



# New Norway School 2023-2024

808 - 2 Avenue Box 69  
New Norway, AB T0B 3L0  
Phone: 780-855-3936

<https://nnorway.brsd.ab.ca/>

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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.

## **About**

Welcome to New Norway School. We strive for the success of all kindergarten to grade 12 students in New Norway School by serving their educational needs. It is our responsibility to ensure that all New Norway School students are provided with the best education possible so that they may become self-reliant, responsible, caring and contributing members of society.

The New Norway Spartans are a very proud family!

## **Mission**

New Norway is a Great School for All

## **Vision**

Creating a Culture of Excellence

## **Beliefs**

Our core intention is to create a culture of excellence. Excellence in academics, excellence in relationships, excellence in character, and excellence in athletics.

## SCHOOL WEBSITE

[www.nnorway.brsd.ab.ca](http://www.nnorway.brsd.ab.ca) is where you will find all current information, such as bus route cancellations, happening events, and the links to PowerSchool, online fees, etc.

## BATTLE RIVER SCHOOL DIVISION WEBSITE

Our school is part of the Battle River School Division. The website is <http://www.brsd.ab.ca> and contains up-to-date information including district policies and procedures, and school calendars for the current and upcoming years.

## SCHOOL MESSENGER

Our school utilizes the SchoolMessenger system to deliver text messages straight to your mobile phone with important information about events, school closings, safety alerts, and more. With the SchoolMessenger app, parents have 24/7 access. To sign up, contact the office at (780) 855-3936.

## FEES

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

## POWERSCHOOL

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 at <https://nnorway.brsd.ab.ca/> and log in to the parent portal using your username and password. If you do not have a username and password, please call the school office.

## KEEPING YOUR PERSONAL INFO UPDATED

**Personal Information Update** - It is important that the school have **current** contact information for parents and guardians of ALL students. This includes accurate phone numbers for parents/guardians during the school day and evenings. Also, please inform the school if there are any address or phone number changes during the school year.

## VISITORS TO THE SCHOOL

Parents and other visitors are always welcome at New Norway School. For the safety of our students and staff, we request **that all visitors to the school:**

- enter through the Main doors,
- report to the general office,
- sign in upon arrival,
- display a visitor pass while in the school, and
- sign out upon departure.

Parents or others who are dropping off items for students will normally 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.

## 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 and can be accessed through the New Norway School website

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.

## 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.

**Elementary**

REGULAR SCHEDULE			EARLY DISMISSAL		
Doors Open	8:30		Doors open	8:30	
Opening/Registration	8:42	3 min	Opening/Registration	8:42	3 min
Start period 1	8:45	43 Minutes	Start period 1	8:45	43 Minutes
End period 1	9:28		End period 1	9:28	
Start period 2	9:28	43 Minutes	Start period 2	9:28	43 Minutes
End period 2	10:11		End period 2	10:11	
BREAK	10:11-10:25	14 Minutes	BREAK	10:11-10:25	14 minutes
Start period 3	10:25	40 minutes	Start period 3	10:25	40 minutes
End period 3	11:02		End period 3	11:02	
Start period 4	11:02	40 minutes	Start period 4	11:02	40 minutes
End period 4	11:42		End period 4	11:42	
LUNCH	11:42 - 12:17	35 minutes	Dismissal		
Start period 5	12:17	40 minutes			
End period 5	12:57				
Start period 6	12:57	40 minutes			
End period 6	1:37				
BREAK	1:37 - 1:51	14 minutes			
Start period 7	1:51	40 minutes			
End period 7	2:31				
Start period 8	2:31	40 minutes			
End period 8	3:11				
<b>(43 x 2)+( 40 x 6)+3= 329 minutes per day</b>			<b>(40x2) + (43x2) +3 = 169 minutes for an early dismissal day</b>		
329 minutes X 170 regular length school days <b>= 55930 instructional minutes</b>			169 minutes X 9 early dismissal days <b>=1521 instructional minutes</b>		
55,930 + 1521 minutes = <b>57451 minutes of instructional time for the entire year</b> <b>57,451 ÷ 60 minutes = 957.5 hours of instruction</b> (the minimum number of hours for Elementary and Junior High is 950 hours)					

