

# **Bonnyville Centralized High School**

**4908 49th Avenue**

**Bonnyville, Alberta**

**<http://bonnyvillecentralizedhigh.ca>**



## **Student Handbook 2018-2019**

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## PRINCIPAL'S MESSAGE

On behalf of the staff, I take pleasure in welcoming you to Bonnyville Centralized High School. We are excited to have you here. The goal of BCHS is EXCELLENCE and reaching this goal is a joint effort on the part of the students, teachers, administrators, parents and community. BCHS students are expected to display strong character and to demonstrate respect for others. When all is said and done, the real quality of a school is based on the quality of the students. One of our goals is to help you succeed academically, while at the same time helping you become a person of character - a person committed to becoming a positive and productive member of the community. Make a commitment to excellence in all that you do. Always do your best. With a team effort, we will be able to continue with the positive traditions of BCHS and continue to make our school great!

This handbook is published to assist students, parents and staff in learning and understanding the expectations, policies and daily operations of BCHS, Northern Lights School Division and Alberta Education - all organizations dedicated to making student learning and success a priority. It contains expectations to make our school the best, safest, most comfortable and positive school it can be for everyone who walks through our doors. The rules in this handbook can be covered by simply adhering to the basic principles of honesty, respect, empathy, compassion, tolerance and understanding.

To the students of BCHS we say, "Come inside the school and meet your friends, parents, support staff, teachers AND administration, partners in a rewarding and fulfilling journey - creating pathways to success and linking learning to life in all that you do! We are truly happy you're here with us to share the journey!"

I look forward to a great year with you!  
Mr. Baker

*\*During the course of a school year, policies are sometimes revised, added or deleted. Any revisions to policies during the school year will be posted on our website which can be accessed at <http://bonnyvillecentralizedhigh.ca> . You will also find daily announcements and many features beyond what are provided in this handbook. The information contained within this handbook is specifically for students, and parents or guardians of students attending Bonnyville Centralized High School.*

### BELL SCHEDULE FOR 2018-2019

Signal Bell	8:45
<b>BLOCK 1</b>	<b>8:50-10:15</b>
Break	10:15-10:25
<b>BLOCK 2</b>	<b>10:25-11:50</b>
Lunch	11:50-12:30
<b>BLOCK 3</b>	<b>12:30-1:55</b>
Break	1:55-2:00
<b>BLOCK 4</b>	<b>2:00-3:25</b>



## SCHOOL WEEK

The Northern Lights School Division calendar includes Family Fridays. Family Fridays are occasional Fridays when students do not have to attend school. Often, the purpose of the Family Friday is to provide an opportunity for teacher in-services. The regular school day (class time) is extended to accommodate these days when students are not in school. Parents and students can access calendar information at [www.nlpsab.ca](http://www.nlpsab.ca) or <http://bonnyvillecentralizedhigh.ca> .

## VISITORS TO THE SCHOOL

Please be advised that **schools are NOT public buildings**. They are private and owned by the School Board, and thus are not open to anyone without specific business to do with the school. In an effort to ensure the safety of all students and staff of Bonnyville Centralized High School, **we require ALL visitors to the school to use the main entrance and to make their presence and business known to an adult working in the general office. Guests MUST sign in and receive a guest pass to be in the school.** Office administration will determine whether the guest can proceed further into the school. People who are in the building without having followed appropriate procedures will be asked to leave and may be charged with trespassing. *A visitor is anyone who is not in the building as a student, scheduled parent volunteer, or employee of Northern Lights School Division.*

## GUESTS

BCHS prides itself on being a welcoming and inviting place to be. At the same time, our focus is to assist our students in learning to the best of their ability. Because this is a workplace for our students and staff, we do not allow students from other schools, cousins, or other relatives and friends visiting from other places to "spend the day."

## EXPECTATIONS OF STUDENTS AT BCHS

We, at BCHS, encourage **MORAL INTELLIGENCE** and the **essential virtues** that it encompasses.

We ask our students to

- be honest always;
- have empathy for others;
- be of good conscience;
- exercise self-control;
- respect themselves and others;
- be kind;
- show tolerance; and,
- be fair to themselves and others.

