

# SCHOOL HANDBOOK

2017 – 2018



**“Encouraging Excellence Through a Curiosity for Life”**

5019-50 Street  
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Smoky Lake, AB T0A 3C0

Phone (789) 656 3820 Fax (780) 656 2122 Email [hak@aspview.org](mailto:hak@aspview.org)

Mr. D. Richards – Principal

Ms. L. Lamouche – Assistant Principal

## MISSION STATEMENT

**H. A. Kostash School is dedicated to working with students in order that the students become knowledgeable, healthy, civically engaged, prepared for self-sufficiency, and ready for the world beyond formal schooling.**

**Mission: to provide an engaging education that focuses on learning goals, skill development, character building, and life-long learning.**

## HAK's VISION

This vision includes classrooms with students being actively engaged, teachers and Educational Assistants planning for differentiated needs, and staff involved in their own, ongoing professional development.

### **Our Commitments:**

**Student Learning:** Students will focus on relevant learning experiences that lead to high quality student achievement.

**Staff Learning:** Staff will continue to be reflective, life-long learners, who strive to improve their practice.

**Communication:** We will commit and continue to improve open, active, ongoing and honest communication with students, staff, parents and the Aspen View community.

**Culture and Climate:** Promote and model safe and caring schools that demonstrate respect for our diverse community.

**Social Emotional Needs:** Help all students develop self-awareness and decision making skills to achieve school and life success.

**Physical Needs:** Promote and model active and healthy lifestyle choices.

**Innovation:** We commit to increasing technological literacy and 21<sup>st</sup> century learning, while expanding the practical application of technology in order to enhance student learning.

## **PRINCIPAL'S MESSAGE**

This handbook is designed to outline as many school procedures as possible. Individual teachers may have certain rules that pertain to their own classrooms; however, many of H.A. Kostash School's procedures have been designed so that consistency and fairness are qualities that can be found throughout the school. As times change, rules and procedures change as well. Students and parents will be informed of changes by way of announcements, newsletters, and posts on the school webpage.

If you have any questions or concerns regarding the handbook, please contact me at the school. By working together, we can make improvements to this document that will be beneficial to everyone involved with H.A. Kostash School.

Sincerely,  
Dick Richards

## SCHOOL STAFF

### Administration

Principal Mr. D. Richards  
Assistant Principal Ms. L. Lamouche

### ECS – Grade 6

ECS Miss Gibson  
Gr. 1 Mrs. C. Cunningham  
Gr. 2 Mrs. L. Ponich  
Gr. 3 Mrs. T. Cherniwchan  
Gr. 4 Mrs. G. Purich-Plumb  
Gr. 5 Mrs. J. Ziprick  
Gr. 6 Mrs. A. Romaniuk

### Junior and Senior High

Mrs. K. Feledichuk (Sem 2)  
Mr. K. Fleming  
Mrs. Johnson  
Mr. M. Lalonde  
Ms. L. Lamouche  
Mrs. K. Mykyte  
Mr. B. Pon  
Mr. D. Richards  
Mrs. A. Romaniuk  
Mr. C. Stinson  
Mrs. P. Tychkowsky  
Mr. T.J. Winn (Sem 2)  
Mr. H. Ziprick  
Mrs. J. Ziprick

