

EAGLESHAM SCHOOL EDUCATIONAL PHILOSOPHY

As a school we espouse the educational philosophy of the Peace Wapiti School Board as it appears in the Policy Handbook.

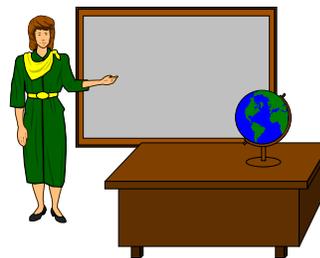


The aim of the school is to help each child to develop his/her individual abilities to the fullest extent. The school, while maintaining flexibility in adapting to an ever-changing society, will be dedicated to the total personal development of each student to the limits of his/her abilities and interests in a sequential coordinated curriculum which allows for individual differences.

As a school we also believe that not any one person, group, organization or institution is responsible for the education for our youth. We are all responsible; we play a key role in the total development of our young men and women.

In view of the fact that the attendance area has a large French presence and also because of the requirements of the Charter of Rights relative to French minority rights, the school will strive to keep in place a strong French program at all grade levels.

It is the role of each teacher to plan programs, to use effective strategies and techniques in delivering programs and to constantly evaluate teaching performance and student achievement.



We recognize the rights and responsibilities of parents to be involved in their child's schooling and provide opportunities for that to take place. We believe in frank, open and honest communication between parents and teachers.

We will strive to make learning an enjoyable experience for all students. At the same time, we recognize that the ultimate aim of education at Eaglesham School is to prepare our students for a world of rapid change and future demands.



At Eaglesham School we are attempting to achieve the following goals:

1. Develop competencies in communication which include reading, writing, speaking, listening and viewing;

*Acquire basic knowledge and develop skills and attitudes in Mathematics, the Practical and Fine Arts, the Sciences, the Social Studies (including History and Geography), and French, with appropriate local, national and international emphasis in each;

*Develop learning skills of finding, organizing, analyzing and applying information in a constructive and objective manner;

*Acquire knowledge and develop skills, attitudes and habits which contribute to physical, mental and social well-being;

*Acquire knowledge and develop skills, attitudes and habits required to respond to the opportunities and expectations of the world of work.

2. The broader goals of education are a shared responsibility with the home, church and community. In this regard, the school will strive to achieve the following:

*Develop intellectual curiosity and a desire for lifelong learning;

*Develop and demonstrate understanding and tolerance of people from varying backgrounds, beliefs and lifestyles;

*Develop a set of values and a sense of community responsibility which embraces respect for law and authority, public and private property and the rights of others;

*Develop self discipline, self understanding and a positive concept through realistic appraisal of one's capabilities and limitations;

*Develop an appreciation for tradition and the ability to understand and respond to change as it occurs in personal life and in society;

*Develop an interest in cultural and recreational pursuits;

*Develop a commitment to the careful use of natural resources and to the preservation and improvement of the physical environment;

*Develop a sense of purpose in life and ethical or spiritual values which respect the worth of the individual, justice, fair play and fundamental rights, responsibilities and freedoms;

The ultimate aim of education is to develop the abilities of the individual in order to fulfill personal aspirations while making a positive contribution to society.



Dress Code Policy

In accordance with PWSD #76Policy IFCA/Student (Dress & Grooming) these guidelines have been put together for presentation to students at the beginning of the 2001/02 school year. It should also be noted that these guidelines came about from discussion with and consensus of student opinion.

1. Students should wear appropriate footwear at all times. Outside shoes are to be changed as soon as students enter the building and left on the boot racks in the mudroom. There is an expectation that no one should go barefoot or wear only socks. There are several reasons for this:
 - Injuries to the feet can occur i.e. tacks, glass slivers etc.
 - Disease such as athlete's foot can be contracted or spread
 - Possible fire drills or worse yet, there is always the possibility of a fire.

(It is not an option to wear outside shoes inside the school. All students should have outside and inside shoes.)

