



## Harold Peterson Middle School

### Student Handbook 2022-2023

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**School Building Opens: 7:40am**

**Classes begin: 8:30am**

#### HP Vision Statement

***Wellness - Communication - Knowledge***

#### HP Mission Statement

***Harold Peterson Middle School is committed, in partnership with the home and community, to provide a safe and positive learning environment in which all students can develop the knowledge, skills, and values to be lifelong learners.***

Our school will make every effort to:

- Promote academic excellence through inclusion and collaboration.
- Celebrate diversity by recognizing that our differences enrich and strengthen our community.
- Promote a safe, supportive and respectful environment where students can thrive academically, socially and emotionally.
- Collaborate with parents and community to help our students reach their potential and become responsible, productive, global citizens.

## SCHOOL CALENDAR

2022-2023

September 5	Labour Day – No School
September 6	First day for <b>grade 6 students only</b>
September 7	First day for <b>grade 7 and 8 students and second day for grade 6 students (all students attend)</b>
October 10	Thanksgiving Day – No School
November 11	Remembrance Day
November 18	No School for Students - Professional Learning Day for teachers
December 2	No School for Students - Professional Learning Day for teachers
December 9	No School for Students – Professional Learning Day and PT Interviews
December 23	Last Day of School before Christmas Break
January 9	First Day Back to School for Students
February 20	Family Day – No School
March 6-10	March Break
March 24	No School for Students - Professional Learning Day for teachers (full day)
April 7	Good Friday – No School
April 10	Easter Monday – No School
April 14	No School for Students - Professional Learning and PT Interviews
May 5	No School for Students - NBTA Subject Council Day
May 15	No School for Students - NBTA/AEFNB Branch Meeting
May 22	Victoria Day – No School
June 23	Last Day of School for Students

**NOTE: Above dates are accurate at the time of printing, and are subject to change.** A detailed calendar is available on our website (<http://haroldpeterson.nbed.nb.ca>)

### **Daily Schedule**

**Buses arrive from 7:30am-8:15am. Students being dropped off are not to arrive before 7:45am. Walking students are not to arrive at school before 8:00am. Students have the option of being outside, socialize in library or cafeteria or participate in gym activities from 7:45am-8:15am. Students should be in homeroom at 8:15am and classes begin at 8:30am. Lunch is from 11:15am-11:50am for all grades this year, and students will eat in their classrooms. Dismissal – 2:35pm for walking students and pick ups. Buses depart from 2:35pm-3:00pm.**

**\*\*We have a closed campus and students are not permitted to leave the property once they are at school. This includes during our lunch time as well as afterschool. Students do not have permission to go to the nearby store during our school day.**

Our school days is as follows:

8:15am	Students go to homeroom
8:30am	Classes start
8:30am-9:25am	Period 1
9:25am-10:20am	Period 2
10:20am-11:15am	Period 3
11:15am-11:50am	LUNCH
11:50am-12:45pm	Period 4
12:45pm-1:40pm	Period 5
1:40pm-2:35pm	Period 6

### **GENERAL INFORMATION ABOUT HP**

#### **Attendance – Student and Parent Responsibilities**

The staff of Harold Peterson Middle School, along with the Parent School Support Committee, believes that good attendance is fundamental to academic success. **Students who are frequently absent from school are at a disadvantage.** Learning experiences which take place in the classroom are a meaningful and essential part of a student's education. Time lost from class cannot be recovered, especially in the interaction and exchange of ideas amongst students, and between student and teacher. Even when students miss time and do their best to catch up, there is no substitute for the original classroom lesson.

#### **Legal obligation to attend**

The Education Act refers to regular attendance as both a duty of the pupil and an expectation on the part of parents/guardians to cause regular attendance to take place, except when **just cause** exists (ie: documented illness, emergency, religious holidays, circumstances of a compassionate nature). Section 16(1) of the Education Act states, "A child is not required to attend school if the child

- is unable to attend school by reason of the child's sickness or other unavoidable cause,
- is officially excluded from attendance under this Act or the regulations,
- is absent on a day regarded as a holy day by the religious denomination of the child or the parent of the child or,
- in circumstances considered exceptional by the Minister, is exempted from attendance in writing by the Minister."

