Amalgamated Academy

Safe and Caring School Policy

Student Handbook

2023-2024



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PREAMBLE

Attending school and getting an education is a right, and with rights come responsibilities. For example, every student has the right to be treated with respect, but every student must also realize that he/she has the responsibility to treat others with respect. However, students must understand that there are consequences when they choose to act in a way that infringes on the rights, needs, and property of others.

Vision 2023

At Amalgamated Academy everyone works together to create a safe, kind and inclusive learning community where we grow to reach our fullest potential.

AWESO-ME

Amalgamated
Wins
Every time
SomeOne
Makes an
Effort

Staff List
2023-2024

For an up-dated staff list, please visit our school website at https://amalgamated.nlesd.ca/

Grade Level Configurations	
Grade 4	**4-1,4-2,4-3**
Grade 5	**5-1,5-2,5-3**
Grade 6	**6-1,6-2,6-3**
Grade 7	**7-1,7-2,7-3,7-4**
Grade 8	**8-1,8-2,8-3,8-4,8-5**
Grade 9	**9-1,9-2,9-3,9-4,9-5**

STUDENT RIGHTS AND RESPONSIBILITIES

- I have the **RIGHT** to learn in this school.
  It is my **RESPONSIBILITY** to listen to instructions, work productively and to follow general classroom guidelines.

- I have the **RIGHT** to hear and be heard.
  It is my **RESPONSIBILITY** to listen while others are speaking.

- I have the **RIGHT** to be respected.
  It is my **RESPONSIBILITY** to respect others and their views and opinions.

- I have the **RIGHT** to be safe.
  It is my **RESPONSIBILITY** to act in a safe manner that will not harm others or myself.

- I have the **RIGHT** to privacy and to my own personal space.
  It is my **RESPONSIBILITY** to respect the personal property of others and to accept their right to privacy.

STUDENTS HAVE THE FOLLOWING RESPONSIBILITIES

- Observe the code of conduct and other rules and policies of the school board and the school.
- Attend classes regularly and punctually.
- Be prepared and participate in their educational programs.
- Be committed in pursuing their studies.
- Respect the rights of others.

GENERAL GUIDELINES

Students must remain in class until dismissed by the teacher. Students are expected to follow all rules/regulations of the Student Code of Conduct.

Attendance

Learning is a process, and regular attendance in school is an important part of that process. The Newfoundland and Labrador English School District Attendance Policy and the Newfoundland and Labrador Schools Act govern attendance. Amalgamated Academy is responsible for implementing these policies.

Absence from School

- Any student absent from school for any reason is required to provide a note or email from a parent, doctor, or guardian upon returning to school, explaining the absence.
- Students MUST inform their homeroom teacher and the main office if they know they are going to be absent from school. Students are required to be signed out at the office by parent/guardian if they leave school throughout the day.
- If a student is absent from school for three or more consecutive days, home should contact the Homeroom Teacher to make them aware of the absence.
- Students are responsible for obtaining work and materials that were completed on days they are absent. Students may find out about material covered in their absence by asking another classmate, looking at the google classrooms, or by contacting the teacher.
- Students who have missed an evaluation during their absence need to discuss with their teacher immediately upon their return a new agreed date.

School Grounds

- When students are outside during recess and lunch they are required to keep the school grounds neat and tidy. Please use the garbage bins provided.
- Students must remain on school property unless the general office has given prior approval.
- Unless prior approval is given, students must stay in their assigned area of the school grounds.
- Neither adults nor students, personnel nor visitors are permitted at any time to SMOKE on school grounds.

Winter Guidelines

- Appropriate winter clothing must be worn before going outside (cap, coat, winter footwear, mittens…)
- Students are not permitted to climb embankments of snow, strictly for reasons of safety.
- Throwing, flicking, kicking snow or snowballs, actions of any questionable safety, is strictly forbidden.
- While outdoors, students are to remain in their assigned Zone of Play, as directed by the School Administration or Supervisor on Duty.

