# Estey School Home of the FLEX Program

# STUDENT HANDBOOK

2025-2026



Principal: Mr. Mark Peterson

Vice Principal: Ms. Kelci Little

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# **School Schedules**

REGULAR SCHEDULE									
Period 1	8:40	9:44							
Period 2	9:49	10:53							
Period 3	10:58	12:02							
Lunch	12:02	12:42							
Period 4	12:47	1:51							
Period 5	1:56	3:00							

SHORTENED DAY SCHEDULE									
(Sept. 11, 25, Oct.23, Nov. 6,20, Dec. 4, 19, Jan. 8, Feb. 5, 26, Mar 19, Apr 2,23, May 7,21, Jun 11)									
Period 1 8:40 9:25									
Period 2	9:30	10:15							
Period 3	10:20	11:05							
Period 4	11:10	11:55							
Period 5	12:00	12:45							

PARENT- TE	PARENT- TEACHER CONFERENCES SCHEDULE								
(Oct. 10, Nov. 28, Mar 13, May 8)									
Period 1	8:40	9:15							
Period 2	9:20	9:55							
Period 3	10:00	10:35							
Period 4	10:40	11:15							
Period 5	11:20	11:55							
Conferences	1:00	3:30							

# **SPSD Academic Calendar**



### 2025-26 COLLEGIATE ACADEMIC CALENDAR

	August 2025								
S	М	Τ	W	Т	F	5			
					1	2			
3	4	5	6	7	8	9			
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24	25	26	27	28	29	30			
31									

	September 2025								
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28	29	30							

October 2025										
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26	27	28	29	30	31					

	November 2025								
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30									

	December 2025								
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28	29	30	31						

	January 2026										
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	February 2026								
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	March 2026							
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29	30	31						

	April 2026									
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26	27	28	29	30						

May 2026						
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24	25	26	27	28	29	30
31						

	June 2026					
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Stat Holidays
No School - Students/Teachers
PO/Planning/Operations (No Students
Gr. 9-12
First Day for Students
Parent/Teacher Conferences
Final Assessments
Early Dismissal Days
STA Institute

### **Assessment Schedule**

Estey School – Home of the FLEX Program – is designed to support artists and athletes who require a flexible schedule to support their academic journey. While our program is designed to be flexible, it is essential that students complete their academic work and meet curricular outcomes in a timely manner. We have developed an assessment deadline to help students and families stay on track. These deadlines are not meant for students to hand in assignments outside of expected due dates but are established to support student schedules for training and competitions. Should assignments not be submitted by the assessment deadlines, the outstanding assignments will receive a mark of zero. If the student wishes to seek an opportunity to submit outstanding assignments after the assessment deadline, the student must initiate a conversation with the principal.



# **Assessment Deadlines for 2025-26 Semester One**

Student Assessment Deadline	Gradebook Update
Monday, September 22 <sup>nd</sup>	Friday, September 26 <sup>th</sup>
Monday, October 20 <sup>th</sup>	Friday, October 24 <sup>th</sup>
Monday, November 17 <sup>th</sup>	Friday, November 21 <sup>st</sup>
Monday, December 1st	Friday, December 5 <sup>th</sup>
Monday, December 15 <sup>th</sup>	Thursday, December 18 <sup>th</sup>
Monday, January 12 <sup>th</sup>	Friday, January 16 <sup>th</sup>
Monday, January 19 <sup>th</sup>	Friday, January 23 <sup>rd</sup>

<sup>\*\*\*</sup>Semester two dates will be added at the start of semester two\*\*\*

# Safe, Caring & Accepting Schools

At Saskatoon Public Schools, our goal is to provide school environments that are safe and caring places where excellence in learning is a priority and everyone feels included. Saskatoon Public Schools believe that all students, parents and guardians, staff, volunteers, and visitors have the right to be safe and to feel safe in their school. We believe that the development of an ethical framework is a key aspect of a student's development.