#### **Student responsibilities when absent**

1. Students must submit an excuse (written by parent/guardian) to the homeroom teacher prior to or directly following an absence. If this is not done in a timely manner, the student will be deemed truant and subject to consequences.
2. Students must ensure they catch up on work missed to the best of their ability (see below).
3. Students must arrange to write any tests missed while absent (see below).

#### **Missed work and missed tests due to absence**

Teachers will provide assistance when students have been absent for **just cause** (reasons cited within section 16(1) of the Education Act).

1. For short-term absences, students shall catch up when they return to school.
2. For extended medical absences, teachers will provide work when requested.
3. **When students are absent from school with parental permission, but the absence is not for just cause (reasons cited within section 16(1) of the Education Act), it will be the responsibility of the student to obtain missed work from his/her peers.** It is not reasonable to expect the teacher to re-teach material or provide detailed work packages when students are away from school for non-essential reasons (such as trips).

**\*\* Students who arrive or leave during the school day are expected to sign in or out at the main office.**

### **Assemblies and Events**

School-wide assemblies and events occur periodically throughout the school year, and are part of the instructional day. Therefore, attendance is mandatory, and all school rules apply. For this school year, we expect that most events will be in person, but there still may be some virtual.

### **Cafeteria**

Our cafeteria will be up and running again this year and students may choose to purchase their lunch from time to time. We have a rotation for lunch (one group eats first then goes outside/ the other group goes outside then come back in to eat). Students will be eating in their classrooms for the most part. Students will need to bring their own lunch from home, including all necessary cutlery. **There are microwaves available for student use on each floor of our school.** All students are responsible for cleaning up their area after eating. **Students who pre-order their lunch from Chartwells online in advance have a much shorter line up at lunch time and get their food more quickly - see school website.**

### **Cell phones and Electronic devices**

Cell phones and other devices such as iPods, iPads, electronic games, cameras, etc., **are not permitted during the school day.** Students must have these items put away in lockers during the instructional day (8:15am-11:15am and 11:50am-2:35pm). Students may only use these before classes in the morning and during their lunch time. **Students may only use these items in classes with permission from their subject teacher (i.e. using their phone to research a topic).** Please discuss this with your child, as all students are expected to follow this expectation. **If a student is not cooperative, parents will be contacted to come and get the electronics, which will then need to remain home and not be brought to school at all.**

### **Hallway Conduct**

Students may not congregate in common areas. They are to go directly to their destination. Students need to demonstrate respect for others by allowing free access to lockers and by retaining open passage in the hallways. **To facilitate traffic flow, students should remain on the right side when walking in the hallways and stairwells. Students must follow the directional signs for the school.** Students are not permitted to be using their electronic devices in the hallway, nor have ear buds on when moving through the building.

### **Fire Drills**

Students should move quickly and promptly out of the building to designated areas as directed by the teacher. Each classroom will have Fire Drill directions posted.

- Students should leave the school in an orderly manner and remain with their class.
- There should be no talking during a fire drill.
- Once outside in their designated areas, students remain in line with their classes and remain well away from the building. The teacher will take an attendance check of the students in the class.
- Everyone will remain outside until the signal to return is given.

Anyone initiating a false alarm will be reported to the RCMP and will also receive school consequences.

### **Important Numbers/Websites (Student Support)**

Suicide, Depression, Anxiety, Coping (CHIMO helpline)	1-800-667-5005
Addictions, Suicide, Depression, Anxiety, Coping (Mental Health Clinic)	453-2132
Dating Problems, Difficulty at School, Bullying, Abuse, Depression, Emergencies, etc. (Kids Help Line)	1-800-668-6868
Birth Control, Sexually Transmitted Infections (Sexual Health Centre)	453-5200

### Home/School Communication

Ongoing communication with your child's subject teachers throughout the school year is extremely important to your child's success at middle school. Teachers and school administration will communicate with parents/guardians via email, school messenger, telephone, notes, and class websites. The school will send home monthly newsletters by email, unless a paper copy is requested. There will also be information posted to the school website at <http://haroldpeterson.nbed.nb.ca>

