

Vegreville Composite High School
Student Handbook
2015-2016

VEGREVILLE
COMPOSITE HIGH SCHOOL



Welcome To VCHS

Cougar Pride is the name we give the philosophy that guides us each day. It is based on the understanding that all students, staff and parents in our school community accept responsibility for maintaining and representing a positive school environment. We do this by adhering to our key virtue words, *Commitment Empathy*, and *Enthusiasm*.

May you have a wonderful school year with frequent opportunities to celebrate your successes.

- **Commitment:** We resolve to do our best, always in all ways.
- **Empathy:** We treat others as we would like to be treated. We try to “walk in others’ shoes” and understand their feelings.
- **Enthusiasm:** We make the best of each day. We actively participate in our student’s education and enjoy all that the school has to offer.

Our Learning Environment

We believe that the most effective discipline is *self-discipline*. Our staff encourages and promotes responsible student behavior and calls on all members of the school community to play their part in establishing and maintaining our positive school environment. Such an environment can only be maintained if we:

- Respect the rights and dignity of others.
- Are actively involved in learning.
- Are punctual and attend school regularly.

In accordance with Elk Island Public Schools policies, the VCHS school administration is responsible for ensuring a positive tone in the school, based on the concepts of Alberta Learning’s Safe and Caring Schools Policies.

Often this responsibility extends *beyond the confines of the school and the school “yard”*. In our neighborhood and on all field trips (local, national or international) students are representatives of the school and are bound by the Student Responsibilities and Discipline Consequences outlined.

Behavior Expectations

Individual behavior is most often governed by self-regulation, common decency, common sense, and mutual respect of students, staff, and administrators.

Basic school rules are outlined below. Consequences are based on the seriousness and/or frequency of the infraction(s). Administrators consider all extenuating circumstances.

Student Rights at VCHS

- The right to feel safe in their environment.
- The right to take full advantage of academic opportunities.
- The right to a school environment free of disruptions.
- The right to tactfully express their feelings and opinions.
- The right to appeal marks and programs based on appropriate criteria.
- The right to access school resources and facilities.
- The right to expect courtesy, fairness and respect from fellow students and EIPS staff.
- The right to be informed of classroom and building expectations.
- The right to make appointments with their administrators to discuss issues and concerns.

Student Responsibilities at VCHS

- To be responsible, caring and honest and to treat others with respect and fairness.
- To attend school and do his/her best to learn and master his/her academic program.
- To follow class/school rules, regulations and policies.
- To assure that individual expressions do not interfere with the educational rights of others.
- To adhere to appeal procedures.
- To abide by provincial law and school board policies concerning substance abuse.
- To respect the property rights of others.
- To follow prescribed guidelines regarding extra-curricular activities.
- To remain informed about their academic progress through on-line tools (Parent Portal)

Parents' Rights at VCHS

- To be treated with courtesy and respect by all members of the school community.
- To be informed of expectations for all school programs - academic and co-curricular.
- To participate in discussions involving school matters (School Council).
- To be informed of decisions and procedures that involve their child.
- To be informed of all services and programs available to their child.
- To expect that every effort will be made by school personnel to ensure that parents receive important news and messages in a timely manner.
- To be informed of eligibility rules for all extra- curricular endeavors and pertinent guidelines that govern the activity.
- To have teachers inform them of their child's progress in a timely manner.

Parents' Responsibilities at VCHS

- To take an active role in communication between school and home.
- To remain informed about their child's academic progress and attendance through the parent portal on our website (vegcomp.ca) and parent teacher interviews.
- To initially deal directly with the appropriate teachers in matters of academic achievement.
- To treat all members of the school community in a courteous and respectful manner.
- To become familiar with school policies and procedures that involves their child.
- To read important school correspondence, including accessing the Parent Portal on the school website.
- To assist in improving educational programming opportunities and progress for their child.
- To provide a home environment conducive to student success.
- To be cognizant of parent organizations and activities designed for parents' participation.

Background information

When your child comes home referencing a discipline situation, please follow this procedure:

A. Give the staff the benefit of the doubt.

B. Realize their report may be emotionally biased.

C. Know that we have reasons for rules and that we attempt to apply them consistently. (Know also that not everyone agrees with every rule)

D. Support the school, and call us for more information.

E. Try to resolve the problem at the lowest level of authority following these levels:

1. Teacher
2. Assistant Principal
3. Principal

Notification of a problem at school is communicated by a phone call and/or written notification which may require a parent's signature.

Staff Rights

- To be treated with courtesy and respect by all members of the school community.
- To personal and professional safety in their school.
- To educational materials essential to delivering curriculum.
- To providing a safe and orderly atmosphere for their students.