### Junior High and High School

REGULAR SCHEDULE			EARLY DISMISSAL		
Doors Open	8:30		Doors open	8:30	
Opening/Registration	8:42	3 min	Opening/Registration	8:42	3 min
Start period 1	8:45	43 Minutes	Start period 1	8:45	43 Minutes
End period 1	9:28		End period 1	9:28	
Start period 2	9:28	43 Minutes	Start period 2	9:28	43 Minutes
End period 2	10:11		End period 2	10:11	
BREAK	10:11-10:16	5 Minutes	BREAK	10:11-10:16	5 Minutes
Start period 3	10:16	43 Minutes	Start period 3	10:16	43 Minutes
End period 3	10:59		End period 3	10:59	
Start period 4	10:59	43 Minutes	Start period 4	10:59	43 Minutes
End period 4	11:42		End period 4	11:42	
LUNCH	11:42-12:17	35 Minutes	Dismissal		
Start period 5	12:17	43 Minutes			
End period 5	1:00				
Start period 6	1:00	43 Minutes			
End period 6	1:43				
BREAK	1:43-1:45	2 minutes			
Start period 7	1:45	43 Minutes			
End period 7	2:28				
Start period 8	2:28	43 Minutes			
End period 8	3:11				
<b>43 x 8 = 344 +3 minutes per day</b>			<b>(43 X 4)+3 =175 minutes for an early dismissal day</b>		
347 minutes X 170 regular length school days <b>= 58,990 instructional minutes</b>			175 minutes X 9 early dismissal days <b>=1575 instructional minutes</b>		
58,990 + 1575 minutes = <b>60565 minutes of instructional time for the entire year</b> <b>60565 ÷ 60 minutes = 1009.42 hours of instruction</b> (the minimum number of hours for Senior High is 1000 hours)					

## ATTENDANCE POLICY

### Philosophy

Regular student attendance and student achievement are closely related. Students are encouraged to consistently attend all their classes. Absences, regardless of the reason, are detrimental to student progress. Communication between the home and the school is fundamentally important. An unexcused absence is defined as an absence during which neither the parents nor the teachers know of the whereabouts of the student.

### Responsibilities

Pursuant to Part 1 of the School Act, regular attendance of students under the age of sixteen is compulsory. Each Grade 10 and 11 student attending New Norway School will be required to maintain a full program of studies (no spares) commensurate with his/her abilities and circumstances. Grade 12 students will be allowed to have spares if they meet the requirements for a high school diploma. Students in Grade 12 who choose to remain at the school during unscheduled periods will be required to work in the learning Commons.

The following parties will share responsibilities for student attendance:

#### Students

- Students will maintain regular class attendance.
- Students, in conjunction with caregivers, will give teachers advance notice about absences whenever possible.
- Students will be responsible for completing any required work missed during any absence.

#### Parents or Guardians

- Parents and guardians will be expected to encourage their children to maintain regular school attendance.
- The onus is on the parent/guardian to advise the school of a child's/ward's absence by emailing the school ([newnorway-aa@brsd.ab.ca](mailto:newnorway-aa@brsd.ab.ca)) prior to, or the morning of, the absence.

#### Teachers

- Maintenance of accurate and timely student attendance records.
- Contacting parents/guardians when concerned about absences.
- Providing to staff a listing of students involved in any field trip(s) or extracurricular activities; such as notification to be supplied at least one day prior to the activity(ies).

### **Administrators**

- The establishment and execution of appropriate communications, verbal and written between the school and the home regarding attendance and attendance problems.

### **Procedures**

1. School Messenger will report all student lates and absences to parents/guardians twice daily, in the morning and the afternoon.
2. Parents/Guardians will be contacted by the subject teacher regarding chronic student lates and absences throughout the semester/year
3. If the attendance does not improve, a letter of concern will be sent to parents/guardians of students who exhibit poor attendance and/or are failing one or more courses after the fifth week of the start of each semester.
4. Excessive absenteeism will be referred to the administrator. Parents/Guardians will be contacted when a student's absenteeism is negatively impacting their academic achievement reiterating the importance of attendance and requesting a meeting with the parent/guardians to develop an action plan to improve attendance.
5. A letter from New Norway School will be sent to parents/guardians of the student who exhibits poor attendance.
6. If none of the preceding strategies work to improve the student's attendance, the school will be required to report the attendance issue to the Assistant Superintendent – Learning to determine next steps.