**Please note that if you wish to speak or meet with your child's teacher(s), appointments may be made by emailing the teacher or arranging a time via telephone. Teachers' email addresses are also located on the school website and the school number is 357-4070.**

### Allergy Alert

In order to ensure the safety of all students and staff, **we request that shellfish, peanut and/or nut products are not brought to school.** We have several members of our school community who are allergic. In addition, **our school promotes a scent-free building.** Many staff and students are extremely scent-sensitive and can suffer serious reactions to scented products – these include body sprays, hand sanitizer, hair spray, lotions, deodorant, etc. **Please be thinking of this when you enter our building.** Any student who is wearing a strong scent affecting others in the school community, may be required to go home and return once the scent has been removed. We appreciate everyone's cooperation with this. **Students are not permitted to bring scented spray deodorants/perfumes to school (i.e. AXE spray, Bath and Bodyworks sprays, etc).**



### Lockers

Lockers remain school property and the school reserves the right to inspect lockers to ensure a safe and secure learning environment. **Students must use school issued locks, and must use only the locker assigned by the homeroom teacher.** Students are responsible for keeping the inside and outside of their lockers neat and tidy, and are responsible for their contents. To avoid loss of textbooks and personal belongings, **students should not share locker combinations with other students or put their belongings in other students' lockers.** It is recommended that items of value and/or large sums of money not be left in lockers. Students defacing lockers will lose the privilege of their use and be subject to other disciplinary measures as warranted. **There is a replacement cost of \$10 for lost or broken locks.**

### Lost and Found

Our Lost and Found bin is located just down from the office, next to the custodial office. All items are put out on tables multiple times a year to encourage students to take their belongings home.

### Achievement Reports

Formal report cards are issued three times a year. Parent- teacher interviews will be scheduled each term in December and April this year. We encourage all parents/guardians to communicate with teachers throughout the school year, not just at report card time. Regular communication between teachers and parents is so important for our students' success!

### School Photos

Students are photographed by Harvey Studios. Photos are used for student ID cards and the HP yearbook. Families have the option of purchasing picture packages. Harvey Studios will also send out the order forms for our school yearbook (March) and these must be ordered through them later in the school year. If you miss the order deadlines, you will need to contact Harvey Studios at 444-7062.

### Student Fee (\$35/student)

The student fee supports/supplements student-based school activities (art supplies, PE equipment, shop materials, makerspace usable materials, culinary supplies, transportation, clubs, guest speakers, school presentations, Panther Paw activities, positive learning environment incentives, etc.). Additionally, the fee provides a student handbook, lock and locker rental, and picture ID cards.

### **Visitor Parking/Pick Up and Drop Off**

For vehicle parking, visitors may use either of our two parking lots. The student drop off area in front of the front door is a busy area – please keep your speed down and be alert to our staff, students and visitors who are walking from the parking areas. You must stop at the end of the building, as there are vehicles entering and exiting the parking lots. We appreciate your attention to this.

The only point of entry for visitors to the school is our main entrance at the front of the school. All visitors must ring the bell and will be buzzed in to visit the office.

Students must sign in if they are arriving to school later during the day. We ask parents/guardians to either call from their cell phone or buzz at the door to let us know your child is signing in. We ask parents/guardians to not accompany the student inside – the students can sign in on their own and get their late slip to go to class. If a student is being picked up early, they must sign out at the office. Once again, we ask parents/guardians to call and ask for the student to sign out, or ring the doorbell and communicate this to the office. **Please understand that we will only call a student to report to the office to leave when the parent/guardian has arrived to pick them up and sign them out. We are not able to have students wait at the office for your arrival, as we don't want them missing any more instructional time than necessary.**

### **Pick up After School**

Our end of day procedures include a structured dismissal at the end of the day. Students who walk home and students who are being picked up are dismissed at 2:35pm. **Parents/Guardians must wait outside or in their vehicle for their child. No one is permitted to wait inside for students.**

**Please ensure your child is aware of after-school arrangements PRIOR to the school day. We will not be answering calls from 2:15pm-2:40pm as this is a busy time in our building as students are moving classes and leaving at the end of the day.**

### **Textbooks**

Textbooks may be issued by subject teachers and remain property of the school. Lost textbooks must be replaced at cost.