### Career Counselor

Mrs. J. Ziprick

### Secretaries

Mrs. D. Ketsa  
Mrs. L. Tychkowsky

### Librarian

Mrs. S. Rozak

Educational Assistants

Mrs. K. Chipchar

Mrs. C. Fleming

Mrs. J. Henry

Mrs. B. Jarema

Mrs. R. Losier

Mrs. C. Melnyk

Mrs. J. Murphy

Mrs. K. Pritchard

Mrs. D. Richards

Mrs. P. Zatorski

Colony School Teacher

Mrs. A. Franchuk

Custodial

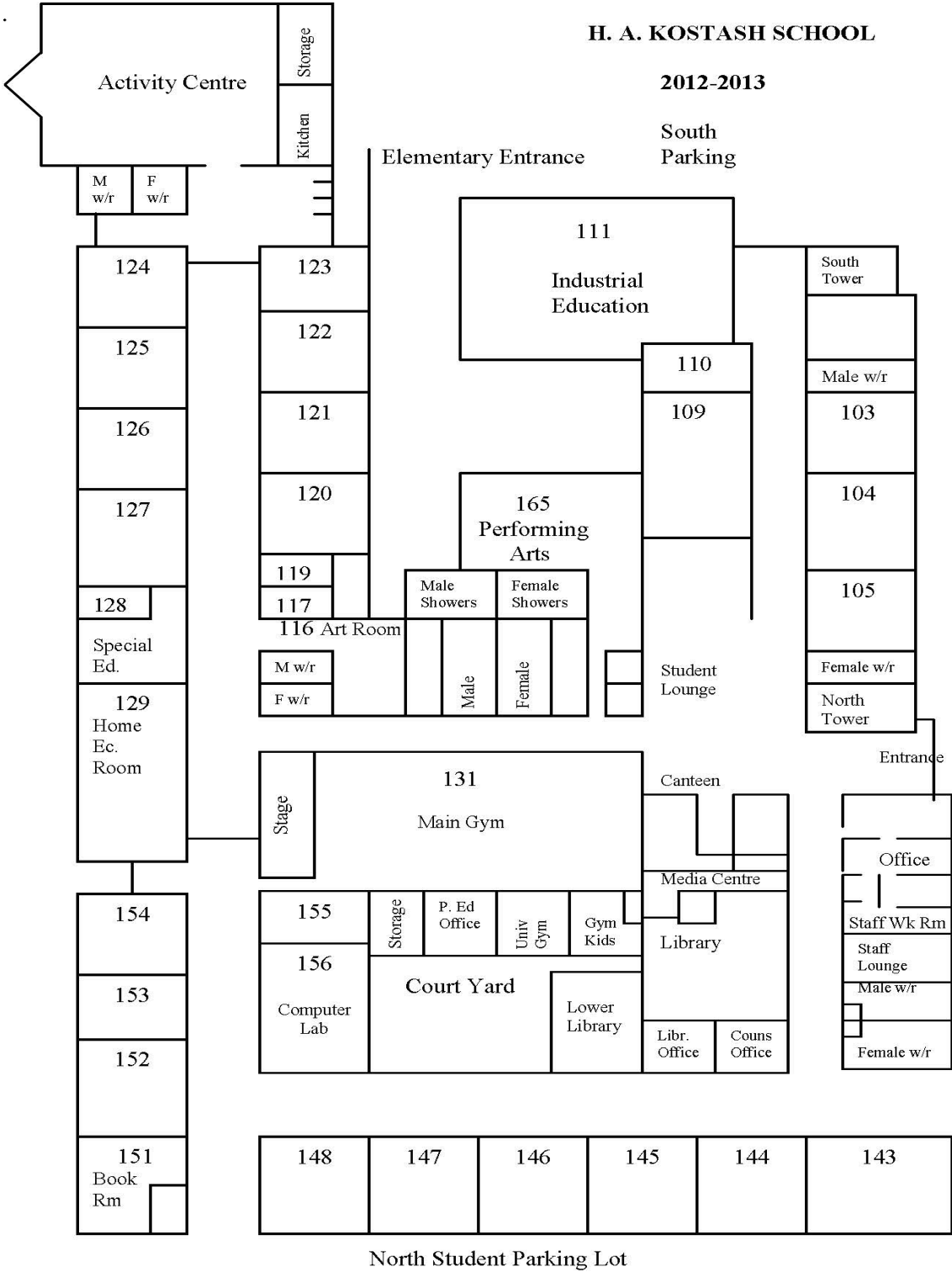
Mrs. A. Bezboridka

Mrs. J. Smith

Ms. L. Gainer

H. A. KOSTASH SCHOOL

2012-2013



## **OPENING EXERCISES**

As per Aspen View Schools administrative procedure 208, O' Canada will be played each morning as part of the opening exercises. Students whose family values or religious beliefs conflict with these exercises may be excused from participating. Please contact your homeroom teacher, who in turn will inform the principal, if you wish to make alternative arrangements.

## **ASSESSMENT REPORTING**

H. A. Kostash has moved to paperless recording of marks. At any time, parents may access PowerSchool. This is a web based program that tracks attendance and student progress. If you have not signed up, contact the school office for access to PowerSchool.

Grade twelve students who are enrolled in courses, requiring them to write a diploma exam, will be able to access their marks on MyPass. Please contact the school office for more information.

Student appeals of teacher awarded marks should be made in writing within one week of regular reports being issued, or within 30 days of the final report card for that course.

## **PROMOTION POLICY**

### **Grades 1-9**

Students are promoted to the next grade level at the end of each school year. If there are concerns regarding the mastery of outcomes, communication should be made between teachers and parents. If necessary, a student may be placed on an Individual Program Plan (IPP). This is a plan designed by teachers and approved by parents. It specifies approaches and modifications that may be used in order to help students achieve success. If parents decide on non-promotion, a written request must be submitted to the principal.

### **High School**

At the high school level students must earn a mark of 50% or higher in order to get credit for the course. A mark of 50% must be achieved before a student can move

on to the next level of the course.

Career and Technology Modules must be **totally completed** before credits will be awarded.

Grade 12 students must achieve a combined school/diploma exam mark of 50% or better to pass the course.

## **FIRE DRILLS**

Fire drills (6) and lockdowns (4) will be held throughout the school year. It is against the law for students to pull a false fire alarm. Suspension from school, criminal charges, and fines of \$500.00 could be the consequences of a false alarm.

During fire drills, students will calmly evacuate the building, move away from the building, and meet at a designated area away from the school. The teacher will take attendance. Under no circumstances will anyone return inside the building until an all clear signal is given.

During lockdowns, students will follow the instructions of their teacher and remain quiet until the all clear signal is delivered.

## **LOCKER AGREEMENT**

Students may use lockers in the school for no charge. Lockers are the property of Aspen View Schools, and at no time become the property of a student; therefore, students may not write on, hang pictures in, or damage the lockers in any way. If lockers are damaged or defaced by the student, then the student will be responsible for any cleaning, repair work or replacement costs. Charges will be invoiced by the maintenance department.