2. Dress of students should contribute to a school atmosphere conducive to learning and facilitate rather than detract from learning.
 - (i) Dress should be clean and tidy.
 - (ii) There should be no offensive slogans, crests/designs that advertise alcohol, tobacco or drugs, displayed on any items of clothing.
 - (iii) Muscle shirts are not considered appropriate apparel.
 - (iv) Tops with spaghetti straps are not permitted-straps should be a minimum of 2" in width and necklines should be such that no cleavage should be visible at any time. Tops should also overlap bottoms in a normal posture so that no bare midriff is visible.
 - (v) Form fitting clothing is not encouraged.
 - (vi) Shorts should have a minimum leg length of 4".(to at least the end of outstretched fingers)
 - (vii) Students need suitable clothing for Physical Education (change of shorts or sweat pants, tops and footwear) and shop courses.
 - (viii) Hats /headgear may be worn at school; however it is each teacher's decision as to whether or not students are allowed to wear caps in classrooms.

- (ix) During the winter months students should conform to dress expectations as outlined in the busing handbook (mitts, headwear, winter coat and boots). Assume the worst that a bus could break down and students could be exposed to cold temperature for an hour or more. Student should dress for outside recess every day.

FIRE DRILLS AND REGULATIONS

Six fire drills are held each year, and every student is well versed in the drill procedure and exit route from the school building. Students are reminded to follow instructions quickly and quietly. Always assume that when the fire bell rings, it is because of a real fire.



Do not assume that it is merely a drill.

Ensure that you know your emergency exit routes. They are shown on a chart in each room in the school and vary according to the room. Tampering with the fire alarm systems and fire fighting equipment is extremely dangerous and is an indictable offense which could result in exclusion from school.

SMOKING POLICY

Smoking is considered to be harmful to health by medical authorities. It is therefore incumbent upon school authorities to discourage smoking at all times. New provincial laws prohibit anyone under the age of 18 from smoking. Therefore, only students who are 18 or over may be permitted to step off school grounds for the purpose of smoking. Students that are under 18 and caught smoking will be reported to parents and may be reported to RCMP. Any student caught smoking on school grounds will receive a one-day out of school suspension. Any repeated offences will constitute additional suspension days.

School division policy states our school is a **SMOKE-FREE ZONE!** , therefore smoking by staff and adult visitors to the school will also only be permitted off school grounds.

CARE OF SCHOOL PROPERTY

The spirit of pride for our school, its appearance and its accomplishments has developed because of the high caliber of students attending the school. We are certain that the student body will continue to bring credit to our school.

Where accidental breakage occurs, we urge students to immediately inform the office. Since the school is responsible for the cost of repair to school property, outside of regular maintenance, students can expect to be billed for replacement costs or repairs.

Students and Telephone Usage

Cell Phones

It is the policy of Eaglesham School that students are allowed to carry cell phones at any time during school hours as long as it is turned off while on school property.

Student Union Phone

For the safety of all students and staff incoming calls during the day will go only through the office telephone. Students are not to use the student union phone during class time unless they have been given expressed permission from a school staff member.

ALCOHOL AND DRUGS

The drinking or possession of intoxicating beverages or illegal use of drugs in the school building or on school grounds is prohibited at all times. This regulation applies to all students involved in extra-curricular activities for the duration of the activity whether on school premises or not. Transportation to and from an activity is deemed part of the activity. Violation of this rule will result in the student being suspended from school, the possibility of suspension from further student activities and the possible recommendation to the school board for expulsion.

STUDENT REGULATION

Every pupil registered in school shall be required to attend school regularly and punctually, be clean and tidy in person and clothes, be diligent in studies, kind and courteous to classmates, and obedient and respectful to teachers.

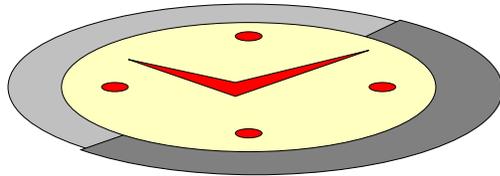
Because of the problem created by gum being thrown on the floor, stuck to desks, etc...., as well as the fact that gum chewing is not acceptable to some, gum chewing in the school will be restricted at all times.

Students are asked to show reasonable care of lawns, shrubs, equipment and buildings, and to use the trash containers so that there is no littering on lawns, sidewalks, hallways, lunchrooms and classrooms. Learning is much more pleasant in tidy surroundings. Students abusing the premises will be excluded.

