ³	23 ⁴	24 ⁵	25
26	27 ⁶	28 ¹	29 ²	30 ³	31	

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3 ⁴	4 ⁵	5 ⁶	6 ¹	7 ²	8
9	10 ³	11 ⁴	12 ⁵	13 ⁶	14 ¹	15
16	17	18	19	20	21	22
23	24 ²	25 ³	26 ⁴	27 ⁵	28 ⁶	

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3 ¹	4 ²	5 ³	6 ⁴	7 ⁵	8
9	10 ⁶	11 ¹	12 ²	13 ³	14 ⁴	15
16	17 ⁵	18 ⁶	19 ¹	20 ²	21 ³	22
23	24	25 ⁴	26 ⁵	27 ⁶	28 ¹	29
30	31 ²					

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1 ³	2 ⁴	3 ⁵	4 ⁶	5
6	7 ¹	8 ²	9 ³	10 ⁴	11 ⁵	12
13	14 ⁶	15 ¹	16 ²	17 ³	18	19
20	21	22	23	24	25	26
27	28 ⁴	29 ⁵	30 ⁶			

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1 ¹	2 ²	3
4	5 ³	6 ⁴	7 ⁵	8 ⁶	9 ¹	10
11	12 ²	13 ³	14 ⁴	15 ⁵	16 ⁶	17
18	19	20 ¹	21 ²	22 ³	23 ⁴	24
25	26 ⁵	27 ⁶	28 ¹	29 ²	30 ³	31

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2 ⁴	3 ⁵	4 ⁶	5 ¹	6 ²	
8	9 ³	10 ⁴	11 ⁵	12 ⁶	13 ¹	14
15	16 ²	17 ³	18 ⁴	19 ⁵	20 ⁶	21
22	23 ¹	24 ²	25 ³	26 ⁴	27	28
29	30					

Legend:



- No School for Students
- Statutory Holidays
- First Day for Students - September & January
- Examination Day
- Early Dismissal Days
- June 26 - last day of classes for students
- Kindergarten will be on odd days

To view full details of the 2024-2025 Academic Calendar
goto.chinooksd.ca



School Communication

School-Community partnerships and communication are vital for student success at school. At Ponteix School, our teachers communicate with parents to update them on students' success or concerns. We endeavor to work closely with parents to ensure their children are successful at school. We invite parents to contact the school should they have any questions or concerns.

In addition to teachers communicating with parents through phone calls, emails, and agendas, the school uses the following methods to keep parents informed about school events:

- Emailed school newsletter (once per month)
- School Website <https://ponteix.chinooksd.ca/>
- School Facebook page
- Phone – 306-625-3277*calls/ messages for students will be given out during breaks to ensure class is not interrupted.

School Community Council – SCC

A great way for the community to become involved in the school and learn about school events is to attend the SCC meetings. We welcome all community members to become a member of our SCC. If you are interested in joining the SCC or have any questions about the SCC please contact the school at 306-625-3277. We host an AGM every spring, nomination forms can be found at the office. The SCC follows their own constitution, has 6 members, two staff and grade 10-12 student representatives.

Academic Load and Spares

Students are expected to carry a full load of 10 credits in grade 10 and grade 11. At the minimum, students are encouraged to enroll in and complete 6 credits in grade 12 to be eligible for honour roll awards and be considered a fulltime student. **If students have a spare in grade 12, they are welcome to stay at school and work constructively or visit quietly in the student lounge. Alternately, they can use the open campus form and, with permission, leave the school grounds during spares or earned spares by completing their online courses. All schedules and spares need to be approved by the school administration and have a parent signature.**

Dropping a Class

If grade 11-12 students wish to drop a class offering, they **must obtain permission** from their parents and Ponteix School administration. There is a course drop form that must be signed by



teachers, students, and parents. Students are to see Mr. Simpson, Ms. Carleton, and their teacher if they wish to drop a course. Dropping a course needs to be timely.

Student Awards

a) Student Achievement Awards

The yearly awards presentation is called **Celebration of Learning** at Ponteix School, and we will celebrate **academic success** by acknowledging students who have achieved a high academic standard and outstanding attendance. We recognize the following:

Honour Roll – 80% or above academic average

Honour Roll with Distinction – 90% or above academic average

Honour Roll with Great Distinction – 95% or above academic average

b) Honour Roll Criteria

Please note: if students are not enrolled in the minimum number of credits, they are NOT eligible for Honour Roll. Grade 10/11 the minimum number of credits is **ten**. Grade 12 the minimum number of credits is **six**.

