

TOFIELD SCHOOL STUDENT/PARENT HANDBOOK

September 2008

PERSONAL PHILOSOPHY

The school is a learning community where individuals take advantage of opportunities for personal growth, for involving parents, and for creating partnerships with the larger community and its agencies. Individuals assume leadership roles within classes, within the school, and within the community. Mentoring and other cooperative efforts by students and adults lead to improved student achievement. Every student has the opportunity to be successful while engaging in authentic learning activities. These activities occur in a safe and caring environment where individuals and groups endeavor to model and reinforce socially responsible and respectful behaviors.

James Maher
Tofield Principal

SCHOOL PHILOSOPHY

The aim of education is to develop the knowledge, the skills, and the positive attitudes of individuals, so that they will be self-confident, capable, and committed to setting goals, making informed choices and acting in ways that will improve their own lives and the life of their community. Provincially prescribed curricular provide the academic framework wherein staff encourage and design interaction aimed at instilling in students those values, standards and modes of behavior which are compatible with societal/community expectations.

Our school philosophy is based on the belief that:

- students and staff have the right to a school climate that is accepting and positive, as in a healthy family environment.
- a school family philosophy fosters responsibility, tolerance, self-esteem and self-confidence
- the development of academic skills takes into consideration the fact that learning styles are unique and individual encouragement, respect, and support fosters individual development and excellence

A. ELEMENTARY SCHOOL PROGRAM (Grades 5 and 6)

The educational program at the elementary level is operated with compliance to rules/regulations and expectations outlined by Alberta Education. Although there may be minor variations in any particular year,

because of timetabling restrictions, staff/resource availability, etc., the following information generally applies. Schools are required to ensure that elementary students have access to 950 hours of instruction per year in each grade.

Subject and Curriculum Guidelines:

Minimum Time (Percentage of Time)

Subject Areas	English Instruction Percentage
English Language Arts	25% (237.5 h)
Mathematics	15% (142.5 h)
Science	15% (142.5 h)
Social Studies	10% (95.0 h)
Art and Music	10% (95.0 h)
Health and Physical Education	10% (95.0 h)

Information and Communication Technology (ICT) is a core program infused within core curricula in language arts, mathematics, science and social studies at all grade levels.

Time for optional subjects (e.g., second languages, drama, religious instruction), Information and Communication Technology outcomes not integrated with a core subject, or additional allocations to the core subjects listed above.	15% (142.5 h)
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B. JUNIOR HIGH SCHOOL PROGRAM (Grades 7, 8, 9)

The educational program at the junior high level is operated with compliance to rules/regulations and expectations outlined by Alberta Education. Although there may be minor variations in any particular year, because of timetabling restrictions, staff/resource availability, etc., the following information generally applies. Schools are required to ensure that junior high students have access to 950 hours of instruction per year in each grade.

Junior High Program

The primary consideration that schools need to take into account when organizing for instruction, is to provide their students with an opportunity to meet all of the requirements of a basic education. The junior high school program should be organized within the context of the outcomes included in the Vision, Mission and Basic Education section in this Guide.

A course in junior high school represents a set of specific knowledge, skills and attitudes. Most students can achieve these in the recommended times. It is recognized that some students can acquire the knowledge, skills and attitudes specified in a course of studies in less than the recommended time, while others may require more time.

Recommended Time Allotments for the Required Junior High School Program

Subject Areas	
English Language Arts	150
Mathematics	100
Science	100
Social Studies	100
Physical Education	75
Health and Life Skills	50 ^③
.....	
Optional Courses	150
Information and Communication Technology Optional Courses	^④

^③ Health and Life Skills is a required course. The new Health and Life Skills curriculum (2002) has outcomes for each of Grades 7, 8 and 9. For students beginning Grade 7 in the 2003-2004 school year, it is recommended that 50 hours of instruction be provided each year for Grades 7, 8 and 9.

^④ Information and Communication Technology (ICT) is a core program infused within core curricula in language arts, mathematics, science and social studies at all grade levels.

In addition to the aforementioned core courses, junior high school students have access to 225 hours of instruction in optional courses. Optional course offerings may vary from year to year but usually

include courses such as Industrial Arts/Home Economics/Computer Studies/French/and Drama. Optional courses reinforce learning in language arts, mathematics, science and social studies, as well as address learning in other subject areas. Students should be encouraged to continue in Grade 8 and Grade 9 with at least one of the optional courses selected in Grade 7.

