

2025-2026

# Viking School HANDBOOK



## OUR VISION

*Respect,  
Responsibility,  
Success for All!*

## Our Motto

**WE**  
**“C.A.R.E.”**  
**EVERYWHERE!**

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### **DISCLAIMER**

A handbook of this size and scope cannot cover all aspects of the school's operation and it should not be considered an irrevocable contract. We reserve the right to amend its contents throughout the school year as needed.



## Background

Viking School has a proud tradition of excellence that began back in the early 1900's. Over the past few years, Viking School's population has slowly declined. In the 2024-2025 school year, our enrollment numbers have dropped slightly from last year and we now sit at approximately 230 students.

### Kindergarten

Our program was the first to be organized in the County of Beaver. It was started in 1974 as a private kindergarten organized by parents using a room in the school. It is now run by the Board of Education and we have 1 kindergarten class. Students attend for two, and occasionally three days each week.

### Elementary School

Our elementary school has 5 classes for grades one to six students, with a combined grade 5/6 class. Our Inclusive Education programs follow the new Alberta Education Initiative for inclusion. In addition, Viking School offers French (FSL) beginning in grade 4.

### Junior High School

The Junior High School consists of three classes - 1 grade seven, 1 grade eight and 1 grade nine class. Grade 7-8 are combined for most of their classes. We offer the usual academic subjects together with complementary classes in Industrial Education, French, Home Economics, Art, Mentorship, Makerspace, Hockey, Film Studies, Pop Culture and Strategic Games.

### Senior High School

The High School also offers the usual academic subjects together with courses in Construction, Physical Education, Foods, French and a variety of courses through independent learning modules or online delivery. As we are a small high school, many courses are available through independent learning modules or online delivery for those students unable to access a required course or those who need to repeat a course.

# Mission, and Beliefs

## Our Mission

*In collaboration with our community, we will support all individuals to achieve their full potential.*

## Our Beliefs

We believe in a student-focused school setting where the interaction between the staff and students forms the basis for quality student learning and development. We believe that the staff must actively assume responsibility in educating our students. This can best be accomplished within a supportive and rewarding environment that includes parents, students, the community at large, central office personnel, and the Board of Education.

More specifically, every staff member will continue to help our students develop core values such as integrity, honesty, respect, responsibility, fairness, compassion, tolerance, loyalty, and perseverance, through their attitudes and actions. While attempting to develop these core values, the following fundamental *Beliefs* are relevant:

- Students are the focus of our efforts.
- Our school will promote skills, abilities, and attitudes, which lead to life-long learning.
- All students and staff are entitled to a safe, orderly environment.
- Positive role models are important to instilling desired values in children.
- Students will have high expectations set for them and receive on-going, helpful, descriptive feedback.
- Students should develop a positive work ethic and are expected to take an active, responsible role in their own education.
- Positive parental and community involvement are important to the success of students
- All students can learn.

**Staff List , Bell Schedule and updated calendar are all found on our Website.**

## **Time of Arrival and Departure at School**

It is the policy of Viking school that:

Students will remain outside the school doors before 8:30 a.m., unless special arrangements have been made.

Unless students are under the supervision of a teacher, they are expected to leave the school within a reasonable length of time at the end of the regular school day.

## **Staff Meetings/PD Days**

For 2025-2026 all schools in Battle River School Division have Staff Meeting/Collaboration/PD days on selected Fridays throughout the year, in coordination with the Battle River School Division Calendar.

## **Fees**

The Fee Schedule for Viking School is updated each June and is available on our school website. Fees may now be paid online through the online payments and ordering system by accessing the link on our school website.

## **Powerschool – School Operating System**

Powerschool is designed to provide student information to authenticated users, including students, parents, teachers, librarians, and administrative staff.

Parents can be actively involved in their children's education by reviewing very detailed information tracked in the administration system, including attendance and course marks. Visit our [website](#) and log in to the parent portal using your username and password. If you do not have a username and password, please email Mrs. Newby ([mnewby@brsd.ab.ca](mailto:mnewby@brsd.ab.ca)) to receive it.

# Inclement Weather

## Elementary School Cold Weather Policy

An In/Out day board is used for students in the Elementary Wing to indicate whether they must go outside at recess breaks or may stay indoors. Teachers determine “IN” days by considering a combination of temperature and wind chill factors that would make outdoor activities too uncomfortable or unsafe. Elementary students are expected to wear winter coats, hats, mitts and boots during recesses and on the buses during the winter months.