Assignments / Homework

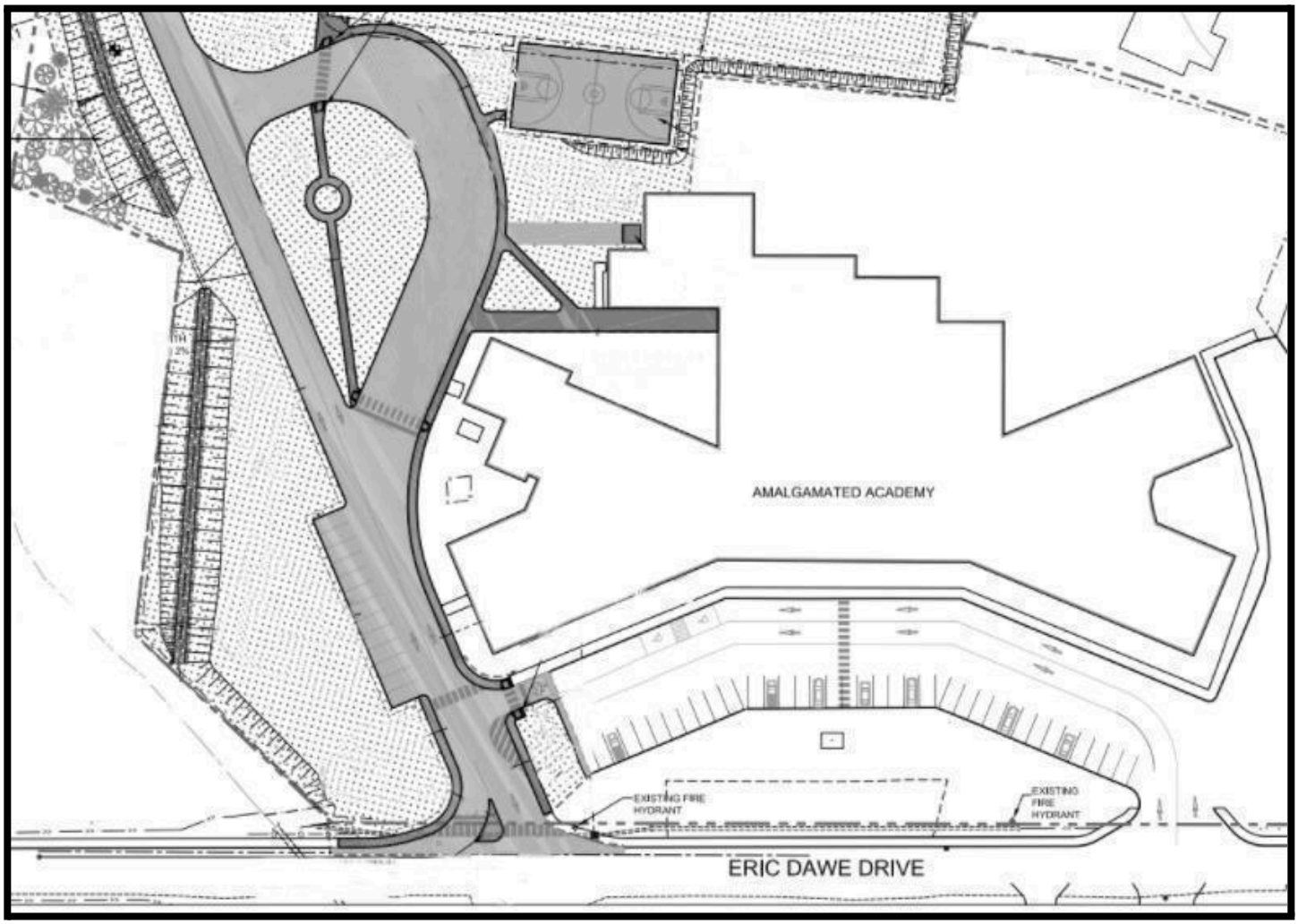
Students **MUST** complete and pass in assignments to the respective teacher in a predetermined time frame.

Students not following this regulation will be processed relative to NLESD evaluation and assessment policy.

https://www.nlesd.ca/about/doc/policies/archive/eastern/I_IL.pdf

https://www.nlesd.ca/about/doc/policies/archive/eastern/I_IL_regs.pdf

School Map



Student School Bus Transportation

https://www.nlesd.ca/schools/busing/index.jsp

ELIGIBILITY:

A student is eligible for transportation if his/her civic address is:

1. within the boundary of the school's catchment area

Traveling on a bus is a **privilege**, not a **right**, and any student who is considered to be acting in a manner that is detrimental to the safety of others will have this privilege revoked.

- **Courtesy Seat Applications have to be applied for at the beginning of each school year!!!**
- Students traveling by bus in Grades 4-7 are to line up single file in their designated bus lines in order of grade, starting with the highest grade at the front of the line.
- Bus lines will leave only under the direction of the teacher on duty.
- Students can avail of one **bus stop** on the assigned bus route.
- In extenuating circumstances children can avail of a **second** stop assigned bus route if it is on a continuous/ regular basis.
- Children can avail of one stop on a different bus if space allows and if it is on a continuous/regular basis. (Courtesy Bussing)
- If a student commits vandalism to the school bus, all privileges to ride the bus are revoked until such time that the contractor has been financially reimbursed for the damages.
- A student's privilege to ride the school bus will be immediately revoked where he/she impairs the safe conduct of that bus and its occupants. Behaviors such as disrespect, vandalism, disruption, may be responded to by a school detention(s), in/out of school suspension, removal of school bus privilege or a combination there-of.
- There is no recording of videos or taking pictures allowed on the bus.
- Food/beverage is permitted to be consumed on the bus **only where Medical Conditions require**.
- Items such as knives, lighters, matches, drugs, alcohol or anything else considered to be contraband are not permitted on the bus.
- Students are required to remain facing the front and seated until the bus comes to a full stop.