Staff Responsibilities

- To provide a variety of programs and instructional strategies that will serve the needs of all students.
- To provide an orderly structure within which rules, policies, and expectations are enforced uniformly.
- To post students' academic progress and homework assignments through online tools (PowerSchool and the Parent Portal) in a timely manner.
- To enforce rules.

Teachers and Administrators

Teachers and administrators are responsible for the students placed in their care. They have the authority from the parents to administer discipline within the limits and guidelines of the VCHS Student Behavior Plan. It shall further be the responsibility of teachers and administrators to work with parents in the matter of discipline, informing parents in a prompt manner of disciplinary action taken, and making themselves available to the parents and students involved for discussion and counsel of disciplinary situations. The ideal objective of this involvement is to foster understanding, to challenge parent and student alike to supportive behavior, to enlist student cooperation and to build a like-minded attitude.

Disciplinary Action – The Process

1. Communication with the Student

Students are to exhibit good Christian conduct and maintain a positive attitude. When a student's attitude is not in accordance with school policies or principles, the student will be counselled.

Students who misbehave will be instructed, counselled, and disciplined.

Regarding issues of poor attitude and/or misbehavior, students may expect to receive a discipline notice, progress report, call home, detention, probation or suspension as the occasion warrants.

The objective of the disciplinary process is to resolve the problem at its lowest level before proceeding to the next.

2. Disciplinary Procedure

When a student's attitude or behavior is not in accordance with school policies, rules or principles:

A. The student will be counselled.

B. Parents will be notified

C. The student may be disciplined by the administration through detention, probation and/or suspension.

E. The parents may be asked to withdraw the student if the issue is ongoing or serious in nature.

F. The student may be referred to the Elk Island Public Schools Central Office Administration for a disciplinary hearing

G. The student may be referred to the Elk Island Public Schools Board of Trustees for expulsion.

E. We will try to resolve the problem at the lowest level of authority following these levels:

1. Teacher
2. Assistant Principal
3. Principal
4. Central Office Administration
5. Board of Trustees

4. Conduct Outside of School Time

Student conduct while away from school has a significant effect on the reputation of the school and community. Students should strive to conduct themselves in a respectful manner. Conduct that reflects poorly on the school's guidelines and principles will be considered as grounds for disciplinary action in the same sequence as described in the paragraph above.

A Student who participates in questionable activities (conduct injurious to themselves and others, drinking alcohol, possession of and using drugs, etc.) away from school brings into question his/her desire to follow the mission of VCHS. The student will be challenged whether he/she

truly wants to continue attending the VCHS school community in consideration of the negative influences he/she brings into the school.

A. Suspension – a student may be given an in-school suspension or may be sent home for up to 5 days for major breaches of behavior.

B. Probation – a period of time given to a student to resolve a serious problem

C. Disciplinary Hearing is by action of the EIPS Central Administration, after review and recommendation of the staff and administration. Prior to expulsion hearing, the EIPS Central Administration will meet with all concerned parties.

C. Expulsion is by action of the EIPS Board of Trustees, after review and recommendation of the staff and administration. Prior to expulsion action, the Board will meet with all concerned parties.

D. Parents who seek re-admission of a student to the school shall request this in writing to the Principal, should they feel that new evidence or a changed attitude, sustained over a period of time, warrants such consideration. It is the school's policy not to re-admit students previously expelled or asked to withdraw.

Attendance

EIPS and VCHS recognize the positive relationship between regular attendance and success in school. Consistent class attendance is a basic requirement for passing a subject and earning credits. Classroom instruction, activities and discussions that take place in classes are critical components of the educational process.

Excused Absences

- Personal illness.
- An appointment with a health care professional that **MUST** be made during the regular school day.
- Observance of a recognized religious holiday when the observance is required during the school day.
- A family emergency.
- A planned absence for a personal or educational purpose for which school administration have received advance notice.

Notification by Parents

Parents are required to inform the office of all student absences. The information we receive helps us determine if the absence is excused and assures us that parents are aware of their child's absence. Students must not assume that because their parents are aware of an absence, that for school purposes, it will be considered an excused absence.

On or before the day of the absence, parents are asked to call the school at their earliest convenience. The automated parent notification system will call each day to inform parents of unreported absences. (Please note: missed work must be completed, no matter the nature of the absence.)

In cases of extended student absence:

- After 4 consecutive days of absence, a note from a physician may be required.
- After the equivalent of 10 days total absence a formal review will be conducted and decisions will be made regarding the future of the student in the class(es).

