

Policies (No Handbook)

Attendance

Regular attendance at school is essential if educational benefit is to be maximized. Responsibility for maintaining acceptable attendance rests with the parent and/or the student. The school has a responsibility to keep the student and parent regularly informed of attendance requirements and status. Procedures utilized in connection with student attendance shall be in accordance with the laws of natural justice. The main purpose for pursuing attendance problems must be with the intent of improving attendance and encouraging students to remain in school. The Division has recourse to the Provincial Attendance Board.

Procedures

1. Students shall attend every class.
 - 1.1 A Principal may excuse from attendance any student whose absence is:
 - 1.1.1 The result of participation in a school activity authorized by the Principal; or
 - 1.1.2 Previously arranged with and acceptable to the school administration.
 2. Student attendance shall be monitored on a daily basis.
 - 2.1 Each school shall record the attendance of each child on at least a daily basis.
 - 2.1.1 A record of excusable and inexcusable absences shall be maintained for each student;
 - 2.1.2 Responsibility for proof of excusable absence rests with the parent or legal guardian, or with an independent student; and
 - 2.1.3 Where a student and/or parent or legal guardian has been advised of an inexcusable absence, they shall have three days from receipt of the notice to provide proof that the absence was excusable.
 3. In dealing with student absenteeism the following sequence of events shall occur. These steps reflect the shortest route possible, not the required time frame. Sufficient time must be provided between each step to allow for adequate communication and adjustment in behaviour.
 - 3.1 Step 1 - The student and/or the parent or legal guardian shall be advised of the attendance record, the procedures and potential consequences of further truancy.
 - 3.2 Step 2 - The student and parent or legal guardian shall be advised of the inexcusable absences and reminded of the potential outcome.
 - 3.3 Step 3- The school shall do at least one of the following:
 - 3.3.1 Meet with the student and parent or legal guardian;
 - 3.3.2 Advise the parent or legal guardian of the situation by signature mail; and/or
 - 3.3.3 Require the student to consult with counselling or community support services;
 - 3.3.4 Suspend the student.
 - 3.4 Step 4 - Proceed with one of the following and confirm the action by signature

mail.

3.4.1 For a student under the age of 16, the Principal may refer the matter to the Superintendent.

3.4.2 After attempts by the Superintendent to enforce attendance have not been effective, the Superintendent may refer the matter to the Provincial Attendance Board.

3.4.3 For a student 16 years of age or older, the Principal will request the withdrawal of the student. Where the student refuses to withdraw, the Principal may recommend to the Board through the Superintendent the student's expulsion from the appropriate course(s).

Extracurricular Program

During the school year, students can get involved in a host of activities in addition to their academic studies. We encourage all students to participate in one or more of the extra curricular programs. With active participation and support from staff and parents, an extra curricular activity can have a tremendously positive influence on a child's learning and life. Activities include, but are not limited to, the following: band, drama, volleyball, basketball, badminton, cross country run, track & field, student's council, cross-country and downhill skiing. Best of luck to all students as they choose activities of interest to them.

Physical Education

Nelson Heights School follows the outcomes as set forth by the Provincial Government. The Physical Education staff continuously promotes a lifelong learning approach to physical recreation and activity. Healthy choices and lifestyles are encouraged. Students have opportunities to try various cooperative games, individual pursuits and team sports. Extracurricular activities range from cross-country running to traditional team sports. Students can also partake in collaborative teams for specialized events such as road racing and mountain bike riding. Students @ NHS have a wide variety of options and the Physical Education program continues to evolve to meet our students' needs.

Allergies, Medication at School

Division policy prohibits any teacher from administering medication to a student. If your child requires medication during the day, he/she must self-administer the medicine or parents will have to make arrangements to drop into the school to assist the child in taking the medication. It is beneficial to the teacher to know if a child has any disabling conditions or allergies. Please discuss them with your child's teacher and notify the school.

Use of Personal Communication and Recording Devices

Modern communication and recording devices include, but are not limited to, such items as cell phones, hand-held PDA's, video camcorders, MP3 players. These devices add significantly to students' ability to communicate with others and/or record information and events. These devices when misused can also provide significant disruption to classroom proceedings, violate privacy, facilitate academic dishonesty, and detract from the safe and caring atmosphere established by the school.