### **Website**

HP Website: [haroldpeterson.nbed.nb.ca](http://haroldpeterson.nbed.nb.ca)

Here you may access teacher contact information, the school calendar, upcoming events, sports, announcements, school policies, newsletters and more. Please check this site regularly for updated information.

### **School Cancellations**

Decisions on the cancellation of school are made at the Superintendent's Office by 6:00am. Weather and late bus announcements are reported promptly to Fredericton radio stations and on the ASD-W website. Weather cancellations are also reported on the Transportation Line – 453-5455 or 1-888-388-4455.

**Please note that Harold Peterson Middle School is in ZONE 7.** In the case of unexpected closures (power outages, etc.), the most up to date information is on the radio stations and ASD-W Twitter.

**It is extremely important that each parent/guardian's contact information remain updated at school. There are times when school closes during the day, and you must be able to be reached.**

### **Physical Education**

Phys Ed is a required course for all students and participation in class activities is expected. If a student is unable to participate in PE class, a medical note from a doctor is requested. As well, students must have a change of clothing and athletic sneakers for use in the gymnasium. Students are expected to change for PE class – shorts, t-shirt (no spaghetti straps), gym pants.

### Shop/Woodworking Area

Students will be participating in shop/woodworking at some point during the school year. When in this class, students must be wearing pants and closed footwear (no sandals/flipflops) for safety reasons. Please help ensure your child is dressed appropriately for this class, otherwise they will not be permitted to use the equipment.

### Library

The library is located on the second floor of the new wing. We have a number of books (fiction, non-fiction, reference) as well as magazines available for students. Most teachers' classrooms also have classroom libraries for students to borrow from as well. It is important for students to understand that these are lending libraries and all books must be returned in the same condition. It is the student's responsibility to pay for any lost or damaged books they have borrowed from school.

### School Telephone

The school telephone in the office is for emergency use only. Students need to ensure that their afterschool plans are known prior to coming to school. It is very helpful for students to know the necessary phone numbers to reach their parents.

### Dances

Our school generally holds an after-school dance monthly. HP dances are for HP students only – no guests are permitted. Dances end at 4:30pm and students must be picked up at this time. Students must attend school on the day of a school dance to be permitted to attend.

### HP MakerSpace

We are very fortunate to have an experiential learning area in our school (@hpmakerspace). Students are encouraged to be innovative, creative, and solve problems through the process of tinkering, designing, building, and engineering. Students will be exposed to coding, robotics, electronics, and will work on developing the confidence and skills to interact with the ever-changing world around them.

### Transportation

#### ❖ **Busing**

Bus passes will not be issued to students to travel on an alternate bus, or to an alternate bus stop other than their regularly scheduled bus or stop. **The Afternoon Bus Stops Policy for ASD-W was put in place in 2013. Students cannot take the bus to a friend's house to work on school projects, for social reasons, etc. – we cannot issue bus passes for these situations.** The primary address and one alternate address will be the only addresses used for student drop-off. Parents/Guardians must notify the school in writing at least 24 hours in advance of a permanent change to their primary address. Telephone or verbal requests will not be accepted except in cases of emergency.

When students are living in a joint custody situation and move regularly between two addresses, Transportation requests that a schedule be provided to the school and the bus driver. This ensures the safety of the student and eliminates confusion.

Please contact Transportation with any questions about bus routes, timings, and any bus concerns. 357-4256.

- ❖ Students are expected to wait in their own bus line from dismissal time until they load the school bus. Those who are not being cooperative and safe in the bus areas may have their transportation privileges revoked.