The optional courses are categorized as follows:

Career and Technology Studies:

- Introductory level courses for all CTS strands are considered appropriate for junior high school students.

Fine and Performing Arts:

- Art
- Drama
- Music
 - Choral
 - General
 - Instrumental

Locally Developed/Acquired and Locally Authorized Optional Courses

Second Language Courses and/or Programs

- French as a second language

C. SPECIAL PROGRAMS (Grades five through nine)

Special Needs Students who are experiencing considerable difficulty with specific skills in reading and mathematics, may be given extra help in the Resource Room or in their own classroom by program support personnel. In some cases, aides are assigned to work with specific students under the direction of the special needs teacher.

Students experiencing problems with specific concepts in at least one subject and who require additional assistance to be successful at their grade level will receive assistance through our AISI program. Assistance will be given during non-core subject times.

Students experiencing lack of academic success due to behavioral problems will receive assistance through the Transition Program - students continue working at completing their grade level successfully before continuing onto the next grade level, including necessary organizational and social skills.

D. HIGH SCHOOL PROGRAM (Grades 10, 11, 12)

ALBERTA HIGH SCHOOL DIPLOMA GRADUATION REQUIREMENTS (ENGLISH)

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.

100 CREDITS

including the following:

ENGLISH LANGUAGE ARTS - 30 LEVEL
(English Language Arts 30-1, 30-2, 30 or 33)

SOCIAL STUDIES - 30 LEVEL
(Social Studies 30 or 33)

MATHEMATICS - 20 LEVEL ①
(Pure Mathematics 20, Applied Mathematics 20 or Mathematics 24)

SCIENCE - 20 LEVEL ②
(Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)

PHYSICAL EDUCATION 10 (3 CREDITS)

CAREER AND LIFE MANAGEMENT (3 CREDITS)

10 CREDITS IN ANY COMBINATION FROM:

- Career and Technology Studies (CTS)
- Fine Arts
- Second Languages ③
- Physical Education 20 and/or 30 ④
- Locally developed/acquired and locally authorized courses in CTS, fine arts or second languages
- one 36-level course from any IOP Occupational cluster
- one 35-level locally developed IOP course, or
- two 35-level courses from any trade in the Registered Apprenticeship Program

10 CREDITS IN ANY 30-LEVEL COURSE ⑤
(IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE)

- Locally Developed/Acquired and Locally Authorized Courses
- 3000 Series; Advanced Level in Career and Technology Studies Courses
- 35-level Work Experience ⑥
- one 36-level IOP Occupational Course

- one 35-level Locally Developed IOP Course
- two 35-level courses from any trade in the Registered Apprenticeship Program
- two 30-level courses from any Green Certificate Specialization

- ① For students who entered Grade 10 before September 1998, the mathematics requirement-Mathematics 20 or 23 or 24-may also be met with any 10-credit combination of mathematics courses that includes either Mathematics 13 or Mathematics 10; e.g., Mathematics 10 and Mathematics 14. Students may also use Pure Mathematics 10, Applied Mathematics 10, Mathematics Preparation 10 (5 credits) in conjunction with Mathematics 10 or Mathematics 13 to meet this requirement.
- ② The science requirement-Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20-may also be met with the 10-credit combination of Science 10 and Science 14.
- ③ Students may earn any number of credits in each second language, but only 25 credits in each second language studied may be used to meet the 100-credit requirement for the Alberta High School Diploma.
- ④ Students entering Grade 10 in the 1998-1999 school year and subsequent school years will be able to use Physical Education 20 and/or 30 to meet this 10-credit requirement.
- ⑤ Integrated Occupational Program (IOP) students who wish to transfer to an Alberta High School Diploma route at any time must meet the requirements outlined above. One 36-level course (10 credits) from any occupational cluster, or 10 credits from any Green Certificate Specialization or two 35-level RAP courses are acceptable for students transferring from IOP to the Alberta High School Diploma program in order to meet the 10-credit requirement in any 30-level courses.
- ⑥ Students may earn any number of credits in work experience, but only 15 credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.

FURTHER NOTES:

- For 30-level courses that have a diploma examination, the final course mark consists of an average of the school-awarded mark and the diploma examination mark.
- Mature students should consult the [Mature Students](#) section in this *Guide* for applicable graduation requirements.

