



2013-2014

*“Providing students with safe, positive, diverse, learning opportunities”*

## **WELCOME TO AVERY OUTREACH SCHOOL**

Built in 1956, Avery School was officially named after Mr. Chester Avery, a long time teacher and Principal with the Lloydminster Public School Division. In 2009, the school was renamed Avery Outreach School.

Avery Outreach School provides students with an alternative approach for academic success. The program is designed to provide a safe and secure environment where students are given the opportunity to reach their potential.

Our community-based approach to education puts students first and offers a variety of specialized services. We look forward to working in cooperation with you to meet the educational needs of all students.

Have a great year in 2013/2014!

Mr. Rob Merilees  
Principal

**4111-48<sup>th</sup> Avenue, Lloydminster, Saskatchewan, S9V 0V7**  
**(306)825-9088 (Phone)**  
**(306)825-9398 (Fax)**



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## **Mission Statement**

*“Providing students with safe, positive, diverse learning opportunities”*

## **Vision**

Avery Outreach School has a shared commitment, with community, to empower students to be lifelong learners and responsible members of society.

## **Values**

At Avery Outreach School all individuals will model:

**Acceptance of diversity** to enable individual growth.

**Accountability** for choices and actions.

**Collaboration** through our relationships with staff, students and community.

**Commitment** to self, others and education.

**Compassion** through empathy, patience and understanding.

**Pride** in self, school and community.

**Respect** for self, others, authority, and environment.

## **Beliefs**

At Avery Outreach School we believe:

- In the importance of a quality education, and the celebration of successes.
- In a climate of mutual respect and fair treatment.
- In a shared working relationship between students, staff and community.

## AVERY OUTREACH SCHOOL STAFF: 2013-2014

### INSTRUCTIONAL STAFF

Mr. Rob Merillees, *Principal/ Teacher*  
 Mrs. Brenda Yanota, *Teacher*  
 Mrs. Nicole Burrage, *Teacher*  
 Mrs. Deb MacArthur, *Teacher*  
 Mr. Eugene Zalasky, *Teacher*  
 Mrs. Shauna Cheriyan, *Teacher*  
 Ms. Marilyn Bay, *Head Caretaker*

### SUPPORT STAFF

Mrs. Rhonda Schwenk, *School Counselor*  
 Mrs. Pauline Stumborg, *School Secretary*  
 Mrs. Deanne DeBusschere, *Educational Assistant*  
 Ms. Rhonda Staniforth, *Educational Assistant*  
 Mrs. Melissa Brown, *Educational Assistant*  
 Mr. Graham Flatt, *Art Instructor*  
 Mr. Mark Harewood, *Educational Support Teacher*

### DAILY SCHEDULE

The full-time program at Avery Outreach School operates with the following schedule.

<b>2013-2014 (5 hours 12 min)</b>	
<b>8:50- 10:30</b>	<b>Home Room</b>
10:30 -10:40	Morning Break
<b>10:40 - 12:10</b>	<b>Home Room</b>
12:10 - 1:00	Noon Break
<b>1:00 - 3:02</b>	<b>Home Room</b>