## **CAREER COUNSELING**

Students are encouraged to book appointments for an in-person or remote appointment with Mrs. Kruchten, our career counselor. The online self-booking calendar is located inside their HS+ Google Classroom. Students connect with a code that is available at our school. link: [BRSD Career Counseling](#).

## **INCLUSIVE EDUCATION**

We recognize that students come to school with diverse learning needs, and we are committed to provide learning experiences that meet their needs in an inclusive and flexible manner. We strive to provide inclusive, flexible learning environments that meet students' needs. link: [BRSD Inclusive Education](#)

## KNOWLEDGE & EMPLOYABILITY PROGRAMMING (K&E)

Junior and Senior high school students who have demonstrated difficulty with the regular school program may opt to register in courses from the K&E program. This program offers modified academic courses and includes a strong occupational/work experience component. For further information, contact the school principal.

## FAMILY SCHOOL LIAISON (FSL)

In New Norway School, the Family-School Liaison Program offers counseling and support services to families and individuals who may be experiencing difficulties at home or at school.

The Family-School Liaison Program may be an extension of existing services provided for students or it may provide new services for those students and their families who are not currently involved with other support services. Link: [family School Liaison \(FSL\)](#)

### The Program

- Ensures that individuals and families seeking assistance are involved in the decisions that affect their lives.
- Provides education and support to children, youth, and parents to help them to positively manage challenging issues and events.
- Focuses on the child; is community-based and available to children, youth and their families.
- Facilitates the family's functioning and encourages well-being.
- Enhances personal strengths and coping skills.

### Referrals

- Referrals for services can be made by:
  - family members
  - individual students
  - school staff
  - community agencies

### Services Provided

- Offer support services to individuals, families, and/or groups focusing on various topics. These may be in-class for students or after-school hours and in other settings depending on the group or family.
- Provide information related to relevant issues and referrals to appropriate community agencies.
- Communicate among families, schools, and appropriate community agencies.
- With consent, program workers will work with students and families on an individual, on-going basis. In order for a student to receive these services, the student's parent or guardian must provide written consent.

## STUDENT CONDUCT &amp; POLICIES

<b><i>New Norway School Behaviour Matrix</i></b>			
	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>CLASSROOMS</b>	<ul style="list-style-type: none"> <li>- raise your hand to speak</li> <li>- be cooperative</li> <li>- listen to the speaker</li> <li>- use your inside voice</li> <li>- use appropriate language</li> <li>- wait your turn</li> <li>- be patient</li> <li>- respect others' right to learn</li> <li>- be a willing participant</li> <li>- be a positive example for others</li> <li>- respect others' physical space</li> </ul>	<ul style="list-style-type: none"> <li>- be on time</li> <li>- be prepared and willing to work</li> <li>- use class time constructively</li> <li>- keep the room tidy</li> <li>- know and follow the rules of our school</li> <li>- use cell phones for educational purposes only - with teacher permission</li> <li>- take care of your own supplies and school property</li> <li>- be patient</li> <li>- use common school property responsibly</li> <li>- accept personal responsibility</li> </ul>	<ul style="list-style-type: none"> <li>- make sure your conduct contributes to a welcoming, caring, respectful and safe environment in the school that respects diversity and fosters a sense of belonging of others in our school</li> <li>- keep the floor clear</li> <li>- keep your hands to yourself</li> <li>- move carefully and consider your speed around others</li> <li>- know emergency procedures</li> <li>- stay in your work area</li> </ul>
<b>Eating</b>	<ul style="list-style-type: none"> <li>- eat politely</li> <li>- use your manners</li> <li>- use inside voice</li> </ul>	<ul style="list-style-type: none"> <li>- clean up after yourself.</li> <li>- use garbage cans and recycling bins</li> <li>- use your eating time responsibly</li> </ul>	
<b>HALLS, ENTRANCES AND GATHERING AREAS</b>	<ul style="list-style-type: none"> <li>- respect each others' property</li> <li>- use kindness</li> <li>- use the spaces provided with consideration for the others also using the spaces</li> <li>- use appropriate language and volume</li> <li>- move quietly in the hallways</li> <li>- be a positive example for others</li> </ul>	<ul style="list-style-type: none"> <li>- take turns in spaces</li> <li>- use school and shared equipment appropriately</li> <li>- clean up after yourself and contribute to tidying up after the group</li> <li>- move efficiently through areas to avoid congestion</li> </ul>	<ul style="list-style-type: none"> <li>- keep hands to self with appropriate awareness of personal space</li> <li>- be mindful of volume control</li> <li>- move carefully and consider your speed around others</li> <li>- put footwear on the boot racks</li> <li>- keep belongings out of walkways</li> </ul>
<b>OUTSIDE RECESS</b>	<ul style="list-style-type: none"> <li>- use appropriate language</li> <li>- include others</li> <li>- share and take turns</li> <li>- be aware of personal space</li> <li>- be a positive role model</li> <li>- practice good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>- take care of equipment and return to proper place</li> <li>- use the space and equipment responsibly</li> <li>- resolve conflict or seek help to resolve conflict in a peaceful, safe and non-threatening manner</li> <li>- keep space clean, use garbage cans</li> <li>-punctual return to classrooms</li> </ul>	<ul style="list-style-type: none"> <li>- stay within your areas</li> <li>- look out for others</li> <li>- wear appropriate clothing</li> <li>- use equipment safely</li> <li>- no pushing or wrestling</li> <li>-report unsafe areas or play</li> </ul>
<b>SCHOOL ACTIVITIES (ON/OFF-CAMPUS including RIDING the BUS)</b>	<ul style="list-style-type: none"> <li>- act in ways that honour and appropriately represent you and our school</li> <li>- use appropriate language</li> <li>- follow the host's/driver's expectations</li> </ul>	<ul style="list-style-type: none"> <li>- clean up after yourself</li> <li>- follow host rules</li> <li>- report any incidents to supervisors</li> <li>- engage in the activities appropriately</li> </ul>	<ul style="list-style-type: none"> <li>- listen to instructions</li> <li>- remain with the group unless given permission to do otherwise</li> <li>- demonstrate digital citizenship through the appropriate use of technology</li> <li>-load and unload the bus safely</li> </ul>