Schools must ensure that students have access to a minimum of 1000 hours of instruction per school year. Any method of delivery must ensure that each student has access to at least 25 hours of instruction per high school credit. Exceptions to this requirement are: all 3-credit courses require a minimum of 62.5 hours for each course, including Work Experience 15, 25 and 35 and Special Projects 10, 20 and 30

Schools can deliver a block of three, 1-credit CTS courses for 62.5 hours; however, schools must ensure that students meet all of the outcomes of each 1-credit course. CTS courses will be funded at one credit enrollment unit for each 1-credit course summer, evening and weekend credit courses must provide access to instruction of at least 16 hours per credit. The exceptions are Work Experience 15, 25 and 35, Special Projects 10, 20 and 30 and the Registered Apprenticeship Program courses, which require 25 hours of access to instruction per credit. Three-credit courses in Work Experience 15, 25 and 35 and Special Projects 10, 20 and 30 will be offered for 62.5 hours and funded at 2.5 credit enrollment units.

Instructional time includes: time scheduled for purposes of instruction, examinations/testing and other student activities where direct student-teacher interaction and supervision are maintained.

Instructional time does not include:

- teacher convention
- professional development days
- parent-teacher interview days
- teacher planning days
- staff meetings
- statutory and school authority-declared holidays
- lunch breaks
- breaks between classes
- recesses
- time taken for the registration of students
- extracurricular activities

E. VOCATIONAL PROGRAM (IOP)

Junior and Senior high school students who have demonstrated difficulty with the regular school program, may opt to register in a vocational program. This program offers modified academic courses and includes a strong occupational/work experience component and is offered at Ryley School. For further information, contact the school principal or student services.

F. NORTHSTAR OUTREACH PROGRAM

Students between the age of 16 and 19 must not be attending a traditional school and must complete 2 courses per semester. Noncompliance will lead to dismissal from the program. Successful students may

reenter their traditional school on the recommendation of the instructor and the principal.

PROMOTION

1. Junior and Senior High School students require a mark of no less than 50% to pass a course.
2. Changes in Program Routes
 - a) All program changes require the approval of the school Principal.
 - b) For a change from a lower sequence to a higher sequence a minimum mark of 75% is required (e.g. English 13 - English 20-1).
 - c) For a change from a higher sequence to the next level of a lower sequence a minimum of 40% is required (e.g. English 20-1 - English 33).
3. In order to be recommended for promotion, Junior High students must satisfy the requirements as outlined by the school's school policy.

Junior High Promotion Policy - students must have a minimum of a 50% average in the core courses. A minimum of 2 core courses must be passed one of which must be Language Arts. No core marks can be below 40%

4. Elementary students shall be promoted based on the performance of all subjects but emphasis will be made on Language Arts and Mathematics achievement.
5. Appeals may be made to the Superintendent of Schools, in writing, within five days of receipt of the final mark as stated in Policy HKAA - Sec. 9(c).
6. School Administration shall ensure that parents are notified in writing when difficulties are detected but no later than one month prior to a final report if it is anticipated that a student is in danger of not passing a grade or a course.

HONOUR ROLL

An honour roll is displayed outside the general office to recognize junior high school students who perform with the distinction of an average of not less than 80%.

Honour Roll is calculated using same course weighting as the Promotion Policy.

SCHOOL INFORMATION/POLICIES/EXPECTATIONS/GUIDELINES/PROCEDURES

CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAM

Educational Field Trips

Field trips sponsored by the school are designed to provide students with experiences that would not normally be included in their day-to-day home or school activities. Such trips are planned by the

teacher and include in-school activities designed to make the trip a meaningful educational activity. Financial support for these types of trips may include school budget funds, fundraising funds, and/or direct charges to individual participants.

Social Field Trips

Occasionally, field trips are sponsored by the school for “social” activities. Such trips would include activities such as those involved with the Grade IX Salute. The transportation costs for these types of field trips are usually borne by the Students’ Union or by the individual participants.

EXTRA-CURRICULAR ATHLETIC PROGRAMS

Teams, which play against each other, are by definition “competitive” in nature. The “intensity” of competition increases in direct proportion to the degree of skill displayed by participants.

Schools have a responsibility to meet the needs of children as best they can...and to that end, Tofield School assumes the following position.

