



# *Ardrossan*

## *Junior Senior High School*

### **Philosophy**

All students can experience personal success and reach their full potential in a secure and nurturing environment.

**Respect   Loyalty   Commitment   Integrity**

### **Mission Statement**

The mission of Ardrossan Junior Senior High School is to achieve educational excellence in preparing students for their future. As a community of learners, we are working to make today's dreams, tomorrow's reality.

### ***Student Handbook 2019 • 2020***

***53129 Range Road 222***

***Ardrossan, AB T8E 2M8***

***Telephone: 780-922-2228, Fax: 780-922-5757***

***Website: [www.ardrossan.ca](http://www.ardrossan.ca)***

***School Administration***

#### **Principal**

Miss. MJ Nam

#### **Assistant Principals**

Mr. Lonnie Hickes (Grades 7, 9 & 11)

Mr. Paul Schwartz (Grades 8, 10 & 12)

#### **Counsellors**

Mrs. Ann Boake (Grade 8, 10 & 12) and French Immersion

Mrs. Tamia Richardson (Grade 7, 9 & 11) and Off Campus Education

***Welcome To The Home Of The Mighty Bisons!***

***Bienvenue Chez Les Bisons!***

School Motto – *Dream! Believe! Achieve!*

School Mascot – *The Bison*

## Table of Contents

### **I. Policies and Regulations**

Student Attendance Policy	3
Late Policy	5
Academic Progress and Athletic Participation	6
Student Behaviour Plan	6
Emergency Preparedness and Response	15
Evacuation Procedures	17
Accidents	18
Security	18
Skateboarding	18
Student Dress and Appearance	18
Field Trips	19
Food & Beverages	19
Headwear	19
Leaving School Grounds	19
School Visitors and Guest Policy	19
Personal Technology	19

### **II. Academics**

Honours Classes, Awards, Program Placements	21
Mark Appeal Procedures	22
Credit Loads	22
Challenge Assessment	22
Blended Program	23
High School Diploma and Certificate of School Completion Requirements	23
Graduation Exercises	24
Academic Integrity	25
Incomplete Work Due to Truancy	25

### **III. Student Activities**

Sports	25
Bison Code	26

### **IV. Student Services**

Cafeteria	26
Counselling and Guidance	26
Learning Commons	27
Leadership Council	27
Lockers	27
Parking	27
Lost and Found	28
Student I.D.	28
Suspension of Bus Service	28
School Bus Transportation Rules for Student Conduct	30
Bell Schedule	33

## **I.Policies and Regulations**

### ***Student Attendance Policy***

At Ardrossan Junior Senior High School continuous attendance is necessary to maximize student learning. In accordance with the Education Act, Section 31 and Elk Island Public School (EIPS) Policy 330, with the right to an education comes the responsibility for regular attendance. Regular attendance is primarily the responsibility of the student and his/her parents or guardians.

### **Responsibilities**

It is the responsibility of **students**:

1. to attend all scheduled classes.
2. to inform their parents/guardians of all absences.
3. to be informed of the school's attendance policy and share this information with their parents/guardians.
4. to advise their teachers when they know in advance that they will be absent from classes.
5. to complete all work that was assigned during the absences and reschedule exams if appropriate.
6. to follow the conditions of the attendance contract when applied.

It is the responsibility of **parents/guardians**:

1. to encourage their son/daughter to attend all scheduled classes and be informed of the school's attendance policy.
2. to inform the school's general office by phone call or e-mail "attendance" on the day their son/daughter is absent, or to inform the teachers and general office by note prior to an absence such as a scheduled appointment.
3. to inform the school by letter to the appropriate grade administrator of an extended leave three weeks prior to the leave.

It is the responsibility of **teachers**:

1. to inform students of the school's attendance policy.
2. to encourage students to attend all scheduled classes.
3. to follow the school attendance recording procedures as outlined in the Staff Handbook.
4. to keep accurate records of student attendance.

It is the responsibility of **administrators**:

1. to establish and administer the attendance policy and procedures.
2. to monitor student attendance as stated in the policy.
3. to inform parents of the school's attendance policy.
4. to implement the policy.
5. to administer the consequences as outlined in the school behaviour plan.

### **Communication of Attendance Information**

1. Absences and lates in each course will be reported in PowerSchool.
2. If the school is **not** notified regarding a student absence, the attendance secretary, the automated dialer system or an administrator may contact the parents.

In addition to the above steps, please note that a letter informing parents of student absences may be issued at random intervals.

### **Excused Absences**

A student is excused from attending school on a day on which the school is open if:

- a) the student is unable to attend by reason of sickness or other unavoidable cause and is away with parent/guardian permission.

Note: students and parents/guardians are encouraged to schedule medical, dental or other such appointments outside regular school hours.

- b) the day is recognized as a religious holiday by the religious denomination to which the student belongs.
- c) the Principal of the school has suspended the student from the school and the suspension is still in effect.

Truancy is defined as absences from school that are not considered excused.

Please note: Parent/Guardian awareness of an absence does not ensure that the absence is excused. **If the student is in the school, or on school grounds, he/she is to be in class.**

### **Extended Student Absences**

Families are strongly encouraged to schedule extended absences (ie., vacations, etc.) outside the instructional days mandated by the EIPS school calendar. While we recognize that vacations outside the traditional school breaks may be wonderful opportunities for our students, they do cause disruptions and difficulties. Students

miss instruction that is crucial to their learning important concepts and marks are negatively affected.

If families plan extended absences, they need to be aware that:

- a) Parents are asked to inform the school office in advance of the absence.
- b) Students are expected to discuss the work they will miss with their teachers at the earliest possible time.
- c) Students are expected to complete course work.
- d) Some learning from missed experiences such as labs, discussion, lectures, etc. may not be acquired.
- e) A tutor may be required, at their family's expense, to help the students learn the concepts they missed.

### **Evaluation**

When the student's absence is excused within the time frame specified, the teacher will attempt to provide an equivalent evaluation or appropriate alternative. It is the responsibility of students with excused absences to reschedule any missed evaluations with their teachers.

### **Consequences of Truancy and Excessive Absences**

Because regular attendance is an important element in student success, the steps below will be implemented when it is deemed that a student's absences are affecting student progress.