## 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. Link: [BRSD Policy 20 SAFE, CARING, AND HEALTHY SCHOOLS AND WORKSITES](#)

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 New Norway 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.

## 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 9:15 am, 12:50 and 4:20 pm. If a student unexpectedly leaves, home will also be contacted.

## LEAVING SCHOOL GROUNDS

The following School Policy shall apply to New Norway School Students:

Elementary/Junior Students: All bus students leaving the school grounds at noon must have a note giving parental permission on a daily basis.

Senior High Students: are permitted to go up town without notes unless the parents specify otherwise. Students must sign out and sign in at the office as per our OH&S guidelines.

## DIGITAL DEVICES

To ensure minimal disruption to the learning environment, students at New Norway School will be allowed to have electronic devices, but they are not to disturb the learning process. Students shall respect the rights and needs of other students and staff to encounter minimal disruption to the school day, and observe common courtesy.

Students shall be personally and solely responsible for the security of the electronic devices. New Norway School and Battle River Regional School Division are not responsible for the loss, theft, damage, or vandalism to student electronic devices, as well as other student property.

## 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 for 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.

New Norway School and BRSD do not accept any responsibility for lost or stolen items.

## 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

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

- Students must park in designated parking area.
- Speed limit and road signs must be obeyed at all times.
- Stunting of any kind will not be tolerated.

## PLAGIARISM AND CHEATING

Plagiarism is deliberate literary theft. It is dishonest and demonstrates a lack of integrity. Plagiarism can involve: copying answers to questions from another person or source and submitting them as your own; copying and pasting information from Internet source(s) and adding it to a report or essay without crediting the source(s); submitting your work for one class and re-submitting it to another for marking; or purchasing an on-line essay and passing it off as your own work.

Depending on the circumstances of the case, any of the following guidelines may apply:

- The student's parents are notified, and the incident is noted on the student's school file.
- The student's computer and internet privileges could be suspended for a term of time.
- A student's involvement in such activities could jeopardize his or her chances of receiving favorable recommendations from teachers and the Principal for awards, post-secondary institutions, or employment.
- Repeated plagiarism or cheating could result in the student being removed from the course.

## STUDENTS 18 YEARS OF AGE OR OLDER

When a student turns 18 years of age, he or she may choose to be solely responsible for his or her attendance, behaviour, and general success at school. To do this, students must sign a letter requesting that the school have no further communication with their parents. The parents must be given a copy of this letter. All school expectations still apply.