Extended Absence

When it becomes apparent that a student will be absent from school for an extended period of time, parents are asked to contact the office immediately or log on to E-Teachers through the website (Vegcomp.ca) to request/view homework assignments and/or make-up work.

It is expected that students will return to school with this work *completed*.

In the event that a student is unable to attend school for an extended period of time due to a documented medical condition, parents are asked to contact the Principal or Counselor.

Unexcused Absence

Unexcused student absences are those that do not meet the criteria of an "excused" absence. Unexcused absences include a variety of transportation problems, baby-sitting, recreational activities, employment, hair and other cosmetic appointments.

Ironically, truancies may result in suspensions which further complicate and interfere with learning. We follow up on all absences and may withdraw students from classes from which they are persistently absent.

Consequences of Truancy

- Step 1 – Noon Hour Learning commensurate with time missed.
- Step 2 – ½ day in-school suspension.
- Step 3 – Full day in-school suspension.
- Step 4 – 1 day out-of-school suspension.
- Step 5 – Continued truancies may result in course withdrawal at the high school level.

Note:

- Administration may repeat or omit steps in the above cycle.

Signing out During the Day

Students who must leave school during the day are required to have a note or a phone call from a parent/guardian explaining the reason for their departure and are to 'sign out' in the office.

Students are required to obtain parental permission **prior** to leaving school.

Students who fall ill during the day and wish to go home must first report to the office. If parents cannot be contacted, students may use the school infirmary.

Make Up Work

Whether their absences are excused or unexcused, students are expected to make up missed classroom work. On the day of return to school, it is the student's responsibility to obtain all materials they missed and establish with the teacher a timeline for its completion.

Lates

Late arrivals to class are disruptive to the teaching and learning of others. Students are expected to be in class before the bell rings. Consequences for lates include noon hour learning, in school suspensions, and out of school suspensions for chronic late infractions.

VCHS Discipline

This is a hat free environment... Please do not wear headwear at any time during school hours.

The following are disciplinary consequences that are applied as a result of infractions.

Definitions of Interventions

NHL (Noon Hour Learning for grades 7 and 8). – A 30-minute silent study period assigned during a noon hour. Students must work while they eat their lunches. Failure to attend study hall compounds the consequences and causes what should be a minor issue to escalate in severity.

Appropriate additional Flex period assigned (grades 9-12) –A 30-minute Flex study period assigned during a noon hour. Students will have 30 minutes for lunch afterward. Failure to attend flex periods compounds the consequences and causes what should be a minor issue to escalate in severity.

Class Suspension – A student is suspended from the class in which the infraction occurred and will do course work in a supervised area.

In-School Suspension – A student is suspended from all classes but will work, under supervision, in the office. Students must bring all necessary work and lunch. Teachers send work to the student's station in the office where students are expected to complete it quietly. **In-school suspensions become out-of-school suspensions when the student has difficulty following these expectations.**

Out-of-School Suspensions – A student is suspended from classes, all school related activities and prohibited from all EIPS school premises, school buses and school property including practices, rehearsals and work experience. As a point of clarification, when the days of suspension are on either side of a weekend, the student may not participate in school activities on the weekend, including as a spectator. Students are responsible for all assignments and tests which occur during an out-of-school suspension. Prior to beginning the suspension, the student should have made arrangements for receiving necessary information/materials. Upon return to school they must be prepared to write any tests missed because of the suspension. The student and a parent must attend a reinstatement meeting to determine if a student is ready to return to classes. **Students must have a written plan for improvement regarding reasons for their suspension.** If students have not learned from their suspension and do not pass their reinstatement, they will return home with their parent to reflect upon why they were not reinstated.

Suspension to the Board – A student is suspended from all classes and prohibited from being on school property until the Board of Education decides on reinstatement, expulsion, and/or other measures.

Reasons for immediate suspension with referral to the Board of Education:

- Bomb threat.
- Possession/use of a weapon.
- Assault (depending on the circumstances).

- Drug possession and/or trafficking.
- Hacking into school network.
- Sexual misconduct.
- Dangerous/threatening behavior.

One to Four-Day Out-of-school Suspension

- Assault.
- Tampering with emergency equipment; interfering with emergency procedures
- Profane language or gestures directed toward peers, staff or visitors to the school.
- Fighting/inciting fighting, watching fights.
- Tobacco infractions including e-cigarettes and vaporizers.
- Harassment including bullying and/or sexual comments.
- Disrupting regular business in other schools.
- Possession, use, smelling of alcohol or other banned substances.
- Possession of drug paraphernalia.
- Conduct injurious to the moral tone of the school
- Open opposition to authority.
- Discrimination or racism.
- Vandalism.
- Breach of Network User Agreements.