### SAFE, CARING & ACCEPTING SCHOOLS PLAN

Our schools have a clearly defined and well-communicated set of values and expectations. Our schools use a variety of educational, proactive programs to teach values and appropriate behaviours, and to help students learn the importance of making positive choices. Our schools believe in progressive discipline with consequences based on individual needs, the degree of the problem and the ability of the person to understand and handle the consequences.

### **WORKING TOGETHER FOR SAFE SCHOOLS**

Saskatoon schools have well-developed partnerships in our community. We work closely with Saskatoon Police Service and Saskatoon Fire and Protective Services to help ensure that our schools are safe places to be. Throughout the school year, we will practice fire drills, lock down drills, and shelter in place drills. Information will be shared with students in advance of these practice drills.

### THE ROLE OF THE SCHOOL RESOURCE OFFICER (SRO) IN OUR SCHOOL

The Saskatoon Police Service School Resource Officer (SRO) Program is a community policing initiative with police officers serving as daily resources to staff, students, parents, guardians and the community within the school environment.

The goals of the School Resource Officer Program include:

- developing positive attitudes and relationships between children, youth and the police
- helping to create a safe school environment
- serving as a resource for the school community in the areas of law, the police role in the community, and legal consequences
- liaising with other sections of the Saskatoon Police Service to share information and aid when required.

### School Resource Officers:

- serve as a positive role model to students and school staff,
- establish and maintain open lines of communication with students, parents, guardians, and school staff,

- provide education on safety, substance abuse, life skills, and the justice system to both elementary and high school students,
- reduce crime through education, enforcement and personal interaction with students and staff,
- take reports and investigate incidents within the school. In some cases, mediation or warning diversion from the criminal justice system may lead to a successful resolution to a complaint. In other cases, a criminal charge may result.

### ANTI-RACISM POLICY

Saskatoon Public Schools recognizes the diversity of our school communities, commits to establishing environments open to all, and believes that all members of our community have the right to live and work in an environment that protects fundamental human rights and human dignity. We acknowledge that racism, in all its forms (including individual, institutional, cultural, structural), is embedded in our society, and we support the ongoing commitment to the elimination of racism.

Individual acts of racism between students will not be tolerated in Saskatoon Public Schools. These incidents will be reported to school administration, who will follow up on all allegations of racism based on the response outlined below.

**Reporting:** All members of the school community - including students, staff, parents/caregivers/ guardians have a duty to report any racist act.

- Students and parents/caregivers/guardians should report to teachers, school counsellors, school administrators or other school staff.
- Staff should report the racist act to school administration immediately.

**Responding:** Individual acts of racism, stereotyping, and discrimination are not tolerated in Saskatoon Public Schools. Our staff will respond in the following manner:

- All staff involved will support the student who experienced the racist act by centering and prioritizing their feelings, needs, and voice.
- Parents/caregivers/guardians of the students involved will be notified.
- Response by schools should include explicitly naming the act as racist, followed by taking necessary steps in accountability.
- Restorative and collaborative approaches to responding will be emphasized, but only after responsibility has been taken.
- School staff will extend efforts to provide learning for the student who committed the racist act on the impact of their actions, and/or observers to the incident, and support from central office can be provided if requested.
- The views of the student who committed the act must be given due weight in context of the student's age and maturity, and/or special considerations such as any formal diagnoses impacting the student.

The school-based administrator will follow division discipline procedures when implementing any consequences required for racism.

### **BULLYING**

Bullying shows a serious lack of respect for others and will not be tolerated. Bullying can be generally defined as the use of aggression, intimidation, or cruelty with the deliberate intent of hurting another person physically or emotionally. Bullying causes pain and stress to the victim. Bullying is never justified and is not excusable as "kids being kids," "just teasing" or similar rationalizations. The victim is never responsible for being a target of bullying. Bullying includes use of the internet to cause pain and stress to another person.

**Bullying Report/Response Procedures** 

- 1. All bullying incidents should be reported immediately to a staff member.
- 2. The staff members will record all reported bullying incidents and report to administration.
- 3. Parents of both the victim and perpetrator will be informed.
- 4. The bullying behaviour or threats will be investigated quickly and fully. Both the victim and perpetrator will be informed that the behaviour must stop immediately. The bullying perpetrator will meet with a school counsellor or administrator and parents to work towards an understanding of the seriousness of his or her actions, to learn appropriate means of changing behaviour, and to determine appropriate means of reconciliation and appropriate consequences

### **RESPECT FOR AUTHORITY**

Any student who is asked to leave a class for disciplinary reasons must immediately report to the principal's office.

