



North Point School

# POLICIES AND PROCEDURES

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This document contains the official policies and procedures that apply to North Point School.

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## 1 Expectations and Conduct of Students

These general guidelines and expectations for a North Point student apply equally to all students during the time that they are under the jurisdiction of the school, including when they are away on school-related activities. They encourage each individual to develop the self-discipline required for future success. All guidelines reflect the responsibility that a student assumes when he agrees to become part of the school. Failure to comply with any of the guidelines may result in disciplinary consequences.

- Students are expected to behave responsibly in and out of school and to consider themselves as representatives of the school and its traditions at all times.
- Respect all school property.
- Students will display good manners at all times, and be courteous to each other, all staff members, and visitors to the school.
- Students are expected to be punctual and present for all classes unless ill.
- The completion of all schoolwork assigned is the responsibility of the student. This means being organized, making good use of class time, completing all assigned homework, asking for help when necessary and completing any missed assignments due to being absent.
- While on school property, students must remain in areas designated, as determined by members of staff.
- Adherence to the North Point Dress Code is required during the school day and when representing the school. Students are expected to wear the dress code properly at all times except on designated dress down days.
- Students are expected to comply with the directions of administrators, teachers, teacher assistants, guest instructors and other authorized school personnel.
- Students are expected to move in a safe manner in the school. We expect students to walk, not run, when moving within the building.
- Gum chewing and candy are not permitted on school property or while representing the school. We encourage all students to bring healthy food choices to school.
- Students are strongly urged not to bring personal valuables to school. Please be aware that it is the sole responsibility of each student to care for personal items. The school is NOT responsible for lost or stolen items.

## Student Code of Conduct

As a student of North Point School for Boys I will:

- Recognize and accept that character development is a primary focus
- Demonstrate respect for others, the environment and myself
- Use my abilities and talents to gain maximum learning benefits from the North Point learning community and to contribute to a climate of trust and respect conducive to effective learning, personal development and social living
- Attend school regularly and punctually and be cooperative with North Point teachers, staff and guest instructors
- Deal with any conflict by speaking respectfully, honestly and openly with the individual(s) and then notify a North Point staff member if appropriate
- Take advantage of and contribute positively to the learning opportunities both academic and interpersonal presented at North Point School
- Accept the natural and logical consequences of my actions
- Be a positive and productive role model by making healthy lifestyle choices that reflect commitment to achieving my personal best
- Hold my peers accountable for their decisions and actions
- Participate in individual and group goal-setting and demonstrate behaviours necessary to achieve these goals
- Understand and accept that any action having a detrimental impact on learning will lead to loss of privileges
- Accept corrective feedback that assists me to achieving my personal best

## 5R - North Point Character

North Point School develops boys who exhibit these character traits at school and beyond:

- **Respectful** – We put others first.
- **Resourceful** – We dig deep.
- **Resilient** – Failure means we keep trying.
- **Relentless** – We will never give up!
- **Responsible** – We own our choices.

## 2 Attendance and Presence

North Point School is always concerned about the safety and well being of its students, staff and visitors. The school has specific procedures to record student attendance and presence at school.

- Students in all North Point grades shall be at school from 8:30 a.m. until 3:30 p.m. each day
- All visitors to the school are required to report to the School Office and sign-in/out.
- It is imperative for students to be on time at the beginning of the school day. The official school attendance documentation is recorded during this time.
- Students leaving the school during the day are required to sign out at the School Office prior to departure and to sign in upon returning to school.
- North Point will notify a parent/guardian if his child is not in attendance during the morning check-in unless the school has been notified of the absence.

All students will only be allowed to leave the school during the school day with parental permission. We ask parents/guardians to remind their child that the sign out/sign in procedure is a requirement. The purpose of this procedure is to allow the school to account for everyone in case of an emergency. Authorized persons picking up students may be asked to provide proof of identification.

Regular attendance and punctuality on the part of students is an important component of the learning process and the evaluation of student achievement. All teachers will keep attendance. Attendance and late records will be noted on report cards. Consistent tardiness and/or absenteeism may lead to discussions concerning a more suitable education setting for the student.