For **junior high students**, these guidelines will be used:

- First time truancy offence will result in the student's "time" being served before school and during the lunch hour for up to one week.
- Subsequent truancy offences may result in an in-school suspension.

For **senior high students**, these guidelines will be used:

- **Truancy** offences will result in:
  - First offence – time made up
  - Second offence – time made up for up to one week
  - Third offence – in/out-of-school suspension/attendance contract

### ***Late Policy***

All classes start immediately after the sounding of the bell. Students are expected to arrive before the bell in order to be ready when the class begins. Students arriving late to school must check in at the office. Continued lates will

result in administrative intervention. On the 6<sup>th</sup>, 9<sup>th</sup>, 12<sup>th</sup>, ... and successive lates, students will be required to make up time. Students with excessive lates may result in alternative measures, eg., community service, school suspension.

### ***Academic Progress and Athletic Participation***

#### *Policy*

- ❑ An athlete is expected to maintain a minimum course standing of 50%, or an academic standing acceptable to his/her teachers.
- ❑ A multi-factor approach of achievement, ability level, attitude and effort is used as the basis for placing an athlete on academic probation.
- ❑ Attendance and punctuality are also factors to be considered in decisions regarding academic probation.
- ❑ Zero tolerance for drugs/alcohol – removal from team.

#### *Procedures*

- ❑ The athletic coordinator or coach is responsible for providing team lists to teachers.
- ❑ The teacher will advise the athlete and the Athletic Liaison Administrator of his/her concern regarding the student's unacceptable academic standing.
- ❑ The teacher will advise the Athletic Liaison if the student fails to demonstrate a reasonable improvement in his/her academic standing.
- ❑ The Athletic Liaison, in consultation with the teacher, the parents, the student and the coach will determine both the conditions for and the length of the academic probation period.

### ***Student Behaviour Plan***

#### **Philosophy**

In accordance with EIPS Policy 350, the goal of our behaviour plan is to develop and to promote the growth of student self-discipline and to encourage and reinforce responsible behaviour. The Board supports its staff in the maintenance of proper order and discipline that is consistent with Board policy and believes that students, staff and parents share the responsibility for student discipline in school.

#### **Student Responsibilities**

Students have a responsibility to respect the rights and dignity of others, and to be actively involved in their own academic and social growth. In accordance with the

Education Act, students are expected to conduct themselves so as to comply with the following code of conduct:

- a) be diligent in pursuing their studies
- b) attend school regularly and punctually
- c) co-operate fully with everyone authorized by the Board to provide educational programs and other services
- d) comply with the rules of the school
- e) respect the rights of others.

### **Positive Behaviour**

The following school programs and strategies encourage and reinforce positive student behaviour:

- Character Education and Citizenship
- Counselling Services
- Student Success Plan
- One -on -one conversations between staff and student
- Individual Program Plans
- Newsletter recognition
- Community involvement/support
- Parent involvement/support
- Field Trips
- Academic Integrity
- Fine Arts/Sports/Extra-curricular activities
- Leadership

### **Discipline Behaviour Plan**

Our school behaviour plan is based on the principle of making choices and accepting responsibilities for those choices. Most students make wise choices most of the time. However, when a student fails to meet a classroom expectation, he or she enters the discipline cycle. A teacher will first intervene by talking to the student and providing an opportunity for the student to change the behaviour. If the student continues to misbehave, the teacher will contact parents. Further offences will result in an office referral.

If a school or classroom rule is seriously violated, any member of staff may refer students directly to the office. These violations usually involve jeopardizing the safety or learning environment of others. An administrator investigates the office

referral before consequences are established. As much as possible, logical consequences for inappropriate choices are administered.

Taking into account the developmental stages of junior high students, the behaviour plan for these students usually involves more steps and more opportunities for improvement than for senior high students.

Students are to comply with the school behaviour plan at all school events. Students must be aware that inappropriate behaviours at other schools, and in the community will be dealt with accordingly.

### **Minor Offences**

- class disruption
- not following a class rule
- neglect of work
- late for class
- truancy
- unprepared for class
- failure to clean up after cafeteria/school use
- use of Personal Communication Devices in learning environment

### **Major Offences**

- open opposition
- inappropriate language to staff
- willful disobedience
- physical aggression, inciting fighting, fighting
- theft
- repeated minor offences
- habitual neglect of duty
- vaping/smoking and/or possession of products/e-cigarettes
- tampering with fire equipment/alarm use
- arson
- possession and trafficking of alcohol/drugs
- breach of EIPS technology user agreement
- cyberbullying
- verbal & written harassment
- aiding and abetting major offences
- conduct that is injurious to the moral tone or well-being of the school or other individuals.



**Please note that our Junior High students are not allowed to leave school property.** Failure to comply will be considered a major offence.

### **Cyberbullying**

- e-mail, instant messaging, m e m e s , chatrooms, websites, other technological devices (digital cameras, cameras on cell phones)
- Young people should be aware that some forms of online bullying are considered criminal acts. Under the Criminal Code of Canada, it is a crime to communicate repeatedly with someone if your communications causes them to fear for their own safety or the safety of others. It's also a crime to publish a "defamatory libel" – writing something that is designed to insult a person or likely to injure a person's reputation by exposing him or her to hatred, contempt or ridicule.

### **Procedures**

When a student has not met the established standards of behaviour by committing a minor or major offence, the following will be undertaken to help the student improve his/her behaviour.

1. Teacher/staff clarifies expectations and identifies unacceptable behaviour to student.
2. Re-identify unacceptable behaviour and issue following consequences:

<i>Junior High</i>	<i>Senior High</i>
time out	time out
loss of privileges	loss of privileges

3. The teacher makes parental contact, and an office referral may be submitted to the appropriate grade administrator. Consideration of grade, nature of offence, time interval between offences and student progress on behaviour plan will determine if a teacher submits an office referral at this step.

An office referral may result in one of the following consequences:

- time made up
- community service
- class suspension
- in-school suspension/out-of-school suspension

**Note:** Office referrals may be submitted by supervising staff for repeated minor offences occurring on school property outside of the classroom (hallways, cafeteria) or by substitute teachers for uncooperative student behaviour.