## ❖ Bus Rules

- The school bus is part of your school system and requires the same behaviour as any classroom. Be courteous to your driver and fellow passengers.
- Rough or boisterous conduct is not allowed on the bus. **Profanity or offensive language is not acceptable.**
- Be on time and never stand in the street or highway to wait for the school bus.
- Be quiet while the bus is approaching and crossing a railway line.
- Pupils will be picked up and discharged only at bus stops approved by ASD-W.
- Pupils will obey the driver and avoid unnecessary conversation with him/her while the bus is in motion.
- Never cross the road behind the bus - always cross at least ten feet in front of the bus, looking carefully in both directions.
- If seats are assigned by the driver or the teacher on bus duty, remain in that seat.
- Do not open windows or the Emergency Door without the driver's approval. Do not extend arms or other objects through windows or throw anything from windows.
- Help to keep the bus clean by not leaving garbage of any kind on the bus.
- Carrying oversized objects, sharp or round objects, hockey gear, or anything which might represent a hazard to others is not permitted on the bus.
- In case of any emergency, remain seated and follow the directions of the driver.
- Wilful damage done to any school bus must be paid for by the offender.
- Any violation of bus conduct rules will result in disciplinary action from the school, and may result in the loss of bus transportation privileges.

**Note:** A priority of ASD-W is the safety of all students, both on school property and on the school bus. Disruptive behaviour presents a threat to the safety of others and will not be permitted. Consequences for disruptive behaviour will be prompt and certain. Bus drivers, teachers and district officials expect the co-operation of students and parents to ensure that our concern for safety will guide student behaviour every day and on every bus.

## **HP Dress Code**

All members of the school community are to dress appropriately when in school and at any school sponsored event. Clothing should be clean, modest and conducive to a public school learning environment. Clothing that promotes alcohol, drugs, profanity, sex, discrimination/racism, or violence are not permitted. Hats are to be removed in the building and will be permitted on identified days throughout the year (i.e. Hat Day).

## **Positive Learning & Working Environment**

At Harold Peterson Middle School, students and parents are important partners in the learning process. In this partnership, students are asked to make a commitment to their learning and to take responsibility for their behavior. In return, students can expect to be treated with fairness, respect, and consistency. High standards of performance and behavior are the hallmarks of HP and as such, will be expected of all students.

As stated in the Department of Education & Early Child Development's **Positive Learning Environment Policy (Policy 703)**, "the goal of discipline is to help pupils learn appropriate, productive behaviors which will enable them to meet their needs and to pursue their goals." As students are partners in the learning process, they must take responsibility for their learning and behavior. When a student fails to adhere to established policies and/or fails to adhere to the duties of pupils as stated in the New Brunswick Education Act, it becomes necessary to take some corrective action. As we develop a positive learning environment in which students need to learn, and teachers need to teach efficiently and effectively, people must respect each other's rights.



## Objectives

- To ensure and nurture the physical, social, intellectual and emotional development of all students.
- To promote a safe and secure learning environment free from unnecessary interruptions or interference.
- To facilitate sound educational programs which encourage student participation at all times.
- To foster mutual respect and to recognize the worth of each individual.
- To respect and promote the principles of freedom, justice and equality.
- To guide student behavior by emphasizing positive decision making.
- To stress each student's responsibility for school work, behaviour, and care of school property.

A Student Code of Conduct applies to all students. This means students at school, on school buses, coming to and from school, at school-sponsored events, and while on field trips - whenever a student is representing the school - in all communications related to school events and in all interactions among students and between students and school staff.

### PROVINCIAL STUDENT CODE OF CONDUCT

As a student,

- I am responsible for my own behaviour to the best of my abilities.
- I will be responsible for my own personal choices.
- I will respect others' differences, ideas and opinions and treat everyone fairly.
- I will not tolerate bullying of any kind and I will report bullying when I have knowledge of it.
- I will do whatever I can to help those around me who may be struggling.
- I will respect the school's rules.
- I will attend my classes, do my homework, and be prepared and on time.
- I will behave in a way that is empathetic, responsible and civil to those around me.
- I will resolve my conflicts in a constructive manner.
- I will treat school property and the property of others with respect.

I will respect myself.

I will respect others.

I will respect my environment.