- Grade 7-9: an average of ALL courses taken during the academic school year.
- Grades 10-12: an average of ALL courses taken during the academic school year.
Distance education classes, dual credit classes and classes from a transferring school will be included.
- *Poor attendance may have an impact on a student's eligibility for Honour Roll.*

***** Marks for Grade 7-12 honour roll calculation will be due one week prior to the last day of regular classes or one week prior to the Celebration of Learning, whichever date comes first.**

Final Exams

- a) Grade 7-9 students will attend regular scheduled classes during the January exam schedule.
- b) Grade 9 students will participate in June final examinations. Grade 7-8 students will attend regular classes.
- c) Grade 10-12 students will write final examinations in January and June.



- d) Teachers will meet and discuss which courses will have final exams. The aim will be to have students write a minimum of two final exams per semester.
- e) Students will be notified of their final exam schedule a minimum of one month prior to the examination dates.
- f) Teachers will notify students of their course mark going into the final exam and the weighting of the final exam.

Ponteix School Graduation

With the well-being of all students in mind, the staff of Ponteix School, and the Graduation Committee, along with the SCC will decide if there will be escorts for the graduation ceremonies.

The **valedictorian** is a graduate with an over 70% average in a minimum of six credits, as of the date set for the calculation of Honour Roll. Any graduates meeting this criterion may be nominated and elected by their classmates. Students may choose not to participate, even if they meet the criterion.

Decorating and set-up for the ceremonies is the responsibility of the graduates and their parents.

Graduation Requirements

As per Chinook policy, all grade 12 students are eligible to participate in the ceremony of graduation if they are enrolled in the credits required to obtain a grade 12 diploma.

School Attendance

- a) **Attendance:** Students are required to attend school regularly and punctually. Irregular attendance will lower a student's chance of success and disrupt the continuity of the class. We document attendance at 8:55 am & 1:00 pm for elementary classes and every period for high school classes.
- b) Poor attendance may have an impact on a student's eligibility for Honour Roll, as well as eligibility to participate in extracurricular activities.

We acknowledge that there are times when students may have to miss school and that parents/guardians have the right to permit absences in cases of illness or other circumstances. Parents/guardians are asked to phone the office before school attendance is complete on the day the student will be missing. If there is no reason for the absence recorded, the school will be calling home to check-in on the absence to ensure everyone is accounted for.



When you call, please give the following information:

- Name and relationship to the student
- Student's full name
- Student's grade

When the number of absences of a student becomes a problem, the following interventions shall be applied, per semester.

Step 1 (between 1-5 absences): Teacher will have a conversation with the student and outline a plan for missed work/learning to be completed. Students can ask for extra help to "catch up". This would occur after school, at lunch, or when the teacher is available.

Step 2 (between 5-10 absences): Teacher and school administration will make contact with the parents and the student. Another plan will be created to make up the missed time or complete work. As an intervention, and to provide more time for schoolwork, a student may be pulled from extra-curricular until they are able to attend regularly, have no outstanding assignments, and have a passing grade. Medical documentation may be required.

Step 3 (between 10-20 absences): Superintendent of schools will be notified. School team and family will meet to come up with a plan for the student to start attending regularly. Medical documentation may be required.

As an intervention and to provide more time for schoolwork, a student may be pulled from extra-curricular and non-academic activities, for example volleyball, Gym Blast, fieldtrips etc. Students also have the potential to become ineligible for awards because of attendance.

Step 4 (20 or more absences): The student may be removed from the class and lose credit for the course. Parents will be contacted. Medical documentation may be required.

c) Lates/chronic lateness:

- After 5-10 lates, students are required to check in with school administration prior to going to their class. Reasons will be documented.
- Students who are chronically late may be required to work in the office to assure the least amount of disruption for other student learning.
- Parents will be notified when a student is chronically late for class. A plan will be created to support the student with getting to school on time.

SK DLC – Online Education

Students are expected to be in attendance in our distance learning room on the high school side with the SK DLC Online Learning Facilitator, Mrs. Dallas Legros. Regular attendance will be taken and reported to the school office. Learning supports are provided by SK DLC.



Students can “earn a spare” and off campus privileges once they have completed their online class. The off campus form is available at the office. Once a course completion certificate from the SK DLC teacher is obtained, a parent signature, SK DLC OLF and Ponteix School administration approval then a student can have their off campus/spare privileges approved. Students will be expected to sign out in the book at the office.

