

SCHOOL MISSION:

To recognize, encourage and celebrate student learning

SCHOOL MOTTO:

To make a difference

School Focus for the Year

Primary

- Academic improvement in ELA and Math
- Independent Work

Secondary

- Homework completion
- Assignment completion on time
- Reduction in Late and unexcused absences

Alonsa School Code of Conduct

- Students will speak and act politely and respectfully to all students and adults. This includes no swearing, threats, name calling, and/or harassment and intimidation towards others in the school.
- Students are to demonstrate respect for diversity at all times. No students are to be bullied, ridiculed, demeaned, isolated, because of race, religion, sex or gender.
- Students in the hallways/classrooms will walk in a safe and quiet manner and keep their hands and feet to themselves. This means that there will be no reckless behaviors such as shoving, pushing and/or running in the halls/classrooms.
- Students will respect the authority of **all school staff** and comply with all reasonable requests.
- Students will be on time for classes and move directly from one class to another.
- Students will regularly come to class with the required materials and prepared to work, to participate, and to complete their assignments on time (lack of preparation means late arrival)
- Students will respect all personal property.
- Students will resolve conflicts through discussion—in person or through mediation

in the office

- Students are not to participate in any violence, alcohol, drug, weapon, harassment, abusive behaviors or blatant disrespect
- Students will respect and maintain the learning environment of the classroom and the school for themselves and other students.

Protocol for Behavioural Infringements

- Level 1 –Teacher warnings
- Level 2 –Teacher withholding of privileges
- Level 3 - Office withholding of privileges
- Level 4 – In-school-suspension
- Level 5 – Out-of-school suspension

Bus privileges follow the similar protocol

- Level 1 – Bus driver warnings
- Level 2 – Bus driver withholding of privileges
- Level 3 – Office removal of ridership privileges

School Bottom Lines for Behaviour:

- Drugs or Alcohol
- Violence, weapons or threats of use
- Repeat participation in incidents of direct or indirect harassment of other students or staff
- Reckless behavior causing injury (physical actions or threats)
- Use electronic devices to harass, ridicule, threaten or violate the privacy and/or confidentiality of students or staff either in or out of school
- Blatant disrespect (swearing, name calling, insolence, insubordination) towards students, staff or the learning environment
- Multiple Level 3 discipline issues: include Repeat classroom disruptions Repeat in-school suspensions (parents will be notified on level 3)

FREEDOM FROM VIOLENCE AND ABUSE POLICY

- This policy applies to all age levels and grade levels of students, staff and parents

Alonsa Student Handbook

- All employees and students within the Turtle River School Division have the right to work and learn in a safe environment. Also students have a responsibility to behave toward divisional employees, agents within the school, and other students, in a respectful and non-abusive manner.
- The School Division and its employees have the responsibility to take those actions deemed necessary to maintain an environment free from physical violence and emotional abuse. (Public Schools Act 96(c)).
- Physical Abuse shall be defined as acts of violence against employees and/or students. In cases where families or property are abused, those cases can and should be reported to legal authorities.
- Emotional Abuse shall include, but not be restricted to, the following:
 - the aftershock of physical abuse;
 - insults, obscene gestures, verbal abuse or intimidation tactics.
 - harassment defined as discrimination and/or prejudice premised on race, culture, religion, ethnic background, gender, life style or physical appearance and/or disability.
- Electronic Abuse shall include but not be restricted to, the following: Derogatory or inflammatory comments, statements, or innuendo posted, sent or retrieved electronically.
- Students have a right to expect that all Division employees will treat them in a courteous, respectful and non abusive manner.
- Students are expected to avoid any and all gang activity. This includes such displays as gang colors, bandanas, tattoos and tag signs.

DRESS CODE:

- Students are expected to wear clothing that is in good taste and shows common sense. Students wearing clothing with vulgar/innuendo statements or obscene or graphic pictures will be asked to remove/cover them. Revealing clothing are not permitted in school.
- The subject of student dress is a sensitive matter. While money is spent on clothes for

school, school is to prepare our youth for the world of work. Therefore, it is an expectation that staff and students wear clothing that would be appropriate for the activity or the work place.