## **INCLEMENT WEATHER AND SCHOOL CLOSURES**

Buses will not run if the outside temperature reaches  $-40^{\circ}\text{C}$  or less. The school will be open, unless the School Board makes a decision to close the school for safety reasons. School closures will be announced on the radio stations whenever possible.

If early departure is necessary due to a blizzard or unforeseen events, parents will be contacted if possible to make arrangements for the care of the child. No child



under 12 will be allowed to return to an empty house. Bus drivers will ensure that someone is at home before dropping off the student.

In an emergency evacuation situation at school, students will be taken to the County Shop, Smoky Lake Complex, or another safe location. The buses will pick them up there. If students must be sent home, every effort will be made to contact parents, and no child under 12 will be sent to an empty home.

## RESOURCE FEES AND TEXT RENTAL

Resource fees at HAK are determined by Aspen View Schools Policy 19. They are due at the beginning of each school year.

These fees stay in HAK School and are used to fund student programs.

The fee schedule is as follows:

### CTS Course Fees

Art Junior High	\$25
Senior High	\$50
Band (if offered)	\$40
Construction Junior High	\$40
Senior High	\$75
Cosmetology Junior High	\$40
Senior High (3 cr or less)	\$50
Senior High (5 cr)	\$75
Drama/Theatre	\$25
Food Studies Junior High	\$15
Senior High (3 cr or less)	\$30
Senior High (5 cr)	\$50
Music Junior/Senior High (if offered)	\$40
Wildlife Junior High (if offered)	\$25
Senior High	\$75

Virtual Courses (3 cr or less)	\$30
(5 cr)	\$75
Kindergarten	\$40
Great Beginnings	\$12 per day

Supplies and materials, such as pencils, pens, binders, calculators and note books are to be supplied by the student.

Textbooks which are damaged or lost while under the care of a student will be paid for by the student.

Grade 10s and 11s are to be registered as full-time students with a full time table.

Any grade 12 students who choose to take distance learning, virtual courses, or spare periods are still registered as full time students and are required to pay the full resource fee.

**Additional Fees**

Fees may be charged for field trips, sports activities, yearbooks, picture plans etc.

**Welcoming, Caring, Respectful and Safe Learning Environments**

Please refer to the School Act, Sections 12, 16 and 45.

Students are entitled to welcoming, caring, respectful and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self.

Section 1(1)(b.1) of the *School Act* states that:

“bullying” means repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual’s reputation.

## **Students**

Section 12 of the *School Act* states that a student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

(f) respect the rights of others;

(g) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;

(h) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means.

## **Parents**

Section 16.2 of the *School Act* states that a parent of a student has the responsibility

(b) to ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment.

## **Bullying Awareness and Prevention Week**

*School Act*, Section 43.1

Section 43.1 of the *School Act* states that:

(1) The 3rd week in November in each year is Bullying Awareness and Prevention Week.

**(2) The purpose of subsection (1) is to promote awareness and understanding of bullying and its consequences in the school community.**

## **STUDENT DISCIPLINE**

### **Philosophy**

Student discipline is necessary for maintaining an effective learning environment, and to assist students in developing self-control and appropriate behavior. H. A. Kostash is dedicated to the overall vision of excellence for each student as well as providing an environment that is safe and conducive to learning. Individuals will not be allowed to interfere with this aim. This policy is in effect for all board sponsored activities in the classroom, on the busses, and during out-of-school events.

### **Supporting Documents**

#### **School Act**

Section 12 of the School Act states that, “A student shall conduct himself so as to reasonably comply with the following code of conduct.”

- a) be diligent in pursuing his studies
- b) attend school regularly
- 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) account to his teachers for his conduct
- f) respect the rights of others

Section 24 of the School Act gives the principal or designate the right to suspend a student from school for violations listed in Section 12.

#### **Aspen View Policy**

According to Aspen View Schools administrative procedure 355, suspension and expulsion shall be considered when a student:

- a) exhibits open opposition to authority
- b) exhibits willful disobedience
- c) habitually neglects duty
- d) uses improper or profane language
- e) engages in conduct potentially injurious to others
- f) willfully damages school property

- g) exhibits behavior that interferes with school or board approved activities
- h) exhibits behavior inconsistent with Section 7 of the School Act

### **Discipline Procedures**

The following procedures and steps are designed to offer a consistent framework under which to administer discipline. The steps are firm, but are not meant to be absolute. Each case must be weighed and acted upon according to the circumstances surrounding it, and the individual student's previous discipline record.

