

Welcome to St. Paul's Junior High School STUDENT HANDBOOK 2011-2012

This handbook provides you with important information on schedules, policies and procedure at St. Paul's Junior High.

We welcome student and parent input into sections of this handbook. If there is anything we have left out or if there are sections that are not clear, please let us know.

I trust that you will have a successful and rewarding year at St. Paul's.

**Ms. Christina Pike
Principal
christinapike@esdnl.ca**

1. Vision

The St. Paul's Junior High community embraces diverse teaching and learning, cultivates the growth of the whole self, and promotes a climate of compassion and respect for all.

2. Mission Statement

The St. Paul's Junior High School community is committed to implementing strategies which will improve student achievement, enhance a safe, caring and healthy school environment and provides more opportunities for community involvement.

**updated 19September 2011*

Table of Contents:

1. Vision.....	1
2. Mission Statement	1
3. Schedules and Calendar.....	3
3.1 School Calendar:.....	3
3.2 School Schedule	4
3.3 Daily Schedule.....	4
2. Academics.....	5
2.1 Evaluation & Reporting	5
2.2 Promotion Requirements	5
2.3 Homework	6
2.4 Assignment Policy	6
3. Student Services and Activities.....	8
3.1 Guidance	8
3.2 Cafeteria Services	8
3.3 Learning Resource Centre	8
3.4 Extra-Curricular Activities	8
3.5 Music	8
3.6 Student Leadership/ Student Council	9
3.7 Awards/Scholarships.....	9
3.8 Athletic Awards	10
3.9 Oratorical Competition	10
3.10 Mathematics Competition	10
4. Conduct.....	11
4.1 St. Paul's Junior High Code of Conduct/Behavioral Expectations Matrix	11
4.2 Cell phones/electronic devices.....	12
4.3 Dress Code	12
4.4 Telephone	12
4.5 Use of Washrooms.....	12
4.6 Skateboards/Roller Blades.....	13
4.7 Field Trips	13
4.8 Student Travel During School Time	13
4.9 Smoking	13
5. Health and Safety	14
5.1 School Health Services	14
5.2 Medication	14
5.3 Peanut and other allergies	14
5.4 Accidents	14
5.5 School Parking Lot	15
5.6 Bus Service.....	15
5.7 Emergency Procedures	15
6. Personal and School Property	16
6.1 Care of Personal Property	16
6.2 Care of Books	16
6.3 Locks and Lockers.....	16
6.4 Lost and Found	16
7. Home and School Communication.....	17
7.1 Contact information	17
7.2 Newsletters	17
7.3 School Visitors and Messages	17
7.4 Procedures for Complaints	17
7.5 Appeal Process	18

3. Schedules and Calendar

3.1 School Calendar:

The following school calendar has been approved by the Eastern School District for the school year 2011 - 2012

September	5	Labour Day Holiday
	6	Administrative Day for teachers
	7	School Reopens for Pupils
	15	Curriculum Night,
	20-21	School Pictures
October	10	Thanksgiving Day Holiday
	12	Healthy Commotion Day
November	1	Intermediate Close-out – no classes for students
	10	Remembrance Day Assembly
	11	Armistice Day Holiday
	29	Term 1 Reports Released
December	1	Parent/Teacher Conference Term 1
	TBA	Christmas Concert
	21	St. Paul's Idol/Last day of classes before holidays
January	3	School Reopens
	TBA	Science Fair
February		
March	TBA	Heritage Fair
	13	Term 2 Reports Released
	15	Parent/Teacher Conference Term 2
	25	Spring Fling
April	5	Last day before Easter break
	16	School Reopens
May	TBA	Grade 9 School leaving celebration
	21	Victoria Day Holiday
June	11-15	Final Exams (Tentative)
	21	Final Assembly/ Report Cards/Last Day for Students
	22	Administrative Day for Teachers.