Guidelines for Specialty Rooms

There are specific additional rules that apply to various rooms of the school, with which students are expected to become familiar and follow. Students will be informed of these rules by the teacher responsible for those rooms. (Gym, Science Labs, Library, Music Room, Art Room, Technology Labs, etc.)

Lateness for Class

- Students are expected to move from one class directly to another at the sound of a bell or teacher dismissal, signifying the change of a class.

- Students, who are late for class, will be monitored by classroom teacher and referred to administration as necessary.

Student Suspension

In the event that any student(s) is/are given an Out of School Suspension, the student(s) involved may have all privileges revoked to attend extra-curricular sporting events/activities. Those students from our school or any other school who has received an out of school suspension will not be permitted to attend student functions while suspended (i.e. tournaments, school dances,concerts,outings, etc.).

Lockers

Lockers are the property of the school and are to be kept in the same condition as students find them when assigned at the beginning of the school year.

- Students must keep their lockers locked at all times and not share combinations with others. The school is not responsible for lost or stolen items.
- Students are responsible for locks assigned to their locker. In the event of a lock getting lost or damaged, a $10.00 replacement fee will be charged.
- Students are expected to only access their lockers within the following time frame: before morning homeroom, during recess and lunch, before afternoon classes, and at the end of the day.
- Lockers can be opened by the school administration at any time, if it is deemed necessary. Necessary situations may include, but are not limited to: the presence of drugs or alcohol, weapons, and/or stolen property.

Movement Through Our School

Rushing and disorderly movement is prohibited because it places other students in danger.

- Students are expected to walk on the right in school corridors in an orderly manner. Care and caution should be considered at all times.
- Students are expected to stay in their own area of the school unless prior permission has been given.
- Students must always enter the building through their designated entrances, 4 and 5- west entrance, 6 and 7- main entrance and 8 and 9 east entrance.

Lunchroom/Cafeteria

- Dismissal from the Lunchroom must be done under the supervision of the teacher(s) on duty.
- Orderly conduct is expected of all students during lunch.

Cafeteria Use

- Orders are placed by each homeroom by 8:45 at the latest. Parents can also place orders using the Harbour Breeze app. Please remember to include your child's homeroom number.
- Food may be purchased during recess and lunch only.
- No food is permitted in the classroom during class time.

Breakfast Program – Guidelines

Our School Breakfast Program, free of cost to all students, has been developed to support students who wish to avail of a small breakfast before the start of morning homeroom. The Breakfast Program typically offers a grab and go style selection of juice, fruit, milk, cereal, and toast with a variety of spreads. This program, staffed by a combination of parent volunteers and teachers, opens at 8:05 AM and closes at the beginning of morning homeroom. Food, beverage and financial donations towards the day to day operation of this student-centered program will be gratefully accepted by the Breakfast Program Coordinator.

- Any parent/guardian interested in volunteering their service to support the running of this program may contact the school administration or the Breakfast Program Coordinator.

Student Use of Telephone

Students are encouraged to use the office telephone **only in case of emergency**.

Students are permitted to use cell phones for calls or texting during class time ONLY with prior teacher permission.

- **All cell phones are required to be turned off, put away or handed in to the teacher to be held at the beginning of each period, if a student refuses any of these options they will be sent to the office.**

Note: the first infraction will mean a warning for the student to follow the rules and a detention may be assigned. The second infraction will mean a phone call home to the parent/guardian informing of the repeated action and a detention may be assigned. If a third infraction occurs then the phone will be held in the office until a parent/guardian is contacted and arrangements are made for the phone to be picked up. Disciplinary action will be decided by the office based on individual cases.

1st offense: Warning
2nd offense: Phone laid on teacher's desk/phone hotel until the end of the period
3rd offense: Phone goes to the office phone call home
4th offense: Phone goes to the office to be picked up by a parent/guardian.

Signing Students In/Out of School

Students arriving to school after homeroom period has begun (8:20 am)/ has to leave school prior to afternoon dismissal bell (2:15) must be signed in or out by an adult through the office. Adults are required to either enter the school office or call in to the secretaries and request that a student be dismissed from class. Students will not be permitted to leave class by teacher without this office notification.