- School is a public place and respect should be shown for all people's values. Clothing should not distract from the education process.
- We ask parents and students to use discretion when selecting clothing for school wear. Some guidelines to follow include:
 - Undergarments should not be visible during school activity. (Male and Female)
 - Tops should cover shoulders and torso.
- Consequences for inappropriate clothing may include the following:
 - Corrective teaching/counseling.
 - The Administration will provide alternate clothing to change into for the day—ie. A large T-shirt.
 - Sent home to change.
 - Communication with parent or guardian.
- Headwear (caps, toques, headbands, bandanas, etc.) are to be removed on entering the school and not worn within the building.
- Outdoor apparel (jackets, bush packs, skidoo boots, heavy boots, sunglasses, etc.) are not to be worn in school. Lockers are provided for storage.
- The school requires that students dress in appropriate attire for gym, such as gym pants, shorts and proper running shoes. No black soled runners. Jewelry and watches should be taken off before classes.
- Cell phone or music players are a privilege when allowed in class at the teacher's discretion. When devices are used, they are to enhance the learning environment not impede it. When used it is only to be used for its intended purpose to enhance the learning. Any abuse will result in the removal of the privilege. Headphones with music players, etc may be used during lunch and breaks in hallways and lunch areas..

LOCKERS:

- Students from Grade 7-12 will be assigned lockers by their home room teacher. Students will maintain their lockers in an acceptable manner. School supplied locks are available for \$3.00. A \$2.00 refund is given at the end of the year. Students are urged to use locks to deter theft. Lockers are school property and as such may be examined/searched at any time by the Principal should there be cause.

EXTRA-CURRICULAR ACTIVITIES:

- Students are encouraged to become involved in school activities which include things like clubs, yearbook, student council, and sports. These activities contribute to character and personality development.

EXTRA-MURAL SPORTS PARTICIPATION

- Sports participations is encouraged for all students of the school. This participation is outside the regular curriculum.
- Students are to sustain performance and effort in their courses in order to remain eligible for participation. All participants are students first and athletes second. Students are to maintain acceptable performance, effort and behavior in order to remain eligible to compete on teams. Students are to complete the class record sheets at an acceptable level in-order to take part in practices and competitions the following week.
- It is up to the student to prove eligibility by regular attendance and completed assignments. Unexcused absences and incomplete work will make a student ineligible for extra-curricular sports participation.
- Students are to attend scheduled practices and games.
- As sports are extra-curricular, students who conduct themselves inappropriately as representatives of this school whether on trips or during competitions will be removed from the competition. Depending upon the severity of the actions, consequences may extend beyond the single sport season in addition to the school bottom line consequences.
- Teachers volunteer their time to coach and supervise activities. Should students not want the teacher who has volunteered then

that sport or activity will be discontinued for that year.

Bus Ridership

- As the school bus ride is the beginning of the school day, students are expected to conduct themselves on the bus as they are expected to conduct themselves in school. However, because the bus ride is a particular type of school activity it requires additional expectations even though it may be used infrequently for sports and field trips for some students.
- Students are to
 - Remain seated while the bus is moving
 - Speak quietly
 - Enter and exit the bus quickly and safely
 - Not distract the bus driver from his job of driving
 - Treat all students and property with respect.
- Consequences:
 - The bus is stopped until the student resumes expected behavior
 - A report is forwarded to the Principal
 - Parents are notified
 - Repeated warnings lead to suspension of bus privileges for a time period determined by the Principal, Bus Driver and/or Head of Transportation.
 - Any damage to the bus will be repaired by qualified people and the bill will be forwarded to the student/parents.

HALLWAYS

- Students are to be in their assigned classes during class time.
- Students that are not assigned to a classroom for a period will work quietly in the Library if there are no classes available.
- Students are not to congregate by exits where student/staff or visitor traffic must travel.
- Grade 7 to 12 students should not to be in the elementary hallways or washrooms.

Alonsa Student Handbook

PRIVATE VEHICLE USE

- Students are not to be driving other students in vehicles during the regular school hours without the permission of the parents of both the driver and the passenger.
- Vehicles on school property are not to be used for purposes that will interfere with the school operations –loud music, late arrivals.
- Students must obey school rules and regulations when on school property regardless of being in a private vehicle.
- There is no student parking assignments.

Students bringing private vehicles to school are required to:

- Drive in a safe manner in the vicinity of the school. Students observed driving in an unsafe manner can lose the privilege of parking on school property.
- Observe the bus loading area on their arrivals and departures.
- Obey the traffic laws regarding buses.