3.2 School Schedule

St. Paul's uses a relative day schedule consisting of 7 days, 5 periods per day of 56 minutes duration each. The school's monthly calendar sets out the cycle days each month. The office opens at 8:30 and closes at 3:45 PM. Students are permitted to enter school building at 8:30. All decisions relating to school closure due to weather remain with our District Office. Announcements with respect to such closure are made as early as possible and, depending on the weather may relate to either the morning or afternoon sessions or both.

3.3 Daily Schedule

8:50 – 9:00	Homeroom
9:01 – 9:57	Period 1
9:58 – 10:54	Period 2
10:54 – 11:09	Recess
11:11 – 12:07	Period 3
12:07 – 12:57	Lunch
12:57 – 1:07	Homeroom
1:07 – 2:03	Period 4
2:04 – 3:00	Period 5

2. Academics

2.1 Evaluation & Reporting

The reporting procedures for St. Paul's Junior High School, in 2011 - 2012, is as follows:

TERM ONE

September 7, 2011 – November 25, 2011 (56 days)

- **Report card released November 29, 2011**
- **Parent/Teacher/Student Conferences December 1, 2011**

TERM TWO

November 28, 2011 – March 9, 2012 (67 days)

- **Report card released March 13, 2012**
- **Parent/Teacher/Student Conferences March 15, 2012**

TERM THREE

March 12, 2012 – June 21, 2012 (67 days)

- **Report card released on June 21, 2012**

Our student evaluation is based on a system of continuous evaluation. Generally this means that credit is given for work done during the entire school year. Credit may be given for class work, assignments, unit tests, and projects. In addition, one set of formal examinations will be held in Mathematics, Science, English, Social Studies, Core French and Français.

2.2 Promotion Requirements

Principal's List Status will be granted to a student who achieves a mark of 90% or greater in **all** subject areas.

Honours Status will be granted to a student at the school who is on the prescribed program (Pathway 1 or 2).

a) Obtains a mark of 80% or greater in each of the following courses:

English Language Arts, Mathematics, Science, Social Studies, Core French, French Language Arts (for French Immersion Students).

b) Obtains a mark of 75% or greater in each of the remaining courses for which the student is registered.

Distinction

Distinction status will be granted to a student at the school who achieves a mark of 75% or greater in **all** subject areas.

Pass Status

Grades Seven-Nine: In order to be promoted, a student must attain 50% of the specific learning outcomes for each of the following subjects: English Language Arts, Mathematics, Science, Social Studies and Core French/Français.

Fail Status will be granted to a student who is on the prescribed program (Pathway 1 or 2) and who fails to meet the criteria for pass status.

2.3 Homework

Homework is an important aspect of school life. It reinforces and provides practice of skills and knowledge. It is intended to serve as an expansion and enrichment of the material taught in class and may include such activities as independent reading for review or next day preparation, parent-child discussions, working on a project, etc. Homework is not assigned for disciplinary purposes.

2.4 Assignment Policy (updated 9 October, 2009)

Principles of the Policy:

- Efficiency of subject management:
It is important that students meet the set due dates for assignments so as to manage their time well and put forth their best effort on each assignment.
To serve as a valuable assessment tool, assignments must be passed in on or before the due date to allow students and teachers time to determine areas of strength and need.
Teachers must be able to evaluate assignments and record results near the set due date in order to provide valuable feedback to students and avoid having a backlog of evaluation near reporting periods.
- Equity: All students should be treated equally with respect to due dates for assignments.
- Politeness: It is polite to keep each other informed.

Teachers will give students sufficient notice of due dates for assignments. Teachers will be informed before the due date of an assignment if the student is unable to have the assignment prepared by the set due date.