4. An office referral is submitted and an in-school or out-of school suspension is applied. Students on out-of-school suspensions are not permitted to participate in school activities (dances, sports teams, etc.) until they have been reinstated. At the end of the suspension, there may be a reinstatement meeting with parents, student, administrator and RCMP School Resource Officer. A plan of action is developed. Refer to page 12.
5. Suspension with a recommendation for expulsion to the Board of Trustees. This suspension is for a period of more than five days with the Principal's recommendation to expel the student from the school.  
The Principal will initiate this suspension when:
  - a) despite repeated and varied attempts by the school staff to encourage appropriate behaviour, a student continues to disrupt the instruction and learning of others or engages in behaviour that is injurious to the moral tone or well-being of the school.
  - b) the student's immediate actions endanger the safety or well-being of other students and staff.
  - c) the student's presence or actions are deemed to be disruptive or threaten to disrupt the orderly functioning of school activities.

### **Safe and Caring School**

Elk Island Public Schools considers the use of controlled substances and alcohol, as well as the misuse of prescription medication to be detrimental to the well-being of students and injurious to the moral tone of the school. The Division has a comprehensive framework to address substance use that includes staff education, universal prevention strategies and tiers of intervention services. The Division partners with the RCMP and AADAC for both prevention and intervention strategies.



**Junior High students cannot go beyond the track**

**Store, Service Station and Front of school are ALWAYS Out of Bounds for Jr/High Student.**

Consequences for Major Offences and Repeated Minor Offences

<b>Offence</b>	<b>1<sup>st</sup> incident</b>	<b>2<sup>nd</sup> incident</b>	<b>Subsequent incidents</b>
Open opposition/ willful disobedience	1-3 day out-of-school suspension	3 day out-of-school suspension	5 day out-of-school suspension and referral to the Board of Trustees
Inappropriate language directed to staff	1-3 day out-of-school suspension	3 day out-of-school suspension	5 day out-of-school suspension and referral to the Board of Trustees
Inappropriate language/behaviour	1 day in-school suspension	1 day out-of-school suspension	1 – 3 day out-of-school suspension
Vaping/Smoking or possession of tobacco products/ e-cigarettes	Confiscation and 3 day out-of-school suspension	3-5 day out-of-school suspension with behavior intervention	3 – 5 day out-of-school with fine
JH off school grounds	1 day in-school suspension	1 day out-of-school suspension	1 – 3 day out-of-school suspension
SH taking JH off school grounds	1-3 day out-of-school suspension	3-5 day out-of-school suspension	5 day out-of-school suspension and referral to the Board of Trustees
SH in west gravel parking lot	1 day out-of-school suspension	2-3 day out-of-school suspension	
Physical aggression / verbal harassment	1 day out-of-school	2-3 day out-of-school suspension	5 day out-of-school suspension
Fighting/Instigating/ Incite to Fight	3 day out-of-school suspension	3-5 day out-of-school suspension	5 day out-of-school suspension & referral to the Board of Trustees
Bystander to Fighting	1-2 day out-of-school suspension	2-3 day out-of-school suspension	5 day out-of-school suspension and referral to the Board of Trustees

Theft	3 day out-of-school suspension	3-5 day out-of-school suspension	5 day out-of-school suspension and referral to the Board of Trustees
Fire Equipment: Destruction, Misuse	3 day out-of-school suspension	5 day out-of-school suspension and referral to the Board of Trustees	
Froshing			5 day out-of-school suspension and referral to the Board of Trustees
Vandalism	Restitution and up to 5 days out-of-school suspension	5 day out-of-school suspension and referral to the Board of Trustees	
Repeated minor offences/habitual neglect of duty	1-2 day in-school suspension	1-2 day out-of-school suspension	2-5 day out-of-school suspension
Academic Misconduct/ Plagiarism	1 day in-school suspension or zero assigned	1-2 day out-of-school suspension	3-5 day out-of-school suspension
Creating Social Disharmony (e.g. Inappropriate use of cell phone/social media misuse)	1-2 day out-of-school suspension	2-3 day out-of-school suspension	5 day out-of-school suspension and referral to the Board of Trustees
Truancy	Time made up	Time made up for up to one week	1 day out-of-school suspension/attendance contract
Dangerous/Unsafe / Sexual/High Risk Behaviour	1 day out-of-school suspension	1 – 3 day out-of-school suspension	3-5 day out-of-school suspension

Alcohol/Drug (paraphernalia) (possession or use)	3-5 day out-of-school suspension/ Suspension & Referral to the Board of Trustees	Suspension and Referral to the Board of Trustees	
Office referral from a substitute teacher	1 day in-school suspension	2-3 days in-school suspension	
Aiding and Abetting a Major Offence	1 – 3 day out-of-school suspension	3 – 5 day out-of-school suspension	5 day out-of-school suspension and referral to the Board of Trustees

**Note:** All suspensions to the Board of Trustees include a recommendation for expulsion.

<b>Serious Offences Referral to the Board of Trustees</b>			
Alcohol/Drugs (trafficking) Possession or Use of a Weapon Physical Assault Serious Threats Cyberbullying Arson		Immediate Suspension with Recommendation for Expulsion To the Board of Trustees	
<b>Student Transportation Discipline Plan</b>			
Violation of School Bus Regulations	Bus Operator contacts parent(s) and provides written report for an administrator	Bus suspension; student and parent contacted by an administrator	Bus suspension to the Board of Trustees

**Note:** The R.C.M.P. may be notified if illegal activities are suspected. While school authorities will cooperate with police investigations, any consequences administered by the school are separate and distinct from any action taken by police or the courts. In an effort to ensure a safe and caring environment for our students, a number of community partners work with students, families and staff of Ardrossan Jr. Sr. High School to assist young people to develop the appropriate

### **Emergency Preparedness and Response**

ELK ISLAND PUBLIC SCHOOLS (EIPS) FIRST PRIORITY DURING AN EMERGENCY is the safety of our students and staff. The division has developed an Emergency Response Plan and framework to deal with a wide range of potential emergencies. The plan framework called *Hour Zero* works in collaboration with first responders and other local emergency preparedness plans. Division and individual school plans are reviewed and revised annually and following each emergency.