We continue our efforts to ensure Harold Peterson Middle School as a safe, welcoming and purposeful learning environment. We have implemented a philosophy called **Positive Behavioral Interventions & Supports (PBIS)**. PBIS actively encourages students to achieve their academic potential while also behaving with good character. At HP, the focus is on teaching and encouraging appropriate behaviour in all areas of the school, concentrating on the instruction of Respect, Responsibility, and Safety. Students who are respectful, responsible and ready act appropriately and safely maximize their learning opportunities and do not detract or interfere with the learning opportunities of their classmates.

Throughout the school year, students will be actively involved in learning about school-wide expectations and responsibilities as a member of our school community. We have established our expectations for hallways, cafeteria, classroom, washroom, library, outside, assemblies, etc. In addition to reinforcing and reminding students of our expectations, teachers and staff will recognize and reinforce students for better-than-expected behavior. Staff issue Panther PRIDE Slips to students when they observe them in the act of exceptional behavior. PRIDE slips are kept by the students, and these are put into monthly draws for prizes. Students deserve to be recognized for their efforts!

PBIS Schools emphasize a school-wide system of supports that include strategies for defining, teaching, and supporting appropriate behavior. The goal is to design the most effective learning community possible with the best outcomes for all students. Attention is focused on creating and sustaining school-wide, classroom, and individual systems of support. PBIS teaches behavioral expectations and recognizes students for following them. The goal is to establish a climate in which appropriate behavior is the norm.

The key to a positive and effective learning environment is sound classroom management that addresses all aspects of the classroom. Teachers continue to establish their classroom routines and these are taught to students and are revisited until it is clear that all students understand the routines and are able to perform them. Areas that may be addressed could include: getting the teacher’s attention, going to the restroom, asking for help, sharpening a pencil, turning in work, coming to class with materials, group work, and any other routine that takes place on a daily basis. The techniques used by educators for addressing when a student fails to abide by classroom expectations are unique to each teacher. Although it is impossible to anticipate all possible situations, general plans will be in place for dealing with any behaviors that detract from the learning environment and will be used consistently. These may include a note home, an email to parents, a detention to review expectations, a meeting with the student, etc. This will be the first course of action in dealing with inappropriate classroom behaviours. Please note that students who persistently disrupt learning with offenses may require administrator involvement.

It is important that all students, staff and families work together to support our learning environment. We ask that parents discuss the school expectations with their children and encourage them to be responsible and respectful citizens of our school and in our community.

Included below is a sample matrix indicating the responsibilities and expectations we have for our students:

Location	BE RESPONSIBLE	BE RESPECTFUL	BE SAFE
<b>Hallway</b>	<ul style="list-style-type: none"> <li>✓ go straight to your destination, using the shortest route</li> <li>✓ no headphones and no phones</li> <li>✓ help others</li> </ul>	<ul style="list-style-type: none"> <li>✓ keep the noise level down – students and adults are working</li> <li>✓ hats and hoods are off</li> <li>✓ take pride in your school</li> </ul>	<ul style="list-style-type: none"> <li>✓ walking feet only</li> <li>✓ keep to the right of hallways and stairs</li> <li>✓ keep hands, feet and objects to yourself</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>✓ wait your turn in line</li> <li>✓ clean up the trash at your table – even if left by someone else</li> <li>✓ remain seated until dismissed by an adult</li> </ul>	<ul style="list-style-type: none"> <li>✓ clean up your area- table and floor</li> <li>✓ leave the chairs where they are – others need a place to sit too!</li> <li>✓ listen to the cafeteria supervisors</li> </ul>	<ul style="list-style-type: none"> <li>✓ choose your seat and remain there – no moving around</li> <li>✓ ask permission to leave the cafeteria</li> <li>✓ push in your chair after cleaning up and being dismissed</li> </ul>
<b>Outside</b>	<ul style="list-style-type: none"> <li>✓ use equipment appropriately and allow others to join</li> <li>✓ put equipment away after use</li> <li>✓ alert an adult on duty if there is a problem</li> </ul>	<ul style="list-style-type: none"> <li>✓ take turns</li> <li>✓ play respectfully with others – no put downs</li> <li>✓ re-enter the building when free time is over</li> </ul>	<ul style="list-style-type: none"> <li>✓ stay inside the designated play areas</li> <li>✓ dress for the weather</li> <li>✓ be fair and kind – no rough play (hands off)</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>✓ remain seated unless asked to move</li> <li>✓ participate by raising hand during an assembly</li> <li>✓ be a good assembly neighbour to others around you</li> <li>✓ no electronic devices permitted</li> </ul>	<ul style="list-style-type: none"> <li>✓ enter and exit the gym calmly with your class</li> <li>✓ be an active listener throughout the assembly</li> <li>✓ appropriate applause only throughout assembly</li> </ul>	<ul style="list-style-type: none"> <li>✓ hands and feet to yourself</li> <li>✓ stay in one spot</li> <li>✓ remain seated until dismissed by an adult</li> </ul>
<b>Washrooms</b>	<ul style="list-style-type: none"> <li>✓ go directly to and from washroom and return to class</li> <li>✓ notify an adult of any problem in the washroom area</li> <li>✓ flush the toilet</li> <li>✓ use facilities as intended</li> </ul>	<ul style="list-style-type: none"> <li>✓ be mindful of other students’ privacy</li> <li>✓ use quiet/polite voices</li> <li>✓ wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>✓ wash hands with soap and turn off water</li> <li>✓ no electronic devices in washrooms/changerooms</li> </ul>