### SCHOOL YEAR 2013 – 2014

#### *(LLOYDMINSTER PUBLIC SCHOOL DIVISION)*

<b>AUGUST</b>	19 <sup>th</sup> 26 <sup>th</sup> – 30 <sup>st</sup>	First day for school Admin and Secretaries Opening Day/P.D. Days
<b>SEPTEMBER</b>	3 <sup>rd</sup>	First Day for Students
<b>OCTOBER</b>	14 <sup>th</sup> 15 <sup>th</sup>	Thanksgiving Day PD Day
<b>NOVEMBER</b>	5 <sup>th</sup> -6 <sup>th</sup> 11 <sup>th</sup>	<b>Parent Teacher Conference &amp; Report Card</b> Remembrance Day
<b>DECEMBER</b>	19 <sup>th</sup> 20 <sup>th</sup> 23 <sup>rd</sup> - 3 <sup>rd</sup>	Avery Christmas Luncheon Last day of classes before winter break Winter Break
<b>JANUARY</b>	6 <sup>th</sup> 28 <sup>th</sup> 29 <sup>th</sup>	Classes Resume <b>Report Cards</b> Semester Break
<b>FEBRUARY</b>	17 <sup>th</sup> -21 <sup>st</sup>	Family Day Holidays
<b>MARCH</b>	6 <sup>th</sup> - 7 <sup>th</sup>	No School- Teacher Convention
<b>APRIL</b>	1 <sup>st</sup> -2 <sup>nd</sup> 17 <sup>th</sup> 18 <sup>th</sup> - 25 <sup>th</sup> 28 <sup>th</sup>	<b>Parent Teacher Conference &amp; Report Card</b> Last day of classes before holidays Good Friday & Easter Break For Students Classes resume
<b>MAY</b>	19 <sup>th</sup>	Victoria Day Holiday
<b>JUNE</b>	19 <sup>th</sup> 21 <sup>st</sup> -25 <sup>th</sup> 23 <sup>rd</sup> 26 <sup>th</sup> 26 <sup>th</sup> - 27 <sup>th</sup>	Year End BBQ & Last Day of Classes for Students Exam Week Avery Grad <b>Report Card (Morning only)</b> School Administrative Days

**DUTIES OF PUPILS**

**General duties of pupils:**

**150 (1)** In the exercise of his or her right of access to schools and to the benefits of educational services pursuant to this Part, a pupil shall comply with subsections (2) and (3).

**(2)** Every pupil shall co-operate fully with all persons employed by the board of education or the conseil scolaire and any other persons who have been lawfully assigned responsibilities and functions with respect to the instructional program of the school or any special or ancillary services that may be provided or approved by the board of education, the conseil scolaire or the department.

**(3)** Every pupil shall:

- (a) attend school regularly and punctually;
- (b) purchase any supplies and materials not furnished by the board of education or the conseil scolaire that the principal considers necessary for any particular course of instruction;
- (c) observe standards approved by the board of education or the conseil scolaire with respect to:
  - 1) cleanliness and tidiness of person;
  - 2) general deportment;
  - 3) obedience;
  - 4) courtesy; and
  - 5) the rights of other persons;
- (d) be diligent in his or her studies;
- (e) conform to the rules of the school approved by the board of education or the conseil scolaire and the conseil d'école; and
- (f) subject to subsection (4), submit to any discipline that would be exercised by a kind, firm and judicious parent.

**(4)** For the purposes of clause (3)(f), discipline must not include the use of any of the following:

- (a) a strap, cane or other physical object;
- (b) a hand or foot in a manner meant to punish.

1995, c.E-0.2, s.150; 1998, c.21, s.61; 2005, c.11, s.16.

**Pupil accountable to supervisor:**

**151(1)** Every pupil is accountable to the teacher for the pupil's conduct on the school premises during school hours and during those hours that the teacher is in charge of the pupil in class or while engaged in authorized school activities conducted during out-of-school hours.

**(2)** Every pupil is accountable to the principal for the pupil's general deportment at any time that the pupil is under the supervision of the school and members of the teaching staff, including the time spent in travelling between the school and the pupil's place of residence.

**(3)** Subject to the stated policies of the board of education or the conseil scolaire every pupil is accountable to the driver of a school bus and to any other person appointed by the board of education or the conseil scolaire for the purposes of supervision during hours when pupils are in the personal charge of those employees of the board of education or the conseil scolaire.

**(4)** The employees of the board of education or the conseil scolaire mentioned in subsection (3) are accountable to and shall report to the principal in accordance with the procedures approved by the board of education or the conseil scolaire.

1995, c.E-0.2, s.151.

## **A. Student Code of Conduct**

### ***Avery Outreach School has high expectations for student academic performance and behavior:***

- Students are expected to behave in a manner that shows courtesy, and respect for others.
- Behavior which is disruptive or which unduly disturbs the learning atmosphere of others will not be tolerated.
- Use of contraband (weapons, alcohol, illegal drugs, etc) is not acceptable at school and will cause disciplinary actions to occur.
- Violence at school is not acceptable and will cause disciplinary actions to occur.