## Extreme Weather or Unsafe Road Conditions

In the case of extreme weather or unsafe road conditions, school administration and bus drivers will determine if bus routes will operate. School Board policy indicates that if the temperature and wind chill is -40 degrees Celsius or colder buses should not run. This information will be posted on the Battle River website.

### ***“Buses not running”:***

- *The school is open and staff members that can make it to school will be supervising students.*
- *JR and SR high students are to check their google classrooms for google meet links and/or assigned tasks for their courses.*
- *If buses do not run on a final exam day, alternate dates will be determined by the teacher for in-school exams. HOWEVER, any scheduled **Diploma Exams** will still run if possible. For any students who are unable to make it to the school due to the weather/buses not running, the principal or designate will apply to Alberta Education for an exemption or deferral. The decision of whether to exempt the student or defer the exam lies with Alberta Education and students need to realize they may or may not grant the request.*

### ***“School is Closed”:***

- *School is closed to staff and students. Do not send your children to school.*
- *If a school is closed on a final exam day, alternate dates will be determined by the teacher for in-school exams. HOWEVER, any scheduled **Diploma Exams** will still run if possible. The principal or designate will apply to Alberta Education for an exemption or deferral if the school cannot be open for the Diploma Exam.*

If parents are uncomfortable sending their children due to weather conditions, please contact the school. Parents always make the final decision regarding attendance in inclement weather conditions.

## Early Dismissal due to Extreme Weather

If school is dismissed early due to extreme weather conditions each family will be contacted by phone to ensure parents are aware before their child is sent home. If we cannot reach anyone by phone, we will keep those students at the school until other arrangements are made with the family. Please make sure the school is aware of your current phone numbers and all emergency contacts.

## Inclusive Education

Viking School offers a wide variety of special education services for children experiencing learning difficulties. Some of the services we currently offer are:

- Ongoing support for children with diverse needs, enabling them to integrate into the regular classroom setting with the assistance of a trained teacher assistant.
- Referral to outside agencies for specialist assessment,
- Liaison with outside agencies for the provision of specialized support programs,
- Identification and diagnosis of student learning disabilities,
- Design, facilitation, and monitoring of Individualized Program Plans (IPP) for students experiencing learning difficulties.

## Career Counseling Services

Counseling services at Viking School are provided through the Battle River School Division Career Counselors and the Family School Liaison Worker Program.

The Career Counselor is available to assist secondary students in making educational and career decisions, and in finding scholarships and bursary information. Students can sign up to see the career counselor by using the clipboard outside of the counseling office in the Senior High hallway.

## Student Wellness Facilitator

BRSD Student Wellness Facilitators (SWF), formerly known as Family School Liaison Workers offer free support services for social, emotional, behavioural and/or relational challenges to our students and their families. Any student who is experiencing difficulties at home or at school is eligible for this program.

# Student Wellness

### Role of the Student Wellness Facilitator (SWF)

The Student Wellness Facilitator (SWF) plays an essential role by supporting students with social, emotional, behavioral, or relational challenges. The SWF is dedicated to creating a supportive environment that nurtures students' well-being and helps them succeed both in school and in their personal lives.

### Here's how the SWF can help:

- Providing strength-based, solution-focused coaching to students and families.
- Assisting students and families in setting attainable, strength-based goals and providing strategies and referrals to community services.
- Supporting students individually and in small groups to build resilience, enhance social skills, manage stress and anxiety, and develop problem-solving abilities.
- Facilitating communication between home and school to encourage attendance and act as a liaison to the school.



- Helping students identify personal strengths and resources for self-help.

The SWF works as part of a team alongside parents, school staff, and community partners to support student wellness. By sharing insights, coordinating referrals, and leveraging community resources, the SWF helps create a network of care that addresses the diverse needs of each student, ensuring they receive the support necessary for their social, emotional and mental well-being.

## Agendas

### *Grades 1 to 6*

All students in grades 1 to 6 will be using agendas to assist students with personal organization and as a tool with which to communicate with parents on an on-going basis. We encourage parents in turn, to make use of these agendas to communicate with your child's teacher(s).STUDENT ACTIVITIES

## Extra-Curricular Activities (fee based)

### INVOLVEMENT IN EXTRACURRICULAR ACTIVITIES:

- enhances the total school program;
- strengthens the relationship between students and teachers;
- contributes to the intellect, social and physical growth of students;
- enables students to pursue skills and activities of personal interest outside their regular curricular program;
- enhances school spirit.