Discrimination and Harassment

Every person in Alberta is protected from discrimination on the following grounds: race, religious beliefs, sexual orientation, gender, physical disability, mental disability, age, ancestry or place of origin.

Elk Island Public Schools requires all individuals to treat each other with dignity and respect and requires compliance with this policy by all individuals regardless of age.

Harassment is repeated unwelcome verbal, cyber or physical conduct because of a person's race religious beliefs, sexual orientation, color, gender, physical or mental disability, age, ancestry or place of origin. If the harassment is insulting or intimidating, it is discrimination. Examples of harassment include; verbal or physical abuse, threats; derogatory remarks, jokes; innuendo or taunts about appearance or beliefs; display of pornographic, racist or offensive images anywhere, including lockers and binders; and condescension or paternalism that undermines self-confidence. Harassment can be bullying or outright physical assault.

Cyber bullying – is discriminating or harassing behavior using technological devices such as iPods, cell phones, computers, social networking sites whether at school or elsewhere.

Office Referrals

Students who are directed to the office must comply immediately. Failure to do so is viewed as defiance. Students are assured that their version of the situation will be documented.

Controlled Substances and Alcohol

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. EIPS has a comprehensive framework to address substance use that includes staff education, universal prevention strategies and tiers of intervention services. EIPS partners with the R.C.M.P. and AADAC for both prevention and intervention strategies.

As part of our intervention framework, EIPS has partnered with the R.C.M.P. to access a police dog where appropriate. School principals may request R.C.M.P. assistance, including the use of a police dog for educational purposes and when there is reasonable belief to assume there are drugs on school premises.

Electronic Devices

Students may bring their electronic devices to school. Students may use their electronic devices in the classroom but, **ONLY** when instructed to do so by the teacher for educational purposes. Students should inform their parents to not try to text or call them during class time. If there is an urgent matter, parents are advised to call the office and a message will be taken to the student.

Students may use electronic devices in the library when **permission** is granted by the librarian or teacher if present with his/her class. Students may **NOT** bring cell phones, cameras etc. into the PE change rooms.

Policies and Regulations

General Appeals Concerning Student Matters

Every decision must be directed toward the best educational needs of the student and must consider the impact of the decision on the total population of students while also keeping in mind the availability of resources.

A notice of appeal shall be presented in writing to the principal, briefly stating the decision to be appealed and the reasons for the appeal. The principal will respond to the appeal by setting a meeting with the parent and the student. The principal advises the parent of his/her decision by telephone and confirms it in writing.

If a parent wishes to appeal the principal's decision, within a reasonable time from receiving the decision, then the parent may appeal to the Superintendent, Elk Island Public Schools. The Superintendent has the final authority regarding administrative decisions. Parents of students and students sixteen years of age or older have the right to appeal to the Board of Trustees a decision of the Superintendent.

Examination Rules and Grades

These rules apply to ALL STUDENTS writing final examinations. Infringement of any examination rule, or intent thereof, may prevent acceptance of the student's examination. If the infringement occurs during the writing of a diploma examination, the incident will be reported to Alberta Education and they will decide what the consequence will be. Personal identification will be requested if a student is unknown to staff. One of the following documents is acceptable: driver's license, passport, other bona fide photo identification card.

A student must sit until at least one hour of the examination time has elapsed.

A student may not enter or leave the examination room without the consent of the presiding examiner.

Neither copying nor exchanging of material between students is allowed. No notes, papers, or books may be brought to the seating area in the examination room. Students must **NOT** communicate with one another in **ANY WAY**.

Students may not discuss the examination with the presiding examiner, except when the exam instrument is incomplete or illegible.

Students must provide themselves with writing materials, including pens and HB pencils, calculators, batteries, or other necessary instruments. Calculators and other necessary materials may **NOT** be shared by candidates. **Cell phones and other similar electronic devices must not be brought into the examination room.**

If a student misses an examination, he/she **may** have the opportunity to write the exam. Students **truant** from an exam may not be awarded the same opportunity.

Students are given an evaluation outline in all classes. Final examinations for all students must be written according to the schedule provided at the end of each semester.

Plagiarism is defined as *"to take (ideas, writings, etc.) from (another) and pass them off as one's own."* The computer age has presented new challenges to students and teachers in that it is so much easier to access work belonging to others. Speeches and assignments can be downloaded from the internet. Students can e-mail their assignments back and forth to each other for peer editing and the like. To avoid the penalty of plagiarism, submit **ONLY** your work. All ideas paraphrased or quoted from other sources must be properly cited. Sources must also be cited for statistical information.