### Punctuality

Students in all grades are expected to be in their classroom by 8:30 a.m. ready to start the day. Parents/guardians are asked to notify the School Office and their homeroom teacher by e-mail [attendance@northpoint.school](mailto:attendance@northpoint.school) with the subject line "STUDENT ABSENT OR LATE" or telephone (403-744-5214) prior to 8:00 a.m. of the day or send a note in advance if their child will be late for school.

Students who arrive after 8:30 a.m. must report to the school office to report their lateness before being admitted to any classroom or other area of the school. Teachers are responsible of ensuring that late students have reported in at the school office.

### Absences

The official school attendance documentation is recorded at the beginning of the school day. If your child will be absent for part or all of the day, please notify us as early as possible. Please call the School Office at 403-744-5214 or email their homeroom teacher and the school at [attendance@northpoint.school](mailto:attendance@northpoint.school) with the subject line "STUDENT ABSENT OR LATE" and indicate the time/date for which class/classes their child will be absent.

## EXTENDED ABSENCES

In cases of planned absences (3 or more school days), parents/guardians should give the school as much notice as possible and email us at [attendance@northpoint.school](mailto:attendance@northpoint.school) with a subject of “EXTENDED ABSENCE”.

Where a student is aware that he will be late or absent, for whatever reason, he is expected to work with his relevant teachers to make appropriate arrangements to minimize the effects of such absence on the completion of required classwork. Students absent from school or from any class, for whatever reason, are expected to complete all required classwork and homework missed during the absence.

## Student Dress Code

Our North Point Dress Code (“NPDC”) policy is that students must wear NPDC branded items above the waist at all times while in school or while attending school activities outside the school. All clothing must be clean and without rips or tears. Students who consistently violate the dress code will be reported to the Head of School for resolution.

<b>STANDARD DRESS CODE</b>	<b>FORMAL DRESS CODE</b>	<b>DRESS DOWN DAYS</b>
<i>DAILY (except Wednesday)</i>	<i>Every Wednesday</i>	<i>See calendar – monthly on the same day as Fun Lunch/Townhall</i>
<ul style="list-style-type: none"> <li>- NPDC shirt (golf shirt, tech-wear, Squad t-shirt, etc.)</li> <li>- Pants (jeans, sweatpants, or shorts in warm weather)</li> </ul>	<ul style="list-style-type: none"> <li>- NPDC Golf shirt</li> <li>- Khaki pants</li> <li>- Black shoes (dress shoes or runners accepted)</li> </ul>	<ul style="list-style-type: none"> <li>- Shirts – your choice (non-NPDC)</li> <li>- Pants as noted in standard dress code</li> </ul>

The following additional criteria applies:

- clothing cannot interfere with a student’s school work or be distracting to others
- clothing must fit properly
- undergarments must not be visible
- outerwear (jackets, hats, sunglasses, boots) must be removed and stored in the student’s locker or cubbie prior to the start of classes
- religious headwear is acceptable
- North Point gym wear must be worn for all physical education classes
- On Dress down days boys must wear clothing that is appropriate for a school setting and reflects pride in their appearance.

**Wear It Inc.** is the official NPDC provider. The mandatory NPDC items are outlined on their website by going to “shop online” and finding North Point School for Boys. Please contact them directly at 403.265.9200 to arrange a fitting and place your order. If you are confident you know your son’s sizes you can order online at [www.wearit.ca](http://www.wearit.ca).

We will from time to time require students to wear a polo shirt and khaki pants for school events or activities, but will notify parents and students in advance. Please purchase a pair of khaki pants for your son from wherever you like.

If students order NPDC wear which is not available right at the start of a new school year, students should follow the Dress Down Days guidelines until they have acquired NPDC branded wear.

## Bus Conduct

Students who ride on the bus are expected to follow all rules set out by the bus driver. Any violations of these rules will result in a loss of riding privileges. Students are to remember that they are representatives of the school and expectations apply while riding the bus.

## Field Trips & Action Fridays

Field trips and Action Friday activities are a major component of North Point's curriculum and philosophy and are an extension of the classroom learning environment. They are an integral part of day-to-day learning and are designed and planned to maximize the experience of our students.