## REQUIREMENTS FOR STUDENTS' CONDUCT - ALBERTA SCHOOL ACT, SECTION 12

A student shall conduct himself/herself so as to reasonably comply with the following code of conduct:

- be diligent in pursuing his/her studies;
- attend school regularly and punctually;
- co-operate fully with everyone authorized by the board to provide education programs and other services;
- comply with the rules of the school;
- account to his/her teachers for his/her conduct;

- respect the rights of others

## RIGHTS AND RESPONSIBILITIES OF STUDENTS

As a student attending Bonnyville Centralized High School,

- you have the **right** to a quality education. It is your **responsibility** to attend school regularly, to be punctual, to be prepared to learn and not to interfere with the instruction of your teachers or the learning of your fellow classmates;
- you have the **right** to fair and respectful treatment. It is your **responsibility** to treat adults and students with respect and politeness, to use appropriate social skills and to follow school expectations;
- it is your **right** to have an orderly, structured and safe learning environment. It is your **responsibility** to follow school rules and to refrain from threatening or hurting anyone by actions or by words;
- it is your **right** to have fair and objective evaluations. It is your **responsibility** to submit completed assignments on time, to study for tests and to use time effectively;
- you have the **right** to be treated without discrimination based on race, national or ethnic origin, colour, religion, sex, sexual orientation, age, mental or physical disability or prior family knowledge. It is your **responsibility** to refrain from practicing discrimination against others.

## STUDENT APPEALS

As a student, you have the right to appeal marks, if necessary. See Student Appeals flowchart online and administrative procedure #380 for more information

## SCHOOL WIDE EXPECTATIONS

In our school, **every choice a student makes must serve to enhance their own or others' learning and the learning environment.** Students are expected to:

- show courtesy and respect to each other and to the adults in the classroom, during breaks, at assemblies and at all school functions;
- treat school property (desks, chairs, walls, lockers, etc.) with care and respect; report any vandalism or damage to school property to the office or to the classroom teacher as soon as it is discovered. Lockers are to be kept clean - no use of tape or sticky materials of any kind;
- complete homework assignments on time and to work with teachers for accommodations if necessary;
- keep the school neat and clean. Clean wet, muddy or dirty footwear on the mats at the entrances and/or carry soiled items to your locker;
- move to all classes, activities and buses in a safe and orderly manner;
- refrain from the use of profane or abusive language, put downs, harassing behaviors and language, and roughhousing. Violent motions of any kind are unacceptable;
- attend school regularly and comply with the school rules;
- obey and abide by the law;
- respect the property of others and to take only those things they are authorized to use;
- come into classes promptly, prepared, and ready to work.

## STUDENT DRESS

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. Generally speaking, **clothing is expected to be tasteful and considerate of others' sensibilities.** What is appropriate at the beach, at home, and in other private/public situations is not necessarily appropriate in school. In most instances, people have a choice about whether they want to be somewhere or be

exposed to something. Students, on the other hand, are required to attend school, so we all need to consider values which may be more conservative than our own when dressing for school. How does this translate into general practice?

- clothing with signs, words, symbols etc., which support, suggest, or advertise, alcohol, tobacco, drugs and/or which are sexually suggestive, cruel, racist, derogatory or profane in nature cannot be worn in school or on/during school related activities (eg., SKIN industries clothing, beer slogans, “I’m with stupid shirts” etc.);
- undergarments must not be visible and garments must cover appropriately (eg, no bare midriffs; no cleavage (north or south!)),
- no short shorts; no bare shoulders, no strapless tops, no spaghetti straps, no muscle shirts, pelvic bones should not be visible and pants must rise reasonably close to the waist.
- clothing should be in good repair.
- outdoor apparel and hats should be removed indoors and placed in lockers. (discretion of the teacher in the classroom applies to hats and coats);
- clean, non-marking, dry footwear must be worn indoors.
- footwear for physical education should be free of any dirt, gravel or sand, which would cause damage to the hardwood floor in the gym.
- Students whose clothing is deemed to be inappropriate will be asked to correct the situation by
  - o changing into other, more appropriate clothing they may have at school;
  - o turning clothing inside out;
  - o putting on a change of clothes provided by the school;
  - o getting a change of clothes from home (with parent’s permission);
  - o borrowing something provided by a friend or staff member;
  - o covering up with a sweater or other article of clothing.