Intramural Programs

Intra-mural activities at noon are organized for students and supervised by the school staff. Generally speaking, intra-murals start when the fall weather becomes cold enough to discourage students from participating in outside activities. The type of activity varies from grade to grade and is dependent on the “time of year”. The intra-mural program ends when Spring conditions are such that students can once again get involved in outside activities.

School Teams

Junior-senior high school teams participate in both regular league play and in tournaments. The emphasis of league play is to provide experience through participation in a competitive atmosphere. At this level, coaches strive for a balance between participation and competition. Tournament play, however, is primarily competitive and participation is geared towards team success.

Athletic Trips

Junior-senior high school students belonging to school teams often participate in competitions sponsored by other schools. The costs of these types of trips are covered by participant fees, fundraising and may be supplemented by the school budget. Unless there is a “good reason” to make an exception, all students participating in out-of-town events are required to travel by school approved transportation (bus or an “approved vehicle”). Exceptions may be made, only when there is direct contact between the school principal and parent (either by telephone or letter) 2 days prior to the event.

FUND RAISING

All school fundraising is allocated through the Principal in collaboration with the parent council. Note

School Policy dictates that all funds derived from fundraising activities (with the exception of disbursements for “humanitarian causes”) be spent in such a way that students benefit directly. Copies of the School Fundraising policy are available through the general office.

SCHOOL NEWSLETTER

The School Newsletter is “published” each month and is distributed to students about one day prior to the month-end. In addition to news items, the newsletter includes a “dates and days” section, which lists upcoming school events of interest to parents and students.

STUDENTS’ ILLNESS AND INFIRMARY

If a student is ill or injured, a qualified person at school will give any necessary first aid. Parents will be advised immediately (if possible) to pick up their son or daughter. If time does not permit, or a parent cannot be reached, the student may be taken directly to the clinic or hospital. If it is of the opinion of staff that student illness/injury does not warrant immediate hospital care, the student may be signed into the infirmary.

LOCKER AVAILABILITY

Lockers located in the shower rooms are available to students (subject to registration in Physical Education programs/activities). “Street” lockers are assigned to students to store coats/books. Students are responsible for the security of items stowed in lockers and should bring a lock to put on their locker. If they bring their own lock, they must advise the office of the combination, or leave a duplicate key. Lockers may be inspected from time to time, without notice, to monitor hygiene and/or insure prohibited items are not present.

Battle River Regional Division #31 Administrative Procedures USE OF POLICE SERVICE DOGS FOR RANDOM SEARCHES OF SCHOOL LOCKERS

A police service dog may only be used to conduct random searches without a warrant of school lockers under strict conditions.

1. School policy must be developed and should reflect the school/school board's position as follows:
 - a. The Principal is responsible for maintaining an environment that is safe and conducive for learning.
 - b. The Principal and staff adopt a zero tolerance towards illicit drugs in the school.
 - c. The Principal stands in place of a parent, and therefore can access the entire school facility.
 - d. The Principal, as a matter of policy, can request the help of police and Police Service Dog to assist in keeping the facility drug free.
 - e. Students have no reasonable expectation of privacy with respect to Police Dog locker searches for illicit drugs.
 - f. That any evidence gathered as a result of a search could be used either by the school administration for discipline, or by the police for criminal charges.
2. The school policy must be delivered verbally to the general student body at assemblies, posted and maintained in home rooms, distributed to parents, and signed by all students indicating that they have been informed of the policy.

TEXTBOOK RENTALS AND OTHER FEES

All fees for textbook rentals are set by the Regional Board annually and are published in the local newspaper and the School Newsletter. All textbook fees are payable by September 30 of each school year. All other fees are set by the school.

OUTSIDE POLICY (ELEMENTARY)

It is generally expected that grades 5 and 6 students will play outside during the recess/noon hour, except when the weather is inclement.

The decision regarding whether it is an "outside" day or an "inside" day is the responsibility of the elementary staff. This decision takes into consideration such factors as temperature, wind-chill, precipitation and school ground conditions.

SHOES

All students are encouraged to have a pair of inside shoes at school. It is much easier to keep classrooms clean...and students respect a clean, well-maintained area much more than one, which is not. Furthermore, younger students tend to sit and play on the floor...and a clean floor is important. Students wishing to wear "street" shoes inside the school are responsible to insure that they are kept clean. Street

shoes, which are "dirty", must be removed and/or cleaned. No student is permitted to wear "winter boots" or "rubber boots" inside the building. Shoes, which leave "black" marks on the floor, are prohibited.