### **Minor Offenses**

Minor offenses include behaviors such as the following:

- a) showing disrespect for others
- b) disrupting class
- c) not working on assignments
- d) being late
- e) littering
- f) being in an out of bounds area
- g) play fighting
- h) being unprepared for class or
- i) having incomplete assignments
- j) minor vandalism
- k) loitering in the hallways
- l) creating a mess
- m) breaking basic classroom rules

Consequences for minor offences, depending on circumstances and severity, may include one or more of the following results:

- discussion with student
- working cooperatively with parents/guardian
- written letter
- loss of school privileges

## **Major Offenses**

Major offenses include infractions such as the following:

- a) dishonesty (lying or cheating)
- b) theft or other criminal offenses
- c) vandalism
- d) required withdrawal from class
- e) intimidation or extortion
- f) smoking on school property
- g) making threats
- h) carrying weapons
- i) false fire alarms
- j) improper use of vehicles
- k) possession or use of drugs/alcohol
- l) insulting students, staff, parents, or guests
- m) fighting
- n) defiance
- o) harassment
- p) swearing at students or staff or swearing in general
- q) throwing objects, especially dangerous objects
- r) not being in compliance with Section 7 of the School Act or Aspen View Public Schools AP 330
- s) obscene or insulting gestures

Severity and history of student conduct will be considered when applying consequences. Students may be suspended. If behaviors are not corrected, a hearing before the discipline committee will be requested with a recommendation for expulsion. Counseling will be requested in an attempt to change behaviors.

## **Vandalism**

Students who vandalize school property or the property of other individuals will be required to make restitution for the cost of the damaged property. The vandal(s) will also be charged for any labor involved in repairing the damaged property. Criminal charges may result in more serious cases; however, all cases will be looked at on an individual basis.

**In School Suspensions** will be spent in a supervised area in the school. The student will serve recess and lunch breaks in the same, supervised area.

**Out of School Suspensions** will be served at home. A suspension prohibits the student, who is suspended, from attending any school sponsored activity such as sports, dances, or meetings; from riding the school bus; or from being on school property. This ban is in effect twenty-four hours a day (including week ends) for as long as the suspension is in effect. Students under suspension who ignore these conditions will be charged with trespassing.

## **Discipline and Extra Curricular Trips or Field Trips**

Field trips, including sports trips, and home and away tournaments are considered an extension of school. Students who participate in sports or field trips are expected to conduct themselves in a manner that conforms to regular school rules.

Students who show a pattern of inappropriate behavior in not conforming with the rules of the classroom may be required to have a parent or guardian attend the field trip with them.

Students who do not observe school rules, bus rules, or the rules of the sport may be excluded from field trips or playing on school teams. The teacher or coach has the right to refuse to include in activities any student, who has had previous disciplinary infractions.

Students who do not represent our school well and do things such as insult students from other schools, verbally abuse speakers, officials or audience members, etc. may be excluded from further sports trips or field trips for up to one school year.

Poor attendance may also result in a student being eliminated from any of these events. Classroom teachers will discuss attendance with students and a final decision will be made at the discretion of teachers and administrators.

Any student on a Board sponsored activity is subject to sanctions including suspensions for any inappropriate behavior. If a student is not passing courses, and it is deemed that the sport interferes with his or her studies, the student may be asked to withdraw from a team.

## **Searches and Interrogations**

If suspected of wrong doing, a student may be directed to empty pockets, knapsacks, purses, desks, lockers, etc. If physical searches are deemed necessary, the police shall be contacted. Any search which is part of a criminal investigation will be conducted by the police or in accordance with the Youth Criminal Justice Act.

Lockers are considered the property of Aspen View School Division and not the property of students; therefore, searches of lockers may be conducted.

Lockers will be made available on the condition that the school reserves the right to search and repossess the locker at any time without notice. The principal may direct a locker to be searched. It is desirable that the student be present when his or her locker is searched.

### **Lateness Policy**

Being late for class without a valid reason is considered disruptive. Students who enter the classroom late distract the teacher and classmates if the lesson is under way. Most demonstrations and instruction occur at the beginning of the class. Students who are late without a valid reason, such as a signed note saying they had an orthodontist appointment etc., will be deemed as being late. A regular pattern of lateness will be classed as being defiant and treated as a major offense. Suspensions will be applied to prevent the student from further disruptions of the class.

A total of five lates in any combination of classes will result in a warning letter being sent home.

Ten lates in any combination of classes will result in a final warning letter being sent home.

On the eleventh late in any combination of classes, a one day suspension from school will result.

Habitual lateness may result in a recommendation to the Alberta Attendance Board.

Note: The suspension periods for lateness may be longer than suggested above if a student has had prior suspensions for other infractions of the School Act, Aspen View Schools administrative procedure 330, or H.A. Kostash's discipline policy.

### **High School Exam Policy**

Students who are absent for exams, without having a valid reason for being absent, may receive a mark of zero.



## **BUS RULES AND REGULATIONS**

Because of the number of students riding the school buses, standards are necessary for the well being and safety of all bus passengers. The following rules and regulations are a summary of Aspen View Schools administrative procedure 356.

1. Students have a right to ride on the bus to and from their school in a safe and quiet manner.
2. Students have a right to carry on quiet conversation with other students in the assigned seating area.
3. Students may eat on the bus with the driver's permission.
4. Students are expected to place garbage in a garbage basket.
5. Students may play audio devices if they use ear phones or head phones.
6. Students will be assigned to a seat by the bus driver, and will sit in their assigned seat when riding the bus.
7. Skate blades and other hard or sharp objects must be covered by protective guards or transported in an appropriate case.
8. Students are expected to be on time for loading and discharge.