DISCIPLINE POLICY

References: Peace Wapiti Regional Division #76 Policy Handbook
Policies IG, IGD
School Act Section 13, 15, 19





ATTENDANCE POLICY

Attending school regularly and punctually is an important factor in successful achievement of learning objectives. A student's enrollment in a given course involves a social contract in which each student is obliged to contribute to, as well as benefit from, the learning experience of the class as a whole. Irregular attendance curtails the student's ability to contribute and often hinders the progress of the class through efforts to "catch-up". As trends towards a greater emphasis on examinations continue, class attendance becomes even more important. It is the responsibility of each student to ensure that the expectations of each course, outlined by the teacher, are met. Teachers are required to monitor student attendance and to take appropriate measures to deal with unsatisfactory attendance. Such measures may include contacting parents where the student is not of legal age.

ATTENDANCE REGULATIONS

An excusable absence is defined as follows:

- 1) absence due to illness and/or medical/dental appointment
- 2) absence due to family bereavement
- 3) absence due to field trips and other school related activities
- 4) *i)* absence for which adequate reasons are presented to the school administration for approval well in advance of their occurrence and
ii) absence which is deemed necessary in the judgment of the school administration

All other absences may be judged inexcusable.

All absences will require a written note or a phone call from parents. The onus is on the student and the parent to make sure that excusable absences are verified in writing. Failure to do so will result in the absence being recorded as inexcusable.

It is mandatory for students who are absent from school during a test to present a letter with parental signature to confirm the reason for the absence. If the student fails to produce the written excuse on the first day after returning to school, he/she will forfeit the rights to a supplementary test and will be assigned a zero for the test in question. Upon receipt of a note/letter, the student can expect to write the exam on his/her first day back in school. All supplementary tests should be written within three school days after returning.

It should be noted that it is the responsibility of the student to hand in assignments on specified due dates. Failing to meet deadlines and extensions may result in penalties which could affect the student's marks on individual assignments.

A **chronic attendance problem** can be defined as:

- a Senior High student missing more than 10% of the school instructional days
- a Junior High or Elementary student missing more than 15% of the school instructional days.

If a student has chronic attendance infractions, a mandatory conference to review the problem will be set up with parents, teachers, administrators and the student to determine a solution to the problem. If a parent conference cannot be set up, or if the chronic problems continue beyond the parent conference, the principal shall refer the case to the Superintendent or Attendance Officer for further action. (Policy IE of the PWSD #76 Policy Handbook)

The following procedure will be followed for **Late Arrivals**:

Students arriving late for class will not be admitted until they present a signed copy of a late slip that will be given to them after they have checked in at the office. They shall be registered as "late" in the register. Chronic infractions will be dealt with in the same manner as absences.

EXTENDED HOLIDAY FOR STUDENTS

The practice by some parents of taking their children out of school to extend Christmas, Easter or summer holidays is not encouraged by Eaglesham School. Although some students missing class make an attempt at doing the required work, in most cases it is impossible for the student to duplicate the class instruction by the teacher as well as the discussions that takes place in all classes. In addition to this, many classes consist of students participating in various activities which cannot be duplicated outside of the classroom setting. Therefore, students missing school for extended periods of time will never get the full benefit of school if they are absent.

The harm done by being absent for an extended period can vary from "minimal" to "very serious". In the latter case it might mean repeating a grade (grade one to nine) or losing credits (high school).

To an average or better elementary student, the harm done would probably be minimal. To an elementary student who is struggling, the results would be very serious. As we progress to higher grades the harm done will usually be greater. Again it depends a great deal on the strength of the student in the various subject areas. In high school, parents should keep in mind that courses are semestered so they will miss a greater proportion of work.

The bottom line is that taking students out for extended holidays should be avoided altogether. However, the fact is that some parents will take their children out of school in spite of any harm it could cause to the student.

The following policy will help parents make a rational decision on whether or not to take their children out on extended holidays.

1. The onus will be on the student (parent for primary students) to find out from the teacher(s) what work will be missed and to make every effort to catch-up on missed work.
2. The teacher(s) is under no obligation to prepare special assignments or tests for such students but may do so at their discretion.
3. Parents of elementary students should have an interview with the student's teacher(s) before deciding to take them out of school.
4. A parent who takes a student out of school for an extended holiday will do so with the understanding that they accept all responsibility if the child has to repeat (grade one to nine) or lose his/her credits (high school).
5. Under no circumstances will final exams for grade seven to twelve students who are inexcusably absent be rescheduled. A grade of "0%" will be assigned in these cases. High School students cannot miss midterm or final exams for extended holidays.

