

Maple Creek Composite School

“Who We Are”



Policy Handbook Grade 6 - 12

(Last updated September 2025)

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Introduction

The purpose of this handbook is to help communicate between the home and the school. Within this policy book you will find excerpts from the Education Act, Chinook School Division Policy, as well as our own school policies that apply to the students at our school. We trust that parents, students, and staff will review the information and become familiar with the policies of the school.

Communication Guidelines

Teachers, students, and parents all have complex and busy schedules. While the school day follows a structured timetable, there may be occasions when timely communication is necessary. To support effective and respectful communication, please follow the guidelines below:

Emergency Situations

- If the concern is urgent and requires immediate contact with a student or family member, please phone the school office at **(306) 662-2655**.
- The **Office Administrator** or **School Administration** will ensure the appropriate information is communicated to the intended individual(s).

Academic Inquiries

- For academic-related questions or concerns, please use **email** as the primary method of communication.
- Include a **clear subject line** and **brief summary** of your concern to help teachers respond effectively.
- Please understand that responses may not always be immediate. Teachers are expected to reply in a timely manner, but it may not always be within the same day.

Classroom Communication Apps

- Some classroom teachers may use additional communication tools (e.g., apps or platforms) to share updates and maintain contact. These may provide an additional avenue for staying informed and connected.

Student Contact During School Hours

- **Do not call or text students during instructional hours.**
Students are not permitted to use personal electronic devices during class time.
(Refer to: *MCCS Personal Electronic Device Usage Policy*)

Important Note

If you feel your concern has not been addressed appropriately or in a timely manner, please contact the **School Administration** directly.

Please keep your electronic copy of the handbook for future reference. If you have any questions, please do not hesitate to contact the school.

Bell Schedule

Grade 6-7 Schedule

Grade 8-12 Schedule

8:40	Warning		8:40	Warning
8:45-9:50	Period 1		8:45-9:50	Period 1
9:50-10:50	Period 2		9:55-10:55	Period 2
10:50-11:00	Recess		11:00-12:00	Period 3
11:00-12:00	Period 3		12:00-12:50	Lunch
12:00-12:50	Lunch		12:55-2:00	Period 4
12:50	Warning		2:05-3:05	Period 5
12:50-2:00	Period 4			
2:00-2:10	Recess			
2:10-3:10	Period 5			
3:05	Bus			
3:10	Dismissal			

Arrival Time:

1. Students are expected to arrive prior to the bell to ensure they are ready for classes.
2. All classes begin at 8:45 am.
3. Doors open at 8:25 am. If a student needs to be in the school prior to that time, special arrangements must be made.
4. Entrance doors are locked at 9:00 am. During school hours when the doors are locked students are to enter through the front entrance and proceed to their class.

Calendar

The following items indicate the days of the school calendar. These dates include:

- Teacher non-instructional days - Administrative Days as well as Professional Learning Communities: (students would not have classes on these days)
- Statutory Holidays
- The first day for students in September and January
- Suggested Parent Teacher Interviews (Each school has the authority to change these dates.)
- Exam Days
- Convention Day: (students would not have classes on this day)
- Early Dismissal Days

Note: An explanation of the calendar follows

Attached you will find the 2025-2026 school calendar. The calendar was developed by the Chinook Calendar Committee, which is made up of employees representing various positions and locations across the division. The calendar has now been endorsed by the Board of Education and approved by the Ministry. Please note the following:

Defined Requirements

- The Saskatchewan Education Act requires the following:
 - A minimum of 950 hours of instructional time per year;
 - Six weeks of summer vacation;
 - Post Labour Day student start time, with an exception if Labour Day falls on September 5 or later;
 - Christmas break that begins no later than December 23 and ends not sooner than January 2;
 - A Spring break with no more than 5 consecutive days excluding Good Friday.
- Ministry of Education Provincial Examinations – January 26-29; June 22-25.
- Chinook Board of Education requires 3 professional learning community days; 2 student conference days; 2 professional development days; 3 admin days; and 1 convention day.
- By May 1, 2025, the 2025-2026 calendar must be made available to all stakeholders.

Highlights of the 2025-2026 School Calendar

- 197 days including non-instructional days; 186 instructional days
- Three traditional breaks
- Students begin: September 2
- Early dismissal days: October 15, November 26, February 11, April 29, June 3
- Teacher Convention: November 3
- Winter (Christmas) break: December 20 - January 4
- February break week: February 16-20
- Long weekend in March for students and families
- Spring (Easter) break: April 3-10
- Students finish June 26

The 2025-2026 school calendar is available on the division and school websites.