Students who plagiarize will be awarded a **ZERO** and may face other disciplinary consequences. Students who knowingly allow others to copy their work will receive the same consequences.

Mark Appeal Procedures

All students and/or their parents/guardians have the right to appeal the final mark granted to that pupil. The appeal must be made to the Principal *in writing* within 60 days of the marks being made available.

Alberta Examinations Appeal procedures for diploma examinations are published and posted prior to each sitting.

Calculator Policy For Examinations

Classroom setting procedures:

- At the beginning of any mathematics or science course, students will be advised of approved types of calculators.
- Calculators are required by all students to complete assignments, hence it is recommended that all students have their own calculators.
- Students must be familiar with the operation of their own calculators.

Examination setting procedures:

- Students must clear all programmable calculators before and after their exam and ensure they are in silent mode.
- Calculator covers must be removed and put away before every exam.
- Failure to comply with the above procedures will result in a score of zero on the examination. It will be decided by administration and the classroom teacher if a re-write is possible.

Students must not have games on calculators brought to class or have their calculator password protected. They must be able to be cleared by the mathematics teacher. Calculators should only be used for course related work.

Homework

The assignment of academic work to be completed outside of the regular school day is an integral part of education. Students who fail to complete homework hamper their success and the learning opportunities for their class. The length of time a student will spend on homework will vary.

- Homework guidelines will be outlined by teachers in their course expectation handout.
- If a student repeatedly fails to complete homework, a parent will be notified and a meeting will be held at the teacher's or parent's request.

Course Expectations

Each teacher at VCHS provides their students with a clear set of classroom/course expectations. Class procedures and instructional guidelines such as course goals, class rules, homework guidelines, evaluation procedures, grading, and student accountability will be reviewed at the beginning of the school year and semester. Written copies of these expectations and procedures will be provided to students. The weighting (rubrics) attached to exams, quizzes, term papers, and classroom participation will be clearly stated.

Physical Education Classes

- Students shall come to PE class wearing appropriate gym attire. Students may wear shorts or sweats and a t-shirt or other similar clothing. Students must have footwear that is used in the gym only. Outdoor footwear is **NOT** permitted. When appropriate dress is not brought to class, or the student is unable to participate, and “Incomplete” will be awarded and it is up to the student to arrange a time with the teacher to complete the missed task(s).
- All students are expected to participate in PE class to the best of their ability.
- When medical notes are presented to the teacher, students are expected to contribute in other ways in class, such as scorekeeping, refereeing, or other activities appropriate to each situation. Cases of severe restricted mobility are handled by the teacher with the safety of the student being most important.

Student Evaluation

Teachers at VCHS view assessment as an ongoing process to provide students with a variety of opportunities to demonstrate what they have learned through assignments, quizzes and/or exams.

- Students are evaluated only on concepts and information they have learned from studying the curriculum.
- Students must complete all assignments and will not be allowed to “take a zero” rather than do the work. Assessment practices will be in alignment with the EIPS Assessment Policy. Copies are available on the EIPS Website.
- A “reluctant 0%” may be awarded to a student after repeated attempts by a teacher is made to collect an assignment, project etc. This is a last resort.
- Junior High – Pass 50% (students are promoted by grade).
- Senior High – Pass 50% to receive credits (students are promoted by subject).

Correspondence Courses

Students who are taking an Alberta Distance Learning course through the school in an assigned class will be required to pay the tuition and materials deposit fee. Students must complete the course within the semester in order to receive a refund. If a student is taking an ADL course independently, a payment of tuition and materials fee will be required and the student has a year to complete the course in order to receive a refund.

Spare

Grade 12 students are eligible to have one spare based on their credit requirements, with a maximum of 1 spare per year. Grades 10 and 11 are required to take full course loads.

Completion of High School Courses

A student who wishes to drop a class and has exceeded the course drop deadline must have administration approval. A student who stops attending a class without the requisite approval will be considered to be in violation of school policies and will be subject to disciplinary consequences.

Course Withdrawal Dates: Semester 1 – up to November 2

Semester 2 – up to April 11

Course Change Dates: Semester 1 – up to September 12

Semester 2 – up to February 4

High School Diploma

The student must meet the graduation requirements established by Alberta Education including

- 15 credits in senior English
- 15 credits in senior Social Studies
- 10 credits in Math (min. Math 20-3)
- 10 credits in Science (min. Science 24)
- 3/5 credits in CALM 20
- 3 credits in Physical Education
- 10 other credits at the 30 level
- 38 other credits
- **Minimum 100 total credits**

Course Failures

A student who fails a course should meet with the Counselor to discuss options for repeating the course. Summer school enrollment, adult education, or repeating a course to earn a passing grade may be required prior to continuing the program sequence.