### **DRESS CODE**

Avery Outreach School expects all students to adhere to reasonable and respectable standards in dress and grooming for a focused working and learning environment. Dress should be modest, appropriate for the school setting, and conducive to a safe environment.

### **Guidelines:**

1. Clothing that is revealing is inappropriate.
  - Shirts must have straps and/or sleeves.
  - Tops must not allow for the showing of private body parts.
  - Clothes must cover all cleavage and underwear.
  - Shorts, skirts, dresses above mid thigh and other immodest clothing are not acceptable.
  - Shirts (tops) and pants (skirts, shorts) must meet when an individual is sitting or standing.
2. Individuals will not wear clothing with profane, suggestive, illegal or racist slogans or images, nor those that promote unhealthy acts or lifestyles, including alcohol, tobacco, drugs, etc...
3. Any clothing, jewelry, or accessories that create a safety or health concern or cause disruption to the educational process are prohibited.
4. Students in workplace environments are required to meet the safety standards as set out by the employer and Occupation Health and Safety.

### **Interpretations/Enforcement/Consequences:**

The application and enforcement of these guidelines will be done respectfully, sensitively and with discretion. It is not the intent to single out individuals or groups of students who are simply expressing their individuality.

**Staff reserves the right to determine whether the student's attire is within the limits of decency and modesty.** Where questions arise regarding the appropriateness of clothing, each student will be dealt with on an individual basis and have an opportunity to address the school administration in a respectful and fair manner. Refusal to cooperate will be viewed as a behavioral issue or opposition to authority.

Options given to students who are seen to be contravening the guidelines may include:

- covering or changing the clothing in question,
- turning clothing inside out, or
- going home to change into appropriate clothing and returning to school.

## **B. SCHOOL PROCEDURES & REGULATIONS**

### **REGISTRATION PROCEDURES AND ADMISSIONS**

The following steps must occur for registration within Avery Outreach School:

1. Students will contact Avery School to set up an appointment to register through the principal and/or counselor. Interview times are generally scheduled Tuesday and Thursday mornings from 9:00am-12:00pm
2. Programming will be determined based on needs and previous academic outcomes.
3. In consultation with parents/guardians and student, academic programs will be determined.
4. Due to limited seating students may be:
  - a. Asked to attend on a part-time basis
  - b. Referred to LCHS distance learning until a space is available.

### **ATTENDANCE**

Regular and punctual attendance at school is crucial for student success. There is a direct correlation between student absenteeism and poor academic performance at school. Regular attendance at school is the responsibility of the student with support from the parents and the school. The school alone cannot ensure regular attendance by students and our practice reflects an effort to share with the home more responsibility for attendance. An absence by a student means a missed learning opportunity, which is impossible to entirely regain.

- **Students are expected to attend classes as per assigned schedule.**
- **Whenever a student is absent from class, he/she must ensure his/her parent or guardian phones the school the same day to confirm the absence and the reason. Independent students will be accountable for their own call to the school.**  
Phone number: **(306) 825-9088.**  
Texting only: **(306) 830-7880.**
- The school will telephone when students are absent and have not notified the school of being absent. Students who are chronically absent, and legally required by law to attend school, will be referred to the School Division Attendance Officer, who will review the situation and investigate when necessary.

### **LATES**

**Any student arriving late at school either in the morning or afternoon must notify the school secretary.** The school secretary will inquire about the reasons for the student being late and inform parents if necessary. Students knowing they will be late must phone the school explaining the reason for being late and indicating when they will arrive.

***If arriving late, students may be required to work in the conference room until break. This will reduce the amount of disruptions in the classroom.***

### **LEAVING THE SCHOOL**

Any student leaving the school grounds during school hours must obtain permission from their homeroom teacher and sign-out at the school secretary's desk or have a parent contact the school. This will aid in effective communication and safety.