1. An extension will only be granted when a letter from the parent/guardian (outlining legitimate reasons such as: illness, bereavement, or other extraordinary circumstance for an extension) is received prior to or on the due date of the assignment. The letter should be forwarded to the appropriate subject teacher.
2. If a student knows s/he will be legitimately absent on the due date of the assignment s/he should EITHER arrange to have the assignment delivered to the school, OR have the parent contact the teacher to discuss an alternate arrangement.
3. An assignment submitted up to 3 school days after the due date will be accepted and graded. An assignment one day late will be reduced by 5%, 2 days 10% and 3 days 15%. For example, a student who receives a mark of 80% and is one day late will receive a mark of 70% (80% - 5% for 1 day late = 75%) No assignment will be accepted for evaluation after 3 days late from due date. Assignments not submitted will be graded "0" **after all appropriate interventions have been implemented**. After 3 days late the assignment may be examined for assessment purposes only and may be taken into consideration during year-end promotion meetings.
4. When an extension to due date is granted conditions of item #3 apply to this new due date.

Appeals will follow the Eastern School District Appeal Process. Please refer to the Appeal Process Section as outlined in the Student Handbook.

3. Student Services and Activities

3.1 Guidance

Our Guidance Department provides a wide range of services, which include student assessment, testing, counseling and placement. Our Guidance Committee studies the guidance needs of our students. A Tragic Events Services Team is in place to ensure effective and immediate response to any tragedy that might occur in our school. Workshops for students are often offered and many speakers are invited to come to the school to talk to students about drug and alcohol awareness, mental health etc.

3.2 Cafeteria Services

Students eat in the school cafeteria. A cafeteria menu and prices are provided for all students at the beginning of each school year. Any student who leaves school for lunch is the responsibility of the parent/guardian. All students who remain in school during the lunch break will be supervised. Menu will be posted on our Web Page.

3.3 Learning Resource Centre

Our Learning Resource Centre is located on the bottom floor of the building. We have a part-time Learning Resource teacher. Our Centre provides students with the opportunity to conduct research. Students are permitted to sign out books from the Resource Centre for a period of two weeks. If a book is lost or damaged students and their parents are financially responsible. Reference books, materials on reserve, and magazines are not available for checkout.

3.4 Extra-Curricular Activities

Students can benefit from a wide range of activities particularly in the area of sports and music. We offer opportunities for physical activity to students during lunchtime, plus a school-wide walk once a cycle. We have a number of teams and groups for student participation. More information on these activities is provided early in the school year.

3.5 Music

The music program at St. Paul's includes classroom, a choral and an instrumental component. Bands include a Grade 7 Concert Band, Grade 8 & 9 Symphonic Band and a Jazz Band (by audition). Choirs include Junior High Choir (all grades) and Show Choir (by audition).

3.6 Student Leadership/ Student Council

The student leadership team is involved in activities such as organizing and leading assemblies, coordinating dances, food drives, sale of poppies for Remembrance Day, collecting gifts for the Happy Tree, organizing special student events and providing a voice for students through their communications with the school's administration as well as with the School Council. Students are encouraged to be involved in leadership activities.

3.7 Awards/Scholarships

At St. Paul's we offer a variety of awards and scholarships to recognize student achievement. The following awards will be presented at the end of the year.

ACADEMIC AWARDS

The following awards are presented for Grade 7, 8 and 9 unless otherwise specified:

Core French

Choral Music

Instrumental Music

Social Studies

Math

Language Arts

Science

Français

Maths 7 & 8 (FI)

Sciences (FI)

Sciences Humaines (FI)

Most Improved Student for Grades 7, 8 & 9

Highest overall average awards for Gr. 7, 8 and 9, English stream & French Immersion

Citizen of the Year

Male Student of the Year

Female Student of the Year

Student of the Year criteria:

- Strong academic standing
- Positive overall demeanor (based on observed interactions with peers, teachers, support staff, and school visitors)
- High level of extra curricular involvement (i.e. involvement in school or outside sports, band, choir, math league, etc.)
- High level of co-curricular involvement (i.e. peer counselling, peer tutoring, student leadership council, or any other volunteer activity within the school)

3.8 Athletic Awards

St. Paul's, in an effort to promote involvement in the school's sports program, offers Male and Female Athlete Awards. These awards are presented to students exhibiting exemplary qualities in the areas of school sports team involvement, demonstration of athletic ability demonstration of proper athletic attitude and maintenance of academic performance in relation to the student's abilities.