Students arriving late to school

All students are expected to arrive and be in class at 8:20 and after lunch for grade 8 and 9 students at 1:18pm regardless of mode of travel. Parents and students who are arriving late to school should note there will be consequences assigned due to the disruption that is caused to others, the lateness will be monitored by the office.

There will be an escalating scale of actions and the school is asking that all parents/guardians please respect the day's schedule. If there is a special/rare circumstance then parents/guardians are asked to contact the office directly.

For example, in the span of one month if a child is late unexcused (the reason has to be deemed unavoidable and acceptable by the school such as flat tire for example) then there is a recess detention assigned. If there is a second late unexcused within the same month then there will be a lunch time detention assigned. Hopefully not, but if there is a third unexcused late then contact will be made with home and the resulting consequence will be decided by the administration and parents will be informed.

Please note this policy will not impact 98% of our students and the school is very appreciative of those who recognize the impact of lateness on overall academics and the running of the school.

MORNING GUIDELINES

Duty Guidelines

- Morning duty supervision begins at 8:05 when students are permitted to enter the East and West wings of the school
- Morning duty supervision ends at 8:20 a.m. when homeroom begins

Morning Homeroom - Students

- Students proceed to their Homeroom at 8:20 a.m.
- Students must be in their seats and settled after the 8:20 a.m., the start of Homeroom period.

Announcements – Students

- Students are asked to listen attentively to announcements when they are read during the homeroom period.

AFTERNOON GUIDELINES

Afternoon Dismissal - Students

Students must tidy around their desks and place their chairs in the manner indicated by the custodian.

NOTE: Students are not permitted to leave pencils, paper or books on their desks.

- Students traveling by school bus and walkers are dismissed by their homeroom teacher at 2:15. These school bussed students will immediately proceed to their assigned bus line where they will be directed by the assigned bus line supervisor; from there they'll proceed to the school bus at the scheduled time. Walkers are to leave the building "immediately" after exiting their class, rather than loiter. Congestion in the hallways amounts to safety concerns.
- Students involved in extracurricular activities, must have prior arrangements made for after school transportation; this arrangement must be made prior to school bus dismissal. All Students must vacate the building unless prior arrangements have been made with staff. Unsupervised students present risks to student safety which are unacceptable.
- Any student who is being picked up by a parent must remain in class until dismissal, <u>unless the parent arrives earlier in the afternoon, signs out the student at the office and escorts them across the parking lot.</u> This protocol is student safety based and must be recognized.

EMERGENCY GUIDELINES

- Upon hearing any school alarm students must remain quiet, calm, and respectful.
- Students must walk in single file as they leave the building following the outlined evacuation route.
- Students must move to the designated classroom muster areas outside of the building and line up.
- Students must wait for a signal before returning to the building.
- Emergency procedures will be posted in all classrooms.
- More detailed procedures for specific emergencies will be covered by classroom teachers and administration.
- Any visitors must leave the building through the closest exit and proceed to the flagpole.
- Any parents arriving at the school while the students are lined up outside must remain off of the lot until students re-enter the school.

Potential Emergency while on a school bus

All students regardless if they are not regular bus students will participate in bus emergency evacuation drills at the start of the school year. This is to make students familiar with potential emergency situations and provide them with the information they will need to respond while waiting for emergency response authorities.

Parents can also assist their children in being prepared by reviewing the NLESD Bus Safety Brochure, Student's expectations while on the bus and Busing Safety Video which can be found at this link-https://www.nlesd.ca/schools/busing/index.jsp



STUDENT CODE OF CONDUCT

Amalgamated Academy
Aiming for Excellence!

(The Amalgamated Academy Code of Conduct was developed by teachers, parents and students.)

I am prepared

I am respectful of myself, others and the environment

I am responsible

I am safe

"I Feel that I Belong to the Amalgamated Academy School Community!"

If I choose not to follow the Code of Conduct, I am responsible for my actions and I will accept the consequences.

In order to create a caring learning environment for our students, it is necessary to establish consequences to address student behavior that fails to respect the Student Code of Conduct. We believe the consequences of student behavior should be predictable and consistent. Therefore, we have established the following list of consequences to inform students and parents/guardians. These guidelines will maintain a consistent school response to student misbehavior more consistently.

Not all possible situations will be specifically listed in this document. When other situations arise, the response will be determined by comparison to a similar level of incident and imposing a similar/appropriate consequence.

Throughout our Safe and Caring School Policy, behaviors have been grouped as level 1 or 2 with corresponding reactive strategies. Reactive strategies include a range of interventions, depending on the severity of the inappropriate behavior.

