Welcome to Arthur A. Leach School. The following information is designed to answer some of the questions that you may have about our school. If you require further information, please inquire at the office (204) 269-1674.

The staff at Arthur A. Leach are committed to excellence and meeting the needs of the students. They will, therefore, endeavour to assist all students in their pursuit of success in academic, social, and extra-curricular experiences. The school provides a balanced program of academics and extra-curricular activities as a means to attaining these goals. Students will be encouraged to develop their academic potential as well as their out-of-class interests of the club activities offered in the school.

The combined efforts of parents/guardians, students and staff will ensure that the 2017-2018 school year at Arthur A. Leach is both enjoyable and productive.

DAILY SCHEDULE

Arthur A. Leach operates on a six-day schedule.

- 8:15 a.m. - Doors Open
- 8:45 - 9:30 a.m. - Period 1
- 9:30 - 10:10 a.m. - Period 2
- 10:10 - 10:50 a.m. - Period 3
- 10:50 - 11:05 a.m. - Locker/Nutrition Break
- 11:05 - 11:45 a.m. - Period 4
- 11:45 - 12:25 p.m. - Period 5
- 12:25 - 1:25 p.m. - Lunch Break
- 1:30 - 2:10 p.m. - Period 6
- 2:10 - 2:50 p.m. - Period 7
- 2:50 - 3:30 p.m. - Period 8

STUDENT ATTENDANCE

ARRIVAL AT SCHOOL

The main entrance to the school (west door) is open at 8:15 a.m. and 1:25 p.m. At this time, students move to their lockers, gather their books and materials for the morning or afternoon and then move to their rooms. Teachers may let students enter the school for supervised early-morning activities.
TEACHERS/ANNOUNCEMENTS
Students are to be seated in their first period class by 8:45 a.m., and in their first afternoon class at 1:30 p.m. In the morning, the first period teacher will register the class and the announcements will be made. On occasion, students will be asked to report to their Homeroom. This time will be used to discuss various activities that take place inside and outside of the school environment.

LATE ARRIVALS
Students are expected to arrive on time. Students who arrive to class after 8:50 a.m. or 1:35 p.m. must report to the office in order to clear their names from the absentee list. Parents/Guardians will be notified by phone, or by letter, if their child is habitually late for registration.

ABSENCE AND ILLNESS
Notification of student absences from school is best handled by a telephone call from a parent or guardian. The secretaries are available to take telephone calls beginning at 8:00 a.m. Please notify the school about any student absences before 9:00 a.m., and before 1:30 p.m. (for afternoon classes), as the secretaries compile the absentee lists at these times. If a student is absent and unaccounted for, the secretaries will contact a parent/guardian by telephone either at home, or at their place of work.

A student who has a note from a parent/guardian, requesting permission to leave school early, must take the note to the office to have it approved. The appropriate staff will be notified.

Students who become ill at school will not be allowed to leave until the office has contacted a parent/guardian. Parents/Guardians are advised that school staff may not administer medication. In special situations, arrangements must be made with the principal.

SCHOOL ORGANIZATION

CURRICULUM INFORMATION
Students in Grade 5 and 6 are placed into a classroom with a Teacher who provides them with instruction in the core subjects. Students receive specialized instruction in French, Physical Education, and Music, and they will be exposed to Applied Arts.

In Grades 7 and 8, students are placed in homerooms and generally travel together for most subjects. They have one teacher for Math/Science and another teacher for English Language Arts/Social Studies. These teachers form a teaching team for each advisory group. Students receive specialized instruction in French, Physical Education, Applied Arts, Band, Drama and Art.

Grade 9 students are also placed in homerooms. The core compulsory subjects for Grade 9 students are: English Language Arts, Mathematics, Science, Social Studies, and Physical Education. Grade 9 students will also take three full credit options.

Optional credits such as Intro to Applied and Pre-Calculus Math, Choir, Jazz Band, and Contemporary Popular Music occur outside of the regular timetable.

Full Credit Options
HOME TO SCHOOL TO STUDENT COMMUNICATION - FAIR NOTICE
We value the importance of the tri-partnership of Home-Student-School. Our commitment to excellence is enhanced when this partnership is vibrant. The active interest and support of parents/guardians is responsible for a strong foundation for student success.

Parents/Guardians can support their children in a variety of ways. One way is to assist them in understanding the school division, and the school community's policies and guidelines, is to encourage them to read the Division's Standard of Behaviour, and Student Information Package, as they will provide pertinent information. Additional information can be found in the on-line Policy Manual.

COMMUNICATION ON ASSESSMENT AND REPORTING
Assessment of/for/as learning occurs continually in all subject areas on a formative and summative basis.

On-going communication throughout the year is critical. Formal, verbal, or written communication involving the student, his/her parent/guardian and the teacher(s) may occur. There are two tri-conferences and three formal report cards for all students. Teachers can be contacted by phone or by e-mail. Teacher e-mail addresses are available on our website: www.pembinatrails.ca/arthuraleach.