- Transportation is by our school van or bus with a designated and licensed class 4 driver or on occasion, chartered transportation
- Students are ambassadors of the school and must behave accordingly at the venue and on the method of transportation
- Appropriate North Point attire must be worn (exception: outerwear jackets)
- Teachers will arrange for extra staff or chaperones if needed
- Teachers will communicate with parents and guardians prior to the field trips outlining the nature of the trip, expectations of their sons, resources to bring, dates and times, lunches and snacks, clothing requirements, method of transportation, etc.
- First-aid equipment will be available depending on the nature of the trip

## Academic Dishonesty Policy

North Point School is dedicated to supporting students to perform academically to the best of their abilities. Optimum learning takes place only when students approach their work with intention and integrity. It is vital, therefore, that students are aware of situations that may arise whereby they are tempted to act dishonestly, and of the consequences that these acts will result in. In order to prevent situations where cheating or plagiarizing may take place, students will acquire skills with respect to documentation of sources (bibliography, endnotes, and quotations) and studying.

Appropriate consequences (academic penalties, suspensions, etc) will apply to acts of plagiarism, cheating, collusion or other acts through which a student unfairly misrepresents his effort or achievement.

- **“Plagiarism”** occurs when a student knowingly represents as his own, any idea or work of another person in any academic assignment, test, or examination.
- **“Cheating”** occurs when a student obtains an unfair advantage over other students in the context of preparation or performance on any academic assignment, test, or examination.
- **“Collusion”** occurs when a student knowingly allows his work to be submitted by another student.

### 3 Managing Behaviour

At North Point School we believe in the responsibility model of discipline. Our clearly stated student expectations and the student code of conduct provide guidelines for supporting our strong North Point community. Students are held responsible and accountable for their behavior and conduct while involved in school related activities on or off-site during or beyond the normal hours of school operation; while on school property; during any recess or lunch periods on or off-site; while traveling to or from school;

From time to time, North Point School must deal with severe behaviour demonstrated by a student. In those circumstances, North Point staff and teachers will take ownership of a situation in a professional manner while imposing relevant and weighted consequences and penalties. There are times however, where a situation will need to be escalated to the Head of School.

#### Unacceptable Behaviours

North Point School is committed to upholding and teaching moral and social values. Setting rules, policies and disciplinary procedures are necessary to ensure fairness to all individuals and the well-being of our community.

Escalation for disciplinary action will be initiated for students demonstrating any of these unacceptable behaviours on school premises or at any off-site school-sanctioned activities:

- **Physical & Verbal Aggression:** Pushing, grabbing, kicking, hitting, pinching, spitting, tripping; willful disobedience and/or open opposition to authority; use or display of improper or profane language; interference with the orderly conduct of class(es), the school or off-site school activities.
- **Social Alienation:** Gossiping, embarrassing others, ethnic/racial slurs, slurs related to gender or sexual orientation, excluding from group, etc.
- **Intimidation:** Threatening the safety of themselves, other students and/or staff verbally, physically. Includes possession, displaying or brandishing of a weapon on a student's person, locker or desk that is dangerous to other students and staff. A weapon is anything used, designed to be used or intended for use, in causing death or injury to any person or for the purpose of threatening or intimidating any person.
- **Sexual Harassment:** Remarks, gestures, or actions of a sexual nature and/or possession of sexually related material (electronic or otherwise)
- **Bullying:** Repeatedly teasing, belittling and/or aggressive negative behavior, whether in person or through cyber-bullying, which may result in creating feelings such as fear, sadness, embarrassment and/or anger.
- **Possession/ Use of Substances:** possession and/or use of illegal drugs, alcohol, cigarettes, electronic cigarettes, chewing tobacco or inhalants.
- **Damage or Theft:** including theft of property; willful damage to school or others' property.



## GENERAL PROCEDURE

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**All infractions will be recorded.** Positive/appropriate behaviour will be recognized and celebrated. Each incident will be treated on its own merit. North Point provides support for students impacted by inappropriate behaviour and support for students who engage in the inappropriate behaviour.