Commencement Exercises

Grade 12 students will meet with the counselor during the school year to ensure that they are enrolled in the appropriate courses to meet the requirements for Graduation.

Criteria:

- In the 2012/2013 school year, students entering Grade 12 in September **must** have accumulated a minimum of **80 credits** by February 28, 2013.
- Students must have the necessary required courses or enrolled in the remaining required Grade 12 courses in order to be on the Grad list.

- Any correspondence (ADL) courses beyond the 80 credit requirement, which are to be applied to the aforementioned requirements, must be completed successfully, including the final, by April 26, 2013
- Any student who is withdrawn from the commencement exercises may appeal the decision in writing to the principal, subject to the policies and regulations of Elk Island Public Schools.

Lockers

All students are assigned a locker to be used for the storage of books, school-related materials, and coats or jackets. Students are responsible for their own personal property while in school. This responsibility includes not leaving items unattended and properly securing personal items in their assigned lockers. Students may NOT switch lockers or share lockers.

Lockers and locks provided are the property of EIPS and are on loan to students for appropriate storage of school related materials.

Students are responsible for cleaning out their lockers periodically and at the end of the school year, removing all belongings, and returning all books. Students failing to clean books and materials and/or graffiti from their lockers will be assessed a cleaning fee. Damage fees will be assessed for lockers requiring repairs due to negligence.

NOTE: School administration has the authority to search lockers.

PE Lockers

Students in all PE classes are assigned a locker. These are shared lockers which means students should **NOT** store anything of value in these lockers as theft may be an issue.

Library Services

Books may be signed out for two weeks. Reference books are for use exclusively in the library. Magazines may be signed out for one week.

Students may use school owned materials but they have a responsibility to respect what they use and to not abuse this privilege. Students damaging material, including library books and textbooks will be assessed for damages no matter how insignificant they seem. Each library item, including textbooks are carefully inspected when they are returned. The condition of each book is noted so that when a book is given to another student, we have the history of any previous damage.

Damages are assessed for: damaged covers, water damage, ripped or missing pages, writing or underlining in the book, puncture marks, folded pages where students have turned over a page instead of using a book marker. Pages become torn easily when students use this practice. The librarian will use her judgment when determining the cost of damages.

Printing from computers: Students will be allotted \$10.00 in their computer account at the start of the year. Printing costs - 10¢ for b/w and 25¢ for color per page. Permission must be attained before any color printing is done. When students deplete their account, they will need to purchase additional funds to continue printing. These include

- Class assignments
- Classroom notes
- Items for personal use
- Items for out-of-school functions

Payment must be made before any photocopying will be done.

Students must have teacher or administration approval to work in the library. Students must “check in” with the librarian.

Textbooks must be returned the day of final exams. Students will be charged for lost and damaged books.

Library material – students will be assessed charges for lost or damaged books, magazines etc.

Internet

All students must have a consent form signed by their parent/guardian in order to use the school Internet connections. The school has the right to restrict students from bringing Internet information into the school if it is deemed offensive in any way. Computer usage may be suspended if students are caught on inappropriate sites.

Telephone

A telephone provided by Cougar Council is in the office. Students are to limit their phone calls so that other students may have access. The telephone is not to be used during class time unless an emergency arises or a student is given permission by staff.

Assemblies

From time to time special assemblies will be scheduled. Assembly programs provide students with opportunities in school to learn appropriate audience behavior. Students are reminded of a few basic assembly rules:

- Students will file in by grade level, where teachers will have an assigned seating area.
- Students are a positive audience by being polite and courteous refraining from whistling, booing, or feet stamping. A good audience shows its appreciation by clapping at appropriate times in the program. Students will not climb over seats.

- Students stay seated until they have been dismissed.
- Food and beverages are not permitted in the gym
- After dismissal, students will exit the assembly in a quiet and orderly manner. All assemblies will be formal in nature, a teacher or administrator will direct where students will sit and will direct the exit of students from the gym.

Passes

If students are given permission to leave a class they must have a hall pass from that class. Students with a pass to use the library must stay in the library and follow library rules.

Visitor Passes

All visitors must register in the office and wear a visitor identification pass. Visitors must check out with the office when they leave.

Bulletin Board/Posters

The bulletin boards are to be used for student and school affairs. All notices must be approved and initialed by a school Administrator.