SMOKING/ALCOHOL/DRUG POLICIES

- Turtle River School Division is a smoke-free environment. No smoking including vapping or use of chewing tobacco is allowed on school division property. Violators are subject to penalties up, to and including suspension.
- Turtle River School Division has a very clear policy on drugs and/or alcohol. Using, possessing or being under the influence of alcohol or illicit drugs in Alonsa School is prohibited. Students **suspected** or found using these substances will be subject to the penalties set out in the Division Policy. Violators are subject to a suspension of two weeks up to four weeks as per division policy. Please contact the principal if you wish further information.

DISCIPLINARY ACTIONS

- Incidents of a disciplinary nature are investigated. This investigation includes all those with first-hand knowledge. This process takes time but will be undertaken.

Parents and students are only allowed to know the outcomes of the investigation as it directly pertains to themselves. Confidentiality laws prohibit information about the other parties involved in the

disciplinary actions.

- On Trips:
 - Students are to represent the school when away on field trips, sports trips or sporting events. They are to abide by all school and division policy with respect to acceptable behavior.
- Consequences when behavior warrants action:
 - parents will be notified to pick up the student
 - if there are any costs associated due to the action of the student then the student will be assessed that cost
 - -suspension from field trips and sports will continue for the equivalent of one semester time period. Once the suspension is removed, the student must have parental supervision on any field trips or events involving over-night arrangements.
- Students and/or parents who are unhappy with a particular disciplinary measure taken by the school are asked to observe the following protocol
 - speak directly to the staff member before moving up the hierarchy at each level of the hierarchy, if the issue is not resolved inform the staff member that you are moving up the hierarchy of EA—Teacher—Principal—Superintendent.
- You may appeal any decision after following the protocol.
- Suspensions can be from class up to 2 days, in-school and out of school up to 5 days.
 - From class for disruption of the learning environment or non-participation in the class activity
 - Parents are notified by the teacher
 - In-school: for repeated class suspensions or severe behaviour but not including bottom lines for behavior.
 - Parents are notified by the Principal and a letter is forwarded to the Division Office
 - Out of school: for repeated in-school or for breaching the bottom lines.
 - Parents are notified by the Principal and a letter is forwarded to the Division Office

Alonsa Student Handbook

- Three letters regarding bottom line incidents to the Division Office and the student may be required to appear before the school board for re-instatement.
- Students over the age of 18 are notified that their roles and expectations change as an adult in the school. Adult students are to maintain a higher level of behaviour than other students.
 - --contact about the students progress must go directly to the students
 - --parents may receive information after the student provides written permission for the parent to receive the information.

GRADUATION

Graduation Recognition

- In order to graduate, students must accumulate a minimum total of 30 credits made up of compulsory and optional courses.

REQUIREMENTS:

30 credits are required for Graduation.

Compulsory Courses (17 compulsory credits)

Grade 9	Grade 10
English	English
Math	Math
Science	Science
Social Studies	Social Studies
Physical Education	Physical Education

Grade 11	Grade 12
English	English
Mathematics	Mathematics
Social studies	Physical Education
Physical Education	2- grade level options
1-grade level option	

And 13 additional credits from the options offered ie. Business Courses, Science Courses, Technology Courses, Career Exploration, etc.

Sample minimum in Grade 11 and Grade 12:

English 30S (compulsory) English 40S (Compulsory)
Math 30S (compulsory) Math 40S (compulsory)
History 30S (compulsory) Physical Ed. 40S (comp)
Physical Ed 30S (compulsory)
+ 1 other 30 course and +2 other 40 courses

Students require:

- 5 Grade 11 courses to graduate
- 5 credits at the Grade 12 level.

University Requirements:

For students going on to university most universities ask for:

- A minimum of 30 credits
- 5 credits at the Grade 12 level
- Three different subject areas

Check the admission requirements for the college or university you are planning to attend.

COURSE LOAD/TIMETABLING

- All students from k to 11 must be full time students with filled timetables. There are not unassigned classes (spares) for these students.