Fire Code regulations require several test alarms (fire drills) each year. Students should, therefore, wear shoes at all times.

LUNCH

No "lunch" student is required to go outside the school, before
12:00 p.m.

Students are expected to spend a "reasonable amount of time" eating their lunch.

STUDENT DRESS DURING SCHOOL HOURS

Student dress is expected to be appropriate for school wear and must take into consideration weather conditions. Caps may not be worn inside the school building. Coats/jackets are not to be worn inside classrooms. Clothing which displays inappropriate slogans/graphics will not be permitted at school or at school sponsored functions.

CELL PHONES & MUSIC PLAYERS

Students are not to bring either into classrooms at any time. These should only be used during lunch breaks & before & after school.

GYMNASIUM DRESS

Students are expected to change before and after athletic activity in the gymnasium. Acceptable wear includes: non-marking running shoes, shorts or sweats, t-shirt or sweatshirt. In order to insure hygiene and safety, shoes used for street wear are prohibited.

ATTENDANCE AND ABSENCES

Students are expected to attend regularly on all days that classes are in operation. In Alberta, it is a parental/guardian responsibility to ensure that children attend. For reference purposes, parents are invited to consult the Alberta School Act for exceptions.

If parents are aware that their child will be absent from school for an extended time period, they are asked to advise the school, preferably in writing, so that teachers can be informed. Students are responsible for completing assignments missed because of absence.

TELEPHONES

The school maintains a business phone in the office and a pay phone in the corridor for personal calls. Students given permission BY STAFF will be allowed to

use the office phone to call their parents because of illness or to discuss instruction related matters such as staying to work with a teacher after school. They must use the pay phone for all personal calls such as getting permission to go to a friend's house.

ADMINISTERING MEDICINES TO STUDENTS

Parents may request that medication be administered to a student during school hours. In such cases, requests shall:

- Be in writing
- Specify the time(s) at which such medication should be administered
- Specify the exact dosage to be administered
- Specify the duration of the treatment; and
- Outline procedure(s) to be followed in case of adverse reaction

Form must be completed with parent and physician signatures for administering medicines on a regular basis.

No employee should administer any prescription drug to any student unless the above conditions have been met.

No non-prescription drugs shall be administered to the students.

EMERGENCY ALARMS

Whenever a fire alarm sounds, all students and staff must leave the building via the nearest safe exit. Directions are posted beside each classroom door.

Students are not to touch the alarm except for an emergency. They are designed so that they cannot be set off by accident.

SCHOOL RULES

It is recognized that no set of rules can be comprehensive enough to cover all situations. The following rules are intended to act as a guideline in establishing the "tone" of the school environment and are not represented as a comprehensive list. In the absence of an applicable rule, reasonable expectation shall prevail. School rules apply to all school and school sponsored activities.

Students Shall:

- attend all classes/activities punctually
- sign out of school if leaving during class time
- arrive properly equipped to class
- wear appropriate attire
- work diligently and complete all work assigned
- comply promptly and positively to staff directives
- act in a safe manner
- act in a respectful manner
- respect the rights of others

- respect property
- comply with all school and regional division policies
- comply with all federal, provincial, and municipal statutes
- refrain from smoking on school property
- refrain from the use of inappropriate language/gestures
- refrain from the possession/display of inappropriate material/objects/symbols/language

DISCIPLINE POLICY

Student compliance to an acceptable standard of conduct is essential to school operation. Students are subject to disciplinary action when they breach an acceptable standard of conduct.

Disciplinary action taken by teachers/administration may include:

- verbal and/or written reprimand
- loss of privilege (i.e. detention/from activity)
- school probation (fixed time loss of privilege)
- Referral to counseling and/or family school liaison staff
- suspension from class/school/bus
- recommendation for expulsion
- other action appropriate to the circumstances

Procedures:

A. Elementary Students

- Automatic visit with administration:
 - fighting and bullying (physical/verbal aggression)
 - noncompliance with school staff
 - throwing snowballs
- Classroom teacher consequences:
 - 3 missed homework assignments in a month
 - 3 playground offences in a month
- Parental contact/meeting requested:
 - subsequent offences

B. Junior and Senior High Students

1. Attendance

- a) Excused Absences - absences that are excused by the parents totaling less than 3 consecutive days or 20% of a reporting period. (a note within 3 days of absence)
- b) Extended Excused Absences - absences that are excused by the parents totaling 3 or more consecutive days or 20% of a reporting period.
- c) Inexcused Absences - Absences not excused by a parent.