Infirmary

Students may use the infirmary after checking in with the office staff and receiving permission. First aid is provided for students, but **no** oral medication is provided, including over-the-counter medication such as Tylenol. Students will be marked absent.

Athletic Events/School Events

Student behavior expectations and all school rules and responsibilities apply to all school sponsored activities, at VCHS, other schools, as well as public facilities. Students who conduct themselves in an inappropriate manner or break a school rule will be subject to disciplinary action.

Automobiles and Student Parking

Bringing private automobiles, motorcycles, and bicycles to school is a privilege, not a right. Student drivers are subject to provincial and local regulations when operating a motor vehicle on school grounds.

Students are extended the privilege of bringing a vehicle to school as long as they respect the safety and rights of others and abide by the following regulations:

- **All cars must be registered with the Office.**
- **Student parking is limited to the student parking lot.**
- **Students must not park in “student drop-off lane” prior to 8:40 or after 2:30 pm.**
- Student parking is **NOT** allowed in any area designated as staff or visitor parking, or in front of the school at any time.
- Motorcycles driven to school must follow the same rules as outlined for automobiles.
- Unregistered or illegally parked vehicles on school grounds will be subject to towing at the owner’s expense.
- Automobiles must be kept locked at all times. The school is not responsible for items stolen from automobiles or damage to vehicles while in the student lot.
- Items prohibited in school and illegal substances are likewise banned from vehicles.
- Parking lot speed is a maximum of 15 km/hr Students found to demonstrate imprudent driving behavior will be banned from driving/parking on school property.
- During class time students are not permitted to loiter in the parking lot.
- Students failing to follow parking lot protocol may have their parking privileges suspended or cancelled depending on the violation. **DRIVE AND PARK CAREFULLY AND RESPONSIBLY.**

Bus Transportation

Regular transportation to and from school will be provided for all students at specific and regular pickup and drop off points. At all times, students are to conduct themselves in a manner that ensures safety. Students transported to school by school bus need to remember that upon entering the bus in the morning, they are “in school.” Inappropriate behavior on the bus may result in the loss of bus privileges or other disciplinary consequences.

Bus Rules

- The safety of all passengers demands proper behavior.
- The bus driver is in charge, must be treated respectfully and directions must be followed.
- Students will be seated while the bus is in motion.

- Students shall ride only their assigned bus. In emergency situations for child care purposes parent/guardians shall contact Student Transportation to request alternate arrangements.
- Normal conversation is permitted. No shouting or using profanity is allowed.
- Use of personal cellular phones, cameras and recording devices is prohibited on the bus. Electronic games or musical devices which do not emit noise are acceptable for use.
- Do not throw anything in the bus or out of the windows, and keep your hands and head inside the windows.
- Eating or open beverage containers are not permitted.
- No weapons, animals, or illegal substances are allowed on the bus.
- Large projects or bags should not be brought onto the bus.
- Drivers will assign seats, either on a temporary or permanent basis.
- The students responsible for any damage done to the bus will be held financially responsible.
- No fighting or harassment will be allowed on the bus.
- If a student is removed from the bus at another school, the VCHS office will be notified, and parents will be called.
- In extreme situations drivers may notify the police to remove students from the bus.

Inclement Weather Policy

Should inclement weather conditions occur, Elk Island Public Schools (EIPS) will advise parents of bus cancellations using various communication tools, including automated telephone messages, details posted on the division home page (www.eips.ca), in the *Bus Status* section of our division and school websites, on our main switchboard (780-464-3477) and community hotline (780-417-8122), and through local radio stations. We strive to share all information by 6:30a.m.

EIPS believes it is the parents' right and responsibility to make choices for their children based on their beliefs and perceptions of safety during inclement weather conditions. Parents must use their discretion when sending their children to school during inclement weather, even when buses are running and schools are open.

EIPS' procedures state bus service may be suspended when the temperature reaches -40°C including wind chill factor as measured by Environment Canada at 5:00a.m. and/or due to adverse weather or road conditions. Bus service may be suspended on a region-by-region or route-by-route basis. When school bus services are suspended, schools shall remain open to students.

Should weather conditions be extreme or deteriorate during the day in a particular region/area, the Principal, in consultation with the Superintendent/designate may close the school to all students and staff. The Principal, staff and school bus operators must take steps to ensure students arrive home safely when they are dismissed earlier than the regular dismissal times. This includes contact with parents/guardians to ensure students have adequate access to residences.

If unsafe road conditions occur, an individual bus operator has the discretionary power to decide not to operate or to abandon completion of the morning route by returning students to their homes. The bus operator must ensure students have adequate access to residences.