STUDENT ARRIVAL AND DEPARTURE

Students are discouraged from arriving at school before buses normally arrive, unless they have a scheduled meeting with a teacher. Students will, however, be allowed to enter the building between 8:35 am and 8:45 am, at the discretion of the supervising teacher, on days of inclement weather, but they must remain in the boot-rooms. At 8:45 students will be allowed into the school to prepare for homeroom.

At the end of the school day, students are expected to leave the building as soon as possible unless participating in supervised extra-curricular activities. (*See also Student Vehicle Policy*)

SCHOOL BUS POLICY



Students who come in to the school by bus in the morning are expected to return by bus in the afternoon. Parents picking up their children after school should **advise the bus driver and the school in writing** that they are doing so. Parents who want to have their children picked up after school by someone other than themselves must **send a note to school indicating the name of the person who will be picking up their children.**

Parents of Senior High students may fill out a permission form to cover the entire year. This form can be picked up at the office and it will be kept on file.

Occasionally parents may want their children to go to someone else's home, thus having to ride a different bus. If this should happen, **parents must contact all bus drivers affected and the school in writing.** The same applies to students staying after school for extra-curricular activities and/or hockey practice, etc. **Without a note prior to 1:00 pm the students will be sent home on the bus.**

Bus drivers shall ensure that students will reach their school and home safely. Students will not be allowed off at other stops without written consent of the parents. (Peace Wapiti School Division #76 Policy EEACA)



BUS CONDUCT

Peace Wapiti School Division #76 Policy EEACC:

The Board believes that bus drivers are an integral part of the staff of the jurisdiction. They serve not only as drivers of school buses for the conveyance of students, but are responsible for safety and conduct of the students while they are on the bus. Students riding on a bus are therefore expected to give the bus driver the same due respect, consideration and cooperation they give their teachers, and always and immediately carry out his/her reasonable demands and instructions.

In the interests of safety, students are prohibited from taking large and cumbersome objects on the school bus.

Procedure:

If a student chooses to break a rule, the following consequences will be applied:

1st incident	Student warned by driver
2nd incident	Student assigned designated seat, parents called.
3rd incident	Principal, parent, student, driver conference
4th incident	Suspension of bus privileges for designated period time; parents notified and made responsible for transportation.

The following procedures shall be carried out when it becomes desirable or necessary to suspend a student from riding a school bus.

1. Decisions to permanently suspend a student from riding a school bus shall be made by the Board.
2. The parents of the student must be personally informed of the suspension and the reasons for the suspension prior to the next pick-up time by the Principal (or designate).
3. If the suspension becomes necessary during the evening run and the parents cannot be notified, then the student shall be conveyed to the school the following morning at which time the student and the reasons for suspension shall be presented to the Principal.
Under extreme circumstances, the student may be denied conveyance until such time as the parents and Principal have been so informed.

4. Re-instatement on the school bus may take place through:
 - a. where the suspension is for five days or less, a meeting and/or communication with the parent(s), student, Principal and bus driver whereby the situation is resolved; or
 - b. a meeting with the Superintendent for problem resolution.

EAGLESHAM COUNSELING PROGRAM

The purpose of the Eaglesham School Counseling Program is to assist students with academic, career and personal concerns. The counselor will act as a liaison with students, staff, parents and administration. Students may see the guidance counselor by self-referral, teacher-referral, administration-referral, parent-referral, or counselor-referral. The counselor's major area of work will be with the junior/senior high school. The counselor will provide introductory guidance materials at the upper elementary grades (grades three to six). The counselor will be available to all students of Eaglesham School.

The information discussed with the counselor shall be held in confidence in accordance with the Alberta Teachers Association Code of Ethics.

- Academic - The counselor will deal with student academic concerns by supplying current information and discussing such items as: credit requirements for graduation, course prerequisites, timetables, study techniques, types of courses required for various jobs and ability tests application and usefulness.
- Career - The counselor will work with each student in grades nine through twelve on an individual basis. The purpose is to develop a career plan suitable to the student's ambitions and abilities. Parents will be encouraged to take their son/daughter to visit post-secondary institutions to aid this plan. The use of interest inventories and aptitude tests may be used.
- Personal - The counselor shall deal with student personal concerns by listening, stimulating self-examination and working towards a progressively deeper level of understanding, respect and trust in order to allow students to make the most of their school opportunities. The use of outside agencies for referral may be used in certain situations.