2025-2026 Academic School Calendar - Public

Chinook School Division #211

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Legend:

- Teacher Non-Instructional Days (Admin/Prep/Div PD)
- Statutory Holidays
- First Day for Students - September & January
- Parent Teacher Interviews
- Examination Day
- Teacher Non-Instructional Days (PLC Days)
- School Holidays
- Convention Day
- Early Dismissal Day

Registration

Registration forms are available through the [following link](#) in PDF format. Completed forms can be emailed or dropped off in the office during school hours. All students must be registered with the school before they can attend classes or participate in extracurricular activities.

Secondary Requirements

Students entering grade 10 are required to obtain 24 credits. The following is a break down of the required courses.:

Area of study	Minimum Number of Credits Required		
	SK Regular (English) Program	SK French Immersion (Bilingual)	SK Fransaskois Program
English language arts	3	3	3
French language arts	-	3	5
Mathematics	2	2	2
Science	2	2	2
Social sciences	2	2	2
Health education / physical education	1	1	1
Arts education / practical and applied arts	2	2	2
Financial Literacy	1	1	1
Sub-Total	13	16	18
Electives	11	8	6
Total	24	24	24

What if I need more than three years to graduate from high school?

Talk to your teacher or school counselor to create a graduation plan that works best for you. Grade 12 graduation requirements are the same, regardless of the amount of time required to complete them.

What is the difference between required courses and electives?

Required courses are compulsory and all prerequisites must be met. There are still choices within required courses. For example, mathematics has three pathways – Apprenticeship and Workplace Math, Foundations of Math and Pre-calculus. Your teacher or school counselor can help you with your course planning.

Elective course credits are chosen based on your interests and abilities as well as course availability at your school. To meet the credit requirements for graduation, students are required to take six to nine elective courses at the secondary level depending on your program. These courses include at least six courses at Grade 11 or 12 (level 20 or 30).

Distance Learning

Schools have the responsibility to provide instructional programs that ensure students will have an opportunity to meet the provincial graduation requirements and be prepared for entry into the workplace or post-secondary studies, the Division recognizes that situations may arise where students may not be able to take desired courses from their school. The Division, therefore, supports the delivery of distance learning programming to the Chinook School Division by two options, a Chinook Synchronous option for needed core subjects and through the Saskatchewan Distance Learning Corporation (SDLC) when circumstances dictate. **For further information see [AP 230](#).**

Driver Education

This program is available to students as they enter Grade 9. Instruction shall consist of 30 hours of in-class instruction and 6 hours of in-car instruction, part of which will be city driving. The in-car instruction will take place during school time as much as possible.

Schedules will be posted, so students need to check to see when they have to drive.

Note: Academic programming has priority over driving. Further information is covered in [AP 217](#)

Academic Policy: High school, Switching Classes, Discontinuing a Class

CLASS CHANGES

Students will be allowed to discontinue or change classes only for exceptional reasons. If a student feels that she/he has sufficient reason for dropping a class, the matter should first be discussed with the subject teacher. If the subject teacher directs the student to do so, the student may then see the career counsellor and then the administration for further discussion. A “drop class” request form must be completed and returned with the required signatures. A pdf version can be found on the school website.

[Drop Class Form Link](#)

EVALUATION AND REPORTING PERIODS

Central to evaluating student progress is the knowledge that we learn differently and at different rates. Evaluation of students may include a broad range of assessments, including teacher assessments of social interaction and work habits, skills, checklists, student work portfolios, assignments, quizzes, tests, and assignments. Parents and students may use MySchoolSask to access a digital mark book that typically opens each school year at the beginning of October.

Any formally scheduled evaluation process (assignments, tests, exams, etc.) is important and needs to be completed as scheduled. When students fail to complete these without good reason, overall performance and grades may be affected due to lack of evidence.

There will be four reporting periods for grades 10-12, November, February, April and June, with final exams in January and June. There are two reporting periods for grades K-9. The report cards will be handed out in November, February, April and June. **More details can be found in [AP 280 and 360](#) and the [Chinook Assessment Handbook](#).**

Career Counsellor

Chinook School Division has full-time Career Counsellor(s) available for all students.