Students shall refrain from bringing cell phones into the classroom. Receiving cell calls, text messaging, or using cell phone integrated recording devices are not permitted.

Ringling or vibrating cell phones are notable disruptions to the classroom. Classrooms are equipped with telephones, and important calls from parents will be routed through the school system.

Any technology that facilitates the recording of sound, pictures, or moving images (i.e. camcorders, cell phones with cameras) are expressly forbidden in washrooms, the physical education change rooms, or any other place where individuals may be in a state of undress.

Any devices capable of storing information (i.e. cell phones, PDA's, calculators) are not permitted in a testing area unless expressly indicated by the teacher. (i.e. graphing calculator for math) It is the responsibility of students in possession of these devices to declare them in advance of any administration of a test or face questions of academic dishonesty.

Using devices capable of recording and uploading images to the Internet which violate the privacy of an individual, humiliate or intimidate an individual, or is injurious to the moral tone of the school, is not permitted. Students uploading images to the Internet are deemed wholly responsible for such content and complaints will be dealt with using the Student Code of Conduct. Serious or criminal violations will be dealt with by legal authorities as appropriate.

Students misusing personal communication and recording devices may have these devices confiscated for up to and including the remainder of the school year. Students misusing personal communication and recording devices will be disciplined using appropriate sections of the Student Code of Conduct

1. Office pick up after school
2. Office parent pick up
3. Office parent meeting.

Student Locks

Lockers are available for students in Grades 5-8. Students with lockers are provided with locks, which must be returned at the end of the school year. Students, who lose their locks or turn in locks other than the ones they were assigned, will be asked to pay for the missing locks. We encourage students to look after their locks and not share their combination with other students. Also, parents should be aware that no key type locks are permitted on school lockers. The office requires a record of all locks and combinations in the event that access to a student locker becomes necessary by the

administration. Division Policy: IFG - student interrogations and searches will be followed if access to student locker becomes necessary.

Fire Drills/Security Checks

Fire drills/security checks are executed in the school several times during the year. Children are expected to know the routine and practice procedures in a calm, orderly manner. All children are encouraged to wear indoor shoes in case the alarm goes off. No child is allowed back into the building or out of their room (security check) without approval from administration.

Skateboards/Bicycles/Scooters

Due to liability concerns and recommendations from the ASBIE (Alberta School Boards Insurance Exchange), skateboards will not be permitted for use at NHS during school hours. Students are permitted to use them for transportation to school, and are asked to drop them off at the office for storage and pick up after school. Even with the use of helmets, the ASBIE considers skateboard usage 'a high risk activity requiring careful considerations of risk factors, and are not for every grade or student'. Supervising this type of activity requires special skills and training that teachers do not have. Bicycles must be locked/chained to the bike racks provided.

Academic Awards

Three times each year, based on term one, two and three marks, students in grade five - eight who achieve over 80% in each of their core courses (Humanities, Math, Science) receive certificates recognizing their academic successes. All students are eligible to receive these certificates. Students who have achieved honors marks in all three terms are eligible for medals which are presented at a year end ceremony on the last day of school.

School Dress Code

Parents and students are encouraged to assist staff in maintaining a dress code conducive to the promotion of a positive learning environment in the school. For example:

- 1) T-shirts with inappropriate slogans or label are not permitted.
- 2) Shorts, skirts, halter tops, tank tops, muscle shirts that expose undergarments and/or tops that inappropriately expose parts of one's body are not permitted (eg, shirts which expose the midriff).
- 3) Excessively torn or tattered clothing must not be worn in school or in gym classes.
- 4) No hats of any kind are to be worn during school hours other than the designated "hat days".
- 5) Clean, non-marking, dry footwear must be worn indoors at all times. A pair of non-marking indoor running shoes must be kept at school for physical education classes.

- 6) Students at NHS have school sanctioned gym apparel (black T-shirt and shorts with NHS logo), which can be purchased at the school. If students do not wish to purchase school gym apparel, they are expected to wear black T-shirts and black shorts for physical education.
- 7) Shorts, skirts, halter tops, tank tops and muscle shirts are allowed seasonally. Fashionable trends are acceptable as long as approval has been set forth by staff.
- 8) Perfumes, cologne and body mist must be used in moderation.