Most Spirited Player Awards

7 Girls Basketball	Junior Girls Soccer
7 Boys Basketball	Junior Boys Soccer
8 Girls Basketball	Senior Girls Soccer
8 Boys Basketball	Senior Boys Soccer
9 Girls Basketball	Cheerleading
9 Boys Basketball	Cross Country Running
Hockey	Softball
Junior Girls Volleyball	Track and Field
Junior Boys Volleyball	Football
Senior Girls Volleyball	Ultimate Frisbee
Senior Boys Volleyball	

Kevin Ryan Memorial Award

Male Athlete of the Year

Female Athlete of the Year

3.9 Oratorical Competition

During the school year, the school may conduct an oratorical competition. Through a process of elimination finalists are chosen from each class. Competition proceeds to a grade level elimination with students at each grade level competing in a public event held in the evening. Plaques and awards are presented to finalists. The Margaret Coombs Public Speaking Award is also presented.

3.10 Mathematics Competition

Each year, St. Paul's is involved in a number of Mathematics competitions at the Grade 7 to Grade 9 level. At the Grade 7 and Grade 8 levels the competition is called Gauss Contest. Scoring is done at the school level and the contest organizers provide certificates for presentation at the school. There is no comparison to other schools. The Canadian Mathematics Competition at the Grade 9 level is called the Pascal Contest. The organizers score the competition and comparison is made among schools on a provincial and national level.

4. Conduct

4.1 St. Paul's Junior High Code of Conduct/Behavioral Expectations Matrix

Area	Classroom	Hallways/Stairwells	Lunch/Recess	Resource Centre/Computer lab	Assemblies	Bus
Be Respectful	<ul style="list-style-type: none"> ➤ Listen to others ➤ Raise your hand ➤ Use appropriate language 	<ul style="list-style-type: none"> ➤ Talk quietly ➤ Minimize noise ➤ Respect others space 	<ul style="list-style-type: none"> ➤ Use good manners ➤ Wait your turn in line ➤ Respect other peoples space ➤ Follow directions of teachers 	<ul style="list-style-type: none"> ➤ Follow procedures for using equipment ➤ Use appropriate language ➤ Respect other peoples space ➤ Respect school property 	<ul style="list-style-type: none"> ➤ Be positive in your support ➤ Listen attentively ➤ Enter quietly ➤ Use good manners 	<ul style="list-style-type: none"> ➤ Listen to driver ➤ Follow bus rules ➤ Keep hands and feet to yourself
Be Safe	<ul style="list-style-type: none"> ➤ Respect other's space ➤ Follow directions in class ➤ Treat school property with care 	<ul style="list-style-type: none"> ➤ Keep to the right ➤ Keep moving ➤ Walk, don't run ➤ Use inside behavior 	<ul style="list-style-type: none"> ➤ Walk don't run ➤ Report any spills to a teacher ➤ Keep hands and feet to yourself 	<ul style="list-style-type: none"> ➤ Leave power cords and electrical equipment alone ➤ Walk don't run ➤ Report any equipment problems to a teacher ➤ No liquids 	<ul style="list-style-type: none"> ➤ Walk don't run ➤ Enter and exit in an orderly manner ➤ Follow teachers directions 	<ul style="list-style-type: none"> ➤ Stay seated ➤ Board bus in an orderly manner ➤ Keep book bags and knapsacks out of the aisle ➤ Talk quietly
Be Responsible	<ul style="list-style-type: none"> ➤ Complete homework on time ➤ Keep your desk clean and tidy ➤ Return all borrowed materials 	<ul style="list-style-type: none"> ➤ Keep halls and lockers clean and tidy ➤ Get to class on time. ➤ Don't block the hallways. ➤ Keep hands and feet to yourself. 	<ul style="list-style-type: none"> ➤ Put all trash in the trash can ➤ Keep your table and floor clean ➤ Stay in the Cafeteria until dismissed ➤ Recycle 	<ul style="list-style-type: none"> ➤ Keep all food and drinks outside ➤ Push your seats under the desks before you leave ➤ Return all borrowed materials to the appropriate location 	<ul style="list-style-type: none"> ➤ No food or drinks allowed ➤ Keep hands and feet to yourself ➤ Be a good participant 	<ul style="list-style-type: none"> ➤ Respect other peoples belongings ➤ Keep bus clean ➤ Be on time for bus
Be Prepared	<ul style="list-style-type: none"> ➤ Be on time ➤ Be a good listener ➤ Brings all necessary materials ➤ Always try to do your best 	<ul style="list-style-type: none"> ➤ Have all materials with you ➤ Walk directly to your destination 	<ul style="list-style-type: none"> ➤ Bring money and or food with you 	<ul style="list-style-type: none"> ➤ Bring appropriate materials to class including pens, pencils and textbooks ➤ Push chairs in when finished 	<ul style="list-style-type: none"> ➤ Be prepared to listen 	<ul style="list-style-type: none"> ➤ Be on time for the bus ➤ Know bus safety rules in case of an emergency
Be Your Best Self	<ul style="list-style-type: none"> ➤ Use kind words ➤ Share with others ➤ Have a good attitude ➤ Help one another 	<ul style="list-style-type: none"> ➤ Be considerate of other people's space ➤ Be helpful to teachers and other students 	<ul style="list-style-type: none"> ➤ Speak softly ➤ Help other students ➤ Clean up after eating 	<ul style="list-style-type: none"> ➤ Speak softly ➤ Help others ➤ Work with a positive attitude 	<ul style="list-style-type: none"> ➤ Listen quietly ➤ Eyes on speaker ➤ Avoid being distracted 	<ul style="list-style-type: none"> ➤ Speak softly ➤ Help one another ➤ Do the right thing