Students who demonstrate repeated disregard for the expectations can expect disciplinary action.

## **ATTENDANCE POLICY**

### **Background**

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. BCHS has a responsibility to keep the student and parent regularly informed of attendance requirements and status. Parents will be able to access students’ attendance on-line with PowerSchool (<http://powerschool.nlsd.ab.ca/public>). Teachers will make personal calls as well when attendance appears to be a problem. Procedures utilized in connection with student attendance shall be in accordance with the laws of natural justice. The main purpose for pursuing attendance problems is 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 BCCHS shall record the attendance of each child on course by course 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- BCCHS 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 mail; and/or
    - 3.3.4 Require the student to consult with counseling or community support services;
    - 3.3.5 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 If 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).

Reference: Section 1, 13, 14, 15, 60, 126 School Act

## **LATE TO SCHOOL**

Parents will be contacted if lateness becomes a problem with a particular student. As with attendance, we will contact home through the automated message system, the parent access website, teachers and/or administration to solicit your support and intervention with this concern if necessary. Lateness may be dealt with using the same interventions and disciplinary action as poor attendance, should it become habitual.

## **ASSESSMENT AND EVALUATION OF STUDENT LEARNING**

Tests, quizzes, exams, projects, assignments, homework and other types of assessments and evaluations are all a part of the education process. They keep students aware of their progress in learning, and allow teachers to diagnose needs (*assessment for learning*) as well as assess knowledge, comprehension, application, analysis, synthesis and evaluation of curricular outcomes (*assessment of learning*). **Students are expected to write tests, quizzes and exams on the days they are scheduled and to hand in assignments in a timely manner.** Students who must miss an exam for *acceptable* reasons (illness, medical appointment, dental appointment, religious holy day) **MUST** make arrangements with the appropriate teacher for an alternative writing date and parents are expected to contact the school to explain the absence. **We expect that parents and students will make alternative arrangements ahead of time for all absences from exams, with the exception of sudden illness.**

**Please note that vacations, hair, manicure, car maintenance, and other such appointments are not acceptable reasons to miss classes or exams** and make-up opportunities will typically NOT be provided for these types of absences. In the event that a student is sick on the day of an exam, parents are expected to contact the school as soon as possible to advise the teacher of the situation and make alternative arrangements. Parents and students may check marks on PowerSchool (<http://powerschool.nlsd.ab.ca/public>).

## **HOMEWORK**

Homework is part of the learning process and students are expected to complete assignments in a timely manner. Students at all grade levels who consistently neglect to complete homework will be required to follow the direction of school staff if they are told to remain at lunch time until assignments have been completed. Students may also be expected to remain in school after regular school hours or on weekends, in order to complete homework assignments or other forms of assessment they have neglected to complete. Parents will be contacted in the event of after school or weekend make-up time. **HOMEWORK ROOM** is open every **TUESDAY, WEDNESDAY and THURSDAY**

## **PLAGIARISM AND/OR CHEATING**

Plagiarism is **theft** of intellectual property and will not be tolerated in Bonnyville Centralized High School. Students who plagiarize or cheat can expect disciplinary action to occur. At minimum a student who plagiarizes or cheats will be given a zero on the specific assignment, project or test in question. The student will still be required to meet the learning outcomes of the course. (Plagiarism and cheating include, but are not limited to, using other people's homework answers and claiming them as your own; taking information from the internet or books without properly quoting and referencing it; recording, storing and or sharing answers in/through electronic devices such as calculators, handheld computers, telephones; and, using signals to communicate answers during exam or individual work times).



## EMERGENCY EARLY DISMISSAL

All parents are asked to make prior arrangements for students that in the event of an emergency dismissal necessitated by inclement weather, fire, water cut-off, illness or other unforeseen events; and, to make sure that students are aware of these arrangements. At times, students become ill suddenly, and with both parents working it is essential to know whom to call if the student needs to be picked up and taken home.