Individuals who demonstrate repeated actions that do not support our Student Code of Conduct may be referred to the Guidance Office or other government agencies at the discretion of the Administration.

Mission Statement

The Essential purpose of Amalgamated Academy is to develop a community of learners. In such a community; students, teachers, parents and the larger community interact in a cooperative effort to develop a positive educational climate. The primary emphasis is placed upon learning, the enhancement of education and of our overall quality of life: the development of the whole individual.

Amalgamated Academy is committed to providing a safe, caring and inclusive learning and work environment by promoting respect, responsible citizenship and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable and accepted.

The Standards of Behaviour outlined apply to all members of the school community, including students, parents and guardians, school staff, volunteers and visitors when:

- On school property.
- Traveling on a school bus that is under contract to the school and/or school board.
- Participating in extracurricular activities.
- Participating in off-site school-sponsored activities.
- Engaging in an activity which will have an impact on the school climate.

A) Standards of Behaviour

All members of the school community are expected to:

- Respect and comply with federal, provincial and municipal laws.
- Demonstrate honesty and integrity.
- Respect the rights of others and treat one another with dignity and respect at all times, regardless of economic status, national or ethnic origin, religion, culture, body image, gender, sexual orientation, gender identity, age or ability.
- Show proper care and regard for school property and the property of others.
- Take appropriate measures to help those in need.
- Demonstrate best effort during all school-based activities.

B) Proactive Strategies

Expected behaviours as identified in **Amalgamated Academy** Standards of Behaviour will be encouraged and supported through the following school-wide practices:

- Behavioural expectations are discussed with all members of the school community during scheduled meetings.
- Standards of Behaviour for students are reviewed, practiced and discussed on a regularly scheduled basis and as needed.
- Standards of Behaviour are applied consistently by all staff.
- Students are offered choices with the resulting consequence of each choice, so that they can make an informed decision before acting.
- On-going modelling of appropriate behaviours by school staff.
- On-going acknowledgement by staff of appropriate student behaviours.
- Parents/guardians are contacted by teachers for feedback on student behaviour and accomplishments.
- Curricular and extracurricular programs that promote social skill development are available. For example: an alternate program, peer mentoring, a Safe and Caring Committee, Roots of Empathy, arts and athletics, etc.
- Environmental and/or programming changes are considered.
- Teacher uses the pre-referral process to determine and/or meet a student's needs.
- Referral for assessment may be considered by the service delivery team.
- Referral for counseling.
- Referral to district staff or outside agencies.
- Consistent teacher documentation of inappropriate student behaviour.
- Focused support for small groups and individual students.

C) Inappropriate Behaviours

In abiding by **Amalgamated Academy** Standards of Behaviour, all members of the school community are expected to refrain from:

- Breaking federal, provincial or municipal laws.
- Any behaviour that discriminates based on economic status, national or ethnic origin, religion, culture, body image, gender, sexual orientation, gender identity, age or ability.
- Any violent or bullying behaviour (physical, verbal, social, electronic) that intentionally causes harm (physically, socially, or emotionally) to another person.
- Making derogatory or hateful comments toward an individual, group of people, idea, opinion or belief.
- Threatening an individual, group of people or property.
- Injuring an individual, group of people or property.
- Use of technology that intentionally abuses or bullies another person.
- Use of technology that interferes with the positive climate of the school.
- Using language that is violent, profane or discriminatory.
- Wearing clothes that are revealing, depict violence, profanity or discrimination, or promoting products that are illegal for minors.
- Behaviour that is unsafe on the playground/school grounds.
- Using digital technology in class without teacher permission.

Examples of Inappropriate Behaviours: Include, but are not limited to:

Level 1
Coming to class unprepared Rudeness/Disrespectfulness Disrupting class Inappropriate language/name calling School and classroom routines/rules not adhered to Lateness Skipping class Littering Inappropriate dress such as outdoor footwear in gym, hats during instructional time Being rough with others *****If these "Behaviours" become continuous, they will move to level 2*****
Level 2
More frequent/serious rough play Profanity/vulgarity (verbal, gestures, written, texts) Defying school authority Defacing school property Bullying/cyber-bullying Smoking Intimidation/harassment Threatening others to cause physical harm

Fighting
Gambling
Stealing
Extortion
Vandalism
Actions that endanger the safety/health of self and others
Bringing weapons to school
Use of items such as tobacco, alcohol, or drugs

D) Reactive Strategies

In response to inappropriate student behaviour, teachers and administrators of **Amalgamated Academy** shall utilize a Reactive Strategy, depending on:

- The level of the behaviour.
- Circumstances of the behaviour:
    - The other people involved (students/staff/etc.).
    - The environment.
    - Precipitating factors.
    - Special circumstances.
    - Etc.
- Past reactive strategies utilized for this student and the students resulting behaviour.
- The frequency of the behaviour.
- The student's exceptionality and/or Individual Education Plan (IEP).