Offense	Level 1	Level 2	Level 3	Level 4
Excused Absences	Assignment made up.	Assignment not made up. Document and Parent contacted.		
Extended Excused Absences	Parent contacted. Assignment picked up.	Failure to pick up assignments Document and Parent contacted	More than 20% missed. Alternative program	Repeat Grade or Course
Inexcused Absences	Missed assignments completed at lunch for no credit. Document dates.	Document and parent contacted.	Office	Office Truant Officer

1. Lates

- a) Excused Lates - Lates that are excused by the parents or teaching staff
- b) Inexcused Lates - Lates that are not excused by the parent or teaching staff

Offense	Level 1	Level 2	Level 3	Level 4
Excused	Student makes up work	Failure to make up work - parent contacted		
Inexcused	Make up missed time	3 lates - contact parents and office	Office /counseling	Office

- Student may cycle back to level 1 after 1 month of no lates.
- Tracking lates by way of admit slips

2. Homework

- a) Late Homework - homework that is not completed by the start of class on the due date.
- b) Incomplete Homework - Homework that remains undone or poorly done.

Offense	Level 1	Level 2	Level 3	Level 4
Late	10% off each day up to 30% after 3 days a mark of zero assigned	Parent contacted		

Incomplete	Zero assigned	3 incomplete assignments in a term - Parent contacted	Referral to counseling	Office
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- Student is responsible to complete assignments during suspension (ISS/OSS)

3. Uncooperative Behavior

- a) Inattentiveness - a student through his/her actions shows that he/she is not taking an active part in the class either through failure to take notes, failing to work on assignments, book not opened etc.
- b) Disruptive to others' learning - a student through his/her actions interferes either directly or indirectly with the learning of others.

Offense	Level 1	Level 2	Level 3	Level 4
Inattentive	Warn-in	Detention	Parent contacted Counseling referral	Office
Disruptive	Warn-ing	Detention	Parent contacted	Office

5. Non-compliance

- a) Refusal - a student refuses to respond to a reasonable request made by a staff member.
- b) Challenging behavior- the statements or actions of a student are intended to challenge the reasonable authority of the staff member.
- c) Threatening behavior - the statements or actions of a student are a direct threat to the safety or well being of a staff member or other student(s).

Offense	Level 1	Level 2	Level 3	Level 4
Non-compliance				Office

6. Verbal Abuse

- a) Inappropriate comments and suggestions - undirected.
- b) Obscenity - vulgar or inappropriate statements that show disrespect for any individuals including statements about their ethnicity, gender or beliefs.

Offense	Level 1	Level 2	Level 3	Level 4
Inappropriate	Warning	Detention	Notification of Parents	Office
Obscenity				Office

7. Cheating/Plagiarism

- a) Copying on assignments - student(s) sharing with or direct copying from other student(s); direct copying from books or Internet; translation from or to French.
- b) Cheating on tests - student(s) copying answers or sharing answers by external means (with physical signs or on paper)

Offense	Level 1	Level 2	Level 3	Level 4
Copying on assignment	0 assigned	Parent notification	Office	Office
Cheating on tests				Office 0 assigned Parent contact

8. Fighting

- a) Verbal Confrontation - Student engages in a confrontation that is hurtful or aggressive.
- b) Physical Confrontation - Student engages in physical conflict or violence.

Offense	Level 1	Level 2	Level 3	Level 4
Verbal Confrontation				Office/ Counseling
Physical Confrontation				Office/ Counseling

9. Bullying

- a) Teasing - a student is made fun of.
- b) Verbal Intimidation - a student is threatened by another
- c) Physical Intimidation - another in a situation of balance of power physically attacks a student.

Offense	Level 1	Level 2	Level 3	Level 4
Bullying				Office/ Counseling

10. Dangerous or Reckless Behavior

- a) Running and Horseplay in hallways or classroom.
- b) Dangerous use of an object

Offense	Level 1	Level 2	Level 3	Level 4
Running and	Warning	2 nd . Time out	After 3 rd . Office	Office

Horseplay		3 rd . Detention		
Dangerous Use	A warning given when an object is misused with the possibility of creating harm.	Object confiscated	Office	Office

- Dangerous Objects brought to school - student sent to the office.