For **minor infractions**, it is the responsibility of the “adult in charge” (teacher, administrator, etc.) to intervene and assign consequences that may be warranted from the list of consequences for minor infractions. Consequences will be communicated to the homeroom teacher or the Head of School as appropriate.

For **major infractions** and **repetitive minor infractions**, an administrator will be involved in the process and parent(s) will be notified.

### *Definition of Terms*

**Infraction:** any inappropriate behavior that does not follow the guidelines of the classroom or school community.

**Consequence:** a fair and logical action that addresses the inappropriate behavior.

## MINOR INFRACTIONS

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Here are examples of what North Point School considers to be minor infractions.

- Name calling, including put-downs and teasing
- Ignoring the classroom transitions
- Going in the "out of bounds zone" during recess/noon hour without permission
- Neglecting to show appropriate hallway/assembly behaviour
- Failing to use good manners
- Disrespectful behavior
- Not following classroom/school rules
- Littering on school property
- Uniform/clothing infractions

## CONSEQUENCES

Here are samples of consequences that will be applied for typical minor infractions.

- Verbal reminder (conversation)
- Student is given a "Time Out"
- Place student in a "No-play zone" outside to observe appropriate behaviors (Elementary)
- Separation from the class (individual work outside of the classroom)
- Detention, if appropriate
- Community service specific to the infraction
- Confiscation of property for a day
- Any consequences deemed appropriate by the individual in charge
- Physical activity (e.g. Running laps, pushups, etc.)

**CARING BEHAVIOURS**

Students are encouraged to make amends after a minor infraction. Examples include:

- Note of apology and/or verbal apology
- Written reflection about incident
- Community service

**MAJOR INFRACTIONS**

Here are examples of what North Point School considers to be major infractions.

- Fighting
- Anything that compromises safety of others and self
- Vandalism
- Theft/extortion
- Swearing
- Bus transportation incident
- Threats
- Repetitive minor infractions, including repeated uniform infractions
- Smoking
- Attempt to bypass school's computer security
- Plagiarism
- Bullying

**CONSEQUENCES**

Consequences for major infractions will depend on the gravity and the nature of the offense. The school administration and staff will investigate each incident and determine appropriate consequences based on the student's age, maturity and individual circumstances, which may include:

- Sent to see Head of School
- Service project
- Detention after school (working on letter, picture, or assignment related to the incident)
- Loss of privileges
- Documentation in cumulative file
- Pay for cost of necessary repair
- In-school suspension
- Out-of-school suspension
- Expulsion
- Police involvement if needed
- Any other consequences deemed appropriate and approved by the Head of School

## Choosing To Be Suspended

By deliberately choosing to act in ways not acceptable as outlined above and in the Student Code of Conduct, students choose to suspend themselves from our school. This may result in the student being sent home (suspended from classes) for one to three days. Formal suspension notices are made at the discretion of the Head of School. Following an investigation of the incident, school administration will provide parents with documentation outlining:

- the reasons for the suspension
- the length of the suspension
- supporting documentation from the investigation of the incident
- date and time of intake meeting following the suspension

A discussion between the student, the parents and school administration must be held prior to the student returning to classes. A record of the incident will be placed in the student's file for the duration of their tenure at North Point School, and may be included in the student's cumulative record that is sent on to the receiving school, should the student leave North Point School.

If a student receives a second three-day school suspension within the same school year, parents will be notified of a meeting and invited to act as advocates on behalf of their child. Following that meeting, a decision will be made as to whether further disciplinary action will be taken. The decision of the Head of School is final.