### **RESPECT FOR OTHERS**

Estey School should be a safe and healthy place for all students. The Saskatoon Public School Board has adopted an anti-harassment policy to ensure that schools are safe. Thus, any students found fighting, threatening, intimidating, or harassing other students, or any students found in possession of a weapon of any kind (whether considered legal or not) will be sent home and law enforcement officers, along with the student's parents, will be notified. Students who feel conflict with others are encouraged to see a counsellor, administrator, or teacher for help in working towards a peaceful solution to the conflict.

### RESPECT FOR PROPERTY

Students are responsible for taking care of their personal property. All textbooks, notebooks, and gym equipment should be clearly marked with the owner's name. Large amounts of money or valuables such as jewelry or portable stereos should not be brought

to school. The school carries no insurance on student property and cannot guarantee secure lockers.

Theft and vandalism are intolerable. A student who is guilty of theft or vandalism will be subject to appropriate consequences as determined by administration, with the guidance and involvement, as needed, from the School Resource Officer.

### SEXUAL HARASSMENT POLICY OF THE SASKATOON PUBLIC SCHOOL BOARD

The Saskatoon Board of Education is responsible for establishing policies for the protection of the human rights and dignity of employees and students. Sexual harassment of any employee or student by an employee or student is unacceptable and shall warrant disciplinary action and may be considered grounds for dismissal or expulsion. The Board of Education also recognizes its responsibility to educate employees and students about sexual harassment.

Sexual harassment is defined as unwelcomed sexual advances, request for sexual favours, and other verbal or physical conduct of a sexual nature. Students/parents are encouraged to report incidents of sexual harassment to the principal, a counsellor, or a teacher. The staff member receiving the report will provide the Director of Education with the details of the incident/incidents in writing. The onus is on the student/parent to report instances of sexual harassment as soon after the incident as is reasonably possible. Reports of sexual harassment will be dealt with in strict confidence. However, it must be understood that confidentiality must be distinguished from anonymity.

At any step of the investigative procedures the complainant or respondent may choose to be accompanied by a friend, parent/guardian or other counsel. Following the investigation appropriate remedies or sanctions will be applied in keeping with due process. Such action may include verbal warning, written reprimand, transfer, suspension, or expulsion.

Any interference or attempt at coercion in the investigative process by or on behalf of the complainant or respondent will be considered grounds for immediate disciplinary action. Every effort will be made to ensure that everything done is fair and reasonable in the circumstances to protect staff and students against complaints or accusations that are trivial, frivolous, or made in bad faith. (For more information, please see Board Policy 7190, which is available from the principal.)

### **VIOLENCE/ HARASSMENT**

Any form of violence or harassment towards others will not be tolerated at Estey School. Staff, administration and students recognize and value the importance of a safe environment in which learning takes place. Our expectation for students is that every

individual treats every other individual with respect, tolerance, and a sense of caring. Any instance of harassment or violence should be reported to a staff member or administration immediately. Students involved, either as a participant or a spectator, in such inappropriate activity can expect consequences commensurate with their behaviour. These may include reprimand, suspension, transfer, or expulsion. Should conflicts arise, students are expected to try to work out their differences in a reasonable and peaceful manner. Counselors, administrators, and staff are willing to help as mediators or arbitrators if needed.

# **Emergency Procedures**

### **EVACUATION AND FIRE DRILL PROCEDURES**

Fire drills at regular intervals are required by law and are an important safety precaution. The procedure is posted in all classrooms. When the fire alarm sounds, students must leave their books behind and are not to retrieve a coat. Students are to exit according to the route posted. Walk quickly, but do not run. When outside, move far away from the doors so that others may get out easily. Proceed to a safe location designated by the school's emergency response plan and listen carefully to their instructions. Attendance will be taken, and this information will then be communicated to designated staff members. Students may return to the school only when deemed appropriate by school staff.