Appropriate school response to student behaviours include, but are not limited to: (Level 1 behaviours are responded to by the teacher witnessing the behaviour: Level 2 behaviours are referred to the administration)

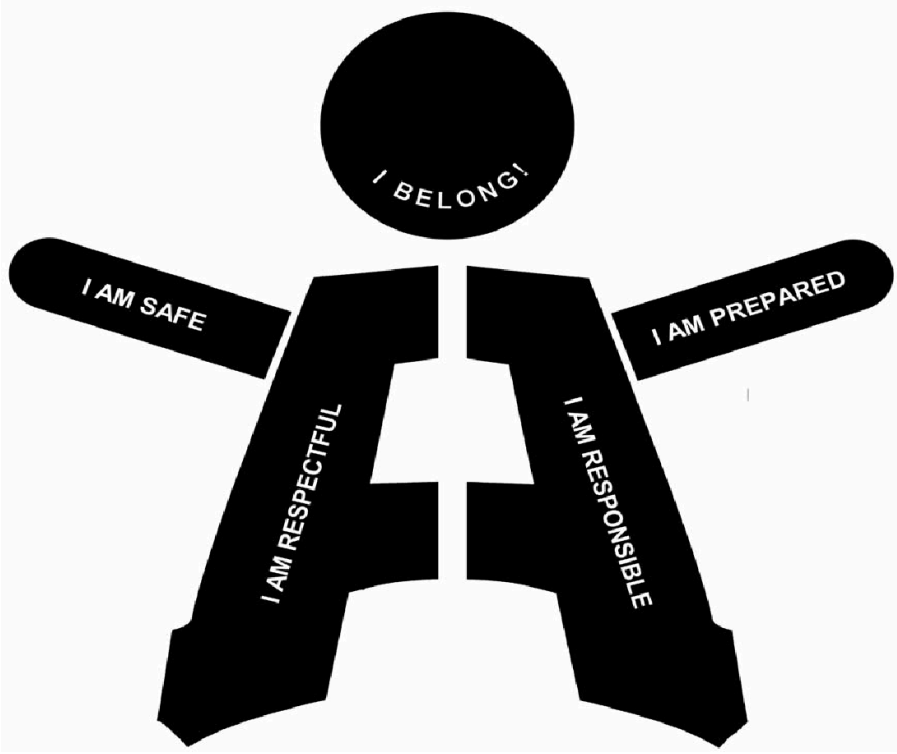
Level 1
Verbal reminders Model expected behaviour Re-teach the expected behaviour Self-reflective exercise Opportunity to make amends Bullying intervention protocol Offer choices and consequences of the choices Home Contact Peer mentor Parents/school conference Skill building Detention Loss of privileges Monitor behaviours

Level 2
Includes strategies listed for level 1 behaviours (as earlier outlined,) plus Mediation Restorative justice Restricted access to facilities/activities Behaviour contract Behaviour management plan Referral to school counsellor Pre-referral process Police involvement In-school suspensions Out-of school suspension Referral to appropriate outside agencies (ex; RCMP, Community Health, CYSF, etc)



I BELONG

Because our school community practices **ALL** of the four previous Codes of Conduct, Amalgamated Academy will grow as a safe and caring learning environment. **We will all belong**!



Amalgamated Academy
Viser pour L'excellence!

DAILY SCHEDULE

Our schedule has a 5 period day. We operate on a 14-day cycle.
(Please note that grade 7 – 9 classrooms will be locked during recess and both parts of lunch)

Openning Bell	8:20:00 AM
Earliest Dropoff	7:45:00 AM
Lastest Arrival Time	8:15:00 AM

Grades 4 -7				Grades 8 - 9			
Period	**Minutes**	**Time Table**		**Period**	**Minutes**	**Time Table**	
Homeroom	0:15	8:20:00 AM	8:35:00 AM	Homeroom	0:15	8:20:00 AM	8:35:00 AM
1	0:57	8:35:00 AM	9:32:00 AM	1	0:57	8:35:00 AM	9:32:00 AM
2	0:57	9:32:00 AM	10:29:00 AM	2	0:57	9:32:00 AM	10:29:00 AM
Recess	0:15	10:29:00 AM	10:44:00 AM	Recess	0:15	10:29:00 AM	10:44:00 AM
3	0:57	10:44:00 AM	11:41:00 AM	3	0:57	10:44:00 AM	11:41:00 AM
Lunch	0:40	11:41:00 AM	12:21:00 PM	4	0:57	11:41:00 AM	12:38:00 PM
4	0:57	12:21:00 PM	1:18:00 PM	Lunch	0:40	12:38:00 PM	1:18:00 PM
5	0:57	1:18:00 PM	2:15:00 PM	5	0:57	1:18:00 PM	2:15:00 PM
No HomeRoom				**No HomeRoom**			

Please note that if your child is leaving school any time during the school day, a parent/guardian sign-out signature at the General Office is required.