### Offenses that could result in suspension:

- smoking on school property
- theft of private or public property (depending on severity)
- harassment of peers or intimidation of others
- physical aggression towards peers or staff members
- vandalism or willful destruction of property\*
- chronic absenteeism
- defiance or non-participation in the activities of school
- use of obscene language
- inappropriate use of technology (please refer to Technology Use Policy)
- bullying (depending on severity)
- cheating/plagiarism
- inappropriate use of cellular phones
- frequent non-compliance with uniform requirements
- leaving school grounds without permission

*\*Cost of damage or replacement may be required.*

## Choosing To Be Expelled

While North Point School believes that it is more desirable to change the behaviour of a child, it may be necessary to deal more severely with problems that arise. Therefore, the following guidelines apply. By deliberately choosing to act in ways not acceptable as outlined above and in the Student Code of Conduct, students choose to expel themselves from North Point School. Administration will investigate serious accusations thoroughly and objectively. In some circumstances, the student may have the opportunity in the presence of a parent to withdraw from North Point School or, the administrative team may decide there are sufficient grounds to proceed with expulsion.

### Offenses that could result in expulsion:

- the use, possession, sale, or distribution of illegal substances or alcohol. By enrolling at North Point School, parents and students enter into a covenant with the school that students will have no dealings with illicit substances on school property. Should that covenant be broken, removal from the school may be immediate and without warning
- sexual harassment, sexual abuse, verbal abuse, emotional or physical abuse leveled at peers, staff members or others
- chronic or severe bullying, unkindness, or harassment (both verbal and physical) towards peers or staff members
- cheating/plagiarism
- theft of private or public property
- vandalism of private, public or school property\*
- use of or possession of weapons
- the involvement in flagrantly immoral or socially distasteful acts
- leaving school grounds without permission

*\* Cost of damage or replacement may be required.*

## Incidents of a Criminal Nature

In a case of a report of an incident of a criminal nature, the School Administration will obtain pertinent facts and notify the police, if appropriate. We work closely with the Calgary Police Service. In a case where there is a reasonable suspicion that a student may be in possession of an illegal substance or a weapon, the Head of School, or his/her delegate, may execute a search of a student's belongings or his locker. Such a search will be conducted in the presence of another adult. The follow-up of each incident will depend on the nature of the incident and action will be taken after the consultation with the Administration, police and any professional whose involvement will be deemed necessary.

## 4 Medical Concerns and Emergency Situations

In the event of medical concerns during school hours on school premises or during a school sanctioned field trip or Action Friday activity, North Point School will take the action appropriate for the specific situation. Parents/guardians are required to inform the classroom teacher of any health concerns. Parents are expected to keep North Point School Administration informed as to changes in the medical condition of the student, as well as to any other changes in family or personal circumstances that may significantly impact a child. Any medical problems or medication requirements must be recorded on the medical form in the enrollment package each year.

In the event of medical concern, the student is taken to the school office whenever possible or the individual in charge will come to a reasonable judgment in terms of the appropriate action to be taken. There are different levels of accidents to be considered:

- **Minor** medical concerns such as cuts, bumps and bruises can be treated in the school office
- **Major** medical concerns and injuries must include immediately calling into the City Emergency Services (911) and the student shall not be moved from the injury occurrence location unless there are life threatening circumstances involved

All accidents are reported immediately to the Administration and a staff member is designated to make contact with the students' parents or guardian to determine a course of action and to provide parents or guardians with pertinent and accurate information. In the event that a parent or guardian cannot be reached, the school Administration will make the decision whether or not to transport the injured student to a medical facility. The form of transportation will also be determined by the Administration depending on the severity of the injury.

The "first on scene" staff member fills out an incident report as soon as possible after each incident has occurred, detailing the nature of the incident and the injuries involved.

### Minor Medical Concerns

The school is equipped with basic first aid supplies and a modest infirmary. Small cuts and scrapes can be dealt with at the school. If in doubt, staff will err on the side of caution and seek medical attention. Students who feel unwell during the day must report to a teacher, who may send them to the infirmary. When a parent picks up their child from school due to illness, they must inform the School Office prior to leaving the school building.

### Major Medical Concerns

If the medical issue is one that cannot be handled by the school, an ambulance will be called and the parents will be telephoned as soon as practical. The responsibility of North Point School ends as soon as the child enters into the care of qualified medical personnel and the remaining duty by the school is to continue efforts to contact a parent/guardian or caregiver.

## Medications

Students taking medication on a regular or short-term basis must have this documented in their student file and parents must notify the homeroom teacher. It is the sole responsibility of parent and student to ensure that medication is taken. The teacher is not responsible for administering medication to students.