STUDENT'S EVALUATION & PROMOTIONAL GUIDELINES

Peace Wapiti School Division #76 Policy HKE

The Board believes in placing students in the best educational environment.

GUIDELINE

1. The major responsibility for the promotion of students in the school shall rest with the principal.
2. Where minimum requirements, or above, of the objectives of a certain grade level are achieved, students shall be promoted to the next level at the end of the school semester or term. Student's entry into the next grade or program level should be made only at the beginning of the school semester or year.
3. Student promotion and retention should take into consideration the student's emotional, physical and mental growth.

PROCEDURE

Elementary and Junior High

1. In case of dispute, the Superintendent will meet with the teacher and principal to arrive at a fair and just decision.
2. Where a student's normal promotion is in doubt, parents shall be advised of this as early in the school year as possible but not later than May 30.
3. In cases where special grade or program placement appears to be in the best interests of the student, the principal shall consult with external resource persons before a final decision is made.

4. Where the parents (or guardians) are not in agreement with the placement decision made, they may appeal the decision to the Superintendent prior to July 31 of that year.

Senior High

1. All final standings granted to high school students:

- a. Are endorsed by the principal of the school concerned, and the Superintendent;
- b. are determined by the school on the basis of a fair and just method of evaluation;
- c.. are submitted to Alberta Education for approval and recording at a time and in a manner determined by the Minister of Education;
- d. are made known to the student by the school together with the information necessary to appeal the standing. In the case of diploma examinations, this involves the writing of an appeal examination. In the case of subjects that are not tested by diploma exams, this involves the procedures outlines in “Promotion” section of this policy.

2. All high school students have the right to appeal:

- a. final standings assigned to them by the school in non-diploma examination courses;
- b. the portion of the blended final course grade assigned by the school in diploma examination courses;
- c. diploma examination marks (appeal of diploma examination marks must be made directly to Alberta Education).

3. Where a student wishes to appeal a final standing on a school assigned portion of a final standing, such appeal will be dealt with as follows:

- a. A student wishing to appeal his final standing in a subject must do so within ten calendar days of the last operational day of the semester.
- b. Appeals must be in writing to the principal and must specify the basis for the appeal.
- c. The principal shall give consideration to each appeal and render a decision in writing on it within seven days of receipt of the appeal.
- d. In considering the appeal, the principal shall take one or more of the following actions:
 - (1) consultation with the teachers involved
 - (2) review of the student’s records
 - (3) a personal hearing of the student’s appeal
 - (4) investigation of the evaluation procedures followed
 - (5) consultation with the student’s parent(s).

4. In unusual circumstances, a student may make application to appeal the school-awarded final grades or school-assigned portion of a blended mark to the Minister of Education.
5. The principal shall submit a copy of each appeal and its disposition to the Superintendent.

(End of Peace Wapiti School Division #76 Policy HKE)

In keeping with the intent and purposes of Policy HKE, the policy of this school for evaluating the academic progress of all students for promotional purposes shall be subject to the following guidelines:

1. That a fair and just treatment in evaluating the work of all students be the fundamental basis on which all grades be awarded.
2. That a final examination shall be mandatory in all junior high core subjects (Language Arts, Math, Science and Social Studies) and all high school academic courses. Failure to write the exam may jeopardize a student's final mark.
4. That all students be presented with a detailed outline of each course explaining how he/she shall be assessed and the basis on which the assessment shall be made. For elementary students, the outline shall be made available at the office and for Junior and Senior High students, the outline shall be directed to parents.
6. The main criteria for promotion in grades one to nine shall be that the student achieve an overall average of 50% in core subjects (Language Arts, Math, Social Studies, and Science).

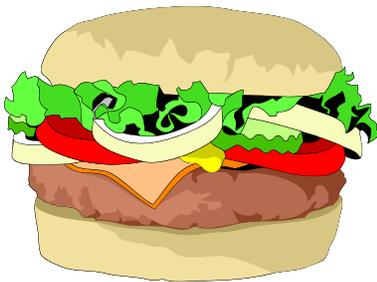
GRAD POLICY



All grade 12 students interested in participating in Eaglesham School's Graduation Ceremony must be:

1. in position to graduate with enough credits
2. passing all courses
3. completed 80% of their correspondence courses by May 1st of the graduation year
4. all School fees for the graduation year must be paid in full.
5. if attending school they must registered at Eaglesham School in the second semester
6. the school is being credited for CEU's in the courses taken

CANTEEN



The school will operate a canteen on daily basis from 11:45 am - 12 pm

The canteen will stock and sell a variety of food items such as: sandwiches, hot soup, juices, chips, peanuts, etc. and whenever possible freshly hot lunches.