11. Third Man In

- a) Student(s) who verbally challenges or interferes with a teacher who is dealing with another student (s).

Offense	Level 1	Level 2	Level 3	Level 4
Third Man In		Warning	Detention Notification of Parents	Office

12. Possession/Influence of Tobacco, Alcohol, Drugs

- a) A student under the age of 18 in possession of or under the influence of tobacco, alcohol, drugs on school property.

Offense	Level 1	Level 2	Level 3	Level 4
Possession/ Use of tobacco, alcohol, drugs				Office

- Students 18 years old or older cannot smoke on school property

13. Not Serving Detentions

- a) Student(s) who is/are assigned a detention by a teacher or other staff member does not serve time assigned.

Offense	Level 1	Level 2	Level 3	Level 4
Not serving detention		# of dts doubled to 2	Skipped 2 nd . dt doubled to 4	Office

14. Excessive number of Detentions

- a) Student accumulates more than 3 detentions in one week (1 or more teachers)

Offense	Level 1	Level 2	Level 3	Level 4
Excessive # of Detentions				Office

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15. Skipping Class

a) Student does not show up for class but stays on school property; student skips class and leaves school property.

Offense	Level 1	Level 2	Level 3	Level 4
Skipping class				Office

16. Head Gear

a) No student will be allowed to wear any form of headgear inside the school. Exception made on Hat day (last Friday of the month).

Offense	Level 1	Level 2	Level 3	Level 4
Head Gear	Warning	Detention	Notification of Parents	Office

17. Leaving School Grounds

a) Junior High students must have a parental note giving permission to leave the school grounds at lunch.

Offense	Level 1	Level 2	Level 3	Level 4
Leaving School grounds at Lunch				Office

- Student may bring a note for the school year

18. Clothing

a) Students are expected to wear clothing that does not display vulgar language or inappropriate content.
 b) Students clothing must be appropriate for a learning environment

Offense	Level 1	Level 2	Level 3	Level 4
Unacceptable clothing			Student to remove clothing item	Refusal to do so sent to the office

- Administration will make the final determination on the appropriateness of clothes worn by students.

Graduation requirements
 College or university entrance requirements

Financial Assistance Information

Scholarship information
 Grants and loans for high school or college and university

Career Counseling

Exploration of values, interests, abilities, needs
 Establishing career goals
 Exploration of related occupations
 Provision of brochures, pamphlets and calendars for post-secondary institutions

Personal Counseling

Confidential discussion of personal and family concerns

Referrals

Counselors will provide referral consultation where appropriate

Students may make appointments directly with the counselor or through their teachers. Students are responsible for catching up on missed material.

STUDENT SERVICES OFFERS THE FOLLOWING:

Educational Counseling

Selection of courses
 Program planning

TOFIELD SCHOOL GRADUATION PARTICIPATION POLICY

Guidelines:

Graduation is held on the second Friday of May.

All grade twelve students registered in the Tofield School will be eligible to participate in the spring graduation exercises if they meet the following requirements:

- They are registered in Tofield School for at least one semester of the current school year.
- They have achieved a minimum of 70 credits by the end of the first semester of the current year.
- They are registered in additional courses, which will allow them to meet the Alberta Learning Diploma requirements within the current school year.
- All students completing distance education courses to meet diploma requirements must have successfully completed them by May 1 of the graduating year.

Procedures:

1. At the beginning of the school year, not later than September 30, any student registered in grade twelve who appears unable to meet the guidelines outlined above will be notified by the school principal or counselor. Parents of such students will be notified in writing.
2. At the end of the first semester, any student whose eligibility to graduate is in doubt, based upon first semester results, will be notified as soon as those results are known; parents will be informed in writing. Where possible, students will be encouraged to register in additional courses in order to permit participation in graduation ceremonies.
3. At the end of the first reporting period of the second semester, any students whose progress is such that it appears he/she will not meet the requirements for graduation will be notified that he/she will not be eligible to participate; parents will be informed in writing.

Appeal:

Students who do not meet the above guidelines due to special circumstances may appeal. A staff committee

will determine whether or not the student may participate. The committee will include one school administrator and two teachers.