## STUDENT LEADERSHIP

New Norway School is committed to honoring student voice while creating ethical citizens and making New Norway School a great place for all. With that in mind, our New Norway Students' Union and leadership option class are active in engaging our school community in a variety of activities and events.

Theme days, charitable events, food bank fundraising, mentorship, morning announcements, yearbook photography and planning and pep rallies are just a few of the activities available to the student body.

## EXTRA CURRICULAR

New Norway School offers a wide range of extracurricular athletic activities in which students may have the opportunity to participate. At New Norway 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 the 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.

Extracurricular fees must be paid online.

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

Elementary: cross country running, Grade 5/6 Volleyball, Grade 5/6 Basketball

At the Junior and Senior high level, our athletic teams have a strong history of being competitive and successful. In keeping with this legacy, it is sometimes necessary to hold try-outs. Junior and Senior High students **may** have the opportunity to participate in golf, cross country running, volleyball, basketball, curling, badminton, handball and track and field.

## 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.

## EMERGENCY PROCEDURES

At times it may be necessary to take precautions and put extra measures in place to make sure students are safe. Sometimes this may mean evacuating or keeping the students secure within the building. Here are four of the most common procedures:

**Fire Drill:** Fire drills are scheduled several times a year. Students are taught regular fire exits and alternate fire exits. Students should move in a quiet, orderly fashion to their designated meeting place outside the school and quietly await further instructions. An administrator will confirm with each teacher that all students are accounted for. Then an all-clear signal will be given to return to the school.

**Hold and Secure:** The intent of this emergency procedure is to protect your children from an event that may be happening in the neighborhood or in the school. Classes within the school go on as normal; we are just extra vigilant. We make sure that all the doors are locked, and everyone stays inside. An example would be a police investigation or a fire in the neighborhood.

**Shelter-in-Place:** This emergency procedure is also used for an event occurring outside or inside the school. For example, there may be a dog on school property or a deer, and we would keep the students inside until the hazard was dealt with. There may be a medical emergency in the school, and we need to keep the hallways clear so we can deal with it.

**Lockdown:** This takes place when there is an immediate threat to the students in the school. All exterior doors are locked, all the students are asked to go back to their classrooms, and the classroom doors are locked. The goal is to prevent someone from entering classrooms. Students stay in their classrooms away from doors and windows and are quiet.

Staff and students review and practice these procedures throughout the year, sometimes with the assistance of the RCMP and Fire Department.

## TRANSPORTATION OF STUDENTS

Battle River School Division has several Administrative Procedures outlining safe practices for the transportation of students. The following excerpt from BRSD's Q & A summarizes the inquiries we frequently receive regarding these Procedures. Copies of all Transportation Admin Procedures can be viewed on the BRSD website at: [BRSD Administrative Procedures](#)

### **Can a teacher/coach or parent volunteer transport students in their private mini-van or passenger vehicle to events such as sport games, etc.?**

- Yes, however, prior to transporting students, this person must contact their insurer to identify the additional risk and to determine if their insurer requires anything by way of additional coverage. Also, this individual must be registered to transport students via Administrative Procedure 559 – Transportation of Students in Private Vehicles (please contact the school office for further information regarding this registration process).

### **A student is involved in a work experience assignment – can he/she drive him/herself in a privately-owned vehicle?**

- The responsibility to transport to work experience programs is that of the student/parent. This is a condition of enrolment in the program at the time the student applies to participate. If they (the student and parents) do not agree to take on the responsibility for transportation, the student is not admitted to the program.

### **A team of students travel by school bus to another school for an after-school sports activity. A parent comes to watch the game and provides a note to the coach that they will take their own child home.**

- If the parent is not approved as an authorized driver under Admin Procedure 559 – Transportation of Students in Private Vehicles – the parent can only take their own child away from the event. If the parent is approved under Admin Procedure 559, they may transport students who are not their own children, but only if written approval of the other child's parent/guardian has been given to the supervising staff/coach prior to the commencement of the trip.

Only the "parent/guardian" can take their child away from an event, not a "grandparent" or "sibling". Staff/coaches have no discretion to deviate from this procedure.

### **Sometimes when coming back from an extra or co-curricular activity, the bus goes right by a student's home. Can a student be dropped off on route rather than having to travel back to the school?**

No. The travel to and from the destination is considered to be part of the extra or co-curricular event. Students cannot disembark from the bus at an alternate drop off location, (such as a highway stop along the route).