Grade 10 Parent Meeting

Each spring, the school administration meets with Grade 9 students and their parent(s)/guardian(s) as they prepare to transition into the credit system in Grade 10. During this meeting, the Saskatchewan Credit Policy will be reviewed, along with a breakdown of required and elective credits, course options—including those available through SaskDLC—and a sample schedule. Recommendations will also be provided to support students in planning a successful high school pathway.

Student Course Selection Form

Each spring, students are required to complete a Student Course Selection form as part of their graduation plan. While course choices may change over time, it is important that students make their selections as accurately as possible. The school administration relies on this information to develop the schedule and timetable for the upcoming school year.

SDLC Registration

With proper guidance from the Career Counsellor and school administration, enrolling in a course through the SaskDLC can effectively support a successful graduation plan. Once a course has been selected, students must complete their registration through the school office.

Final Exams

A schedule for final exams will be released to students near the beginning of June. Requests for accommodations must be made through the Student Support Teacher and the school administration at least one month prior to the scheduled exam.

Credit Recovery

Credit Recovery is designed to provide students with an opportunity to both complete missing credits and acquire the necessary knowledge, skills, and attitudes required for future academic success. After final assessments are completed, if the student meets the criteria, teachers will submit a Credit Recovery form to the school administration. The administration will then contact the student to discuss available credit recovery options.

A student who has a mark ranging from 40%-46% may wish to access this opportunity to obtain a required credit. As per the [Assessment Handbook](#), final mark reporting – 46%, 47%, 48%, 49%: marks of 46% may be recorded as such; marks of 47%, 48%, 49% are to be recorded as a mark of 50%.

Student Behaviour

Education Act – Section 150

In the exercise of his rights of access to the school of the Division, every pupil shall cooperate fully with all persons employed by the Board and such other persons who have been lawfully assigned responsibilities and functions with respect to the instructional program of the school.

Every pupil will:

- A. attend school regularly and punctually:
- B. provide himself with such supplies and materials not furnished by the Board of Education, as may be necessary to his courses of study by the principal.
- C. observe standards approved by the Board of Education with respect to cleanliness and tidiness of person, general deportment, courtesy, and respect of the rights of other persons.
- D. be diligent in his studies.
- E. conform to the rules of the school approved by the Board of Education and submit to such discipline as would be exercised by a kind, firm and judicious parent.

Education Act – Section 151

Every pupil shall be accountable:

- A. to the teacher for his conduct on the school premises during the school hours and during such hours as the teacher is in charge of the pupil in class or while engaged in authorized school activities conducted out-of-school hours.
- B. to the principal for his general deportment at any time that he is under the supervision of the school and members of the teaching staff, including the time spent traveling in between school and his place of residence.
- C. subject to stated policies of the Board of Education to the driver of the school bus and to any other person appointed by the board for the purpose of supervision during hours when the pupils are in the personal charge of such employees of the board. Those employees shall be responsible to and report to the principal in accordance with the procedures approved by the board.

Discipline:

MCCS and the Chinook School Division, are committed to the principle of natural justice and to developing environments which are physically, emotionally, and spiritually safe and positive. We believe that parents, staff, and students must work together to ensure that learning occurs in a safe, orderly, and nurturing environment. Specifically, all interventions on behalf of students must reflect the dignity of the individual, natural justice, and a focus on forgiveness.

Discipline is part of the teaching-learning process. Every effort must be made to teach appropriate behavior to students, while at the same time recognizing that students must be increasingly accountable for their own behavior. We will follow a progressive discipline process.

Procedures

- A. Discipline in schools is to stress correction rather than punishment
 - a. Incidents resulting in disciplinary action shall be documented.
- B. Principals and staff are to attempt to determine causes of misbehavior and to stress rectifying those through a variety of techniques. Where safety of others is not considered a risk, the procedures below are to be followed by the teacher and Principal when behavior problems are encountered:
 - a. The teacher is to assist the student in identifying the behavior problem, its causes and appropriate alternative behaviors.

- b. The teacher is to discuss the student's behavior with the parent.
 - c. The teacher is to discuss the student's behavior with the Principal in an attempt to generate alternative management strategies.
 - d. A consistent effort is to be made to change inappropriate behavior to acceptable behavior through various techniques.
 - e. If measures taken do not result in appropriate student behavior, the Principal is to consult with the Superintendent of Schools to plan for further remedial action.
 - f. The goal of all behavior management techniques employed by staff is to provide a positive school climate where the education and well-being of students are foremost considerations.
- C. Where the safety of others is at risk, temporary restraining force may be used. It must not exceed what is reasonable. Corporal punishment is not permitted.