All students are regularly checked to ensure that all necessary courses are acquired for graduation in their designated school year

- Only students in Grade 12 may select to not have a full schedule (have a spare period) provided the following conditions are met

Class time is used to complete work in assigned subjects

The student regularly attends the assigned area for the spare period

The student maintains the learning environment of the school

- A part-time student is a student carrying fewer than the minimum number of courses in a semester. Part time students are only on campus for the classes in which they are enrolled. They may be granted permission to participate in sports or other events with permission of the Principal. Part-time students may obtain study help, review, etc. during the school day with permission from the Principal.
- Courses within grade levels are scheduled to not conflict. Courses between grade levels will probably conflict. Course scheduling for individual students may produce conflicts between courses. In general, course conflicts will not be allowed unless there are extenuating circumstances and these exceptions will be at the administration's discretion. Should compulsory/elective courses conflict, the compulsory course will be taken first and any compulsory course at the lower level.

Any high school student who as conflicts making a complete time table problematic will be assigned to a course recovery class

Alonsa Student Handbook

SCHEDULE CHANGES

- Due to the heavy demands of most high school courses, students will have to the end of one cycle of classes (week) at the beginning of each semester to change their schedules. Students must have written permission from their parents. All changes to either pick up a course or to drop a course must be made through the Principal and the teacher with whom they are taking the course.

MATURE STUDENT GRADUATION

In order to graduate, students must

- accumulate a minimum total of 8 credits made up of compulsory and optional courses.
- have been out of school for 6 months
- be 19 years of age

REQUIREMENTS:

8 credits are required for Graduation.

Compulsory Courses (4 compulsory credits)

Grade 12

English

Mathematics

2- grade level options

And 4 additional credits from the options offered ie. Business Courses, Science Courses, Technology Courses, Career Exploration, etc.

ATTENDANCE POLICY

- Parents of students under the age of 18 years are requested to send a note or to phone the school every time a student is absent. Please make sure that the date and the reason for the absence are clearly given. The dates and the reasons for absences will be registered. An office note will notify the teachers affected.
- Parents must notify the school on the day of the absence if a test is scheduled or an assignment is due.
- In cases of long term medical (or other) absences, the student and/or parent should contact the office to have special arrangements made.
- Teachers and administration may refer students to counselors or the attendance officer if, in their professional opinion, the

student would benefit from some form of intervention.

- It is the responsibility of the student to complete all missed work, notes, and assignments assigned on the days of absences.
- Regular attendance at school and class is vital for a student's progress and achievement. All students are expected to be in class. Students with **10 unexcused absences** in any semester courses **may** be removed from the course. Lates contribute to unexcused absences.
- Valid reasons such as medical or dental are considered to be excused. **Most other reasons, regardless of parent consent are not excused.**
- If you have any questions concerning your individual situation, come to the office.

The following procedure ARE TO apply:

- 3 unexcused absences - student will be notified and the teachers will call home.
- 5 unexcused absences – teachers will send a letter to the parents.
- 8 unexcused absences – Teacher will contact parent and Principal will send an official notice of jeopardy.
- 10 unexcused absences - student may be withdrawn from the course. Principal, Teacher, parents and student will meet to determine if the student will remain in the course. If the student is to remain in the course, a contract will be prepared by agreement between the student, parents, teacher and Principal. This contract will specify the conditions the student is to meet in order to remain in the course.
- LATES: 2 lates equals 1 absence for attendance.
 - Late is defined as after 3 minutes from the scheduled class change.
 - Students arriving after the first 10 minutes of class will be considered absent unless there are extenuating circumstances.
 - Lates will be dealt with by the

Alonsa Student Handbook

classroom teacher.

- Unless there are extenuating circumstances, students are expected to attend school a minimum of 80% of the time to be considered eligible to participate in sports and special events. I.e. Field trips, grade competitions. The calculation is determined from the record of attendance from the date of the student beginning school for the year to the date of the event.

INTERNET USE

- Students are required to sign a proper use of electronic equipment form. Improper use of equipment such as computers will result in the loss of privileges. Downloading music, games, or watching videos is NOT considered appropriate.