A concerned effort will be made to provide good nutritional standards and every effort will be made to keep prices down and services consistent.

HIGH SCHOOL SPARE POLICY

Eaglesham School does not encourage students to carry spares on their timetables. Students, who exceed the provincial accepted number of credits, and who, show full course loads and a maximum number of credits are often looked upon more favorably by Colleges, Universities and employers.

A spare is any class period during which a student is not registered in either a classroom subject, a correspondence course, work experience or special project.

A spare is a time privileged to a students to work on school work. If this time is not used appropriately under the discretion of the acting principal, the student will lose this privilege.

Spares are meant to assist students in better preparing for existing courses they are timetabled for. Students, who have spares and sign-out privileges, may sign-out and leave for the day providing that their spare is the last block of the day. Students with spares may also sign in late if their spare is the first period or block of the morning. Students with spares will report to assigned areas with proper materials.

- **Grade 10** students **will not be permitted** to have a spare during either semester.
- **Grade 11** students will be permitted to have **one spare** during the course of the school year providing they have achieved at least 40 credits in their grade 10 year and have passed all core subjects.
- **Grade 12** students will be permitted to have **up to two spares** for the school year:
 - 1st Spare** **Students have achieved at least 75 credits and are in a position to graduate at the end of the academic year.**
 - 2nd Spare** **Students have achieved at least 90 credits and are in a position to graduate at the end of the academic year.**

***All course changes must be approved by the Principal or designate.**



COMPUTER ROOM POLICY



No food or drink is allowed in the computer room.

External saving devices (i.e. USB stick drives, Floppy disks, CDs) will not be provided by the school.

Nobody will be allowed in the computer room without proper supervision and/or permission. Any staff member giving permission to students to use the computer room accepts responsibility for their behavior.

All Students will be required to sign a Computer Use Agreement form as per Peace Wapiti School Division #76 policies, before being allowed to use school computers.

Proper care and handling of hardware and/or software must be followed at all times.

After each use of the computer room by a class and/or individual, the room shall be left in excellent working order. That is: computers off, chairs returned to their proper place, paper, compact disks, etc... picked up, lights turned off and the door locked. Any defect or malfunction should be reported to the office immediately.



Anyone not following the above rules will have their privileges of using the computer room suspended by the computer coordinator and/or principal.

Volunteers

Eaglesham School recognizes the value and efforts of volunteers at our School. The following is a guideline and policy for volunteers at Eaglesham School.

Upon arrival at school volunteers are to check in with the office and sign a volunteer sheet. The purpose of this is two fold: First, it provides Central Office with a comprehensive list of volunteer numbers and secondly it lets the School know who is in the building at any given time.

Eaglesham School believes that safety and security of students, staff and issues regarding them are strictly confidential. As professionals we must follow a code of conduct which guarantees confidentiality – we believe that volunteers are privy to all issues and are thus asked to follow confidentiality rules.

I. Rules and Guidelines for Confidentiality

- Volunteers, by the nature of the position, are privy to a variety of confidential matters in regards to the school, the staff, the students and their families. Confidential matters are not to be discussed outside the circle of stakeholders.
- All schools in Alberta are governed by FOIPP legislation (Freedom of Information and Protection of Privacy).
- Parental inquiries should be discussed between the teacher and the teaching assistant and should be addressed by the teacher, unless otherwise specified. Parents should be asked to direct their calls to the teacher or administration.

II. Conduct of Volunteers

- The Volunteer will respect the dignity and rights of all persons without prejudice as to race, religious beliefs, color, sex, physical characteristics, or age.
- Criticisms or concerns of staff, students, parents or policies must follow proper protocol.

VOLUNTEERS WHO DISREGARD CONFIDENTIALITY WILL NO LONGER BE WELCOMED AT EAGLESHAM SCHOOL IN THIS CAPACITY

LIBRARY POLICY

A library is a place for quiet study and includes many resources to aid your students. If assistance is required, please ask librarian.