POLICY STATEMENT

The Board endorses the principle that in order to make optimum use of facilities and resources students should register in sufficient courses each year in order to graduate within three years. In general, the responsibility for student timetabling shall rest with the administrative personnel at each school and it shall form part of a school policy.

Guidelines:

1. Grade 10 students should have a full timetable throughout the year.
2. Grade 11 students should have a full timetable throughout the year.
3. Grade 12 students should register for a minimum of 30 credits throughout the year.
4. Work Experience and Registered Apprenticeship Programs are courses that can be included in creating full timetables.
5. Green Certificate Courses are considered supplementary courses and should be taken beyond the full timetable throughout the year.
6. Students that choose to drop a course from their timetable must exchange the dropped course with another course in order to keep their timetable full.
7. A principal may waive these requirements if it is deemed to be in the best interest of the student's educational program.

Tofield School students will be timetabled for a minimum of 40 credits in Grade 10 and 11, and a minimum of 30 credits in Grade 12.

In accordance with Board Policy INA, **PERFORMANCE BONDS**, we will require that a performance bond be deposited at the time of registration by high school students **repeating credit courses they previously failed to complete**. This bond is refundable upon completion of the course and the securing of CEU funding for its completion. The amount of the deposit will be based on the current CEU rate for courses completed in the classroom, and based on the full cost of Distance Education courses.

GENERAL

Policy and Regulations

The Regional Board of Education establishes guidelines for operation in the form of Policy and Regulations. The following is an edited version of several that you should be aware of. If you wish more details on these or any other policy, please call the Regional Office or the school principal.

School Year - the opening and closing dates, Christmas and Easter vacation dates, statutory and Board declared holidays, parent-teacher interview dates, etc...are set by the Board and published in the local paper well in advance of the commencement of the school term.

Emergency School Closures - schools remain open to students on all regular school days except when there is failure of a utility system or any other emergency condition of a nature likely to be detrimental to the health or safety of pupils. Notice of school closure is carried on CFCW radio. Note: Parents are reminded that they are responsible to exercise their own discretion in sending children to school during inclement weather. If "risk" conditions are a factor, children should be kept home. **Attendance will not be taken when school buses are not running.**

Staff Meetings - each school holds a general staff meeting on the 3rd Tuesday of each month, except December. On these days, students will receive the a.m. and p.m. classes on a rotating basis and students are dismissed at 11:44 a.m.

High School Registration - parent involvement is encouraged when students register in high school courses. Please make sure you understand your son or daughter's program when you sign their high school registration form.

Co-curricular trips - students are involved in a selected number of field trips designed to extend learning experiences beyond the classroom.

Damage to School Property - when property is intentionally destroyed, damaged or lost, students and their parents are liable for reimbursement of its value to the Regional Board. If the damage occurs outside of school hours, the RCMP become involved and charges are laid.

Use of School Facilities - the schools are available to local community organizations for after school activities of an educational, recreational or cultural nature. Due to our extra-curricular program, this outside use becomes restricted at times.

Pupil Placement - the majority of students achieves success with a regular program and is promoted to a higher grade each year. However, there are a number who require further learning challenges. In these cases, the principal with consultation with a committee of teachers review all the details and recommend a special placement for each student. Placement in "special" programs is subject to parental authorization.

Report Cards - teachers report the progress of students to parents at regular intervals. Progress reports are issued in November, February, April and June to secondary students and in November, March and June for elementary students. Parent-Teacher interviews are held after the November and April reporting periods.

Discipline - teachers, when disciplining pupils, administer punishment consistent with what a fair and judicious parent would administer.

Pupil Accident Insurance - parents wishing to purchase insurance may do so by following the instructions on the brochure, which is sent home with the students at the beginning of each school year.

School Busses - pupils are expected to be on time and maintain an acceptable standard of behavior during the school bus ride. The driver must maintain good discipline and can refer disruptive students to the principal for discipline. In severe cases, the driver can refuse to pick up a student until the problem is settled. Students who are disruptive can be suspended from riding the bus for a specified period of time. Conduct Guidelines are reviewed with all students early in the school year.

TOFIELD SCHOOL
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TOFIELD, ALBERTA
TOB 4J0

Mailing Address:
Box 990
Tofield, Alberta
TOB 4J0

TELEPHONE: (780) 662-3133

NAME: _____

GRADE: _____

Student signature _____

Parent Signature _____