The division and school emergency plan uses well established functional protocols and procedures that address a wide variety of incidents. The particular actions taken during any emergency will depend on the specifics of the incident. Each school year a minimum of 6 evacuation drills and an additional two drills which may include, shelter in place, hold and secure or lock down are conducted. School bus evacuation drills are also conducted on an annual basis. These drills and exercises are precautionary actions designed to prepare students and staff to act quickly and to minimize a child’s fear should a real emergency occur.

**During an emergency please do not come to the school to pick up your child unless requested to do so.** Although your natural instincts in an emergency may be to go to the school to safeguard your child, please understand that doing so may interfere with emergency crews’ and school personnel’s effort to respond to the situation. During an emergency it is unlikely you will be able to reach the school by phone. We will however make every effort to contact you with further instructions through our crisis notification network, social media, EIPS website and our Community Hotline 780-417-8122.

<b>Evacuation</b>	<b>Evacuation</b> requires all students and staff to leave the school and go to a designated location. In some cases, this may mean only going outside and away from the school building until it is safe to re-enter the school. In other cases, students and staff may need to go to a designated evacuation centre. Parents would be informed of the alternate location via the school’s crisis notification network.
<b>On Alert</b>	<b>On- Alert</b> gives staff and students a “heads up” of a potential emergency such as severe weather. Staff/students outside would be directed back into the building. All staff and students are accounted for and instructed to keep away from windows and doors and may be

	<p>directed to a specific location to wait for further instructions. Movement in and out of the school is monitored until an “All-Clear” is called.</p>
<b>Shelter-in-Place</b>	<p>During a <b>Shelter-in-Place</b> students and staff retreat indoors to classrooms or another safe area to seek shelter. Generally, Shelter-in-Place is used during an environmental emergency such as severe weather, wild animal threat or a chemical spill. Each school’s emergency response plan identifies the safest location for its occupants to shelter and how to seal a room from possible hazardous conditions.</p>
<b>Hold and Secure</b>	<p><b>Hold and Secure</b> is used if there is a security risk <b>outside</b> or in the vicinity of the building. Staff/students outside the building are directed back inside. All exterior doors/windows are locked and interior doors remain in a normal state. Staff/students are kept away from windows and doors. Staff/students may be directed to return to their classrooms and to wait for additional instructions. No one is permitted in or out of the building until an “All-Clear” is called.</p>
<b>Lock-Down</b>	<p><b>Lockdown</b> is used when there is a security threat <b>inside</b> the building. During a lock-down, all staff/students immediately go to the nearest lockable room. No one is permitted in or out of the room once the area has been locked. Staff/students turn off lights, remain quiet, silence cell phones and stay out of sight lines. Suitable lockdown locations are identified on maps located in the classroom emergency folder. Parents or public are not permitted access to the building or to their children until the lock-down is over.</p>
<b>Controlled Release or Dismissal</b>	<p>Under some circumstances it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised. This means a <b>Parent-Child Reunion Area</b> will be set up and parents will be required to follow specific procedures to pick up their child.</p>

For more information on the division and school emergency preparedness plan visit the division website at [www.eips.ca](http://www.eips.ca) or contact the school principal.



## ***Evacuation Procedures***

**When a school is confronted with an emergency situation,** the main priority is the safety of our students and staff. Procedures have been put in place to ensure your safety and the safety of others.

- High school students that are in the school on a spare need to report to the football bleachers where attendance will be taken. Students arriving to school must also report to the bleacher. Students cannot go to their vehicles and leave as this may impede the emergency response vehicles.
- If an evacuation alarm happens between classes or at lunch, students are to report to the football field evacuation area and line up with the teacher they have had from the previous block.
- In an emergency situation please do not use your cell phone. Emergency crews are in the area and we only have so many cell lines per each cell tower. Tying up phone lines could make a difference when it comes to emergency contact or getting appropriate help in an expedient fashion. Overloading the phone system may mean that the school will not be able to communicate with first responders. In addition, experts advise that under some circumstances cell phones and other electric devices may actually act as an ignition source for fires or explosions.
- We know you may want to let your parents know what is happening, but we cannot tie up the phone lines. The school does have a plan/process in place for making sure your parents are kept informed with the “accurate” and “current” information. By using your phone, you jeopardize that process and make it harder for us to get important information out.
- Once an emergency is in process please do not leave your designated area. Remain with your teacher and class until the all clear is given. Lunch and period bells are to be ignored until the all clear is given. By leaving the area or having your parents come and pick you up you may interfere with emergency crews and school personnel’s effort to respond to the situation or in case the situation changes, our ability to take other action to preserve your safety. In a fast-moving situation that requires careful coordination, extra vehicles and people at the school actually make the task of keeping all students safe more difficult.

knowledge, skills and attitudes to be productive citizens and capable life-long learners.

## **Emergency Preparedness, Response, and Evacuation Procedures**

### ***Accidents***

The office must be notified of all accidents occurring on school property. Medical attention will be given as required and parents will be contacted.

### ***Security***

**Video surveillance** equipment is utilized within the school corridors and common areas. The use of such equipment is for the sole intent and purpose of decreasing vandalism, theft, and as a deterrent to intruders to the school. Video footage is only viewed as required and is not monitored for any other purpose.

**Technology agreements** are enforced by Elk Island Public Schools. The program allows teachers and administrators to monitor computer activity on student accessible computers. Monitoring is carried out to ensure that school computers are only used for educational purposes. *Internet User Agreements* are signed by all students and parents/guardians annually. Any breach of these agreements may result in a suspension of computer privileges for varying lengths of time.

### ***Skateboarding***

Given the inherent extreme nature of this sport and the subsequent potential for personal injury, skateboarding is not permitted at school or on school grounds. Skateboards will be confiscated.

### ***Student Dress and Appearance***

School is a place of work and students are expected to dress accordingly. T-shirts with inappropriate slogans/pictures are **not** acceptable. Students deemed to be wearing inappropriate clothing may be sent to administration/counselors and be required to change.