Bus Dismissal Times

Dismissed to Bus Lines	**2:15**
Lines Escorted Out to Busses	**2:20**
Busses Leave the Parking Lot	**2:25**

Amalgamated Academy
2023-2024 School Calendar

School Year Calendar 2023-2024



September				
M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21

190 Teaching Days

2 Administration Days

3 Statutory Holidays

Statutory holidays to be confirmed.

Schedule

OFFICIAL

September 4 - Labour Day

September 5 - Administration Day

September 6- First Day for Students

October 2 - National Day for Truth and Reconciliation**

October 9 - Thanksgiving Day

November 13 - Remembrance Day/Fall Break

December 20 - Last Day Prior to Christmas/Winter Break

January 2 - School Reopens

March 28 - Last Day Prior to Easter/Spring Break

April 8 - School Reopens

May 20 - Victoria Day

June 20 - Last Day for Students - Summer Break

June 21 - Administration Day

** Consultations are ongoing with respect to the National Day

Teaching Days

September - 18 + 1 Admin

October - 21

November - 21

December - 14

January - 22

February - 21

March - 20

April - 17

May - 22

June - 14 + 1 Admin

Note: Please note that school selected professional Development Days are not included in the calendar above, they are TBD

SMOKE-FREE ENVIRONMENT POLICY

NLESD shall be a smoke-free, tobacco-free and marijuana-free environment. This smoke-free school environment shall be inclusive of all its facilities, properties, activities, programs and functions.

Rationale
The NLESD has an obligation, both philosophically and pragmatically, to provide a safe, caring and healthy environment for all of its stakeholders – students, parents and employees. This is especially so relative to the issue of smoking and tobacco/marijuana usage.

The Newfoundland and Labrador English School District (the "District") is committed to providing students, staff and other members of the school community with a healthy school environment. In accordance with the Smoke-free Environment Act, 2005, the Tobacco Control Act and the Control and Sale of Cannabis Act the District does not permit smoking, smokeless tobacco or any product that mimics tobacco, in schools or other District facilities, on District property, in District vehicles or in other modes of transportation used to transport students. This includes the smoking (or consumption) of cannabis or other substances which may be illegal; cause impairment, or be dangerous to the health of students and staff. The Cannabis and Smoke Free policy is part of a comprehensive approach to the creation and maintenance of a healthy school environment.

Scope
This policy shall apply to all buildings, facilities, grounds and properties under the jurisdiction of the District. This policy shall also apply to all users of School Board buildings, facilities, and properties.

Procedures
1. The NLESD will establish Administrative Regulations that govern the application of this policy.
2. The Administrative Regulations will be reviewed by the CEO/Director of Education in collaboration with the Administrative Council and Regional Administrative Councils.
3. The NLESD directs that all school Board facilities and vehicles, and all modes of transportation contracted for use to transport students, shall be smoke-free environments.
4. All school – sponsored activities shall be smoke-free environments.
5. For more specific details please check out this link- https://www.nlesd.ca/includes/files/policies/doc/1548691595907.pdf

Back to School, Anaphylaxis – Food – Emergency Guideline for "Parents"

Parents/guardians are asked to notify the office at the beginning of each school year with an updated medical profile for any students that have a condition that may impact their safety while at school.

https://www.nlesd.ca/includes/files/policies/doc/1504807706542.pdf

SECURE SCHOOL/SCHOOL LOCKDOWN POLICY

The NLESD believes that the safety of students and staff in our schools is paramount and takes every precaution to ensure the safety of all. The NLESD believes that schools need to be secured in an appropriate manner (Secure School/Lockdown) when dealing with a perceived or actual threat to the school community.

Rationale

The NLESD is committed to providing a safe and caring environment for students and staff. Therefore, all schools will develop a plan to respond to a perceived or actual threat to their school community.

Scope

This policy applies to all students, employees, visitors and properties under the District. It is intended to assist with responding to an event and the return to normal after the event.