Note: More specific details can be found on the Chinook School Division website under [AP355](#)

Rights and Responsibilities

Lockers and Desks

Students at MCCS are provided with a locker and a combination lock. The lock combination is kept private unless it has been shared by the student with others. If a combination has been compromised, a different combination lock could be provided. The intent is to provide each student with a personal location to keep items. Personal locks are not allowed in the school.

We have found that there are a large number of students that are choosing not to use their locks to secure the contents of their lockers. Some feel that there are different levels of security required and some feel confident that the items they keep in their lockers do not need to be secured.

As such, we are continuing to provide a locker regardless of their choice(s).

NOTE: The school is not responsible for lost, stolen or broken items.

Attendance

Our expectations regarding attendance are based upon the clearly established recognition that student success is directly related to attendance.

The Education Act states students and parent(s)/guardian(s) are responsible for regular attendance.

- Section 150.3a states, "Pupils shall attend regularly and punctually."
- Section 156.1 states, "Every parent, guardian or other person having charge of a pupil who is of compulsory school age shall take all the steps necessary to ensure regular attendance of that pupil."

- AP 350 1.1 states, “Students are to attend school regularly and punctually.”
 - Students choosing to skip from assigned classes will face the due process and consequences as outlined in AP 330 Compulsory Student Attendance. Communication between home and school regarding absences and lates is essential. Maple Creek Composite School requires parents/guardians to contact the school (ie) send a note, email, message, or phone the school if their child is going to be absent. Similarly, the school will notify the parent of unexplained irregularities in attendance.

Noon Hour

- Specific rooms are set aside for specific student grades to eat lunches. It is expected that these rooms stay clean as classes will resume after the break.
- Students that live in town are allowed to stay at the school during the lunch hour. This is a privilege, not a right, and may be removed.
- There are a limited number of microwaves available to allow for a variety of food options.
- There are also items to purchase during lunch hours at the Wolf Den canteen as well as vending machines.
- Grade 6 and 7 students are required to sign out with their classroom teacher prior to leaving the school. This is also a privilege and not a right.
- Students may lose these privileges for misbehavior, to complete missing assignments or at the request of parents or guardians.

Visitors

All visitors are to report to the office before proceeding into the school. In the interest of student safety, security, health protocols, and to assist the teacher with the delivery of instruction to promote learning with minimal disruption, visitors to the school (including parents/guardians and other family members) must sign in. All visitors are asked to enter the school only using the main entrance.

The Office Manager, or Administration will communicate with the classroom teacher(s) or student(s) the request(s). Visitors should not be entering the building during school hours unless they have been given prior permission.

Dress Code

We have a responsibility to ensure that socially acceptable standards for dress are encouraged. We urge students to take pride in themselves and in our school. The MCCS dress code upholds and encourages self-respect and respect for others.

- Students in regular classes must wear footwear(non marking shoes in the gym).

- Dress and appearance should reflect cleanliness, tidiness, neatness and appropriateness and not interfere with student learning.
- Dress should be appropriate for a school setting (i.e. no beachwear).
- Nothing promoting alcohol or controlled substances.
- Messages (written or symbolic or implied) on clothing must be appropriate for school examples of prohibited messages would be: the promotion of illegal acts, obscenities, sexual innuendos or direct references to sexual acts, or profanity.

Extracurricular

Students' lives and learning are enhanced when they participate in a variety of physical activities, sports, and esports. Physical activity contributes to the students' physical, academic and social well-being and is an integral part of the education program.

The school is committed to providing a safe environment for all students and staff. All physical activity programs must be founded on teaching and supervision practices that are both safe and sound – ensuring that the goals for physical, mental and social development are appropriate at every grade, age and maturity level.

A. Student Code of Conduct or Expectations

- We provide a variety of extracurricular activities at MCCS. In order to be transparent and supportive of all players, staff, and coaches, students/parents are required to sign a code of conduct and expectations. This will be sent home at the beginning of each season. Parents and students should read the document, sign it and return it to the related coach.
- If a signed form is not returned a student may not be permitted to play.
- Student participation on a school team is dependent upon the student's efforts at keeping up with class work and general behaviour. Teachers will report to coaches as to behaviour and assignments. A student who is negligent or uncooperative in other areas of the school may not be allowed to participate for a length of time. This will be determined by the coach in consultation with the teacher and school administration.
- Students serving either an in school or out of school suspension may not be allowed to participate in activities during the length of suspension

Note: Further Details can be found on the division website [AP218](#) Physical Activity & Extracurricular.