### SHELTER-IN-PLACE/LOCKDOWN PROCEDURES

Each school year, students and staff will practice shelter-in-place/lockdown procedures to ensure that everyone is prepared for a situation where students and staff are asked to remain in classrooms during an emergency. Teachers will discuss the importance of these procedures with students before and after the practice sessions.

# **Attendance Policy and Procedures**

Estey School staff members make a determined effort to ensure a climate of excellence in which students will thrive and excel. The staff's high expectations are reflected in the school attendance policy which is based on three factors:

- A direct correlation between attendance and academic success
- Legal considerations of student attendance
- The personal responsibilities of both teachers and students

The Education Act states that children must attend school regularly and punctually. Teachers have a responsibility to see that a student who is habitually absent is advised of the consequences of their absence, and, if the problem persists, collaborate with parents/caregivers and the school administration to help the student solve the problem.

### ACCEPTABLE/NON-ACCEPTABLE REASONS FOR ABSENCES

We understand the nature of the FLEX Program is to allow students to miss school for training and competitions, and outside of this, students should be in school. Any extended absences for training or competitions should be shared with teachers and school administrators as soon as possible.

With rare exceptions (i.e., court attendance, funeral attendance, death in family, medical appointments which cannot be scheduled outside of school hours), the only acceptable reason for absence is illness. Examples of unacceptable reasons for absences would be sleeping in, job-related absences, skipping classes, etc.

### ATTENDANCE REPORTING

Parents/guardians should enter all absences in Edsby. You can enter planned absences on Edsby for the entire school year. If you are unable to enter absences on Edsby, please call 306-683-7540 to inform the school of the reason for a student's absence.

If your student is a part of a program or team that misses a regular schedule, please share this schedule with us and we can enter these for you.

\*\*Please note that parents/caregivers do not need to clear absences for any school-sponsored activity.

### SIGNING OUT

Students who become ill or must leave the school for any other reason must report to the office to sign out. Parents/guardians will need to call to clear any absences.

### **ABSENCES**

After 5 unexcused absences from a class - the student's teacher will have a conversation with the student informing them that they have had five absences in a particular class and a call or email will go home to inform the parents/guardians.

After 10 unexcused absences – a phone call will be made from the student support team to inform parents/guardians that their student has ten absences in the class. Consequences regarding continued absence will be discussed.

### **LATE POLICY**

Students are expected to be punctual for all classes.

After 5 unexcused lates, a conversation with the student and classroom teacher will occur and parents will be contacted about the concern.

After 10 unexcused lates, administration will contact home. Continued lates may result in a parent and student meeting with administration.

Students may be required to make up time missed because of being late for class. This time would be made up at lunch, before school, or after school.

# **Academic Integrity**

Honesty and responsibility are key values promoted by administrators and staff of Estey School, and by all other schools in the Saskatoon Public School Division. Students are expected to pursue their studies with these values in mind. Cheating is unfair to students who honour honesty and responsibility.

Breeches of academic integrity include:

- using or possessing unauthorized information in exams
- gaining unauthorized assistance in exams
- concocting or distorting results from: labs, shops, projects or reports
- representing the work of another as one's own
- using unfair mechanical or technological advantages
- aiding another student's dishonesty

Parents and administrators will be informed of any instances of cheating. To avoid confusion, students should check with teachers regarding their expectations about assignments.

### **CONSEQUENCES FOR ACADEMIC INTEGRITY**

- 1. If a teacher discovers that a student has plagiarized the teacher will follow through with an Academic Honesty Conference which may result in a consequence.
- 2. Until the situation is resolved, the student(s) involved may receive a mark of zero for the assignment.
- 3. If the student has plagiarized, then they will not be eligible for awards in the academic year in which the plagiarism occurred.
- 4. If the student has multiple academic integrity issues, they may be removed from the class(es) which may impact graduation planning.