<b>Safety Drills</b>	<ul style="list-style-type: none"> <li>✓ stay with your class</li> <li>✓ leave all materials in the classroom</li> <li>✓ no electronic devices are permitted to be out during safety drills</li> <li>✓ take safety drills seriously</li> </ul>	<ul style="list-style-type: none"> <li>✓ follow adult directions</li> <li>✓ keep hands/feet to yourself</li> <li>✓ use quiet voices only</li> <li>✓ be supportive of students who may be upset</li> </ul>	<ul style="list-style-type: none"> <li>✓ know the exit locations</li> <li>✓ pay attention to and follow instructions given by the adult</li> <li>✓ remain with your group unless otherwise directed</li> <li>✓ if you are in another location, you must join the closest class</li> </ul>
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As you can see, our school expectations are very reasonable and attainable for all students. We are working on additional expectations as we progress through the year. It is important that students take their role as part of our school community very seriously, so that all students and staff can benefit from the positive learning and working environment of our school.

Thank you for your continued support of our students and staff.

**School Cash Online/Cashless Schools**

ASD-W now offers School Cash Online as its preferred method of payment for all school fees. By using School Cash Online, you help increase efficiency and security at schools by making payments directly into your school’s bank account. Schools post their items and activities through the system and assign relevant fees to your student. You can then choose to purchase these fees online through three different methods, including credit cards. Please register using the information provided.

# Welcome to School Cash Online

## What is School Cash Online?

School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees. The portal is customized to meet your school's needs and allows you as a parent, to add your students, make payments, check current balance/account history, print or view receipts, and receive notifications about upcoming events.

## Why Use School Cash Online?

With School Cash Online, you can pay all your student's school fees with the click of a button. Wherever. Whenever. Trips to the school to drop-off cash or sending your student with money will be a thing of the past. School Cash Online also enables you to keep track of your student's school items and activities.

## Purchase these items and more online.



## Which Payment Methods are Accepted?



### Credit Card

Pay with Visa or MasterCard on School Cash Online by entering your credit card number, CVV number (the three digits on the back of your card), card expiry date, and billing information.



### eCheck

An electronic version of a paper check used to make payments online. Anyone with a checking or savings account can pay by eCheck through School Cash Online.



### myWallet

An online wallet that can be loaded to hold funds and pay for your child's fees on School Cash Online. myWallet also allows you to allocate funds to pay for school fees at a later date, as you would with a gift card.

## How to Register

Follow these instructions to create your School Cash Online account today.

- 1 **Create Your Profile:**  
Go to <https://anglophonewest.schoolcashonline.com> and click on "Get Started Today".
- 2 **Confirm Your Email:**  
Check your inbox for the email confirmation and click on the link inside. Sign in with your new login details.

Stay connected by selected "Yes" to email notifications about upcoming fees.

- I want to receive email notifications for new fees assigned to my student and updates on school-related activities.

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### Add a Student

Click "Add Student" and fill in the required fields with your