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| **EVERGREEN SCHOOL DIVISION: BACK TO SCHOOL BASICS**The following procedures are in place in our Division to support the well – being, safety and education of our students and staff. They need to be reviewed annually.  |
| **PAGE 1** |
|  | For more info, refer to: |
| **ALCOHOL/ DRUGS**ESD believes that “using, possessing or being under the influence of alcohol, cannabis, or illicit drugs at school” is unacceptable and prohibited. This includes school activities or school-related activities, on or off school property. | Admin Procedure 1.B.20 |
| **SMOKING**ESD recognizes the harmful effects of tobacco use, smoking and vaping on users and bystanders/ observers. It is the Division’s policy that all properties of the Division, including buildings, grounds and vehicles, are to be smoke, tobacco and vapour free. | Admin Procedure 8.68 |
| **ATTENDANCE**Parent(s)/Guardian(s) are responsible for sending their children to school. Students are responsible for attending school and classes regularly and on time. ESD believes that regular and punctual attendance enhances opportunities to learn by assuring that students receive maximum instructional time. | Admin Procedure 1.B.40 |
| **RIDING THE BUS**A school bus is considered an extension of the school, and as such, students are required to conduct themselves on the bus in a manner consistent with expected standards for classroom and school - based behavior. ESD reserves the right to suspend bus privileges of those students who through their actions on a bus endanger the health and safety of others. | Admin Procedure 1.B.50 |
| **ICT: GENERAL USE** The ICT systems in school, must be used for school purposes only. Students must make responsible and respectful decisions when using ICT. Students are fully responsible for the actions they take when using ICT. Use of networks and devices should contribute positively to the learning environment at school and in the community. | Admin Procedure 1.A.103 |
| **ICT: CELL PHONES**Students may bring personal devices to school. During school hours/ when in class, devices are not to be in view or turned on without the prior permission of the teacher/ school. Unauthorized use of devices disrupts the instructional program and distracts from the learning environment. When not in use, devices should be stored in a safe, secure location. Students in K to 8 are not to access their devices during breaks. HS students may access their devices at breaks. | Admin Procedure1.A.101 |
| **RISK ASSESSMENT / THREAT ASSESSMENT**If students feel they are at risk or have been threatened or know of a potential risk to other students, staff or the school, they need to advise a teacher or the Principal. Staff will assess the situation and seek out ways to ensure everyone’s safety. | AdminProcedure8.40 (secure) |
| **LOCKERS**School lockers are the property of the school and are subject to inspection or search by school staff. The search of lockers and personal effects within the locker should include a witness and, when possible, the student. Police involvement may be used at the discretion of the Principal. | Admin Procedure1.B.20; 3.3 |
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|  | For more info: |
| **SCHOOL CANCELLATIONS**Temperature of -40°C or colder, or -45°C or colder with wind chill factored in, will dictate decision to cancel ALL buses and ALL schools will be closed for the day. | Admin Procedure8.23 |
| **SCHOOL FEES**There will be no fees for participation in required courses and activities. This includes lockers, agenda books, field trips related to curricular objectives, course fees for labs and project materials, swim/skate program, French camp, middle years and intramural athletics, HS grad ceremonies and the like. There will be a modest charge for school supplies when purchased by the school, overnight trips for band and athletics, band uniforms, sports t shirts, instrument rentals, HS interscholastic sports, parking, etc. | Admin Procedure1.B.170 |
| **SCHOOL FOOD AND NUTRITION**Evergreen School Division seeks to provide students with the knowledge, skills, and environment required to make healthy food choices throughout their life. ESD Schools follow the guidelines set out by the Manitoba Government/ Healthy Schools and its “Moving Forward with Schools Nutrition Guidelines” (2014). *Did you know? Between grade one and the end of high school, a student may eat more than 2,400 lunches at school!*  | Admin Procedure1.B.155 |
| **HUMAN and GENDER DIVERSITY**Human diversity encompasses all the ways in which human beings are both similar and different. It means understanding and accepting the uniqueness of individuals, as well as respecting their differences. Diversity may include, but is not limited to, gender identity, sexual orientation, age, ethnic origin, ancestry, culture, socioeconomic status, religion, family status, mental and physical disability. ESD is committed to creating and maintaining an environment in which students, parents and employees respect, protect, recognize, and celebrate the rights, dignity and diversity of others. | Admin Procedure1.A.80 |
| **EVACUATION**Evacuations are an emergency response to fires, bomb threats, chemical spills or severe weather. Evacuation procedures must be reviewed with staff and students at the beginning of each school year. The Principal makes any decisions regarding evacuation of the school. During an evacuation, all occupants of the school must evacuate, and no one is to re- enter the school until directed to do so by the Principal and/or RCMP / Fire Department. Practice drills will occur throughout the year. | Admin Procedures8.218.38 |
| **LOCKDOWNS**Lockdowns are an emergency response to a dangerous situation occurring, or the potential for a dangerous situation. Principal makes decision to go into lockdown based on information shared or observed. Lockdown is announced over PA system. Standard announcement is: “LOCKDOWN, LOCKDOWN. Move to a safe location.” Practice drills will occur throughout the year. | Admin Procedures8.22 (secure)8.38 |
| **CODE OF CONDUCT**The ESD Code of Conduct outlines how parents, staff and students need to work together to create and maintain safe and supportive school environments. The focus is on respect; respect for self, for others, for community and for property. It outlines what behaviors are unacceptable and will result in disciplinary action (physical assault or threat making; bullying, including cyber-bullying, any person or abusing physically, sexually, or psychologically – orally, in writing or otherwise; discriminating on the basis of any characteristics set out in subsection 9(2) of The Human Rights Code of Manitoba; possessing, being under the influence or selling of alcohol or illicit drugs at school; gang involvement; possessing or using a weapon or imitation weapon), and how these behaviors will be addressed. | Admin Procedure1.A.30 |