In the event that road and/or weather conditions are extreme, the Superintendent/designate may authorize that staff are not to report for work. For safety purposes, the Principal shall ensure that some staff be at school to temporarily accommodate students who report to school.

For the safety of students it is the responsibility of parents to ensure that:

- Their children are suitably dressed for coping with weather conditions.
- Arrangements have been made for alternate shelter for their child if no one is home.
- Parents who have brought their children to school on days when school bus services are suspended because of inclement weather or hazardous road conditions will be responsible for picking up their children.

Emergency Drills

Periodically the school will hold emergency drills. Because students and staff will never know if a signal is for a drill or a real emergency, each time the fire signal sounds, everyone must vacate the building immediately.

Students out of class when the fire alarm rings should follow the directions posted in the area they are in, and meet their designated teacher in their assigned area outside the school. Students are to remain with their assigned teacher until instructed otherwise.

During a drill or real emergency students may not leave school grounds unless specifically instructed to do so by a school official. During drills, students will be expected to behave in an orderly manner. Pushing, running, playing games, shouting, or other inappropriate behavior will not be tolerated. Students are to remain outside of the building until instructed to return by a school official.

To guarantee safety and accurate student attendance during Fire Drills, students may not enter parked cars. In the event of serious weather conditions or an extended emergency situation involving evacuation procedures, buses will be summoned for student and staff transport to appropriate facilities.

School Emergency Plans

Internal Emergencies

1. In the event of a fire, serious chemical leak, structural collapse, or other like emergency, the following actions shall be taken by school authorities:
 - The school fire alarm shall be sounded.
 - The school shall be evacuated immediately.
 - The Fire Department shall be notified.
 - All occupants shall be moved away from the immediate area of the school building to the Primary Evacuation Area immediately east of the school by the basketball courts.
 - All school occupants shall be accounted for by the classroom teacher, who shall report to the Principal.
 - The Principal shall notify the Fire Department of any unaccounted building occupants.
 - If the situation warrants, the principal may dismiss the students from the school after accounting for all occupants.
 - The Principal may allow students back into the building once the Fire Department notifies him/her that the building has been cleared.

2. In the event of a bomb threat in the school building the following actions shall be taken by school administration:
 - Call the RCMP immediately when a threat is received.
 - Exit routes will be searched before removing people from the school.
 - If there is an apparent, immediate threat of an explosion, the school will be evacuated.
 - All school occupants shall be accounted for by the classroom teacher who shall report to the principal.
 - If there is no immediate threat of explosion, the most common procedure is to search the building and, if deemed required, to evacuate the building.
 - Initial searches are usually made by people who work in the school. The RCMP will assist or take over if necessary.
 - **IF A BOMB OR SUSPECT EXPLOSIVE DEVICE IS DISCOVERED, DO NOT TOUCH IT.** The RCMP Explosives Unit will dispose of the same.
3. In the event of a suspicious intruder/trespasser, the following action shall be taken:
 - Report the suspicious person to the office.
 - Office personnel will approach the person and offer assistance. If there is no response or their reaction is hostile, the RCMP and the School Board Emergency Operations Coordinator should be notified.
 - If there is reason to believe the intruder/trespasser is armed, office personnel will notify the RCMP and the School Board Emergency Operations Coordinator immediately.
Lockdown procedures may be implemented. DO NOT APPROACH THE INTRUDER.
 - All School occupants shall be accounted for by the classroom teacher who shall report to the Principal.

External Emergencies

In the event of a **tornado warning**, the school personnel shall activate the In-House Sheltering Plan as follows:

- Move the occupants away from windows, doors, outside walls or spaces with a large roof area.
- Evacuate occupants to interior hallways, washrooms or lowest floors if possible.
- Protect the heads of the occupants to the greatest extent possible. Cover the head with a towel, etc. to protect from blowing insulation, etc.
- The school will be evacuated only when notified by the Fire Department or RCMP.
- Following evacuation of the building, school personnel will account for all occupants.

In the event of a **toxic chemical release**, school personnel shall activate the In-House Sheltering Plan as follows:

- Stay indoors and move all occupants away from windows and doors to a secure area.
- Keep all doors and windows closed.
- Shut down all air exchange systems.
- Seal all openings (windows and doors) of the secure area with appropriate tape. (Does not need to be done during practice drills.)
- If the gas has been identified, turn off all sources of ignition. Do not operate light switches or electrical appliances.
- Do not vacate the building until notified by the Fire Department or RCMP.
- Following evacuation of the building, account for all occupants.