### **Student Misconduct Form**

If a student displays unacceptable conduct on the bus, the bus driver has the right to demand better behavior from the student. If the actions of the student are more serious, a Misconduct Form will be completed and discussed with the principal or assistant principal. The principal or assistant principal may suspend any student from the bus who misbehaves while on the bus. Section 19 (2) (iv) of the School Act.

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

Students may be transported in private vehicles to and from extracurricular activities as long as the following conditions are met.

1. A transportation form from policy 551-1 has been completed by the driver.
2. The driver is at least 21 years of age.
3. The driver holds a valid license for the class of vehicle to be used, and a copy of the license is left at the school administration office.
4. The driver's insurance company is notified of the driver's intent, and a minimum of one million dollars of coverage, although a minimum of two million is recommended, is covered in the policy.
5. The parents grant permission for their child to be transported by vehicle.

## **LEAVING SCHOOL GROUNDS**

Students in grades 7 – 12 have permission to leave the school during lunch hours and are not required to sign in or out of the school. If a student must leave during regular school hours, he/she must sign in and out of the school as applicable. It is important that we have accurate attendance to ensure the safety of our students.

Elementary students who are bussed are not permitted to leave school premises without permission. If parents want their child to leave the school premises, they should call the school at 780-656-3820, or send a note with the child requesting permission to leave the school. The homeroom teacher must have confirmation of the parent's request before the student leaves the school grounds. Parents assume responsibility for the safety and conduct of their child once they allow their son or daughter to leave the school premises.

## **LOST AND FOUND**

All school supplies and items of clothing such as boots, mitts, and shoes should be labeled with the child's name. All items found in the elementary wing will be displayed in the wing for a few days and then held until the owner claims it, or until the end of the school year.

Items lost by students in grades 7 – 12 will be displayed in the foyer.

## **BRINGING PERSONAL PROPERTY TO SCHOOL**

Students are welcome to bring artifacts, games, tablets, phones, etc. from home; however, the child is ultimately responsible for the care and supervision of his or her property. It is not the school's responsibility to replace or repair any damage to an individual's toys, souvenirs, sports equipment, video games, tablets, phones, etc.

## **CANTEEN**

During designated times, all students have access to the canteen. The canteen provides beverages, snacks and small meals.

## **STUDENT ACCIDENT INSURANCE**

The School Board has purchased a basic plan of accident insurance covering each full-time student. This plan has been made available at no cost to the students of Aspen View. The basic plan is only in force during regular school hours or any school approved and school supervised activity. Parents may extend the basic plan to cover all injuries 24 hours per day, every day, including summer vacation and other school breaks at their expense. Brochures including price lists, are available at the school at the beginning of each school year.

## **HEALTH SERVICES**

Public health concerns are often referred to the Smoky Lake Health Unit. Phone 780-656-3595 to contact the health unit.

### **Head Lice**

The goal of this procedure is to prevent the contraction and spread of head lice in the school and has been designed in accordance with Aspen View Schools administrative procedure 318.

1. If a trained volunteer suspects a student of having head lice, the student will be removed from the classroom, his or her parents will be contacted, and they will be asked to pick up the child. They can then make arrangements to have the student checked at a health unit. All students in that class will receive a note, asking parents to check their own children for head lice.

Zero tolerance will be adopted for nits or lice.

2. Any student sent home with head lice must be treated with a proven, effective medical treatment before he or she can be readmitted to school. If the student does not have a medical note to prove that he or she has been treated, the student will be checked by a trained volunteer upon returning to school.
3. In the event that head lice are spreading through a class, trained volunteers will conduct classroom checks. All volunteers must have criminal record checks, be discreet, maintain confidentiality, and be trained by a member of the health unit.
4. If a student is found to have lice and will not be returning to class, the teacher will be notified.
5. Students who were absent for a head lice check will be checked when they return to school.
6. Head lice checks may occur whenever deemed necessary by the school.
7. Parents who wish to be present during the check, or have a medical professional conduct the check may do so; however, they must inform the school at the beginning of the year. If the check is completed outside of the school, a note from the medical officer must be produced before the student is allowed to return. If a parent wishes to be present while the check is being completed, he or she must be at school by 9am.
8. Students with confirmed cases of head lice must be checked again after 10 days.
9. Confidentiality is an extremely important factor. People on this team who break rules of confidentiality will be removed from the head lice check team.

## **ACCIDENT OR ILLNESS**

1. In the event of a minor accident or illness which doesn't require moving a student to a medical facility, the student will be treated at the school and parents will be contacted if necessary. Examples of minor injuries include bumps, small cuts and nausea.

2. If the student's condition warrants further medical treatment, parents will be contacted and asked to take the student to a medical facility.

3. If the need for medical attention is immediate, the student will be taken to the nearest hospital, and parents will be contacted. Examples of injuries requiring immediate medical attention include broken limbs, severe cuts and severe allergic reactions.