Consequences:

- Reminder of use.
- Removed for the day from computer use
- Internet history will be retrieved by/from the tech personnel.
- Privileges of computer use revoked for the term

DEPARTURE FROM SCHOOL GROUNDS

- It must be emphasized that leaving school grounds during the regular school hours is a privilege granted to students provided certain conditions are met. Because it is a privilege, the following conditions must be met for the privilege to continue.
 - Students are not late for class
 - Students demonstrate appropriate behavior
 - Students under the age of 18 have parental permission
 - Students under Grade 9 require written permission for specific days
 - Students sign out before leaving and sign in upon returning
 - The privilege has not been revoked by staff for conduct in class
- Notes from parents or a completed permission for is necessary for permission to

be granted

- Due to the different ages and maturities of students different privileges are extended to students of the various grades.
- Grade 9 to 12 students may leave during lunch providing they have parental permission and sign out and in at the office. This privilege can be suspended for misconduct, poor academic achievement or by parental request.

HOMEWORK

- The amount of homework your child brings home will vary from year to year and from class to class. This is due partly because the nature of the courses vary as the students progress through the school years.

Course Expectations

Each course has list of outcomes that students are expected to demonstrate throughout the time of the course. **Students are to demonstrate all outcomes of each course.** Assignments are given so that students can demonstrate those outcomes. When students do not complete assignments than outcomes are not demonstrated and a course credit cannot be granted.

Students have options regarding how to make up for incomplete assignments in consultation with the teacher while the course is in session

- Complete the assignment as given
- Complete a different assignment
- Any missed catch up assignments that will contribute to the student mark are to be completed under the supervision of the teacher.

If a student does not receive a credit there are options based upon the student performance in the class

- A few outcomes to achieve or final marks of 46 to 49, assignments will be provided to complete the missed outcomes
- Several outcomes to achieve or final marks of 40 to 45. Students can take course recovery. They retake the parts of the course were performance was lacking. The time needed to complete course recovery will depend upon the student commitment.

Alonsa Student Handbook

- Many outcomes to achieve or final marks of 39 or less. The student must retake the course as a class or through course recovery when available.

MARKS AND REPORTS

- Students have a right to receive timely reports of marks for completed assignments and tests.
- All marks are to be regularly entered in Maplewood so they are accessible to parents through the Parent Portal.
- Any late assignments will be entered as zero until submitted for evaluation in that way it shows a mark reflective of performance.
- Formal report cards will be issued
 - High School
 - November
 - January
 - April
 - June
 - K to 8
 - November
 - March
 - June
- Progress reports will be issued at the end of each month where there is no formal report
 - September
 - October
 - December
 - January for K to 8
 - February
 - March for High school
 - April for K to 8
 - May

At risk letters will be sent out all students who are at risk in their respective classes or grades. These letter can be at any time but regularly in

October
December
March
May

- Tests and examinations are part of the learning process. All students are required to write them.
 - All tests and examinations are to be written when scheduled.

TEST AND EXAMINATION POLICY

- Tests and examinations are part of the learning process. All students are required to write them.
 - All tests and examinations are to be

written when scheduled.

- Tests missed for a **valid** reason must be made up in consultation with the teacher. Students are to write the test during the agreed upon time and place. Failure to write the test during the re-arranged time will result in a “0” grade for the test. Students are **responsible** to notify their respective teachers of any extenuating circumstances.
- Students guilty of cheating will receive a 0 (zero) and their parents will be notified.
 - Grade 9 to 12 students are required to write final exams in all subjects with only a few exceptions in the option subjects.
 - No exemptions are given. All final exams written are weighted at 30%.
- All Grade 12 students will write Provincial Examinations as required by the Department of Education.
- Supplemental exams: there are no supplemental examinations.
- There are no scheduled mid-term exams. **Cumulative tests or assignments** will be scheduled at a convenient time for the course within 3 weeks of the first and second term mid-term reports times. Each teacher will make their own arrangements for the scheduling of the tests or assignments.
- Each course will have core assignments (Identified) that must be completed otherwise NO CREDIT will be issued.

ALONAS SCHOOL AWARDS:

- Alonsa School has a number of awards to be given at the K to Grade 12 level. The awards are as follows
 - K to 6 awards are based on attaining individual or class goals for the year.
 - Alonsa Citizen Award. This is awarded to students who achieve goals in each of the 4 pillar areas of the 4 Pillar System for each month of the school year
 - Plaque for Grades 7 to 11. One student per grade who has over a 90 average
 - Athlete of the Year – Junior, Junior

Alonsa Student Handbook

Varsity and Senior Male and Female.
Students to be considered for this award
must have passing grades.

NOTE: Any student who has been suspended will not qualify for Athletic Awards, Citizenship or Student of the Year Awards.

Revised September 1, 2016