4.2 Cell phones/cameras/electronic devices

Under no circumstances are students to use cell phones, MP3 players, cameras and other such electronic devices during class time, or in washrooms at any time. All such devices must be turned off and secured out of sight. Students may not take photographs or make recordings in the school building without permission from the office. The consequence for infraction of this policy is confiscation of the item. Items will be returned to students at the end of the school day after the first infraction. Those confiscated items will be returned to the parent/guardian after any further infractions. Please note that the school cannot be responsible for lost or stolen cell phones and electronics devices.

4.3 Dress Code

Students are expected to wear clothing that is clean and appropriate to the school setting. Clothing with advertising of such things as alcohol, drugs and sex is not permitted. All tee shirts must have sleeves and the body of the shirt must be long enough to overlap the top of their pants or skirt. This includes when the student is sitting down. Tank tops, belly shirts and spaghetti strap tops are not acceptable. Skirts and shorts must be of an acceptable length.

We realize that fashion trends may differ from our dress code. However, first and foremost, students must be dressed appropriately and comfortably for a school setting where they are seated for a good portion of the day.

4.4 Telephone

Use of the school's telephone is reserved for **emergencies** only. Two pay phones are provided on the main floor in the event that students need to use the phone for reasons other than emergencies. Please note that students are not to use pay phones located on the main floor during class time.

4.5 Use of Washrooms

Students are expected to use washrooms prior to the start of the morning or afternoon classes. Students will be allowed to use the washroom during the school day, but are expected to make such requests only when necessary. If a student has a particular problem that requires frequent use of washrooms, parents should inform the school in writing, so appropriate arrangements can be made.

4.6 Skateboards/Roller Blades

Please be aware that skateboards and roller blades are not permitted on school property. Under no circumstances are students to use skateboards roller blades, heeies etc... in the school. The consequence for infraction of this policy is confiscation of the item. Items will be returned to students after the first infraction. Those confiscated items will be returned to the parent/guardian after any further infractions.