# **Technology Use**

Use of Saskatoon Public Schools educational technology is governed by the following administrative procedures:

- AP139 Use of Smartphones/Personal Technology
- AP140 Computer/Online Services Responsible Use
- AP141 Social Media and Online Posting

### INTERNET ACCEPTABLE USE PROCEDURES FOR STUDENTS

- 1. Access to the Internet is an individual privilege, not a right. Any students who violate these guidelines will have their access removed for a period as is deemed appropriate by a teacher, or school administrator.
- 2. Generally, a student's conduct on the Internet is governed by the same expectations which guide their behavior at school.
- 3. Students may not be given access to any passwords necessary to access the Internet.

- 4. All incidents of accessing inappropriate material will be handled according to the Saskatoon Board of Education Internet Acceptable Use Procedures and Estey School guidelines.
- 5. Students will not use the Internet for purposes other than those requested by a teacher.
- 6. Students will not create, distribute, download or save any text, sounds, graphics or other material which are obscene, harassing, racist, malicious, fraudulent, libelous, or which may affect the integrity of a computer or computer network.
- 7. Students may not attempt to read, copy or change files or passwords belonging to other people, either locally or on the Internet unless authorized to do so by the individuals.

Students who choose to bring personal digital devices to school should be aware of the following:

- In the event the digital device is used in an inappropriate manner, (or inappropriate use is suspected), the digital device itself can be confiscated and may be searched by a member of the school's administrative team. If parents/students do not agree with this condition students should not bring the digital device to school.
- Schools are not responsible for the theft or loss of personal digital devices that students may choose to bring to school.
- Saskatoon Public Schools actively blocks access to inappropriate Internet sites. If a student deliberately seeks to access inappropriate material or uses the computer services provided in a malicious manner, the consequences are governed by the Saskatoon Public Schools' Administrative Procedure 140 "Computer/Online Services Acceptable Use" which can be found on the Saskatoon Public Schools' public website at <a href="https://www.spsd.sk.ca/division/adminproceduresmanual/Documents/AP%20140%20Computer%20Online%20Services%20Acceptable%20Use%20Sept%2017%202018.pdf">https://www.spsd.sk.ca/division/adminproceduresmanual/Documents/AP%20140%20Computer%20Online%20Services%20Acceptable%20Use%20Sept%2017%202018.pdf</a> Consequences are outlined in Administrative Procedure 140 and appear in the student version of the procedure as follows:

### What can happen to me if I break the rules?

- I won't be able to use the computers.
- I might be disciplined.
- I might have to pay for what I broke.
- The police may be called.
- If you do not want your son/daughter to access the Internet at school, please contact the school and request the Internet Use Denial Form. This form is then signed by the parent or guardian and returned to the main office.

### **Cell Phones**

In August 2024, Saskatchewan's Ministry of Education directed all Saskatchewan school divisions to develop procedures that prohibit the use of personal electronic devices during instructional time in K-12 classrooms. Accordingly, Saskatoon Public Schools has updated its related procedure: AP 139 – Use of Personal Electronic Devices.

### Summary of the updated administrative procedure:

- Personal electronic devices shall be out of sight and on silent mode during instructional time. Smart watches may be visible but not accessed during instructional time.
- Exemptions may be approved by the principal for students who require a personal device for a specific medical condition, or documented accommodation related to additional needs.
- In grades 9-12, teachers who wish to use personal electronic devices for a specific instructional purpose with students must request an exemption and gain approval from the principal.
- Principals maintain the right to make decisions about the use of personal electronic devices during non-instructional times (e.g. lunch).
- All school staff will continue to model appropriate use of their personal devices to support student safety, classroom learning, assessment and communication with families.

Teachers will develop norms and procedures for the use of technology in their classrooms. Students who do not follow procedures may lose the privilege of having their cell phone on school property.

# **Textbooks**

Textbooks are issued as required for certain classes. All textbooks must be returned at the end of each course. Students are responsible for the replacement cost of textbooks if they are damaged or lost.