SCHOOL CALENDAR
The school calendar may be accessed on the school's website. Please watch for this information source in order to keep you informed about school activities.

STUDENT SERVICES
• Student Services, in the form of counselling and resource, work cooperatively to meet the needs of children in our school. When required, further support is available through The Divisional Student Support Team. The team consists of a psychologist, a speech and language specialist, a social worker, a learning support specialist, as well as a physical therapist, and an occupational therapist.

• Counselling Program: The school counsellor acts as an advocate for students and collaborates with parents, support staff, agencies and the community at large. The counsellor provides individual and small group counselling for students with personal, social and emotional needs. The counsellor also provides students with career awareness and assists students and parents in choosing academic school programs as the students transition into the senior years.

• Resource Program: The resource teacher provides programming assistance to teachers and students in order to support the specific needs of students. Special assessments are also provided through the help of the resource teacher. Students arriving at Arthur A. Leach during the school year are provided with additional monitoring and support through the resource program to ensure successful transitioning. Our team also has a resource teacher who provides academic, physical, social, emotional, and behavioural support to students with additional needs who require intensive, individual programming. Programming is specific to each individual student.
LEARNING COMMONS AREA
The Library is a place for reading, research, and study.

Hours
Monday to Friday:  8:15 - 12:25 and 1:30 - 4:00
Lunch:  12:50 - 1:25

1. Students may borrow 3 items at a time. If there are overdue books, they must be returned before new books may be taken out.
2. Books circulate for a period of two cycles. Please observe the due date, and return materials on time. Materials may be renewed.
3. Lost or damaged materials must be replaced. Students will be charged a replacement fee.

Materials must be scanned before leaving the Library.

STUDENT ACTIVITIES
There are a number of activities available for students to participate in so they may enrich their school experience. By participating in these activities, students will develop their skills and social relationships with others. Activities are made available according to student and teacher interests. Examples of past activities include: Robotics, German Exchange, Science Fair, Heritage Fair, Marathon Club, Student Action Club, athletics, etc.

ARTHUR A. LEACH STUDENT/STUDENT ACTION CLUB
The Arthur A. Leach Student Action Club is a group of students who serve their fellow students in various ways. This group helps plan school activities. Further information will be provided in the fall for students interested in joining this group.

ACCIDENTS AND EMERGENCIES

Student accidents and injuries are reported to the office promptly. The parents/guardians of injured or ill students will be contacted. Students requiring immediate attention will be taken to the Emergency Ward at the Victoria General Hospital unless other directions are specified on the student’s registration form.

Students should be careful about crossing the railway tracks as there are a number of potentially dangerous railway crossings near the school. Dangerous conditions are also evident in the spring and fall when thin ice covers the lakes in the area.
FIRE/LOCKDOWN/TORNADO DRILLS/EVACUATIONS
Students and staff will participate in a number of drills throughout the school year. Students should familiarize themselves with the copy of the fire drill rules and exit routes located in each classroom. Students are expected to conduct themselves in a quiet and orderly manner throughout the drill. Fire alarms and fire fighting equipment are to be used only in the event of a fire. Tampering with this equipment is a very serious offence; infractions will be dealt with accordingly.

EMERGENCY SCHOOL CLOSING
The policy of the Pembina Trails School Division places the responsibility for closing the school in the hands of the Superintendent or the Chairman of the Board. A decision to close all Pembina Trails schools would be broadcast over the radio stations.

Once the school is in session, it will remain open during the emergency until parents/guardians can collect students. The school will also remain open if the conditions causing the emergency abate.

BUS EVACUATION DRILLS
Students will receive instruction in safe conduct on buses and emergency exit procedures.

STANDARD OF BEHAVIOUR
At registration, each student receives a copy or a link to the Divisional Standard of Behaviour document. Each student and their parent/guardian is responsible for reading this information as your signatures on the school registration form indicates that you have received and read the “Creating a Safe and Caring School Community” Standard of Behaviour Pamphlet, as well as, the “Technology Acceptable User Policy Agreement”. These serve as guidelines for student, parent/guardian and school responsibilities.

THREAT ASSESSMENT FAIR NOTICE
The Pembina Trails School Division has a policy that requires a Student Threat Assessment to be done in all cases of students making significant threats. The purpose of the assessment is to help us to know how best to support high risk students and those affected by the situation in order to promote the safety and welfare of all. Our goal is to respond to threats in a professional way that provides a safe and caring learning environment for all. You can review the divisional policy by visiting the school division website at www.pembinatrails.ca.
DRESS CODE

Arthur A. Leach is a place of learning where we value individuality and cultural diversity. The expectation is that clothing choices for school and school-based events are representative of a diverse community of Grade 5-9 students; this helps maintain a safe and inclusive environment.