4. If the need for medical attention is immediate, but the student should not be moved without professional medical help, and ambulance will be called. Examples of these injuries included unconsciousness or back injuries.

### **ADMINISTERING MEDICATION**

Aspen View Schools administrative procedure 316 is summarized below:

1. Requests to administer medications to students during school hours shall be in writing, using the forms available at the school.
2. No employee shall administer medication unless condition #1 has been met.
3. All medications shall be kept in a secure location.
4. The principal shall keep a record of all medications administered.
5. The parent shall advise the principal immediately, in writing, of any changes in medication or medication scheduling.
6. Students who bring medicine to school for self-medication are responsible for storage and administration of these medications.
7. It is the responsibility of the parent or guardian to make arrangements for the transportation and dispensing of medication if the child is on a field trip or extra curricular activity. Please make these arrangements prior to the activity.

### **SUPERVISION OF ELEMENTARY STUDENTS**

Bus supervision is provided during arrival and dismissal of students. Students are supervised before morning classes (8:30 a.m.), recess and noon breaks. Classroom teachers supervise the dismissal of students from their respective classes. All students are expected to go directly home upon dismissal. In the occasional event of a child being detained at dismissal time, the parent or guardian will be notified.

## **SCHOOL COUNCIL OPERATION**

Each year parents will be given the opportunity to form a School Council which will act in an advisory capacity to the school principal and the board. A meeting will be held prior to October 30 of each school year. The majority of parents attending this meeting will decide whether or not to form a school council *or* an advisory committee. A minimum of seven parents is required at the first meeting before a council can be officially established.

## **WAIVERS AND PERMISSION FORMS**

Parent or guardians registering students in school will be asked to sign permission forms. The first is in relation to the *Freedom of Information and Protection of Privacy Act* (FOIP). Parents/guardians must sign the form in order to allow student work to be displayed in the school. This allows a poster or a piece of art work to be displayed.

The second permission form allows for students to take walking field trips such as to the local fire hall, to the skating rink, etc. Any trips requiring transportation will be dealt with on an individual basis. Each one requires parental permission.

The third is the computer acceptable use agreement.

The fourth form is for any students taking Theme 5 in health class.

## **COMPUTERS AND NETWORK POLICY**

The use of the internet at school is a privilege granted to students. It is not a right; therefore, the use of the internet may be removed if students violate the terms of the agreement. Students at H. A. Kostash School will adhere to the following guidelines:

1. No software of any kind will be installed on a computer in H. A. Kostash School other than by the designated system administrators.
2. a) Programs from the public domain on CDs or memory devices may not be run at any time without permission of the supervisor and the proper copyright approval.  
b) Only CDs or memory devices containing data files and documents created by the student at school or at home may be permitted in the school.

3. All printing must have prior approval of the supervisor.
4. Absolutely no food or drink is permitted in the computer lab.
5. Internet users will follow the following guidelines:
  - a) Students will not log onto any site which requires a paid subscription or has a charge associated with it. Offenders will be responsible for paying any charges.
  - b) Students will not search for or log onto any site which contains pornography, violence, or material which is inappropriate for a school setting.
  - c) Students will not misrepresent the school through e-mail, nor will e-mail messages be transmitted which contain words or subjects which break school rules.
  - d) Viewing, downloading, or transmitting materials which break Federal or Provincial law, or break Aspen View policies is not permitted.
  - e) All email sent or received on a school computer is considered school district property and may be accessed by school personnel.
  - f) The school does not guarantee the reliability of the data connection and does not verify the accuracy of all information found on the internet.
  - g) All students must sign an “Aspen View Schools; Parent Permission Form and User Agreement.”
6. Vandalism of computers or network system ware through intentional damage; careless or neglectful use; or by the loading or viruses or unauthorized software will be paid for by the user. This will include parts and labor.
7. The use of the school network and the Internet is a privilege not a right. Any infraction of the rules will result in the loss of the use of the network.

### **TECHNOLOGY USER AGREEMENT**

Each student and parent is required to sign a user agreement regarding the proper use of the internet.

## **VIEWING OF RECORDS**

Student records are open for viewing by parents or guardians. They can be viewed by making an appointment with the school secretary or the principal.

Personal information will not be released to any other individuals or agencies other than legal guardians with the exception of basic information required by Aspen View Schools or the Department of Education.

Information will be released in accordance within the guidelines set out in the Freedom of Information and Protection of Privacy Act.

## **APPROPRIATE DISPLAYS OF AFFECTION**

Student couples must observe a level of discreteness in the school. Kissing, extended hugs, sitting on each other's laps, etc. is not seen as appropriate in the school setting.

## **DRESS CODES AND REQUIREMENTS**

Students are free to wear clothes of their own choosing provided the following criteria is met:

1. Students shall wear tops; shorts, pants or skirts; and shoes at all times. Shoes are necessary in case the building has to be evacuated.

Open back tops, tie tops, halter tops, short belly shirts, tube tops, or bandeaus should **not** be worn to school. Skirts and shorts should be longer in length than the lowered arm and hand. If a staff member finds a student's dress inappropriate, the student will be asked to change, add layers of clothing, or arrange for replacement clothing.