### EXPECTATIONS:

- Participation in a wide variety of clubs, teams and activities is available to all students throughout the school year.
- Information concerning these various activities is provided through the daily announcements, the school newsletter, special posters, and student assemblies.
- Student and staff interest and support determines the success or failure and ultimately the continuation or termination of each extra-curricular activity.
- Parent Consent Forms must be completed ahead of time for all off-campus trips.
- A student in violation of Viking School Policy regarding drugs and alcohol while at school or representing the school will face suspension or possible expulsion.

## Safety Patrollers

At Viking School we are fortunate to have the Crosswalk Patrollers (Sponsored by the Alberta Motor Association). These teams consist of grade 5 and 6 students who donate their time to help ensure the safety of all our students. The members of the Viking R.C.M.P. are strong supporters of this program.

# Athletics

## Extra-Curricular

At Viking School the athletic program operates on the premise that participation is a privilege not a right. Our coaches share a common purpose – to develop the ideals of dedication, sportsmanship, and pride in representing Viking School. We believe that all actions of individuals reflect on both the team and the school community; therefore the conduct of our athletes should reflect these ideals. Malinka Kerr is the Athletics Director for Viking School. The Viking School Athletics Handbook is posted on our website: <https://viking.brsd.ab.ca/programs-services/athletics>

Here are a few examples of possible teams that may be offered throughout the

year:

Elementary:

Cross Country running  
Grade 5/6 Basketball,  
Volleyball, Badminton

Secondary:

Badminton  
Basketball – Junior and Senior Boys and Girls  
Cross-Country  
Curling  
Golf  
Track and Field  
Volleyball – Junior and Senior Boys and Girls

TEAMS – All our teams for Individual and Groups sports will PRACTICE and will be chosen to represent Viking School in league and tournament play.

Extracurricular fees must be paid online.

## Extra-Curricular Eligibility

Students must be in regular attendance ,maintain reasonable passing grades and display respectful behavior to participate in school sports. Failure to maintain regular attendance, passing grades, and appropriate behaviour may result in suspension from extra-curricular participation.

# VIKING SCHOOL

## Announcements

Morning Announcements are delivered at 8:45 in the morning. If you wish to have an item announced (community teams, etc.) please call the school **BEFORE 8:30 am**. As the period between 8:40 am and 9:00 am is the busiest time of day in the office, any calls after 8:30 may not have their message included that day.

**Secondary Students** - For non-emergency messages from parents, a class will not be disrupted but we will attempt to get the message to your child as soon as possible. (See *Telephone Messages*.)

## Attendance Policy (Currently being updated)

### POLICY STATEMENT

*The Alberta School Act*, 2000, as amended requires that all children of compulsory school age “attend school regularly and punctually.” [Section 12(b)] Regular attendance is a necessary condition for success at school and students who attend regularly generally achieve greater results. However, we recognize that students may be absent from school from time to time due to a variety of circumstances. Responsibility for regular and punctual attendance rests with the students and their parents.

### PROCEDURES

#### General

1. Each day teachers shall input absences for each class on the Powerschool System via the Local Area network. These class absences will be reported electronically daily by 3:00 pm.
2. Parents will be notified of unverified student absences via the School Messenger phone/email system at 9:25 am and 2:30 pm.
3.
  - a) A parent or guardian is requested to telephone the school at (780) 336-3352 or email, to report a student’s absence and the reason, the morning of the absence.
  - b) If a parent has not telephoned the school, students are required to bring a note from their parent/guardian when returning to school after an absence. The note must contain the date of absence, reasons for absence, and must be signed by a parent/guardian.
  - c) If a student is absent and the office has not been contacted or given a note, the school may place a phone call to parents or guardians to verify the absence.
4. Absence from school, excused or unexcused, does not exempt a student from learning the subject matter covered in class or from completing assignments. It is the **student’s responsibility** to acquire the missing assignments and to **complete** them in accordance with teachers’ requests.