### **ILLNESS OR INJURY**

Any student who becomes ill at school or who might be injured is to report to his teacher, the staff supervisor on duty, or to the office. Students who require immediate medical attention will be taken to the clinic or the Out-Patients' Department at the hospital. Parents/Guardians will be contacted as soon as possible. Students who are ill but do not require emergency treatment will be permitted to leave school after the parent has been contacted.

### **NOON LUNCHES**

We encourage students to eat their lunches at the school. A limited lunch menu is available through the school's concession for students to purchase. Any profit from the concession supports Student Advisory activities.

### **ENERGY DRINKS**

Energy drinks, such as Red Bull, Rock Star, etc... are prohibited in the school.

### **SCHOOL TEXTBOOKS, CALCULATORS & ACADEMIC EQUIPMENT**

All textbooks that are required by students are provided free of charge. **Students who lose or damage books may be required to pay for them.**

### **STUDENT PROPERTY**

Students are responsible for the safekeeping of their own belongings and valuables. The school assumes no responsibility for misplaced or stolen student property.

### **LOCKERS**

Common area lockers are provided for student to store school materials and general use. The locks are a combination type, which are provided for student use without charge. **If a student loses or misplaces a lock, the cost of a replacement lock may be charged to the student.** Socially acceptable pictures may be displayed on the inside of the locker with the use of fun-tac. It is expected that the lockers are kept locked at all times. It is also of greatest importance that students keep their combinations secret; otherwise lockers lose their value as a place for safe keeping.

***The lockers belong to the Lloydminster Public School Division and Avery Outreach School. They are not the personal and private property of the students and are subject to inspection and search at any time. Students are not allowed to use their lockers to store drugs, alcohol, contraband, items inappropriate for school, and illegal items. If circumstances warrant, school administration may search lockers for drugs, drug related paraphernalia, alcohol, contraband, items inappropriate for school, and illegal items. In certain situations the school administration, may request that an RCMP search dog be used by the RCMP for locker searches and inspections.***

### **PERSONAL ELECTRONIC TECHNOLOGY**

Students will be allowed to bring electronic audio sources into the classroom. Volume allowed will not exceed anyone else's ability to hear it.

Students are **not** allowed to take pictures/video at the school. If students need to bring cameras for school projects, they must seek approval from their teachers and/or administration.

**Cell phones** are to be used **respectfully and responsibly**. **Students are encouraged to turn their phones off during class time. Each classroom teacher will outline their own classroom expectations.**

### **Enforcement/Consequences:**

Violation of the Cell phone/technology instrument policy **may** result in:

- a verbal reminder
- staff may remove the phone from the possession of the student for the remainder of the class.

\*\*At the discretion of staff, the technology may be picked up from administration at the end of the prescribed time.

Students refusing to comply with this request, to the point of defiance, will be referred to Administration.

We encourage students to make all calls on the student school phone during breaks. In addition, if parents need to speak to their child during school hours, we ask that contact be made using the school number **(306) 825-9088**.

### **STAFF PARKING LOT**

The parking lot is reserved for staff parking. This area is out of bounds to students during school hours. Student drivers are expected to park on the south side or west side of the school grounds.

**Please use the south entrance for student pick-up and drop-off.**

### **SMOKING**

In compliance with the *Saskatchewan Tobacco Control Act*, **all tobacco use is prohibited** on school grounds. Students that do smoke will be asked to smoke off school property on the south side of the school yard.

### **FIRE REGULATIONS**

Regulations under the Education Act require that periodic fire drills be conducted. The expectations for leaving during a fire drill are posted in each room and are reviewed by home room teachers. When the bell is sounded, everyone must leave the building quickly in an orderly fashion. The exit routes are posted above the door in each room. The setting off of a false alarm is a serious criminal offence. Anyone doing so will be reported to the authorities and will be charged.