2. Clothing with swear words; rude expressions or pictures; or depictions of drugs, alcoholic beverages, or pornographic material shall not be worn in school. Students who wear such clothing will be asked to change.
3. Clothes suitable for running and exercising should be worn during physical education. This would include T-shirts, sweat pants or shorts and shoes.
4. All shoes jackets and mitts, etc. should be labeled with some form of identification that the student can use to identify lost or stolen property.
5. Hats or other head gear such as bandanas may not be worn in school.



6. Shoes which leave marks on the flooring will have to be removed by the student. When purchasing shoes, test them to make sure they do not leave scuff marks. Black soled runners, girls dress shoes, and sandals can be especially bad for marking floors.
7. Suitable footwear should be worn according to weather conditions. All students are asked to remove wet or muddy footwear at the entrances. Shoes or slippers are to be worn at all times while in the building. This is not only for health reasons, as fire drills or real evacuations may occur at any time.

## **OUTDOOR POLICY**

Elementary students will be asked to go outside during their lunch break provided the weather is not inclement. Students should be dressed appropriately for the weather in order that they may play outside.

## **STUDENT COUNCILS/LEADERSHIP**

The **Junior** and **Senior High** students have an opportunity to help organize student activities. These activities may range from spirit days to mentorship. These groups will be supervised by a staff member and encouraged to be ambassadors for our school.

Students with a record of misbehavior or poor attendance in school may lose the right to attend school activities such as dances, performances, sporting events, etc. if the staff or coaches feel that the student might have a negative influence on the event.

### **Student Dances: Governing Rules**

1. Dances are school sanctioned events, therefore, all school policies and rules are in effect.
2. Doors will remain open for only a certain period of time (usually 7:30 – 9:00p.m.). Students may not enter later than 9:00 unless pre-arrangements with a teacher supervisor have been made prior to the dance. The student must provide an expected time of arrival and a reason for being late with his or her request for late admittance.
3. All guests must be pre-registered with a teacher supervisor prior to the end of the last school day before the dance.
4. All volunteer supervisors must be approved school volunteers.

## **STUDENT VEHICLES**

Students who are licensed to drive may bring vehicles to school provided that all laws and school rules are obeyed. Students who break the law will be reported to the police.

There are legal implications with students who transport themselves to and from the school. Once the student leaves the school grounds in a vehicle, the parent must assume responsibility for the student. Busses have the right of way. No student vehicle shall cut in front of a school bus.

Students are not allowed to sit in vehicles or loiter in the parking lot during breaks.

Students may not transport other students to school sponsored events/activities. Parental permission is required for students to transport themselves to any school sponsored events/activities. Failure to follow the rules may result in the loss of school parking privileges.

Inappropriate or dangerous driving will result in loss of parking privileges.

Students who park on school property in areas other than the student parking lot may have their vehicle towed away and be charged for the towing fees.

## **SPORTS PROGRAM**

HAK is active in sports. The school promotes athleticism through an intramural program in grades 4-12, a physical education program, and inter-school athletics.

## **AWARDS DAYS**

### **Elementary Awards**

A variety of personal awards are given out on a monthly basis at an elementary assembly.

The top student in each achievement test receives a pin and certificate from the Aspen View School division in October.

### **Junior High Awards**

Junior high awards will be presented at an awards ceremony in September of the following school year. Junior high awards will be based on the student's final report card in June.

Honors for junior high students will be based on an 80% or higher average in the core subjects of math, science, social, and language. Merit awards require a mark of 75% to 79%.

Awards may also include individual course awards, sports awards, citizenship awards, most improved student awards, arts awards and achievement test awards. Criteria for these awards will be established by the teacher(s) of the course.

### **Senior High Awards**

Awards for each school year will be presented the following September at an awards ceremony.

All awards will be based on students attending classes taught at H.A. Kostash School. The Extranet Course Printouts from Alberta Learning will be used to determine the student's eligibility for awards.

In any course where a government exam is mandated, the blended final mark will be used for individual course awards and in the computation of a student's academic average.

Students attaining an Honors standing (80% and above) in any subject will be recognized for their achievement. In CTS courses, the mark will be the average of the modules completed in the semester.

GRADE 10	GRADE 11	GRADE 12
English 10 Social 10 Pure Math 10 Science 10	English 20 Social 20 And top three marks from: Pure Math 20 Physics 20 Chemistry 20 Biology 20	English 30 Social 30 And the top 3 marks from: Pure Math 30 Physics 30 Chemistry 30 Biology 30

For the calculation of Merit averages (75% to 79%), the criteria mentioned above will be used.

Awards may include the following:

- Honors awards (80% or higher) (excluding special projects and work experience)
- Sports awards
- Specialty awards

A \$300 award will be given by Aspen View Schools to each grade 12 student who has achieved an average of 80% or higher based on the criteria in Administrative Procedure 370 .

The students' average must be based on the highest marks earned in Grade 12 level courses in a minimum of 25 credits. Five of these credits must be in English. Special Projects and Work Experience are excluded.