Adequate footwear is required at all times in case of emergency evacuation of the school, or fire drills.

Backpacks and jackets are to be kept in the student's locker during class time.

### ***Field Trips***

Field trips are a valuable component of the curriculum, and student participation is expected. However, students who have accumulated a significant number of absences or office referrals may be required to forfeit their field trip. It is the responsibility of students to ensure that they have assignments completed and are prepared for evaluations on their return. Students are encouraged to make contact with their teachers ahead of time.

### ***Food and Beverages***

To maintain a clean and healthy environment the consumption of food and beverages may not be allowed in classrooms.

### ***Headwear***

In keeping with our school's hat policy, please remember that caps, visors, bandannas, toques, hoodies, kerchiefs, and other types of head cover may not be worn in the building except on staff meeting days, first Wednesday of every month. Headwear must be stored in lockers.

### ***Leaving School Grounds***

Students leaving school earlier than 3:17 p.m. must check out at the office. A phone call or note from a parent must confirm the need to leave early. Junior high students are **not** to be out-of-bounds at any time between the arrival of buses in the morning and their departure at the end of the day. This constitutes a major offence resulting in suspension.

### ***School Visitors & Guest Policy***

All school and school grounds are private property. Only students registered at Ardrossan Jr. Sr. High are authorized to be on school grounds or in the building during school hours. School visitors must report to the office to pick up a visitor's pass.

### ***Personal Technology***

USE OF PERSONAL COMMUNICATION DEVICES POLICY 245 ADMINISTRATION PROCEDURE 121

The ownership and use of personal communication devices have grown exponentially over the past decade. While personal devices offer potential opportunities for communication, information access and enhanced opportunities

for instruction, regulated use of personal communication devices in schools and the Division is required to ensure the promotion of caring and respectful learning and working environments. Appropriate use of personal communication devices will contribute to the safety and security of students and staff, help minimize risk to personal wellbeing and disruption to instruction and protect personal privacy and academic integrity.

Definitions: Personal communication device (PCD): personal digital devices that connect to the internet through Wifi, cellular network or other mobile devices.

Division 3 (grades 7-9) Students may not access a PCD unless given permission by the teacher for a specific educational task or purpose; PCDs shall not be on the student unless the use is for: a diagnosed medical condition; or an identified inclusive educational need. Storage (locker/classroom pouches) of PCDs. Students shall have access to a PCD during break periods only (for example, class breaks and lunch breaks).

Division 4 (grades 10-12) Students may not access a PCD unless given permission by the teacher for a specific educational task or purpose. PCDs shall not be on the student unless the use is for: a diagnosed medical condition; or an identified inclusive educational need. Storage (locker/classroom pouches) of PCDs; Students shall have access to a PCD during break periods only (for example, class breaks, lunch breaks and spares).

PCDs are not to be taken into test or examination settings, unless students have been given permission to do so. Each year, the principal shall require all students in grades 4-12 to complete the Student Responsible Technology Use Agreement (Form 140-1). Students who bring PCDs to the school under the above guidelines are expected to comply with Administrative Procedure 350 Student Conduct. Students who refuse to comply with the Division's procedures for use of PCDs in the school setting may be subject to disciplinary measures.

PCDs are not to be used in change rooms, washrooms, private counselling rooms or any setting that has the potential to violate a person's reasonable expectation of privacy. PCDs are valuable electronic devices. Students bring PCDs to school at their own risk. The security and storage of these items is the sole responsibility of the owner/user. The Division assumes no responsibility for the safety, security, loss, repair or replacement of PCDs. Owners and users of PCDs who bring and use their devices in contravention of this policy are accepting the risk that their devices may be confiscated.

The classroom teacher will inform students when students might be able to use

their personal devices in class and for what purpose. Cell phones must be turned off or placed in “silent” mode in the school. A student **not** displaying responsible digital citizenship in relation to their phone will have their phone turned into the office. After the third occurrence parents/guardians will be contacted and asked to pick up the phone. Within the building, students may use their phone prior to morning classes, during breaks between classes, at the lunch break and after school.

1. Policy Rationale

- Anecdotal and research-based evidence that the distractions caused by personal devices negatively impact learning.
- Students/parents who do not feel comfortable leaving phones in the organizer can choose to leave phones in lockers.

2. Policy Rationale

- Anecdotal and research-based evidence that the distractions caused by personal devices negatively impact learning.
- Students/parents who do not feel comfortable leaving phones in the organizer can choose to leave phones in lockers.

3. Consequences for Non-compliance

- If a student is using a personal device or if a staff member sees it, the student will be directed to the office to meet with his or her grade-level administrator.
- Consequences for students may include confiscating phone for the rest of the day, or calling parents to pick up device. Continued misuse may result in blocking device from school Wi-Fi or asking student to turn into office at beginning of each day.

**Note:**

- **Parents/guardians wishing to contact their children please do so outside of class time.**

## **II. Junior High Honours Classes**

Junior High honours classes will be comprised of students who request honours class and who have a core average of 80% and higher at the end of May.

### ***Awards***

Honour Awards will be presented to students who achieve a combined average of 80.0% or higher in Language Arts, Mathematics, Science and Social Studies, and (if required) French Language Arts (weighted at 1.0).

Merit Awards will be presented to students who achieve a combined average of 69.5% to 79.9% in Language Arts, Mathematics, Science and Social Studies, and (if required) French Language Arts (weighted at 1.0).

### **Deadline Dates for Junior High Course Changes**

**Semester 1**—Final day to change a Junior High option class—2<sup>nd</sup> week in Sept.

**Semester 2**—Final day to change a Junior High option class—3<sup>rd</sup> week in Feb.

### **Senior High Honours Classes**

Sr. High honours classes will be comprised of students who request the honours course and who have a pre-requisite average of 80% or higher in the previous level.

#### **Awards**

Honour Awards will be presented to students who achieve a combined average of 80.0% or higher based on the Rutherford Scholarship criteria.

Merit Awards will be presented to students who achieve a combined average of 75.0% to 79.9% based on the Rutherford Scholarship criteria.

See EIPS School Board Awards to Students Policy for specific information for Grade 10, 11 and 12 awards.