## BCHS CREDIT ENROLMENT POLICY

It is the intention of school to provide a broad education for the students who attend; therefore, our philosophy is that students attending high school should be enrolled in as many courses as possible throughout their four years in BCHS. To that end, BCHS has a credit enrollment policy which governs the expectations of student enrollment in BCHS.

- Grade 9 - Students in Grade 9 are to be enrolled in classes for the entire day - no spares.
- Grade 10 - Students in Grade 10 must be enrolled in 40 credits or more per year - no spares.
- Grade 11 - Students in Grade 11 must be enrolled in 40 credits or more per year - no spares.
- Grade 12 - Students in Grade 12 must be enrolled in 35 credits or more per school year with enough credits earned and pending in order to graduate. \*Exceptions to this rule will be considered on a case by case basis IF the student is in a position to graduate with 110 credits or more at the end of the first semester; AND, if the student is going to be away from the school (eg working) during the spare(s) this generates.

We want to ensure that our students are successful in achieving their high school diplomas within the appropriate time frame; therefore, we expect our students to enroll in, and graduate with a minimum of 110 credits over a three year period.

BCHS has developed a credit incentive, called the BCHS Learning Links Award. Students who have completed certain amounts of credits at BCHS may be awarded money:

120 credits	- \$250
130 credits	- \$500
140+ credits	- \$750

## COURSE CHANGES AND DROPPING COURSES

Students are expected to have selected their courses prior to the beginning of the school year; however, changes are sometimes necessary as a result of schedule conflicts, failed courses, or summer school successes. **ALL COURSE CHANGES ARE TO BE COMPLETED BEFORE THE END OF THE FIRST WEEK OF SCHOOL.** Students who wish to drop a course and replace it with another, after the first week, must justify their position to an administrator, as well as supply support from their teacher and parents to indicate that this is in the student's best interests. **Whether or not a student will be allowed to drop a course is decided by an assistant principal or the principal only. A dropped course MUST be REPLACED with another course.**

## ALBERTA HIGH SCHOOL DIPLOMA GRADUATION REQUIREMENTS

The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and specific courses. At BCHS we work hard to ensure that you have the correct courses and number of credits to graduate; however, the ultimate responsibility for ensuring accuracy rests with the student and his or her parents/guardians. In order to graduate a student must have:

The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.
100 CREDITS including the following:
<b>ENGLISH LANGUAGE ARTS – 30 LEVEL</b> (English Language Arts 30-1 or 30-2)
<b>SOCIAL STUDIES – 30 LEVEL</b> (Social Studies 30-1 or 30-2)
<b>MATHEMATICS – 20 LEVEL</b> (Pure Mathematics 20, Applied Mathematics 20 or Mathematics 24) (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)
<b>SCIENCE – 20 LEVEL</b> (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)
<b>PHYSICAL EDUCATION 10 (3 CREDITS)</b>
<b>CAREER AND LIFE MANAGEMENT (3 CREDITS)</b>
<b>10 CREDITS IN ANY COMBINATION FROM:</b>
<ul style="list-style-type: none"> <li>• Career and Technology Studies (CTS)</li> <li>• Fine Arts</li> <li>• Second Languages</li> <li>• Physical Education 20 and/or 30</li> <li>• Locally developed/acquired and locally authorized courses in CTS, fine arts, second languages, Knowledge and Employability occupational courses or IOP occupational courses</li> <li>• Knowledge and Employability courses</li> <li>• Registered Apprenticeship Program courses</li> </ul>
<b>10 CREDITS IN ANY 30-LEVEL COURSE</b> (IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE)
<p>These courses may include:</p> <ul style="list-style-type: none"> <li>• 30-level locally developed/acquired and locally authorized courses</li> <li>• Advanced level (3000 series) in Career and Technology Studies courses</li> <li>• 30-level Work Experience courses</li> <li>• 30-level Knowledge and Employability courses</li> <li>• 30-level Registered Apprenticeship Program courses</li> <li>• 30-level Green Certificate Specialization courses</li> <li>• Special Projects 30</li> </ul>

## GRADUATION CEREMONIES

Grade 12 graduation ceremonies are held each year at the near the end of June. The ceremony is held in the school gymnasium and organized by school staff. Parents may or may not choose to fundraise and organize other activities for graduating students; for example a dinner and dance. Please note that no alcohol can be present at any function associated with the school in any way.