4.7 Field Trips

Students at all levels participate in a very large number of field trips in the course of the year. These trips are related to their program at school. Parents provide permission for their child to participate in these activities in their child's information sheet each year. Students are reminded that they are representatives of St. Paul's Junior High while on field trips and that the school's behavioural expectations and code of conduct apply.

4.8 Student Travel During School Time

The parent/guardian must inform the school in writing of the dates a student will be away on travel, and the reason for such travel. The student is responsible for determining all work missed while away, and completing the same upon returning to school, gathering notes and assigned work from classmates. Projects/assignments due while the student is away from school should be submitted to the teacher before departure unless the arrangements have been confirmed with the teacher. Exams/tests missed shall only be re-administered at the teachers' discretion.

4.9 Smoking

Effective September 1, 2006, all buildings, grounds and properties under the jurisdiction of the Eastern School District shall be smoke-free. The School Board requests that all visitors, staff and students respect its Smoke-Free Environment Policy and support schools in their efforts to create safe and healthy environments for everyone.

Provincial smoking regulations governing students less than 19 years of age preclude smoking by students anywhere on the school grounds. The school has instituted a zero tolerance policy; if any student is caught smoking on school grounds, a call will be immediately made to parents and the student may be suspended from school.

5. Health and Safety

5.1 School Health Services

The school nurse acts as a consultant and counselor to students and staff regarding health issues. She provides vision and hearing screening upon request and maintains up to date immunization records on all children in the school. In this respect she administers an immunization program for students in grade nine. She also meets with the parents of students with life-threatening allergies early in the school year.

5.2 Medication

We are not permitted to administer any medication to students unless a Release & Indemnity Form has been signed by the parent /guardian and placed on file at the office. Medical forms are available from the Guidance Counselor. Please note that medication such as aspirin and other non-prescription drugs cannot be given to students by any staff member, at any time, for any reason.

5.3 Peanut and other allergies

In the interest of safety, we are requesting that students not bring lunch or recess items containing peanut butter or peanut products and fish products. We have a number of students at St. Paul's, who because of an allergy to peanuts and seafood, are placed at serious risk by being exposed to these products.

At the same time, we request that students not wear perfume or aftershave in school because of the increasing number of teachers and students who are allergic to these substances

5.4 Accidents

Any accident that does occur in school should be reported immediately to the main office. An accident form will be filled out at the office. The appropriate school personnel will handle an accident, which shows any signs of seriousness, medical help will be sought and parents will be contacted immediately. It is essential that emergency contact information is provided to the school.

5.5 School Parking Lot

Students and parents are asked to exercise care and caution during heavy traffic time on the parking lot. Please follow all signs and give priority to school busses. For safety reasons, parents are not permitted to bring vehicles to the back of the building. Students and parents are encouraged to be particularly careful during afternoon dismissal.

5.6 Bus Service

We would ask all students that travel by bus to make the bus ride as pleasant as possible for all concerned. Please keep in mind the following guidelines.

1. Remain seated when the bus is in motion.
2. Behave in an orderly, quiet manner.
3. Refrain from throwing anything on the bus.
4. Use suitable language on the bus.
5. Follow directions of the bus driver.

5.7 Emergency Procedures

When the alarm sounds, each class group will vacate the building in a calm, orderly manner under the direction of the teacher. Once outside, classes will remain together with their teachers until advised to re-enter the building. Teachers will take attendance to ensure that all pupils are accounted for. Each classroom has an alternate fire exit posted near the door in case a designated fire exit is blocked. Students use the nearest accessible exit. Students who are out of class at the time of an alarm are to proceed directly outside through the nearest exit and rejoin their class outside.

6. Personal and School Property

6.1 Care of Personal Property

It is the responsibility of each child to care for his/her own property. Students must keep their coats and kit bags in their lockers and these should be locked at all times. The school cannot be responsible for lost or stolen articles

6.2 Care of Books

Students are expected to take care of the textbooks given to them for their use during the school year. All books are the property of the School Board. Pupils will be required to make good the loss or damage of books by payment for the cost of the book. If books are not returned and payment is not made, textbooks will not be issued to the student in the next school year full payment has been received or suitable arrangements have been made.