Various other awards are presented at the Annual Awards Ceremony, Blue & White Day and other school events that recognize outstanding student achievement.

### ***Mark & Program Placement Appeal Procedures***

A student and/or parent may appeal in writing the final mark in any course or the grade placement to the Principal or designate as per AP 391. Questions regarding marks assigned prior to the final exams should be directed to the teacher and then to the Principal or designate.

We provide some special education programs and services based on Individualized Program Plans (ISP's) in accordance with EIPS Policies. We annually review a student's continued placement in a special education program as part of the annual IPP review. The parent/independent student may appeal the recommendation for placement in a special education program to the Superintendent/designate.

### ***Credit Loads***

All grade 10 and 11 students **must** carry a full program. In grades 10 & 11, an Alberta Distance Learning course may be offered only under special circumstances,

after consultation with administration.

Grade 12 students must earn a minimum of 30 credits in order to participate in the graduation ceremonies and banquet. It is the responsibility of Grade 12 students to ensure that they are carrying sufficient credit loads and courses to meet the high school diploma requirements. Grade 12 students who have blocks of unscheduled time will be expected to leave the school or make productive use of their time in the library or Grad Hall.

### ***Challenge Assessment***

Course challenge is a provision that allows senior high school students to challenge the expectations for a course by participating in a formal assessment process. Course challenge is for students who believe that they already possess the expected knowledge, skills and attitudes as defined by the Program of Studies for a given course. A written request must be sent to the Principal within 2 weeks of the school year or semester beginning. Normally a course challenge will apply only to a course that is at a higher level in a course sequence than the course for which the student has a pre- requisite standing or is at a similar level in an alternative course sequence. For further information and details, please contact your school counsellor.

### ***Blended Programs***

Senior high students who register at our school for particular courses are making a commitment to take those courses at Ardrossan Junior Senior. Referrals to Next Step will only be completed if students cannot take a course due to timetable conflicts.

### ***Alberta High School Diploma Requirements***

Students earn an Alberta High School Diploma upon the successful completion of the following graduation requirements as mandated by Alberta Education – <https://www.alberta.ca/graduation-requirements-credentials-and-credits.aspx>

Complete and meet the standards of the following courses:

- English 30-1 or 30-2
- Social Studies 30-1 or 30-2
- Earn an additional ten credits in any 30-level (Grade 12) courses
- Physical Education 10 (3 credits minimum)
- Career and Life Management – CALM (3 credits minimum)
- Math at the Grades 10 and 11 levels

- Ten credits in science
- Ten credits, in any combination, from among the following:
  - Career and Technology Studies (CTS)
  - Fine Arts
  - Second Languages
  - Physical Education 20 or 30
  - Work Experience
  - 35-level courses from any trade in the Registered Apprenticeship Program (RAP)
- Earn a minimum of 100 credits

***Requirements for a Certificate of School Completion***

Students may earn a certificate of high school achievement for entry into post-secondary institutions and workplaces may require additional courses. Students earn 80 credits<sup>1</sup> and must complete and meet the standards of the following courses:

- English Language Arts 20-2 or 30-4
- Mathematics 14 or 20-4
- Science 14 or 20-4
- Social Studies 13 or 20-4
- Physical Education 10 (3 credits)
- Career and Life Management (CALM) (3 credits)
- Five credits in:
  - 30 level Knowledge & Employability Occupational course or
  - 30 level Career and Technology Studies (CTS) or
  - 30 level locally developed course with an occupational focus and
  - 30 level Knowledge & Employability Workplace Practicum course or
  - 30 level Work Experience course or
  - 30 level Green Certificate course

Or

  - 30 level Registered Apprenticeship Program (RAP) course

<sup>1</sup>To qualify for a Certificate of High School Achievement, students must be enrolled in a minimum of one academic Knowledge and Employability course at any level.

<https://www.alberta.ca/graduation-requirements-credentials-and-credits.aspx>



### ***Graduation Exercises***

Students will be eligible to participate in the Ardrossan Senior High School graduation exercises provided they meet the following criteria:

1. Meet the course credit requirements for an Alberta High School Diploma as established by Alberta Education.
  2. Earn a minimum of 15 credits each semester.
  3. Final grades for diploma exam courses are established by averaging the school awarded mark and the diploma examination mark; therefore, a student:
    - a. Who, during the first semester, achieves less than 50% in a diploma course necessary for graduation must register to re-write the diploma exam in order to remain eligible.
    - b. Must be earning at least 50% in all required courses. Students registered in Alberta Distance Learning, Next Step, Independent Learning or Career and Technology Services courses must be making progress toward a June completion.
- Students should be aware that any late year pranks will result in removal from the graduation banquet and ceremonies. A final graduation list will be determined the third week of May.
  - Alberta Education **requires** students to write their Diploma exams on the scheduled dates and times.

### ***Academic Integrity***

Schools integrate the principles of academic integrity with character education. Specifically, all schools affirm and promote the importance of academic integrity through the implementation of an “exam honour code”.

Schools, through the student agenda and course syllabi clarify expectations regarding honesty in academic work including an outline of consequences for academic misconduct.

### ***Incomplete work due to truancy***

Students who are truant on the day of an exam will receive an “incomplete” in that assessment up to the date of the re-write. Following the re-write, the students final mark in the course will be calculated using the mark on the re-write exam or a “0” may be assigned.

***Consequences for academic misconduct for diploma exams are based on the Alberta Education Diploma Exam Regulations.***

### **III.Student Activities**

#### ***Sports***

A noon hour intramural program is available for all students. In addition, a variety of clubs and sports teams are organized each year. Among these are a number of teams involved in inter-school competitions. In junior high, “Senior” teams, which include mostly Grade 9 students, and “Junior” teams made up mainly of Grade 7 and 8 students, play their games after school. Practices take place either before or after school hours so participants must have transportation available. The senior high provides a variety of teams. The school offers opportunities in cross-country, volleyball, basketball, soccer, football, badminton, cheer, archery and track and field. User fees are assessed for all sport teams. Failure to pay the user fees will result in withdrawal from the team and be ineligible to play on any other team.

Any use of illegal substances during any athletic field trips will result in the student athlete being sent home at his/her family’s expense, permanent removal from the team, and disciplinary action by the school administration.