Graduation Class president is voted on by students and any student wishing to be considered for this position must be in good standing, and be registered in 35 credits at BCHS in their grade 12 year; unless they qualify for a second spare by the end of semester 1 as per BCHS credit Policy

Graduation Class valedictorian is selected by BCHS administration based on their academic performance and must be registered in 35 credits at BCHS in their grade 12 year unless they qualify for a second spare as per BCHS credit policy

All students wishing to participate in the **graduation ceremony** at the school must meet the following criteria:

1. All requirements for an Alberta High School Diploma, or Certificate of High School Completion must be in place;
2. Be registered in a minimum of 30 credits at BCHS in their grade 12 year
3. Have discussed graduation and been approved to graduate by Mr. Baker, Mr. Greengrass or Mr. Straile By June 1<sup>st</sup> of the given graduation year, have a minimum of 45% and be in a reasonable position to pass **all** courses by year end;
4. Must be members, in good standing, of the BCHS Students' Association;
5. Must have paid for and wear a cap and gown;
6. Have all fees paid in full for each year of attendance at BCHS;
7. Recognize and respect that the graduation ceremony is for everyone who has met the criteria for a high school diploma and dress and act appropriately.

**Bonnyville Centralized High School requires the following:**

**Students do not automatically qualify to graduate.** Students must apply to take part in the graduation ceremony. This application form must be completed and submitted to the office in order for students to qualify for participation in graduation ceremonies

## CAREER INFORMATION AND COUNSELLING

BCHS endeavors to provide accurate and timely career counselling and information to our students through the use of various community organizations and resources, presentations from various post-secondary institutions, and information posted in and around the Career Room area. While we do our best to provide accurate and timely information, **it is the responsibility of the individual student and parents to ensure that the correct prerequisites and information for a desired post-secondary program or workplace are in place.**

## EXTRA-CURRICULAR OPPORTUNITIES

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 extracurricular programs. With active participation and support from staff and parents, an

extracurricular activity can have a tremendously positive influence on a student's learning and life. Activities include, but are not limited to, the following:

- o Performing Arts (Musical Theater)
- o Basketball
- o Badminton
- o Cross Country Run
- o Curling
- o Football
- o Golf
- o Handball
- o HOPE (Helping Our Peers Everywhere) - student leadership
- o Street Team - student leadership
- o Reach for the Top
- o Santa's Elves
- o Street Team
- o Track & Field
- o Travel Club
- o Volleyball
- o Wrestling
- o Others which occur from year to year

Best of luck to all students as they choose activities of interest to them during the school year.

#### **PICTURES**

Each year, Bonnyville Centralized High School has a professional photography company take pictures of the students and staff in our school. These pictures are used for the following purposes and come to the school in the form of individual photos, class pictures and CD-ROM:

- to provide parents and students with the opportunity to purchase school pictures of the student;
- to create composite pictures of students in the school for displays in hallways;
- to create a yearbook (hardcopy, or digital), if desired, for purchase by students, parents and staff within Bonnyville Centralized High School and Northern Lights School Division.
- to provide a database which interfaces with our student information system and allows us to put student's pictures on report cards;
- to provide a database which allows us to create/print a class composite with grade and students' names on it for staff identification of students in the school, for substitute teacher identification of students in a class;

\*Candid photos are taken throughout the school year, which are used for newspaper articles and newsletters, yearbooks and memory books. You will find a place to sign for consent in the registration forms you fill in each year as well as a check sheet in your handbook packages which are distributed on the first day of school.