# **Security**

### **BICYCLES**

Unlocked bicycles are an invitation to theft. Bicycle racks are provided to which bicycles may be locked. The school can assume no responsibility for bicycles. If a bicycle is stolen, it should be reported to the principal, as well as to the police. Please ensure that your bicycle is registered with the Saskatoon Police <a href="https://saskatoonpolice.ca/obr/">https://saskatoonpolice.ca/obr/</a>

### **PARKING**

There is no student parking lot at Estey School. Students are to park on the street. Please be respectful of residential driveways, street corners, bus stops, and 5-minute loading zones.

# **Visitors**

Estey School is private property. Students and staff are permitted in the school building, and we extend a courteous welcome to parents, guardians and other visitors who have legitimate business in the school; however, we insist that all visitors sign in at the Main Office when they arrive.

# **Driver Education**

This course includes theoretical and practical phases of motor vehicle operation. Preparation for, and the writing of, the provincial Learners' License is included. The course consists of three phases: thirty hours of classroom theory, six hours of simulator and four hours of in-car driving sessions.

Estey School has a unique driver education program. Students who are eligible for driver education will be informed of the timeline, dates, and deadlines.

The driver education program is demanding and is on a specific schedule that is enforced by SGI. Students risk the possibility of being removed from the class if they do not meet the

expectations. If a student is removed from the class, they would then be required to complete the driver education program privately.

### **Extracurricular Activities**

Students are encouraged to get involved in any opportunities that exist beyond the classroom at Estey School.

The nature of our program limits what we can offer for students and what students are able to participate in. We strive to offer what we can to our students. If you are interested in an extracurricular activity at Estey School, please talk to a staff member at the school.

For grade 9-12 athletics, there are various rules and regulations that must be followed. Individual sports (track and field, golf, wrestling, etc.) students must compete as Estey Eagles. If it is a team sport that we cannot offer at Estey, students may be eligible to participate with their neighbourhood Saskatoon Public School. Please see the principal to discuss these options.

Possible extracurricular opportunities offered at Estey School:

### Grade 6-8

- Elementary Relays
- Elementary Track and Field Day

### Grade 9-12

- Cross Country
- Wrestling
- Track & Field
- Golf

If you are interested in another extracurricular option, please let a staff member know!

### Graduation

Graduation will take place on Wednesday, June 24, 2026, at 2:00 p.m. at the Western Development Museum.

### **GRADUATION CEREMONY**

The ceremony includes the presentation of those students who have completed the requirements of Saskatchewan Learning during the 2024-2025 academic year:

- A total of 24 credits in grades 10, 11 and 12.
- Compulsory courses in grades 10,11 and 12.

These are the minimum requirements specified by Saskatchewan Learning for successful completion of the secondary program for current Grade 12 students.

Responsibility for planning and organizing the graduation exercises rests with the school administration and staff. This includes establishing eligibility criteria, preparing the list of eligible students, planning the program, and working with the student/staff graduation committee.

There will be a graduation fee. This fee covers expenses associated with graduation. No one will be denied the opportunity to graduate because of an inability to pay. If the payment of graduation fees is a problem, alternate arrangements should be made through an administrator or a counsellor. More information on graduation will be shared later in the year.

# **Academic Achievement, Awards & Scholarships**

### **HONOUR ROLL**

An official honour roll is determined for students in grade 9-12 based on the courses taken during the school year. Students achieving 80% or higher will receive Honour Roll certificates. High Honour Roll certificates are awarded to students achieving 90% or higher.

### **GENERAL PROFICENCY AWARDS**

The Board shall provide cash awards to the students in each school with the highest average in Grades 10, 11 and 12 as follows:

Grade 10 - \$1000 Grade 11 - \$1250 Grade 12 - \$1,500

Proficiency awards are computed by including the compulsory subjects at that grade level plus other electives taken at that grade level to a total of eight courses in grade 10, 11 and seven in Grade 12.

When two students have identical averages, each shall receive the full award.

Proficiency awards shall be held in trust by the School Division until the student graduates from Grade 12 or leaves the school system.

<u>Please follow the Scholarship and Post-Secondary group on Estey's Edsby for all scholarship information.</u>

### SASKATOON BOARD OF EDUCATION AWARD OF EXCELLENCE

The Board shall provide a cash award of \$5,000 to be presented annually to the most outstanding graduate from Saskatoon Public Collegiates based on modelling excellence in academic, character, engagement and well-being.