#### ***Bison Code***

- ◆ Extra-curricular activities are optional activities not directly related by courses. Volunteers from the school staff and community make them possible. These activities are an important part of education, which sometimes require students to miss classes. It is a privilege to represent Ardrossan Junior Senior High School as a participant in such activities (sports, band, drama, and the Student Council). As a representative of the school, students accept responsibility for the following expectations.
  1. Meeting activity guidelines (set by staff supervisors for each activity) and school expectations as outlined in school policy. For example, suspension from school includes suspension from extracurricular activities.
  2. Responsibility for class work missed while taking part in extracurricular activities.
  3. Making an honest effort to achieve academic success.
  4. Having academic progress monitored.
  5. Failing to meet expectations may, after discussion with supervisors and administration, result in suspension or removal from extra-curricular activities.

### **IV.Student Services**

#### ***Cafeteria***

Nutritious short-order meals can be purchased in the cafeteria before school and during the lunch break. The cafeteria provides space for grade 7 students to eat their lunch during their early block 2 dismissal time. After this time, grade 8 – 12 students will have access to the cafeteria. Microwaves are available for student use in the cafeteria.

### ***Counselling and Guidance***

The Counselling and Guidance offices are located in the 300 wing. Students may see the counsellors by appointment or on a drop-in basis. Services offered by the counsellors include:

- personal and group counselling
- career exploration
- liaise with community agencies/ resource personnel
- job shadowing
- scholarships/loans/awards
- academic programming/registration
- special placements
- special provisions
- psychoeducational assessments
- post-secondary information
- distance learning information

Students and parents are encouraged to consult with the counsellors about academic, social, vocational, and personal issues.

### ***Learning Commons***

The Learning Commons, is an integral part of the school wide instructional program. As life-long learners, Ardrossan students have access to an extensive collection that includes: reference and nonfiction, paperback fiction, magazines, newspapers, software, and online Internet databases. Students gain valuable computer experience using the online catalogue, word processing, desktop publishing programs, mind mapping software and Internet. Remote access to the Online Reference Centre encourages our students to search and research from home.

Website: [www.learnalberta.ca](http://www.learnalberta.ca)

Username: LA15 Password:3950

The computer lab is available to students during class time and lunch hours.

### ***Leadership Council***

Volunteers from grades 7-12 develop leadership skills, public speaking skills, volunteerism, as well as promote school spirit projects, and activities that directly involve and benefit students.

### ***Lockers***

The care of personal property is each student's responsibility. A hallway locker is assigned to each student on registration day and may be used with a school lock only. Students should not reveal their locker combination to other students and care should be exercised when opening combination locks to protect the security of their locker. At the end of June, lockers must be empty and clean. A cleaning fee of \$15 will be assessed if graffiti, posters, stickers, etc. have to be removed by cleaning staff.

The school retains the ownership of the lockers and as such, the administration has the legal right to search lockers as deemed necessary for the wellbeing and safety of the school.

### ***Parking***

All students must register their vehicle at the office and will be given a parking pass that must be displayed in your window at all times. The parking stalls with plug-ins are assigned primarily to Grade 12 students. Parking in visitor parking or staff parking will result in tickets being issued to offending drivers and may result in their vehicle being towed. Students who violate safe driving practices, stunting or inappropriate driving, will result in the student's name and license number being given to the RCMP for further action and lose their parking privileges. The school is not responsible for any vandalism or theft while vehicles are parked on school property. However, school administration will endeavor to ensure the safety of vehicles and assistance in the investigation of any damage or theft. Students are not allowed to linger or loiter in their vehicles before, during or after school.

### ***Lost and Found***

Found items may be claimed at the office or the hallway across from the main office.

### ***Student I.D.***

Plastic student I.D. cards are issued. These cards will be required to check out library books.

### ***Suspension of Bus Service***

*Policy EBCD – Inclement Weather* forms the basis to suspend busing services as necessary when weather and/or road conditions constitute a potential hazard for students.

- Schools **will remain open to students** should school bus service be suspended

for the day;

- Elk Island Public Schools (EIPS) is effectively divided into four regions, each having a distinct location within the region to determine temperature and wind chill factor.

### **Weather and Road Conditions**

School bus service, including all Payride bus services, shall be suspended when a temperature of  $-40^{\circ}\text{C}$  or a wind chill factor of  $-40^{\circ}\text{C}$  is measured at the **Edmonton International Airport** at 5:00 a.m., or at the **Edmonton Weather Office** at 5:00

a.m., or at **Lamont Elementary School** at 5:00 a.m., or at the **Vegreville Environment Centre** at 5:00 a.m.

In the event that conditions are extreme, bus service may be suspended in **any or all** regions of EIPS when weather or road conditions warrant. In this instance:

- suspension of bus service information will be released to the public by local area radio and television stations commencing at 6:00 a.m.;
- a message will be placed on EIPS' central switchboard (**780-464-3477**); and
- Student Transportation will contact families on affected routes.

**Parents must use their discretion when sending their children to school during inclement weather conditions, even when buses are running, and schools are open.** For the safety of the students, it is the responsibility of the parents to ensure that their children are suitably dressed for coping with weather conditions and arrangements have been made for alternate shelter for their child if no one is home.

Diploma Exam Policies and Procedures during Inclement Weather

In accordance with Alberta Education's policy regarding the administration of Diploma Examination during school emergencies\* such as inclement weather, EIPS will ensure that:

- if the school or designated writing centre remains open during inclement weather or other emergency conditions, students who choose or arrive (late or on time) to write their Diploma Examinations are permitted to do so. Students in these situations will be allowed the full time allotted for the examination.
- students who are unable to write or to complete a Diploma Examination because of an emergency will have the opportunity to review their options with the school administration. On review of a student's options, one of the following options will be recommended in writing to Special Cases and Accommodations, Alberta Education:
  - An exemption from writing the Diploma Examination or the missed part of the Diploma Examination;
  - For Humanities subjects only, an incomplete Diploma Examination mark now, and a request that the student write the missed portion of the examination during the next scheduled administration.
  - For Mathematics and Science subjects, an incomplete Diploma Examination mark now, and a request that the student write the complete examination during the next scheduled administration.