### **FIRE DRILLS/LOCK-DOWN DRILLS**

Fire drills and lock-down drills are executed in the school at various times during the school year. Students are expected to know the routines and exits involved and are required to exit the building in a calm, orderly manner. No student is allowed back into the building without permission. **Students are expected to remain with their class during drills and real emergency situations so that everyone can be accounted for.**

### **SMOKING**

BCHS is a smoke free school and students are not allowed to smoke on the property, or on school activities. This includes all BCHS owned sidewalks and boulevards around the school as well as the student parking lots behind the school and at the Lyle Victor Albert Centre. Additionally, by law, students under the age of 18 are not allowed to smoke in public/visible areas, including the alley and other public spaces around the school. Students caught smoking on school property will be issued a warning for the first offence, will be required to do yard clean up on the second offence and will be suspended on the third offence. Further violations may result in a recommendation for expulsion and/or referral to the RCMP in the case of an underage smoker.

**Special Note:** E-Cigarettes/Vaporizers are not permitted on school property; chewing tobacco is not permitted on school property. Use of these products may result in a recommendation for suspension or expulsion.

### **ALCOHOL/DRUG/SOLVENT ABUSE**

Students suspected of being under the influence of alcohol and/or illicit drugs at school or at any school activity will automatically be suspended from school, may be recommended for addictions counselling and/or may be recommended for expulsion. Bloodshot eyes, the odor of marijuana, slurred speech, and erratic/unusual behavior are just a few examples of things that might cause a student to be suspected of substance abuse. NO alcohol or illicit drugs are allowed anywhere on school property. This includes inside vehicles on school property.

### **ALLERGIES, MEDICATION AT SCHOOL**

Division policy prohibits any teacher from administering medication to a student. If a student requires medication during the day, he/she must self administer the medicine. It is critical to the school to know if a student has any disabling conditions or allergies. Please ensure that such information is provided in the registration form, or updates filled in each school year.

### **USE OF SCHOOL PHONES**

Office and classroom phones are for the use of staff only, unless a student has been specifically instructed or permitted by a staff member to use a classroom/office phone to call parents. The exception to this is if students are ill. We want to ensure students' safety, so anyone who is sick and needs to call home can call from any phone as long as a staff member is there to assist and ensure that the school is aware of the student's situation. Everyone using school phones is expected to be polite and to use business appropriate tone and language when on the phone at school.

## USE OF PERSONAL COMMUNICATION DEVICES

All cell phones and other communication devices shall be off during class time in order to prevent disruptions to the learning environment. Students are to use school phones to contact parents in the case of an emergency or illness so that school authorities are aware of any difficulties students might be experiencing. In an emergency situation, parents should contact their child/children through the general office at 826-3366.

Students are NOT allowed to use cell phone cameras and/or video/voice recording devices in the school at any time to take pictures or videos of students or staff. Students may use them only for assignments, at the discretion of the teacher. Students who do not comply will have their cell phones/IPods etc. confiscated.

We also encourage all students and parents to make themselves aware of Administrative Procedure 141 regarding cell phones. This policy is online under the documents tab at [www.nlpsab.ca](http://www.nlpsab.ca).

**Cell Phones can be a great piece of technology that allow students to communicate with family and friends. That being said owning and using a cell is requires a certain level of maturity and users of this technology need to ensure they are aware of information sharing policies that exist in law, to ensure they do not find themselves in a potential situation that will require the RCMP to be involved. Students who seriously compromise the safe and caring environment of BCHS with their cell phone potentially will find themselves suspended or possibly recommended for expulsion.**

## STUDENT LOCKERS

Lockers are available for student use. Students using lockers are required to provide their own **combination** locks. The locker number, combination and student's name are to be recorded at the office. Students should refrain from sharing their locker combinations with anyone but their locker partner and office personnel. In the event that access to a student locker becomes necessary, if the owner of the lock and locker in question cannot be located in office records, the lock will be removed with bolt cutters. Students will be responsible for the cost of replacing the lock. Division Administrative Policy: 354 - Student Interrogations and Searches will be followed if access to a student locker becomes necessary. **Students are forbidden to write on the insides or outsides of lockers or mark the lockers in any way, and will be charged for the expense of having someone remove graffiti or items. Any items hung inside lockers must be easy to remove (magnetic) and must not be offensive IN ANY WAY to anyone walking past the locker when it is open.** Students who do not comply will be required to remove offensive materials and may lose the privilege of having a locker.

## VANDALISM AND/OR ACCIDENTAL BREAKAGE

In the event that someone accidentally breaks or deliberately vandalizes school property, that person will be charged for the repair and/or replacement of that property.