Parking

Limited parking is available around the school. The following primary options are available:

- a student parking lot is located to the east of the school.
- To the west of the school

Note: The bus loading zone is set aside for this purpose from 8:00-9:00 and from 2:30-3:30 during school hours.

Transportation

The Chinook School Division Board has adopted the following policies regarding transportation of students and school closures:

- The Director of Education or designate is authorized to dismiss students, discontinue transportation services and/or close school in emergency situations.
- The Director of Education or designate, in consultation with the Manager of Transportation Services, shall cancel all bus routes in affected school areas when the temperature reaches -40°C.
- Buses are to be cancelled pending consideration of the following factors:
 - Severe wind chill of -45°C or greater.
 - Adverse road conditions.
 - Limited visibility because of fog or blowing snow.
 - Watches and warnings are issued by Environment Canada through its telephone information services, web site, or through local media.
- The decision to cancel morning buses must be made by 6:30 AM.
- The decision to cancel afternoon buses must be made no later than 1:00 PM.
- If buses are cancelled on any day, the school will remain open with classes continuing as normally scheduled.
- Principals in consultation with the Director are responsible for deciding when to dismiss students or, when applicable, to reschedule classes to ensure the safety and well-being of students.
- When students are dismissed, the Principal is to arrange for each student to be directed to a safe, supervised location and then inform respective parents or guardians.
- The Principal is to ensure that the school is accessible to students when classes have been dismissed or when the school has been closed.

EMP Drills

An emergency is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action (<http://www.merriam-webster.com>). Chinook School Division's Emergency Management Plan document provides guidelines to plan for and respond to emergencies that may occur at school. The safety of students and staff should not be compromised in any way when dealing with a potential emergency situation. School personnel can minimize confusion with a school wide emergency management plan, familiar to all students and staff.

As a part of this process, MCCS is required to practice the following drills throughout the school year.

- A. Procedures and explanations are provided to staff and students prior to as well as shared within a staff folder.
- B. Students are provided with time to debrief and share any concerns after every drill.

- C. A description of these procedures will be included in the school newsletter and shared with parents at the beginning of the school year.
- Fire Drills(6), Shelter-in-Place(2), Lockdown(2), Duck, Cover, and Hold(2). Move this under “following”

Communication

The Division is committed to ensuring a fair and equitable process for hearing and addressing student and parental complaints. The Division is committed to just and careful procedures for adjudicating and resolving complaints.

- A. In the event of a dispute at the school, the student’s teacher is to be the first person to hear and address any complaint or grievance from a student or parent.
- B. If the complaint cannot be resolved with the teacher, the Principal is to be contacted.
- C. If a complaint cannot be resolved with the Principal, the student or parent is to contact senior administration through the Superintendent of Schools to seek resolution.

Note: Further information can be found through [AP 152](#) in the Chinook Administrative procedures

MCCS Personal Electronic Device Usage Policy

Discipline Process/Steps for Smartphones/Personal Electronic Devices

1. Prior to the start of instructional time, students are to power down or silent their devices and place them in the provided holders. They should not be accessible during instructional time.
2. In grades 6 and 7, cell phones will not be allowed during the school day. This includes recesses and lunch time. If they are brought, they can be stored with the classroom teacher to be returned at the end of the school day.
3. In grades 8 and 9 electronic devices are not to be used during instructional time.
4. In grades 9-12, some teachers may allow use of personal electronic devices for educational reasons during class if technology applications support curricular outcomes.
5. Use of personal electronic devices is prohibited in areas where there is an increased expectation of privacy (e.g., washrooms, changing rooms, private counselling rooms).
6. The school is not responsible for any electronic devices the students may choose to bring to school.

Disregard for these rules will result in the following:

Step 1: The device will be put in the office and you may collect it at the end of the school day.

Step 2: The device will be put in the office and your parent/guardian will be contacted to come and pick it up or to make arrangements for the phone to be collected.

Step 3: Continued repeat offenders will be required to leave their device at home or in the office during school hours and be subject to further discipline.

- An in-school suspension will occur for defiance of school policy, and a parent/guardian will be asked to pick up the device.
- Out-of-school suspension will occur for overt opposition to authority, and a parent/guardian will be asked to pick up the device.

NOTE: Specific consequences may vary or be adjusted, depending on the severity or type of offence.