5. ***For the safety of students***, when leaving or returning to school during the school day due to appointments, they must sign in or out at the general office. It is expected that a parent note or call or appointment slip will be provided at that time.
6. A student at school, who refuses to attend classes after being directed to do so by a staff member or the administration, may be suspended from school.
7. Students with poor attendance may be denied the right to participate in co-curricular activities, school sponsored field trips, and extracurricular activities.
8. If a student knows that he/she will be missing a class or classes, the student is responsible for informing his/her teachers and for bringing a note to the office or having his/her parent or guardian phone the office prior to the expected absence.

REQUESTING ASSIGNMENT due to a child's illness

When a child is absent from school, parents/guardians will often call to request assignments and work missed. If a child is absent for a short-term illness, which constitutes one or two days, the staff of Viking School (using teacher discretion) will provide assignments upon the child's return to school.

If parents wish to have homework assignments provided for their child, please give your child's teachers a **minimum 24-hour notice**, to gather these assignments together.

## Extra-Curricular Activities

Students traveling to and from extra-curricular activities shall travel as a group in school buses. Exceptions include cases where appropriately insured vehicles are used and where prior approval has been granted by the Principal.

All students riding on school buses or other Board approved vehicles during winter months shall be required to wear/have available winter footwear, outerwear, headwear and gloves/mitts. Bus drivers are to use their discretion in determining the suitability of the student's clothing for the weather conditions.

## Media Policy Updated

Background The Division believes it is important to promote a focused and productive learning environment. The Division therefore aims to ensure that all students and staff understand and respect the guidelines regarding the use of cell phones and other electronic devices and social media within the school premises.

As per the Government of Alberta, Department of Education, Ministerial Order (#014/2024).

## Food and Drink in the Classroom

Food and drink is permitted in classrooms at the discretion of the teacher. Students may eat in the hallway area at break and in the classrooms (elementary), lunchroom (junior high) and “The Pit” (senior high) at lunch. Drinking water is permissible and is encouraged in classes.

## General Student Behaviour Expectations Rules

At Viking School our expectations for student behaviour are communicated via our school Behaviour Matrix. Our Behaviour Matrix Summary is shown below. The full Behaviour Matrix indicates appropriate behaviour for students in various school related settings (shown on the next page).

**WE “C.A.R.E.”  
EVERYWHERE!**

C ooperate With  Others	A ccept Responsibility	R espect People And  Property	E ngage In Learning  Activities
<ul style="list-style-type: none"> <li>*Follow instructions</li> <li>*Take turns</li> <li>*Interact positively</li> <li>*Share the space</li> <li>*Include others</li> </ul>	<ul style="list-style-type: none"> <li>*Arrive on time</li> <li>*Come prepared</li> <li>*Complete tasks in a timely manner</li> <li>*Dress appropriately</li> <li>*Use equipment correctly/safely</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up after yourself</li> <li>*Use clean, kind language</li> <li>*Give others personal space</li> <li>*Use personal electronic devices as directed</li> </ul>	<ul style="list-style-type: none"> <li>*Be an “active listener”</li> <li>*Participate in all activities</li> <li>*Demonstrate sportsmanship</li> </ul>

	C ooperate with Others	A ccept Responsibility	R espect people and property	E ngage in learning activities
Classroom	<ul style="list-style-type: none"> <li>-Wait for and follow instructions</li> <li>-Take turns with materials</li> <li>-Interact positively</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive on time</li> <li>-Come to class prepared</li> <li>-Complete assigned tasks in a timely manner</li> <li>-Dress appropriately</li> <li>-Use equipment/materials correctly and safely</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up after yourself</li> <li>-Use clean, kind language</li> <li>-Give others personal space</li> <li>-Use personal electronic devices as directed</li> </ul>	<ul style="list-style-type: none"> <li>-Be an “active listener”</li> <li>-Participate in all activities</li> <li>-Stay on topic</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>-Share the space</li> <li>-Speak with an inside voice</li> </ul>	<ul style="list-style-type: none"> <li>-Eat lunch in designated areas</li> <li>-Walk</li> <li>-Keep your locker clean</li> </ul>	<ul style="list-style-type: none"> <li>-Be in control of your movements and body</li> <li>-Give others personal space</li> <li>-Clean up after yourself</li> <li>-Use personal electronics during scheduled breaks</li> <li>-Use clean, kind language</li> </ul>	<ul style="list-style-type: none"> <li>-Be quiet during class times</li> </ul>