Appropriate clothing:
- Tops, shorts, pants, leggings, skirts, and dresses should cover parts of the body so that everyone, including the students wearing the clothing, feels comfortable and safe. This includes but is not limited to, outfits that expose undergarments.
- Shirts with appropriate pictures/words
- Tops and bottoms meet without being pulled up or down
- Does not include clothing with wording or graphics that are vulgar, racially inappropriate, and/or promote illegal products

Outdoor clothing is to be stored in lockers. It is recommended that students have a designated pair of indoor shoes for winter and spring to support clean and safe hallways.

Also, hats, hoods, toques, bandanas, etc. are to be removed upon entering the school.

Special events and spirit days often allow for additional clothing choices. Students and families will be made aware of these parameters prior to the event or activity.

A staff member will advise a student if their attire is inappropriate and they will be requested to change.

If the student does not have a suitable change of clothing, we will provide the necessary item from our supply of clean lost and found items from past years, or they may be sent home to change.

Students or families who are unsure about an article of clothing are welcome to ask a staff member and/or contact the office staff prior to wearing the item to school. We appreciate your cooperation as we work together in supporting our students learning about choice, purpose and audience as they navigate Grades 5-9 and transition to life after their school years.

ADDITIONAL INFORMATION

LUNCHROOM PROCEDURES

Students staying for lunch on a full-time, part-time, or casual basis are assessed a fee to cover the cost of lunch supervisors for the 2017 - 2018 school year. Microwaves are available for use at 12:25 p.m. Grade 5, 6 and 7 students will eat their lunch in their homerooms, with supervision. Students in Grades 8 and 9 will be supervised in the gym, from 12:25 p.m. to 12:45 p.m. Students may then do one of the following:

a) Attend a school sponsored activity such as intramurals, clubs, and extra academic assistance
b) Report to the Library to study
c) Sign out sports equipment to be used outdoors
d) Report to the Computer Lab to do research, or complete assignments
e) Go outside
FOOD AND DRINK
Students should not bring items such as sunflower seeds, gum, or Slurpies to school. These items create problems for our caretaking staff. Students who bring lunches from home, are encouraged to keep them in their lockers until lunch time. On special occasions, drinks and food may be consumed with teacher permission, and under supervision.

Our school values healthy food and drink choices and will be promoting and offering healthy snacks during the nutrition break.

In conjunction with the School Healthy Living Policy, and concerns regarding the negative effects on adolescents, energy drinks with high caffeine/taurine levels are not allowed to be consumed on school grounds during school hours. If a student is in possession of an energy drink during school hours, staff will confiscate it.

TELEPHONE/ELECTRONIC USE
A public telephone is located in the school. If a student wishes to call home as a result of an emergency or because of plans that have changed, they may use the telephone in the central foyer during the lunch hour or prior to school starting. Students are expected to be brief when using the telephone. During class time, student phone calls will be coordinated through the office.

In accordance with divisional policies:

- “Use by students and staff of electronic communication devices is prohibited in instructional areas during the school day, including examination times. With prior permission of the teacher and/or school administrator, electronic communication devices can be used for educational purposes. At all other times, students must keep these devices out of sight and turned off and at no time must the camera function be used without prior permission.”

- Compensation for the loss of a personal device in the school is not the responsibility of the school. As well, as per divisional policy, if school personnel suspect that divisional policies have been violated, personnel have the right to search the electronic device; therefore, there is a diminished expectation to privacy when electronic devices are brought to school.

LOCKERS AND LOCKS
Lockers are the property of the school and are provided for the student body. Students are asked to keep their lockers clean and tidy. The purchase of a lock is the responsibility of the student. Locks are available for purchase in the office for $6.00 each. The combination lock and the locker become the responsibility of the student for the school year. Combinations must not be shared with any other student.

Under the Public Schools Act, students’ lockers are considered to be school property and as such, school administration has the authority to conduct reasonable searches to enforce school rules and protect the health and safety of students.
LOST PROPERTY
Students are discouraged from storing valuable items or money in school at any time. If money must be brought to school, students are encouraged to give it to the teacher who is in charge of collecting the specific fees, or take the money to the office where it will be kept in a sealed envelope. **Money, valuables (cell phones, i-pods, etc.), and bus passes should NOT be left in the Gym Change Rooms.**

Please label all personal possessions. A basket near the parking lot door holds lost items of clothing. This clothing is kept until the end of each term when it must be disposed of. Other lost items may be located in the office. Please be respectful and bring found items to a teacher.

BOOKS AND EQUIPMENT
Students are expected to take care of equipment and textbooks that are issued by the school. Loss or excessive depreciation (damage) will result in a charge to the student.

BICYCLES
Although bicycle racks are provided, we cannot guarantee the security of the bicycles -- the potential for theft and damage to unattended bicycles is always present.

PHYSICAL EDUCATION
Regulations require every student to wear proper gym apparel in order to participate in physical education classes. We recommend the following:
- plain t-shirt, plain shorts, white socks, runners, sweat suits (may be worn over regular gym clothing), roll-on or stick deodorant

**At Arthur A. Leach we take: CHARGE!**

*(Commitment; Honesty; Attitude; Respect; Gratitude; Empathy)*