## Epi-Pen Usage

Should a child suffer from serious allergies that require the use of an Epi-Pen, the guidelines below apply.

The allergic child's **parents** must:

- Provide up-to-date information about the child's allergy.
- Ensure that the Medical Form in the Enrollment Package is complete and up-to-date so we can provide the information to staff with parent permission.
- Provide 2 Epi-Pens - one to be carried at all times by the student (in a waist pack or similar carrier); one to be kept in the School Office as an emergency back-up (parents who do not want their child to carry an Epi-Pen on their person must notify the Business Manager in writing).

The allergic **student** should:

- Take as much responsibility as possible (and as age allows) for avoiding the allergen by checking labels and using common sense.
- Carefully wash hands before and after meals.
- Always have an Epi-Pen available.
- Wear a Medic-Alert tag.
- Let an adult know as soon as possible when he experiences an allergic reaction.

## Vaccinations

North Point School works with the public health nurse to encourage vaccination of students. Notification of vaccination dates and authorization forms will be sent home with the students. In the case of outbreak of certain diseases, Calgary Public Health Service requires that all non-vaccinated students be removed from school for a designated period, until the infectious period has passed.

## Contagious Diseases

If there is a student who contracts a contagious disease or condition, North Point School will follow the Calgary Public Health Service Policy:

*“Certain diseases require that a student be in quarantine, directed and supervised by a physician. The student will be permitted to return to school with appropriate (written) physician authorization. All classmates’ families will be notified of this potential for contagion.”*

It is the parents’ responsibility to arrange for pick-up and delivery of student assignments during the period when the student is absent. We will regularly monitor available resources such as the Calgary Health Region, Alberta Health & Wellness, The Public Health Agency of Canada, the World Health Organization, and others.

Parents are asked to keep a child with symptoms at home until 24 hours after the symptoms have been resolved. Please remember that you should never send a sick child to school. It is imperative that all students are reminded of the need to cover their mouths when coughing and sneezing, and to frequently wash their hands.

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## 5 Food

### Food Allergies and Snacks

We have several students who have been identified as having peanut or other food allergies. Exposure to certain foods, including peanuts and peanut products, can have very serious, and sometimes fatal, consequences. Reactions to food can develop within seconds of exposure, and the allergic child may develop itching; hives; swelling of the lips, face, eyes and tongue; wheezing; breathing difficulties; and occasionally, shock, unconsciousness, and death.

It is our desire to promote as safe an environment as possible for all North Point School students. Therefore, we are asking all families to be vigilant in monitoring the food items that they send to school. **No foods with peanuts, peanut butter, peanut oil, or any other nut products are to be sent to school at any time.** These items will be confiscated immediately. Please note that North Point School endeavours to be a nut-free environment. However, it is important to keep in mind that such conditions can be virtually impossible to enforce, and as such is something that we are unable to guarantee. The school is highly “allergy conscious” and will make every attempt to maintain a safe and healthy learning environment for all students.

### Lunch

Students eat lunch in designated lunch areas. A few microwaves are available for student use. North Point has a large fridge where students may put their lunch during the day.

## 6 Technology Use

### Use of Personal Electronic Devices

Laptops, iPods, iPads, cellphones and other similar digital devices are allowed. However, these items are considered the personal belongings of the students and, as such, North Point School takes no responsibility should they become lost or damaged. Students who choose to bring their own devices to school must not have the devices out during class time unless under the direction of a teacher.

**All students can call, email and text during lunch time and breaks. Students are not permitted to take calls or respond to texts from their parents or friends during class time.**

North Point School provides extensive onsite technology as needed. However, it is suggested that each student in Grade 4 and higher have access to a computer and printer at home.

### Acceptable Use of Internet Policy

The potential of the Internet as a research tool is immense. However even with safe guards in place, it can also be used in a way that is not keeping with accepted educational standards and goals. Some websites may contain material that the school community would consider offensive and unacceptable.

Teachers monitor Internet usage of their students during classes that involve its use. Gross violations of Internet use must be escalated to the Head of School immediately, who will determine any penalties imposed for such violation. Any inappropriate use of the Internet may result in a loss of privileges, suspension or expulsion of a student.