Procedure

1. The NLESD will establish Administrative Regulations that govern the application of this policy.
2. The Administrative Regulations will be reviewed annually by the CEO/Director of Education in collaboration with the District Administrative Staff.
3. The Principal/designate and all staff shall respond to all perceived or actual threats in a prudent and expeditious manner by notifying the local emergency response authorities, the CEO/Director of Education and the Communications Manager.
4. At the beginning of the school year, the Principal/designate shall consult with the school's local law enforcement detachment to review the school plan for securing and locking down the building.
5. Lockdown and Secure School Procedures shall be reviewed with School Council and communicated to parents/guardians prior to the initial practice.
6. Lockdown and Secure School Procedures shall be practiced a minimum of three times a year.
7. All schools will prepare a plan for a perceived or actual threat consistent with the Administrative Regulations associated with this policy.
8. All schools will respond to perceived or actual threats consistent with the Administrative Regulations associated with this policy.
9. The Principal is responsible for ensuring that all pertinent information related to the perceived or actual threat is recorded, stored and filed for future reference.

Amalgamated Academy

School-Wide Behavior Expectations

"Code of Honor"

Expectations

SETTING	I am Prepared	I am Respectful	I am Responsible	I am Safe
All Settings	Be prepared to give your best effort Bring materials to class Have homework completed Submit assignments by due date Attend all activities	Keep hands and feet to self Be considerate Use good manners and appropriate language Follow established school routines Show respect for the property of school and others	Pay attention Be on time Attend assigned classes Dress, speak, act appropriately Bring appropriate items to school	Remain in supervised/designated areas at all times Treat others with respect Respect the medical needs of others (allergies) Keep hands and feet to self
Hallways	Visit lockers during recess and lunch	Enjoy/appreciate the displays and space of others	Follow instructions and rules	Walk to the right Walk at all times
Outside	Wear appropriate clothing	Practice sportsmanship Use appropriate language	Place litter in garbage cans Remain in designated areas	Keeps hands and feet to self Use observation skills to promote safety
Lunch Rooms	Pre-order lunches Bring lunch/money Line-up to get lunch	Recycle Use a quiet voice Be respectful of others	Care for school property Place garbage in garbage cans	Push in chairs Use microwaves safely Follow food allergy guidelines
Specialty Rooms **Library Labs Music Room Etc.**	Bring all necessary materials	Leave things in their proper place Follow procedures for use of equipment Share materials and equipment as needed	Keep equipment and furniture in good order Work quietly	Keep area tidy Eat and drink elsewhere Know and follow safety rules

	Gym	Wear appropriate dress and footwear	Speak appropriately Practice sportsmanship	Participate Follow the rules	Use equipment appropriately Know and follow safety rules
	Bus	Wait in designated areas	Follow bus line-up guidelines Demonstrate courteous behavior	Keep the bus clean and tidy Treat others with respect	Travel safely Remain seated
	Digital World	Use your screen time wisely Make good decisions	Think twice before you post Respect the privacy of others	Visit appropriate websites Inform adults of inappropriate websites or content	Keep personal information and passwords secure Post responsibly
		↓	↓	↓	↓

Be Prepared, Be Respectful, Be Responsible, Be Safe

Contact Information

	Amalgamated Academy **21 Eric Dawe Drive** **Bay Roberts, NL** **A0A 1G0** Telephone: (709) 786 - 0280 Fax: (709) 786 - 1243 Website: https://amalgamated.nlesd.ca Twitter @Amalgamated_NL	

Check out the Standards Based Assessment Rubric Here in Chart Below

(This is a new initiative so stay tuned for details specific to who will be using it)

AWESO-ME

Amalgamated Wins Every time SomeOne Makes an Effort

	Description of Success Scale	Item / How I Feel about my Success
A	**A**mazing • I Got this! I Nailed it! I can teach it with great skill to someone else! • I am confident with the outcomes and have no challenges with them. • I add my own perspective, ideas and style to everything I do. • I am creating new learning challenges for myself.	
W	**W**onderful • I can do this! I need just a little more practice to nail it! I'm feeling pretty good about this! • I know I am meeting the outcomes with very few challenges and am ready to move on	
E	**E**merging • I am feeling a little more comfortable, and I have more learning and practice to do. • I know and can meet the outcomes with some extra help. • I do well with assignments and situations I am familiar with.	
S	**S**tarting • I am developing a new skill or concept. • I know what outcomes I need to do and I need some help to get started. • I sometimes might feel confused or frustrated, but I keep working to improve.	
O	**O**ff-task • I am not aware of the outcomes. • I miss opportunities to show what I know. • I am distracted. • I am not participating. • I miss time and do not catch up on my work.	

M	**M**–My • I take responsibility for my actions. • I am respectful of others.	
E	**E**–Effort • I attend classes. • I give my best effort. • I am participating in class.	