Plagiarism/AI

Plagiarism is the practice of taking another’s thoughts, ideas, or work and passing it off as their own. This type of academic dishonesty is unacceptable. It is expected that students are submitting original work, completed by themselves. Any plagiarized work will receive a mark at the discretion of the classroom teacher and administration which can include a zero. The student may or may not be permitted to redo the piece of work.

Plagiarism would include, but is not limited to:

- a) Copying work from a classmate.
- b) Copying quotes or information from a sources without proper citation or references.
- c) Using a previously submitted assignment from self or others.
- d) Using an AI content generator or text inflator (ex. ChatGPT), or
- e) Using internet sources beyond their intended purposes

When students are suspected of plagiarism and or using AI, the following steps will apply:

Step 1- Warning to the student, inform the parents and an opportunity to redo the assignment.

Step 2- Inform the parents and student receives a zero on the assignment.

Step 3- Inform the parents and the student receives a zero on the assignment. The student stays at lunch or after school to complete a short online course on cheating.

Ponteix School Expectations

Students will be encouraged to fix and learn from their mistakes and spend time reflecting on the reason for the behaviour and the choices being made. When a student chooses to not change or fix their mistake, the following discipline ladder will be used.

- At all steps of the ladder, parents will be contacted.

Minor Violations of Student Conduct

Step 1: ½ day in-school separation

Step 2: 1 day in-school separation

Major Violations of Student Conduct

Step 1: up to 3 days suspension

Step 2: 3 day suspension



Step 3: 2 day in-school separation

Step 4: 1 day suspension

Step 5: 2 day suspension

Step 6: 3 day suspension

Step 3: 5 day suspension + parent meeting

Step 4: 7 day suspension + parent meeting

Step 5: 10 day or expulsion + parent meeting

These examples are not intended to be exhaustive but instead serve as examples:

Minor or below the line behaviours:

Swearing/vulgarity

Racist/sexist/discriminatory behaviour

Inappropriate comments/touching

Repeated failure to meet classroom expectations

Not at school to learn

Disruptive behaviour (interrupting learning)

Lates/skipping class

Disruptive behaviour (interrupting learning)

Major or bottom-line behaviours:

Drugs/alcohol/illegal substances/vaping

Fighting/weapons/violence

Swearing at staff

Inappropriate photos/videoing at school

Stealing

Inappropriate/sexual touching

Dress code violations

Behaviour will be evaluated in the three dimensions of **intensity, durations, and frequency** and referred to school administration. Students will have consequences applied based on where they are on the discipline ladder. Behaviour with a significant combination of intensity, duration, and frequency will begin at a higher step.

Chromebooks

Each student is assigned a Chromebook. The office manager will assign a Chromebook to each student. The student is responsible for treating the Chromebook with respect. If a Chromebook is damaged by a student, it will not be replaced and the student will need to find alternate ways to complete work.

Please refer to the *Acceptable Use of Technology Agreement* contract signed at the beginning of the school year.

Students will follow the following conditions:



- a) All Chromebooks must be stored in their proper location
- b) Chromebooks are not allowed to be taken home unless directed by a staff member
- c) Chromebooks must be signed out at the office if eligible to be taken home
- d) Students may not use another student's Chromebook under any circumstances
- e) Chargers are not to be removed from their storage location and are not to be taken home
- f) Chromebooks must be well cared for to prevent damage
- g) Monthly Chromebook checks for all K-12 students will occur at the school

Chromebook usage needs to be intentional and educational in purpose. When we observe misuse of Chromebook, the following interventions will occur:

First Offense: misuse or mistreatment of Chromebook is a verbal warning/conversation by the staff member that observed the mistreatment.

Second Offense: Verbal warning and email to the parents - discussion around responsible usage. May lose Chromebook & technology privileges.

Third Offense: Verbal warning, email to the parents and meeting with administrator to discuss a plan of action. May lose Chromebook & technology privileges.

All other offenses: a period of time without the Chromebook decided by the teacher and administrator depending on the frequency and severity of the offense.

Cell Phones

These new guidelines are designed to help students stay focused on their learning and engage more deeply with their teachers and classmates. By minimizing distractions, we aim to create a more focused learning environment. Staff is committed to focusing on student learning and supporting students throughout their educational endeavors.

Elementary School – Kindergarten to Grade 6

Cellular phones and electronic devices are not permitted for use. Parents are welcome to phone the school and leave pertinent messages with staff for their children. With permission, students can use the school phone to contact their parents/guardians. We understand that students might bring a device to school. Students will hand that device into their homeroom teacher for safe keeping. Devices will be returned when students are dismissed for the school day.