6.3 Locks and Lockers

Students assigned lockers must use locks issued by the school. Lockers are the property of the school and may be inspected at any time. Lockers must be cleared of all belongings at the end of the school year. Students are responsible for removing their own locks. All books and supplies are to be picked up from lockers before class in the morning or afternoon. Students must store book bags and coats in their lockers. Students are not permitted to visit lockers during or between classes as students are expected to be prepared for class. Students are advised to keep locker combinations confidential. School-issued locks must be returned to the homeroom teachers at the end of the school year. Students must keep lockers clean and tidy. Lockers will be checked periodically and students will be responsible for the removal of any graffiti.

6.4 Lost and Found

Lost and found items are stored for parental and student access in a box near the main office on the main floor. Lost property should be reported to the office, and items found on school property should be turned in at the Office. Students should NOT BRING large amounts of money or valuables (such as expensive pens, expensive calculators, MP3 players, etc.) to school. The school does not accept responsibility for lost or stolen property.

7. Home and School Communication

7.1 Contact information

The school telephone number is 753-6630. Messages can be left on the voicemail system.

The school fax number is 753-4974.

The school website address is <http://www.k12.nf.ca/stpj> . A list of staff and their email addresses can be found on the site.

7.2 Newsletters

During the school year, we issue a newsletter approximately once per month. We ask that you carefully read this newsletter as it contains important information. Newsletters will be emailed to the address parents provide on the registration form. The newsletter is also posted at our web site. For a paper copy of our newsletters, please contact the office.

7.3 School Visitors and Messages

As parents and guardians of our students you are always most welcome at St. Paul's. In order to minimize classroom interruptions, you are kindly asked not to go directly to your child's classroom. When you visit the school you are asked to check at the Main Office. Our School Secretary will gladly assist you. She will ensure that the office will forward any materials (books, lunch, etc.) that your child may have forgotten to him/her. Please ensure that you make any after school arrangements before your child leaves for school in the morning. **Only messages of real necessity will be passed along.** We simply do not have the personnel to handle large volumes of messages. We thank you in advance for your cooperation in this regard.

7.4 Procedures for Complaints

We sincerely try, as much as possible, to accommodate the needs and wishes of our children and students. There are occasions however, where parents or guardians may have a disagreement with a member of the staff or may wish to make a complaint. We ask you to address your complaint to the individual involved. If you are still unable to resolve the concern, please see the administration.

7.5 Appeal Process

Parents and guardians have the right to appeal decisions related to assessment, evaluation, and placement.

12.1 There will be three levels to the appeal process:

Level 1: Classroom / Subject Teacher

An appeal shall be made to the classroom / subject teacher. The teacher shall record pertinent details and inform the principal. After considering the appeal, the teacher shall communicate the decision to the appellant and inform the principal.

Level 2: School Administration

A second level appeal may be made in writing to the principal. The principal shall record details of the appeal and attach documents received from the classroom / subject teacher. After considering the appeal, the principal shall communicate the decision, in writing, to the appellant, and copy all such correspondence to the classroom / subject teacher. Should the appeal not be resolved at this level, the principal shall inform the Assistant Director of Education (Programs) of the background pertaining to the matter and supply the related documentation.

Level 3: District

A third level appeal may be made in writing by a student / parent to a district appeals committee appointed by the Assistant Director of Education (Programs).

12.2 The Assistant Director of Education (Programs) will inform both the appellant and the school of the appeals committee decision.

12.3 The district level appeal must follow the process outlined in the by-laws of Eastern School District regarding appeals to the board.

12.4 In each appeal stage, written appeals must be made within seven days of the particular matter giving rise for the need to appeal. A decision made regarding an appeal should be provided to those involved within 15 days.

12.5 All final exams must be kept until the end of September of the following school year.