## 7 In-school Groups and Clubs

North Point School for Boys encourages students to form active in-school groups and/or clubs to promote positive community in a safe and respectful environment. All students at North Point are treated with respect and dignity no matter the students (or staff) race, colour, religion or sexual orientation.

All groups or clubs must meet the following criteria and be approved by the Head of School and:

- Have a positive impact on the school as a whole in terms of academic and social initiatives.
- Be relevant to the mission and vision of the school.
- Be all-inclusive of any student who chooses to join the group or club no matter of the student's race, colour, religion or sexual orientation.
- Raise awareness and promote education of the mandate of the group or club.
- Offer support and resources for all members.
- Establishes clear guidelines for its members that are relevant to the group or clubs activities.
- Has a teacher, administrator or staff member who will be the official advisor and supervisor of the group or club.

In order to create a group or club at North Point School the following steps must be adhered to:

- Follow the North Point Policy and criteria of forming the group or club as above.
- Find a teacher, administrator or staff member sponsor.
- Present a proposal to the Head of School for approval.
- Develop a mission or vision statement.
- Find a safe meeting place that is accessible for all students.
- Advertise and recruit members to the group or club including informing other teachers and school resource people.
- Schedule the group or clubs meeting times and dates. Create a calendar.
- Communicate expectations and guidelines to all members.
- Execute the mandate.
- Evaluate the group or clubs achievements and goals.
- Plan for the future.

A complete statement of policy governing the creation and ongoing operating of school groups and clubs can be found in the *Welcoming, Caring, Respectful and Safe Learning Environment Policy*.

## 8 General

### **Evacuation/Lockdown**

Students will be informed of evacuation/lockdown protocol. Fire drill and lockdown exercises will be held periodically throughout the school year.

### **Unanticipated School Closure**

In the event of an unscheduled school closure (ie. snow day), North Point will attempt to contact families to provide as much current information as possible. Parents are asked not to tie up the phone lines by calling the school during such events. Please ensure that your contact information is current throughout the year.

We realize that since the time window is very short in the mornings, not all families can be contacted and some students will arrive at the school. North Point staff members will be available at the school to supervise and oversee students who must remain at the school for the day.

School closures will also be reported as early as possible to local radio and television stations that regularly assist all local and regional schools with communicating their status.

In the event of an unscheduled school closure, all extracurricular activities will be postponed (or cancelled) unless otherwise informed. For cancelled activities or field trips, teachers will communicate with parents or guardians of the status of postponed or cancelled activities.

## 9 Financial Information

### Tuition Fees

Tuition fees are outlined in the Enrollment Package and are due according to the payment schedule and methods outlined in the package.

### Overdue Accounts

Outstanding balances not paid in accordance with the fee schedule and payment options will be subject to an interest charge of 24% per annum.

Any family who has an unpaid balance with North Point School must pay that outstanding balance before their child(ren) will be allowed to register for the subsequent year. In addition, satisfactory payment terms must be in place for the following year.

### Provincial Funding

On September 30 of each school year, enrollment counts are submitted to Alberta Education for provincial funding. North Point School will not receive funding for any students registering after the September 30 deadline. As a result, parents/guardians of students starting after September 30 will be required to pay North Point School a pro-rata portion of this grant.

### Childcare Tax Receipts

According to the CRA tax guidelines, a portion of the school day is considered child care. As a result, we are permitted to issue income tax receipts for a portion of the tuition fees paid for students up to the age of 16. Please contact our School Office if you wish to receive a tax receipt.

### Withdrawals

If a student is not returning for the next school year, written notice of intent must be submitted to the front office by April 30<sup>th</sup>. If written notice is not received by that date, parents will be responsible for the initial deposits due. Upon acceptance of the placement offered to their child, parents have an obligation to pay the fees charged according to the payment schedule. No portion of the fees, paid or due, will be refunded, transferred or cancelled in the event of a students' absence, withdrawal or dismissal from North Point School. When a student is suspended or expelled, fees will not be refunded by North Point School.