- A recommendation based on individual student circumstances.

\*A school emergency is defined as a situation resulting from an unpredictable event such as inclement weather, fire, bomb threat, flood, hazardous chemical leak, etc. that in some way interferes with school operation. Other examples are buses not running, necessary school closures, and unexpected dismissal of students from the school or examination writing area.

## **Elk Island Public Schools**

### **School Bus Transportation Rules For Student Conduct**

#### ***Rules***

1. Students shall ride only their assigned bus. Exceptions may be granted upon written request from parents/guardians to the Director, Student Transportation for childcare purposes. In emergency situations, parents/guardians shall contact Student Transportation to request alternate arrangements. In emergency situations, principals may make alternate arrangements and contact Student Transportation.
2. Students are expected to be at their designated boarding location five minutes prior to departure time.
3. Students are responsible for their personal property (Elk Island Public Schools shall not be responsible for lost or stolen property).
4. Directions, as given by the bus operator and/or individual(s) employed by EIPS, must be followed.
5. Students must sit in an assigned seat and remain seated while the bus is enroute.
6. All objects and parts of the body must be kept inside the bus.
7. While quiet conversation is permitted on the bus, unnecessary conversation with the bus operator is prohibited. There must be absolute silence at railway crossings.
8. Disruptive, destructive or unsafe behaviour such as pushing, spitting, fighting, use of profane language or gestures, or the throwing of objects, or acts of vandalism are prohibited.
9. Eating or open beverage containers are not permitted. (Medical exemptions may be made upon written request to the Director, Student Transportation.)
10. The use of electronic devices responsibly including not taking pictures, video, or audio recordings.

11. The use of tobacco or other smoking materials is prohibited on buses and at transfer stations.
12. Students will not be permitted to board or ride buses if conveying, using, or under the influence of alcohol or other controlled substances.
13. The possession, use, or conveyance of potentially dangerous items is prohibited.
14. In conjunction with the *Traffic Safety Act*, skateboards, snowboards, skis, and hockey sticks are not permitted on the bus. "Heelies" are also not permitted on the bus. All other articles being transported must be fully contained in a canvas bag or case that the student can store under the seat of the bus.

### ***Consequences – Minor Offences***

The consequences for offences are as follows:

- Step 1 Verbal warning to the student.
- Step 2 Verbal warning to the student. Bus operator records the incident and contacts the parent/guardian(s).
- Step 3 Written warning to the student. Bus operator completes the misconduct report. The principal directly notifies the parent/guardian. Copies of the misconduct form are distributed by the principal to parent/guardian(s), bus operator(s) and the Director, Student Transportation.
- Step 4 Written warning to the student. Bus operator completes the misconduct report and reviews the details of the incident with the principal in a timely manner. The next steps in the discipline process are outlined by the principal to the student and parent/guardian(s). Copies of the misconduct form are distributed as above.
- Step 5 One (1) to five (5) day suspension. Bus operator completes the misconduct report and reviews the details of the incident with the principal within one school day. Principal discusses the situation with the student and decides on the length of suspension and consults, if necessary, with the other principal and the other student involved. If a meeting with the operator is necessary, the principal notifies the parent(s) of the bus suspension and arranges for a meeting, with the parent/guardian(s), the student, bus operator and Student Transportation staff prior to the student being reinstated from suspension. Student and parent/guardian(s) are notified that further misconduct may result in suspension with a recommendation for expulsion from EIPS Student Transportation to the Board of Trustees. Principal notifies the Director,



Student Transportation by telephone, fax or e-mail regarding reinstatement date. Director, Student Transportation advises the operator(s) by telephone, fax or e-mail regarding the suspension. Copies of the misconduct form are distributed as above.

- Step 6 Suspension with a recommendation for expulsion from EIPS Student Transportation to the Board. Upon receipt of the student misconduct form and after discussion with the operator and student, and after consultation with the Director, Student Transportation and/or a member of Student Support Services Staff (if applicable), the principal shall follow the procedures outlined in Board policy IGC, Suspension or Expulsion of Students.

### ***Consequences – Major Offences***

Behaviour which may result in a suspension or recommendation for expulsion from EIPS transportation includes but is not limited to:

- a. Open opposition to authority of bus operator and/or individuals employed by EIPS
- b. Use of improper, profane, or abusive language or gestures
- c. Engaging in, but not limited to, fighting, intimidation, and/or verbal or physical abuse of other students or staff
- d. Use of tobacco and/or other smoking materials
- e. Engaging in willful destruction of property or acts of vandalism
- f. Acts of vandalism when reparation charges have been assessed but not repaid
- g. Engaging in any dangerous or unsafe behaviour
- h. Riding the bus for any purpose while on suspension from school or the bus
- i. Use or possession of alcohol and/or controlled substances
- j. Possession of controlled substance paraphernalia

# Bell Schedule

2019-2020

## SEMESTERS I & II

### Regular Day (84 minute blocks)

Warning Bell 8:40 a.m.

**Block 1** 8:42 – 10:06 a.m.

**Break (7 min)** 10:06 – 10:13 a.m.

**Block 2** 10:13 – 11:37 a.m.

**Grade 7 Dismissal** 11:32 a.m.

**Lunch Break (45 min.)** 11:37 – 12:22 p.m.

Warning Bell 12:19 p.m.

**Block 3** 12:22 – 1:46 p.m.

**Break (7 min.)** 1:46 – 1:53 p.m.

**Block 4** 1:53 – 3:17 p.m.

### Staff Meeting Day (72 minute blocks)

Warning Bell 8:40 a.m.

**Block 1** 8:42 – 9:54 a.m.

**Break (5 min)** 9:54– 9:59 a.m.

**Block 2** 9:59 – 11:11 a.m.

**Grade 7 Dismissal** 11:06 a.m.

**Lunch Break (37 min.)** 11:11 – 11:48 a.m.

Warning Bell 11:45 a.m.

**Block 3** 11:48 – 1:00 p.m.

**Break (5 min.)** 1:00 – 1:05 p.m.

**Block 4** 1:05 – 2:17 p.m.