<b>Playground, Sports Fields &amp; Gym</b>	<ul style="list-style-type: none"><li>-Follow the rules of the game</li><li>-Include others</li><li>-Share the space and equipment</li><li>-Take turns</li><li>-Wait for and follow instructions</li></ul>	<ul style="list-style-type: none"><li>-Report unsafe or unkind behaviour</li><li>-Follow the rules of the game</li><li>-Come inside on time</li><li>-Dress for the activity</li></ul>	<ul style="list-style-type: none"><li>-Clean up after yourself</li><li>-Use equipment correctly</li><li>-Be in control of your movements and body</li><li>-Give others personal space</li><li>-Use clean, kind language</li></ul>	<ul style="list-style-type: none"><li>-Participate in games and activities</li><li>-Demonstrate sportsmanship</li></ul>
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<b>Field Trips &amp; Special Events</b>	-Wait for and follow instructions/expectations from adults -Share the space -Participate respectfully	-Be on time/follow schedule -Sit in your assigned seat -Sit quietly	-Be in control of your movements and body -Use personal electronic devices as directed - Clean up after yourself - Use clean, kind language -Use your manners	-Demonstrate sportsmanship -Participate in activities -Be an “active listener”
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## WE “C.A.R.E.” EVERYWHERE!

### Student Behaviour and Conduct

The Board believes all students have the right to be safe and secure in school. With that right comes the responsibility to respect the rights of those around them, and to accept the rewards and consequences of their behaviour.

Students will:

- attend school regularly and punctually.
- complete all assignments and homework.
- work to the best of their ability.
- continually strive for excellence in endeavours.
- dress appropriately and use appropriate language and behavior.
- respect the safety and wellbeing of all in the school.
- adhere to board and school policies and rules
- cooperate fully with everyone authorized by The Board to provide educational programs and services.
- conduct themselves with respect for legal authorities.
- respect school property.
- respect the property of others.

### Student Dress Code

At Viking School, we allow students to have the right to determine individual patterns of dress and grooming, provided that such dress and grooming does not interfere with the health and safety of themselves or others, and does not interfere with the educational process or moral tone of the school. The dress of students should contribute to a school atmosphere conducive to learning. Guidelines are as follows (but are not limited to):

1. Clothing should be clean and tidy.
2. Suitable clothing is necessary for CTS (Shop and Foods) and Physical Education.



3. Clothing should not display sexual, foul, offensive, or inappropriate language or graphics.
4. Graphics promoting smoking, drugs, or alcohol are not suitable for the school environment.
5. For safety reasons footwear is to be always worn.
6. Students should dress appropriately for the current weather conditions.

# Incomplete Assessment Tasks

## RATIONALE:

The purpose of this policy is to increase assessment item completion by students and remove the culture of “taking a zero”. All assessments are designed to help students achieve mastery of the prescribed learning outcomes of the course. When a student is absent for any reason, it is the **responsibility of the student** to ensure that missed work is completed.

## GUIDELINES:

1. At the end of each unit/topic, teachers will record a zero or ‘no evidence’ in their mark book until the evidence is provided by the student. When missing work is received the zero or ‘no evidence’ will be replaced with the new mark.
2. The way the missing evidence is to be collected is at the teacher’s discretion (the nature of the assignment may vary from the original class assignment, but the outcomes will remain the same).
3. The following interventions may be utilized to aide in task completion:
  - a. Assigning a new deadline
  - b. The student is required to complete the missing work at the office during lunch breaks and/or after school
4. Once classes have ended, missing work will no longer be accepted for credit towards the final grade.
5. In instances of cheating, plagiarizing, etc., missing work will be handled in the same way, but additional punishment may apply up to and including suspension of the student.
6. A teacher may assign a permanent grade of ‘zero’ or ‘no evidence’ on an assessment task under the following circumstances:
  - a. The course is ending/has ended
  - b. The student has provided no evidence of learning for the missing outcome/key concept
  - c. The student did not complete the work despite the utilization of a combination of the listed interventions
  - d. The teacher, in their professional judgment, determines the most accurate representation of student progress towards the particular outcome/key concept to be a grade of ‘zero’

## Laser Pointers

Laser pointers are not allowed in school, as they are dangerous. Any student who has a laser pointer at school will have it permanently confiscated and may also face further disciplinary action including suspension.