### **GOVERNOR GENERAL'S ACADEMIC MEDAL**

The average includes all grade 11 and grade 12 courses. Regardless of the stream or the subjects chosen, all students are eligible for consideration upon graduation.

### SASKATOON BOARD OF EDUCATION PERSEVERANCE AWARD

The Board of Education shall provide an annual award of \$1,000 to each high school for students who have shown perseverance in overcoming significant obstacles to completing their high school education.

### O'BRIENS SCHOLARSHIP

This scholarship shall be presented to a graduating student who best amplifies drive, leadership and service before self.

# **Student Services**

A variety of services are available to assist students with education, career, and more personal decisions. Ms. Jenna Savoie provides guidance through individual counselling and class presentations. Student concerns will always be handled quickly and confidentially.

Some examples of the many services offered by Student Services include help with scholarship applications, post-secondary applications, counselling about healthy relationships, healthy lifestyles, family and personal issues and overall student wellness.

Students are always welcome in Student Services.

### **CHANGES TO TIMETABLES**

Students are expected to study the courses chosen and subsequently scheduled. Under normal circumstances, no courses may be added after the first two weeks of classes in the semester. We recognize that unforeseen or extenuating circumstances may arise which will necessitate a change of course selection, in which case students will be asked to follow these procedures:

Students who wish to drop a class may do so provided they have the permission of a counselor, the class teacher, an administrator and a parent/guardian. It is important to note that students must remain in a class until the drop procedure is complete.

Changes will be made, when possible, if the parent agrees that such changes are in the best interest of the student. Please note that when students drop semester one courses, there are no assurances that rescheduling that course in semester two can be accommodated.

# **Healthy Lifestyles**

Estey School wants students to pursue healthy lifestyles. Thus, the consumption and possession of alcohol, tobacco, or non-prescription drugs is not allowed on school property or during any school-sponsored activities. E-Cigarettes and vaping devices are also not permitted on school property or at school-sponsored events.

All Saskatoon Public School Division buildings and property are always no-smoking areas. Counselling is available for students who have an addiction. Consequences for student use or possession of illicit substances may include notification of parents and law enforcement officers.

# **Littering & Recycling**

There are recycling bins and garbage cans all around our school. Our caretakers are responsible for the maintenance of the building, but everyone is responsible for school tidiness and cleanliness both inside and outside the building. Your cooperation is expected. Please ensure that lids are removed from bottle and you are using the appropriate bin/can for your items.

### **Student Dress**

We believe that all students should have the right to share their identity through their clothing, as well as share in the responsibility of maintaining a respectful, safe and positive school environment.

### Dress code goals:

- To maintain a safe learning environment, appropriate to the learning activities in which the student is engaged.
- To ensure the enforcement of a student dress code does not discriminate, oppress or marginalize students based on race, religion, culture, disability, socio-economic status, age, ancestry, sex or sexual orientation, gender identity or expression, body size/type and/or personal style.
- To prohibit students from wearing clothing depicting or promoting profanity, hate speech, pornography, violence, alcohol or drugs.

Clothing listed below must be worn in a way such that private areas of the body are covered with opaque material.

### Students MUST wear:

- Shirt/top: undergarments may not be substituted as a shirt.
- Bottom: pants, shorts, sweatpants, skirts, dresses, leggings.
- Shoes: activity-specific requirements are permitted.

### Students CANNOT wear:

- Items language or images depicting drugs, alcohol, profanity, pornography, hate speech or violence
- Bathing suits
- Headwear that obscures the face (unless approved by principal in compliance with a religious observance)
- Sunglasses inside the school building

# **Student Photos**

General student fees cover the cost of the student's identification card, yearbook picture, and pictures for office and guidance files. Pictures will be taken early in the school year. Students who are absent from the original photo session must wait for retakes and will, therefore, experience a delay in obtaining the student card. (Student photo packages may be purchased in the fall.)

Student photos are scheduled for October Wednesday, October 1<sup>st</sup>. Retakes are scheduled for Thursday, November 6<sup>th</sup>.