High School – Grade 7 to 12

Students are not permitted to use cell phones and electronic devices during instructional time. Students may access their devices prior to school, during breaks between classes, at noon hour, during spares and after school. During class time students will place their cell phones in the classroom's designated area.

Student Expectations & Policy

Teachers will have a designated area in the classroom for students to place their personal electronic devices. Upon entering the classroom students will put their devices in the designated place as directed by the staff.

1. Teachers in classrooms will work with the student to adhere to the mandate. Teachers may give the student a warning, take their phone away or have them place the device on their desk.
2. Teachers may decide to have a conversation with a student who chooses to continue to not adhere to the mandate. The expectation is that the student listens to the staff member's instructions.
3. If steps 1 and 2 are not followed, the student's cell phone or electronic device will be brought to the main office and remain there for the day. The parent/guardian will be notified of the offence. The date will be recorded for data purposes.
4. If the previous steps are not followed the student will have their device removed for the day and phone their parents to inform them of the offence and remind their parents of the next steps of the expectations and consequences.
5. The cell phone or personal device will be brought to the main office and the parent/guardian will then come and pick the device up from the school. A progressive discipline plan will occur.

Substance Abuse

It is unacceptable for any person to be under the influence of, or in the possession of, alcohol or other illegal drugs while at school and/or involved in a school-sponsored activity. This includes as participants or spectators in school sponsored events. The school's discipline policy will apply if students attend school or school sponsored events under the influence of alcohol or drugs or are **suspected** of being under the influence of alcohol or drugs.

The use of tobacco, marijuana, and vaping products on the school property is illegal. We are a tobacco free facility. Using tobacco products of any kind while on school property will result in consequences that may include suspension, legal action and can be subject to fines.



Dress Code

Students should dress in such a way to show respect to themselves and others. Please keep in mind that school is a place for work and learning. Students and staff are responsible for ensuring that student attire does not interfere with the health or safety of any student, nor does it contribute to an intimidating or hostile atmosphere for the school community. There are a few items that are not appropriate for school.

The following are guidelines only and as guidelines, they may not apply to some specific circumstances. There are a few items that are NOT appropriate for school:

- a) Clothing should be respectful
- b) Hat days are Fridays
- c) No swimwear
- d) Clothing/accessories depicting violent or hostile languages or images
- e) Clothing/accessories depicting drugs/alcohol, illegal items/activity, or profanity
- f) Clothing/accessories or gear that restricts your identity
- g) Clothing/accessories that prevent students from engaging in school activities or tasks
- h) Please try to follow the “B” rule: please cover your butt, breasts, and bra/boxers

Students that fail to follow these guidelines will be asked to go home to change and or cover-up. Parents will be contacted.

Locks

Ponteix School provides locks for all students in grades 7-12. Combinations will be kept in the office. Students are encouraged to use the school locks and locker to keep their belongings safe and secure. The lockers belong to the school, and the Chinook SD, and may be searched by school administration if it is warranted.

Extra-Curricular Clubs and Teams

Ponteix School offers a wide variety of extra-curricular clubs and teams for the entire school.

The following are examples of what Ponteix School offers:

- a) SLC
- b) Volleyball
- c) Drama
- d) Golf
- e) Basketball



- f) Badminton
- g) Yearbook
- h) Track & Field
- i) Cross Country Running
- j) Curling
- k) Esports

Students and their family will be required to sign a school pledge before participating in extracurricular activities that outlines expectations of the student.

Students are subject to an extra-curricular fee per activity. The fees are subject to change without notice. The SCC may be consulted in the changing of the fee structure. Students must pay their fee prior to their participation in each activity.

We would like to encourage students to show their school spirit and get involved in school activities. However, we would like families to know that **academics are the priority. If at any time a student is not meeting attendance, academic, or behaviour expectations, they may be suspended from extra- curricular activities until academic and/or behavioural standards are met.**

Any student who earns a suspension (in-school or out of school) will lose the privilege of participating in extracurricular clubs for the duration of their in-school or out of school suspension.

A student is expected to be present at school during the day of the extra-curricular event. If the event occurs on a Saturday, then the expectation is that the student is present for all classes on the Friday.

Noon Hour

We believe that staying at school during the noon hour is a privilege. Please note that if your child struggles to follow noon hour expectations, they will be asked to not stay at school for lunch. It will be the responsibility of the family to find another place during that time or a quiet place will be assigned to the student.

Documentation of such behaviours occurs during lunch supervision. When a student is documented by a supervisor the following will occur:

Step 1: Verbal warning to the student stating the behaviour

Step 2: Verbal warning to the student and contact to the family stating the problem.