All eligible courses must be for a minimum of 5 credits each. In the event of 3 credit courses, two may be combined and will be considered as a 5 credit course. CTS modules bundled in 5's at the 30 level will also be eligible.

The Division shall provide annually a gold watch to those Grade 12 students graduating from a Division high school who obtain a 90% or higher average in Aspen View Schools.

Rutherford Scholarships, from the Alberta Government, are available to students in grades 10 – 12 for academic excellence.

## **COUNSELING SERVICES**

Our career counselor, Mrs. Jennifer Ziprick, is available to meet with students. Due to time tabling constraints, students are required to book an appointment to discuss their needs.

## **GRADUATION REQUIREMENTS**

In order to graduate from high school, a student must obtain 100 or more credits. The following criteria must be met:

- English 30-1 or 30-2
- Math 20-1, 20-2, 20-3, or 20-4

Social 30-1 or 30-2

Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20

Physical Education 10

CALM 20 or Life Skills

10 Credits in any combination: CTS; or Fine Arts or Second Languages; or PE 20 or 30; or Knowledge and Employability; or Registered Apprenticeship courses.

10 Credits in 30 level courses other than English and Social: courses can include CTS at the 3000 level; or 35 level work experience; or two 35 level Apprenticeship courses.

Eligibility to graduate will be determined at the beginning of September each year once grade 12 diploma results have been received.

### **PROM ATTENDANCE REQUIREMENTS**

Students who plan to attend prom in their senior year must be registered grade twelve students. A grade twelve student is someone who has eighty credits at the end of his or her grade eleven year. With full timetables in grades ten and eleven, a student should earn a minimum of forty credits per year.

### **WORK EXPERIENCE PROGRAMS**

Students may earn credits through work experience in the school or at a place of business. The student must be registered as taking work experience and a suitable placement must be found. **A career module and safety courses are pre-requisites.**

### **GREEN CERTIFICATE PROGRAM**

Students may work on a farm, including the family farm for credits. This program must be registered for through the school.

There are several Safety Modules that must be taken in conjunction with this program.

## **REGISTERED APPRENTICESHIP PROGRAM (RAP)**

This is a program in which students spend part of their time in school and part in industry as registered apprentices in one of Alberta's 52 designated trades. Students enrolled in RAP courses are considered full-time high school students and registered apprentices. The hours that the student spends at work with a certified journeyman are credited toward apprenticeship.

Compulsory safety modules are a component of this program.

## **Online Programs**

Students are encouraged to take courses through the regular school program. If distance education courses are applied for by students, they can be arranged through the school. The student must pay for the course up front (Performance Bond). If the student passes the course, the money will be refunded by the school. If the student fails to successfully complete the course, the student will lose his or her money as no funding will be received by the school for credits earned.

## **FINAL EXAMS AND ACHIEVEMENT TESTS**

All grade 6, and 9 students will be required to write achievement tests at the end of June. These tests must be written on the day scheduled by Alberta Learning. Students in junior high and high school will be required to write final exams at the end of core courses and other courses as set out by teachers. These exams must be written at the scheduled times as set out by the staff at HAK. Students who miss final exams for reasons other than documented medical or crisis situations will be assigned a mark of zero for the exam and the final mark for the course computed accordingly.

## **CELL PHONE AND DEVICE USE**

Background: If used responsibly, electronic devices such as cell phones and tablets can be very useful tools. They are important during emergencies, for research, and for sharing information needed to complete assignments. Unfortunately, there are many negative uses for electronic devices which become a distraction to many students. They can be improperly used for communicating ideas not related to classroom activities, playing electronic games, and for cyber-bullying. Thus, a policy that provides for proper use of electronic devices is required and needs to be followed.

During an exam, no student shall have access to cell phones, pagers, mp3 players, personal devices, electronic dictionaries, or electronic storage devices of any type (digital or analogue) unless that device has been approved in advance by the test administrator as being part of a test accommodation. During the exam, all electronic devices not approved by the test administrator must be turned into the teacher/administrator or locked in the student's locker. All calculators having electronic storage ability are to be cleared by the instructor prior to writing an exam requiring that calculator's use.

The classroom teacher may allow the use of electronic devices for certain assignments. If permission is given by the instructor, the device shall be used only for the purpose outlined by the teacher.

Cameras, video cameras, cell phones, tablets, and electronic devices having cameras are not allowed in the washrooms or change rooms. If pictures are taken during a class, they must be with the prior approval of the instructor and permission must be obtained from each of the individuals who may be a subject in the photograph.

Students who do not follow the rules and procedures outlined above, shall have their cell phones or electronic devices confiscated. Consequences may include parents picking up the device or those as seen in major offenses.

## **FIELD TRIP ATTENDANCE**

Unless a student is excused from the trip for acceptable reasons, or is withdrawn from attending due to discipline or attendance concerns, then the student should attend educational field trips.

Fees may be charged for a field trip. If a student cancels out on the field trip, funds collected for the trip may or may not be refunded. If advance tickets were required when the trip was booked, refunds will not be given by the school.