## Lates

We believe that punctuality is vital for the effective operation of the classroom. Students that are late do not only miss out on critical instruction, they can also disturb classmates upon their entrance. Not only is learning time affected by irresponsible tardiness; teacher and administration time is wasted as well.

At the beginning of each school day classroom teachers will enter student attendance information into the Powerschool system. Parents will be notified of unverified student absences via the School Messenger phone/email system at 9:25 am and 3:00 pm. If a student unexpectedly leaves, home will also be contacted.

## Leaving School Grounds

The following School Policy shall apply to Viking School Students:

***Elementary Students:*** All bus students leaving the school grounds at noon must have a note giving parental permission. For permanent arrangements a blanket note should be sent to the school at the beginning of the year.

***Junior and Senior High Students:*** are permitted to go up town without notes unless the parents specify otherwise.

## Lockers

Lockers are available for use by all students, however, remain the property of Battle River School Division. The school reserves the right to enter and search lockers at any time in the event there is reasonable suspicion to believe that there is contraband in the locker. Again, lockers are the property of the Battle River School Division, and searches will take place at the discretion of the school administration.

Once a locker is assigned, students are responsible for the care of the locker. Students who damage or deface a locker may lose their locker privileges and will be assessed the damages. Students are also responsible for cleaning out their lockers on a regular basis and at the end of the school year.

Items of great value should not be brought to school, but if it is necessary, please advise the office for security reasons. Parents please be sure that all goods are clearly marked for easy identification.

***Viking School and BRSD do not accept any responsibility for lost or stolen items.***

## Lunch

All students share the responsibility to keep the classrooms, hallways and “The Pit” clean by removing any garbage from their area to the garbage receptacles provided. Students may become responsible for others’ garbage if they share the same area with those who left their garbage behind.

Any high school students on spares, who are not specifically assigned to a classroom area, are expected to be studying in the learning commons or to leave school grounds.

## Medications

### Administering Medicines to Students

While the Board believes that the responsibility for the administration of medication does not lie with the school system, it also recognizes that, from time to time, situations may arise which will require an employee to administer medication and/or take action in order to ensure the well-being of and/or preserve the life of a student.

The responsibility for providing **complete** information relative to the administration of any medication to a student (prescription and/or non-prescription) lies with the parent(s) or guardian(s) of the child(ren) in question. Parents are also responsible for ensuring that all persons administering medication to students are fully in-serviced. This information must be registered at the school Office.

BRSD requires a *Request for Administration of Medication at School Form* be completely filled out by the parent and the physician, in the indicated areas. Medicine will not be administered until the completed form is brought to the principal and the employee administering the medication is in-serviced. Until such time, parents/guardians will be required to come into the school to administer the necessary medications.

## Physical Education Clothing and Requirements

Students are expected to wear proper shorts (no cut-offs) or sweat pants, appropriate T-Shirts, or sweatshirts, and running shoes and socks. Track suits may also be worn.

If a student is unable to take part in P.E. class because of sickness or injury, the student must bring a note from their parent/guardian. If a student has a medical problem that requires them to abstain from P.E. for more than one week, a doctor’s note is required.

## Pictures

A professional photographer is contracted each year to take individual pictures of all students. Those who desire to purchase a package of pictures at a predetermined price may do so. Check the Viking School calendar for the September photo day and when picture retakes take place in November. All students must have their picture taken for the yearbook, and Powerschool system.

## Skateboards and Rollerblades

Students are not permitted to skateboard or rollerblade anywhere on the grounds at Viking School at any time.

## Smoking, Vaping, and Tobacco

In the interest of promoting the health and welfare of all employees and students, the Board mandates the existence of a smoke-free environment in all its buildings, grounds, school buses, vehicles and property, except in designated smoking areas outside buildings every day, whether the buildings are used for school, entertainment, recreation, business, or private functions.

Students are not permitted to use or be in possession of tobacco or vape products. If a student is found to be in possession of a tobacco/vape product, the staff member will confiscate the item and it will be retained by administration, additional consequences may apply. Students who are found to be using tobacco/vape products on school property or during school time will be subject to consequences up to and including suspension from school.

## Student Parking

The fenced off parking lot on the east side of Viking School is the designated area for students to park. Students are not to park in visitor parking, handicapped parking, staff parking stalls, in front of the gate in the student parking lot, inside the school grounds, or on the bus section. If students park in any of these areas, they will be warned and asked to remove their vehicle or the offending vehicle will be towed away at the owner's expense.