## **STUDENT EVALUATION**

To ensure fairness for all students, the following evaluation practices are in use by teachers:

**To be eligible for exams, students must have all course work completed by a pre-assigned date. Students are required to write examinations at the assigned time unless:**

- prior arrangements have been made and consent has been given by the teacher/administrator.

It is important to note that diploma exams and departmental exams are set provincially; therefore absenteeism of these exams will cause the case to be referred to the appropriate provincial designates.

Students who are serving an **out-of-school suspension** will be required to write the exam at an alternate setting as designated by the principal.

## **C. STUDENT SERVICES & ACTIVITIES**

### **COUNSELOR**

Avery Outreach School has an on-site counselor. Students and/or parents are encouraged to contact the counselor if required.

### **SCHOOL TELEPHONES**

A telephone is provided for student use. This phone is located in the main entrance. Use of the phone is restricted to before school; break periods, noon hours and after school. **Appropriate use of phones is expected and improper use of the phone may result in the lost of the privilege.** Office phones and classroom phones are not for student use. They will be made available only in emergency situations. It is not our practice to call students from class to the phone. We will take a message if necessary.

### **AVERY OUTREACH SCHOOL AWARDS**

Each year at an Achievement Ceremony, awards are presented to students who have shown a high degree of excellence in school activities. In general, the awards are based on student involvement and leadership in extra-curricular activities as well as academic achievements. Individual Awards are presented in the following areas:

#### **Criteria:**

- **Best Attendance Award:** Given to the student who has the best attendance based on full day/ full year enrollment.
- **Most Improved Award:** Is given to the student who has displayed the most personal growth: academically and/or socially.
- **PAA Award:** Is given to the student who maintains a high level of attendance, a positive attitude, is self-directed, and contributes to the enhancement of the class.
- **Effort Award:** Participates in discussions/activities when opportunity presents itself and had completed at least **three (3) core** classes.
- **Proficiency Award:** Is given to the student who excels in academics, service, and is a positive diplomat for our school.
- **Senior Academic:** Given to the student with the highest average in all subject areas. To be eligible, a student must complete at least 3 core courses during the school year.  
*Note: modified courses do not fit the academic criteria.*
- **Leadership Award:** Is given to the student who displays outstanding leadership as the go to person for staff and students. This student is an exemplary citizen for Avery Outreach School.
- **Cansafe Personal Growth and Excellence Award:** Is given to the student that displays resilience and has continued to grow as an individual.

### **STUDENT ADVISORY**

Avery Outreach School, in partnership with students and staff, operates a **Student Advisory** which is made up of a group of students who provide leadership in the school. The objective of the Advisory is to foster a positive school climate, develop leadership skills, and involve as many students as possible by working as a cohesive team. As a leadership team that provides an integral role in establishing positive school spirit, the Advisory organizes many events during the school year that benefit our students, staff, parents, and community. Students who serve on the *Advisory* may also serve on the School Community Council.

### **SCHOOL COMMUNITY COUNCIL**

As mandated by the Department of Education, Avery Outreach School has a *School Community Council* made up of Parents, Students, Staff and Community Volunteers.

### **ACCIDENT INSURANCE**

Seaboard Insurance coverage provides a basic accident insurance for all students of our Division. The premiums are paid for by the Board. The School Board will provide coverage for all students to cover injuries sustained:

- in or on school building or premises by reason of attending classes on any regular school day
- in attendance at or participating in any school activity approved and supervised by proper school authority
- traveling directly to or from any regularly scheduled and approved school activity under the direction or supervision of a proper school authority

*\*For details, please refer to the pamphlet that is distributed to students every September.*

### **COMPUTER ACCEPTABLE USE GUIDELINES (NETWORKS & INTERNET)**

**All uses of the network and Internet must be in support of education and consistent with the purposes of Avery Outreach School.**