Step 3: Meeting with the family and student to discuss the problem and make a plan going forward **and** one week away from school at lunch.

At lunch, Grade K-6 students:

- Students in grade K-6 eat from 12:10-12:35. Then go outside from 12:35-12:55.
- Students will not have access to their cell phones
- Be polite and clean up after themselves
- Use inside voices
- Be respectful to the noon supervisors and their peers
- Weather permitting, students are expected to go outside from 12:35-12:55 and dress appropriately for the weather.
- Town students are expected to go home for lunch.

Elementary Recess

- If it is -25° with the windchill, or warmer, the students will be playing outside.
- If it is between -26 °and -40° with the windchill, the students will be expected to do a “Polar Bear Run” for fresh air, then have indoor recess.
- If it is colder than -40° with the windchill the students will have indoor recess.
- Children should come to school dressed in warm outdoor gear (toques, mitts, scarves, ski pants, boots).
- All students, (including bus students,) should wear suitable winter jackets as well as hand and ear protection coming to and from school.
- It is important that all items, including toques and mitts, are labelled!

Transportation & Student Conduct on the Bus

AP 351

The school division requires that student conduct on school buses is consistent with that expected of the student in the classroom. The safety of all students and the driver is of utmost importance while on the school bus. Therefore, it is important that all students follow the school bus rules.



Parent Drivers

To be an approved driver for the school, responsible adults are to complete a Driver Authorization form and Criminal Record check, complete with Vulnerable Sector check. These forms are available at the office.

It is the approved driver's responsibility to inform the school of any changes to their driving or criminal status.

Proud Predator Recognition

Every month, staff members nominate students for their successes in Ponteix School. Students can be nominated for academic, extra curricular or personal successes. These students are recognized at an assembly and will have their stories shared in the newsletter.

Transportation/Weather Policy

The Chinook School Division Board has adopted the following policies regarding transportation of students and school closures:

- The Director of Education, or designate, is authorized to dismiss students, discontinue transportation services and/or close school in emergency situations.
- The Director of Education, or designate, in consultation with the Manager of Transportation Services, shall cancel all bus routes in affected school areas when the temperature reaches -40°C.
- Buses are to be cancelled pending consideration of the following factors:
 - Severe wind chill of -45°C or greater.
 - Adverse road conditions.
 - Limited visibility because of fog or blowing snow.
 - Watches and warnings issued by Environment Canada through its telephone information services, web site, or through local media.

The decision to cancel morning buses must be made by 6:30 AM.

The decision to cancel afternoon buses must be made no later than 1:00 PM.

If buses are cancelled on any day, the school will remain open with classes continuing as normally scheduled.



Principals in consultation with the director, are responsible for deciding when to dismiss students or, when applicable, to reschedule classes to ensure the safety and well-being of students.

When students are dismissed, the principal is to arrange for each student to be directed to a safe, supervised location and then inform respective parents or guardians.

The principal is to ensure that the school is accessible to students when classes have been dismissed or when the school has been closed.

School Facilities

1. Science Laboratories: Students in the laboratories should realize the use of chemicals and equipment requires utmost care. Only those experiments assigned or approved by the teacher are to be performed.

2. Library: Access to the library will be when the librarian or a teacher is present. Books may be taken out for two weeks, after which they must be returned or renewed. Magazines and periodicals may be signed out for one day. Interlibrary loans are also available through the Chinook Regional Library System (a maximum of 3 books at a time).

3. Industrial Arts and Home Economics Labs: Students may work in the industrial arts and home economics areas only with the permission of the instructor.

4. Technology Use:

a) Students must follow the Chinook School Division Responsible Use of Technology Policy form (which outlines the terms and conditions under which a student may use any technology in the school). Violation of any of the terms may result in the suspension of the student's access to any CSD technology. Further disciplinary action may also result depending on the seriousness of the violation.

b) Students will be assigned an individual Chromebook to complete assignments and studies in the school.

c) If there is a problem with any technology, students should advise staff who will attempt to remedy the problem.

d) Students are responsible for the care of their assigned individual Chromebook. A repair or replacement fee may be charged to students at any time during the school year.



5. Gymnasium: Students using the gymnasium must wear appropriate footwear to prevent damage to the finish on the gymnasium floor. Care should be taken to make sure that footwear is clean before entering the gym area. Only equipment issued by the supervisor is to be used at times when a supervisor is present in the gym. Students involved in gym activities must have a supervisor present in the gymnasium.



School Logos, Flags and Banners