## FIELD TRIPS

Occasionally, as part of an educational program, extra-curricular activity, or as part of a year end wind up, students will be invited to participate in a school or class field trip. Parents can expect that details of field trips will be provided to them prior to the trip's departure and that the details will include a risk assessment so that they can provide informed consent regarding their child/children's participation in the event. Parent permission forms are sent out prior to

field trips and students MUST have a signed form in order to participate. Verbal permission cannot substitute for written permission. All rules which apply inside the school and school grounds also apply on field trips.

### **STUDENT PARKING**

Students may park in the parking lot on a first come, first served basis. Because the lot is often crowded and a bus loading zone is nearby, drivers are asked to be extremely careful when moving in and out of the lot. Students who disrespect other students' vehicles by any means leave themselves open to losing their parking privileges. Additionally, we remind students to observe the school zone speeds whenever they are driving in the vicinity of the school. [Vehicles parked outside of the designated parking spots are subject to towing from the parking lot.](#) The school will not be responsible for any costs associated with the towing.

**BCHS also has a student parking decal that students must pick up at the office. These are free and are to be placed on a window of the vehicle.**

### **STUDENTS 18 OR OVER**

It is the policy of our school to inform parents and/or guardians of the academic progress, behavior and attendance of their child. This includes students who are 18 or over who are living at home and/or being supported by their parents. Additionally, students who are 18 years of age or older are required to adhere to the same rules and regulations as all other students at all times. (e.g. an 18 year old student on a sports trip is not allowed to consume alcohol at any time during that trip.)

### **NORTHERN LIGHTS SCHOOL DIVISION NO. 69 REGULATIONS AND POLICIES**

In addition to our school based policies, Northern Lights School Division has policies which govern student behavior at Bonnyville Centralized High School. Students are to familiarize themselves with these policies as well as those listed above. Pertinent policies can be located on the internet at [www.nlpsab.ca](http://www.nlpsab.ca)

*Student Conduct - Administrative Procedure 350*

*Student Alcohol/Drug/Solvent Use - Administrative Procedure 352*

*Dangerous Weapons - Administrative Procedure 353*

*Student Suspension/Expulsion - Administrative Procedure 357*

*General Appeals Concerning Student Matters - Administrative Procedure 380*

*Sexual Harassment (Non-discrimination) - Administrative Procedure 165*

*Emergency Closings - Inclement Weather - Administrative Procedure 13*

*Acceptable Computer Use - =ACCEPTABLE COMPUTER USE - Administrative Procedure 140*

*Personal Communication and Recording Devices - Administrative Procedure 141*

## **Administration**

Principal: Corey Baker  
Assistant Principal: Bruce Greengrass & Michael Straile  
Administrative Assistants: Lynda Robb and Chelsea Marchand

## **Teachers**

Anacker, Christine (Math, Science)  
Baker, Nicole (Humanities, Drama, Work Experience)  
Cowden, Chris (Humanities, Media Arts)  
Eliason, Chris (Humanities and PE)  
Etter, Lesley-Ann (Math, Flexible Programming)  
Friedrich, Denika (Humanities)  
GertzCummins, Lorelei (Art, Language Arts)  
Hutchison, Julie (Social, Military History)  
Hunt, Rachel (Math, Science, Phys. Ed)  
King, Greg (Chemistry, Physics, Biology)  
Kozina, Stephen (Math, Work Experience)  
Metchooyeah, Joanne (Math, Science)  
Richard, Therese (Cosmetology)  
Sauve, Justin (Social, Phys.Ed.)  
Serner, Jody (Industrial Ed)  
Shalka, Janine (Social Sciences, Learning Coach)  
Straile, Michael (PE, Social)  
Switzer, Elizabeth Ann (Humanities)  
Vermillion, Jennifer (Math, Science)  
Zaugg, Crystal (K&E, Band)

## **Student Assistants**

Wendy Blankenstein-Gamache  
Kim Buchta  
Terry-Lynn Bouvier

## **Librarian**

Erica Dekker

## **Special Education Coordinator**

Janine Shalka

## **School Student Advocacy Counsellor**

Lora Harder