Viking School does not accept responsibility for damages and/or thefts, which occur in the parking lot. Complaints should be filed with the R.C.M.P.

## Student Transportation in Private Vehicles

### BACKGROUND

When it becomes necessary for students to take part in school approved co/extracurricular activities away from the home school, the Division permits the transportation of students in privately owned vehicles.

With the exception of trips of an emergency nature, prior approval of the Principal must be obtained for the transportation of students in privately owned vehicles.

### PROCEDURES

1. Before private vehicles are used to transport students, the following conditions will have been met:
  - 1.1 School bus transportation is not feasible or economical.
  - 1.2 Adequate measures are established for the safety of students.
  - 1.3 Adequate insurance coverage is in place on the vehicle in question.
  - 1.4 Adults over the age of 18 years who are responsible and are in possession of a valid license are assigned as drivers.

2. All volunteer drivers must provide on an annual basis and to the applicable school, a driver's abstract and copy of their driver's license.
3. Only private vehicles for which a minimum of two million dollars (\$2,000,000) public liability coverage is in place shall be used to transport students.
4. Proof of adequate insurance coverage must be filed with the principal and attached to Form 559-1.
5. Persons registering with the school to transport students in accordance with this administrative procedure must ensure that they have informed their insurance company as to their involvement with transportation of students to determine if their private insurer requires anything special with respect to coverage or licensing.
6. All children can only be transported in a privately owned vehicle where each child is equipped with a Canadian Standards Association approved child restraint device (car seat or seat belt), suitable for each child's age, weight, and height.
7. Approval will be required to be renewed annually.
8. The principal must approve use of private vehicles and shall log a record of all such use.

## **Students on Spares**

Only grade 12 students will have spares. Students who have a spare are expected to either leave the school, or be working quietly in the Learning commons or other designated area approved by the principal. Students are not to "hang out" in hallways or school entrances, or in any way interrupt any classes that are in session.

## **Telephone Messages/Requests to See Students**

We understand that there are times a student must call home or there is a circumstance that requires a child to receive a message; however, this will be allowed only in an emergency. Since one of our objectives is to instill responsibility in the child, students should be prepared for school with all of his/her instructional materials. This shall include homework, musical instruments, library books, snack, sneakers, etc.

As much as possible, we ask that parents avoid leaving phone messages for their child during the school day. With our present enrollment of approximately 240 students, it is becoming increasingly difficult to deliver phone messages, particularly those made just before dismissal at the end of the day. While there will always be exceptions, we ask for your cooperation in limiting phone messages to those which are important or urgent family matters. To reduce the number of classroom interruptions, please DO NOT go to your child's classroom, or knock on the door during class. Please go to the office and see the secretary.

Also, please make after school plans and pick up arrangements with your child before he/she comes to school. Classroom instruction will be interrupted only for emergency messages. While we understand that this policy may be difficult to adjust to in the beginning, it will instill in each child a level of personal responsibility and will minimize disruptions in the instructional program.

Parents may leave messages for secondary students with the school secretary. If it is an emergency, the student will be contacted as per the above method. If not, we will endeavor to get the message to your child as soon as possible.

**Parents and other students will not disturb class to talk to students. All inquiries must be directed to the school Office.**

## Visitors to the School

Parents and other visitors are always welcome at Viking School. For the safety of our students and staff, we request **that all visitors to the school report to the general office and sign in upon arrival, and sign out upon departure.** Parents or others who are dropping off items for students will be asked to leave the item at the office and the student will be called down at break time to retrieve it. We ask that you respect this policy as we do have students in our school with custodial concerns and security is an issue.

All visitors are asked to park on the street or in the Visitor Parking area marked on the west side of the school. Please do not park in the staff parking. Also, when dropping off and picking up your child(ren), please do not block crosswalks or important traffic signs such as stop signs.

From time to time we receive requests to have visiting relatives/friends spend the day with a Viking student in the classroom. Although there may be some educational value for the individual in a visit of this sort, the introduction of a temporary addition to the classroom tends to be very disruptive to the overall routine. Students tend to get very excited when there is a stranger in the room, and this can distract them from the work that they should be doing. Our policy is to not grant requests of this nature. This policy also applies to requests for recess and noon visits.