1. The following is a list of procedures and specific behaviors regarding the computer network:
  - The Division's wide and local area networks are to be used only for educational purposes and for the business and administrative functions directly in support of the Division's operation.
  - Authorized users are responsible for their individual accounts and are to take all reasonable precautions to prevent others from accessing. Under no conditions are you to provide your password to another person. Where password protected accounts are used, network users are responsible for all activity that occurs within their network or e-mail account.
  - When interacting with other users on the wide area network or the Internet, users are expected to behave as they would in any environment where they represent their school. It is important that users conduct themselves in a responsible, ethical, and polite manner in accordance with Division standards.
  - Using the Division's network, e-mail or Internet for illegal, obscene, harassing, or inappropriate purposes, or in support of such activities, is prohibited.
  - Users are advised that computer systems are Division property and may be inspected, monitored, or modified at any time.
2. Inappropriate use of network services includes, but is not limited to, the following:
  - Users may not use the Division's networks to:
    - Transmit any materials in violation of Canadian laws
    - Duplicate, store, or transmit pornographic materials
    - Transmit or post threatening, abusive, obscene, or harassing material
    - Duplicate, store, or transmit copyrighted material or software that violates copyright law
    - Participate in chain mail or "spamming"
    - Participate in chat lines without teacher permission
  - Users may not violate or attempt to violate the security of the Division's computers, data, or network equipment or services.
  - Any attempts at unauthorized access of Division data will result in the termination of the user's computer and network privileges and may result in further consequences.
  - Any attempt to vandalize Division network accounts or systems will result in termination of the user's computer and network privileges and may result in further consequences. Vandalism is defined as any malicious attempt to harm, destroy, or otherwise alter data of another member, the Division, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the creation or distribution of computer viruses.
  - Users may not:
    - Utilize a computer unsupervised or without supervisor permission
    - Work on any network drives except your own or share
    - Copy files from or to the Network unless supervisor permission has been granted
    - Distribute or use anyone else's account name and password
    - Reveal anyone else's personal address, phone number, or picture
    - Use network access for business purposes or personal related business
3. Students found in violation of this administrative procedure may be suspended or expelled as per the provisions of Board policy and the Education Act. Employees found in violation of this administrative procedure may be subject to disciplinary actions by the Board. Restitution for damages may also be imposed.

4. The students and parents will sign the "Lloydminster Public School Division Computer Network Acceptable Use Policy" form.

#### **Parent/Guardian Permission Form for Publishing Student Work**

As a result of changes in copyright and various other legislations, schools are required to get written permission from parents before any of the children's work can be displayed outside of school. Students and parents will be given a permission form to obtain parents' permission for publishing students' work outside of school. We request that all parents read, sign, and return the permission form to the school. This form will be kept in your child's cumulative record folder

#### **Lloydminster Public School Division School Bus Regulations**

Students are expected to obey the same guidelines that are expected of them at school while riding the school bus or the van. Information on school bus transportation in LPSD can be found at <http://www.lpsd.ca/transportation.htm#5>.

#### **Transportation (School van)**

Avery Outreach School has a van that is willing to pick up and drop off students at their home only. The transportation at Avery Outreach School is a privilege, and not a right!

Students are accountable to the drivers while riding the van. Inappropriate behavior will be reported to the school's Administration. Students are expected to follow our bussing rules. If at any time these rules are broken, **Staff reserves the right to take bussing privileges away from the student.**

**Expectations:      School: 306-825-9088      Cell: 306-830-7880**

- Students that live outside a **1 km radius** of Avery Outreach may be eligible for pick up.
- Students are **required to contact the school by 8:20** am each morning if a ride is required.
- Students must be ready and waiting for pick-up. Due to a time restraints, the van will not wait. If after three (3) attempted pickups, students may be suspended from pickup for a period of time.
- When arriving at school, students are not allowed to take a break unless arrival is before class time. If the student fails to comply, the student will be referred to administration.
- Remain in your seat facing forward at all times.
- Seat belts **must** be worn at all times. From pickup to the time the van is stopped at school.
- Keep the van clean and free from litter.
- No objects to be thrown on or at the van.
- No obscene language.
- No roughhousing with other students.
- Cost for repairs to the van damaged by students will be invoiced to parents/guardians.