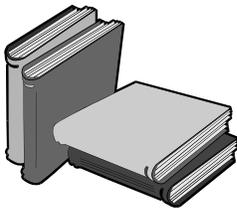


REGULATIONS:

1. Normally no more than five (5) books can be signed out to anyone person at a time. Requests to sign out more than five books may be made to the librarian.
2. Books must be returned within two (2) weeks of the date signed out.
3. The most current encyclopedia set cannot be taken from the library.

4. There are no daily fines charged, however, if material is lost or damaged, the replacement cost must be paid. If not, all library privileges will be revoked. When material is reported lost or damaged, a replacement cost will be assessed. Three (3) weeks will be allowed to pay the cost starting from the first day the material became due. This should allow sufficient time to find misplaced material.
5. If, at the end of the three weeks, the materials have not been found and returned or paid for, the incident will be reported to the principal.

The main purpose of the library is to make materials available to teachers and students. The library is where teachers may take their classes for research and the individual may work in a **QUIET** atmosphere.



PUBLIC LIBRARY

Our school library is pleased to have the Public Library a part of the School Library.

The Library is open to the public Tuesday to Friday from 9:00-11:30 am and 12:30-3:30 pm. On Tuesdays and Thursdays it is open until

4:30 pm. It is closed during the summer months and all other school holidays.

A Public Library membership is required to borrow materials from the Public collection. Memberships are \$5.00 per person or \$10.00 per family per year.

STUDENTS' UNION

A Students' Union Executive for Junior and Senior High shall be elected in early September and shall consist of the following members:

President
Vice President
Secretary
Treasurer

Sports/Social Convener

Room Representative (if a grade is not represented on the executive)

All students are members of the union. The fees for the school year will be announced in September.

The unions represent the students and are instrumental in maintaining high student morale through the various functions they organize.

On an ongoing basis money has to be raised in order to run a good union program. We appreciate the support the community has always given to these fund raising events.

Sign-Out Policy

In the interest of student safety, only a parent or guardian may sign out a student. Uncles, aunts, grandparents, older students or family friends may not sign out a student unless they have expressed written permission and the office has verified the notes validity via a phone call or discretion of the acting principal. The office may refuse to let a student sign-out with someone other than a parent or guardian.

Elementary/Junior High Students:

K-6 students are not allowed to sign-out themselves. Parents are expected to come to the office to sign-out their child before they leave the school with their child.

High School Students:

Grade 10 students can only sign-out if the office receives written permission for each occasion. Students who leave or sign out without this permission will be considered “Skipping” (Please see policy on Skipping)

Grade 11 & 12 students can only sign-out if they have no more classes to attend for the day – correspondence and PAVE courses count as a class. When students sign out during class time they must leave the school and not return. All other sign-out privileges will require written permission from parents. Students who are 18years old may sign-out without parent permission however they must have a Doctors note or a legitimate reason if they are going to miss any classes.

Town students are permitted to sign-out at lunch in order to go home. Town students not going home for lunch will need a note from parents indicating that they will be staying at school. A note at the beginning of the year will be sufficient. Junior or Senior High students must sign out at lunch. **Bussing students or students who bring vehicles to school are not permitted to sign-out and leave for lunch – unless a permission note is received from parents or they receive special consideration from the principal. When students leave for lunch, they will be gone for all of the lunch hour and return to back to school for the afternoon classes on time.**

Mid-terms and Final Exams

During Mid-terms and Final Exams - junior and senior high students will only be allowed to sign-out if they do not have an exam in the afternoon. Senior High students may sign-out without a note however junior high students still require written permission. Students are not allowed to leave the school then sign back in again unless they are town students going home for lunch. It is expected that if a student is signed-out, they are signed-out for the day and will not be going home on a bus. Town students may sign-out immediately after an exam and go home.

Skipping Policy

Student's 1st offence for "skipping classes" will be a phone call to the parents indicating their child's lack of attendance and sent home for the rest of the day.

Student's 2nd offence will be a one-day out of school suspension.

Student's 3rd offence will be a two-day out of school suspension.

Student's 4th offence will be a three-day out of school suspension.

Student's 5th offence will be a five-day out of school suspension after which a student contract will be signed. If the contract is broken the student may be referred to Peace Wapiti School Division's Universal Outreach Program.

STUDENT VEHICLE POLICY

1. **The school is legally responsible for students placed under its care during school hours. Uncontrolled use of vehicles is a danger to both driver/students. Because of the imposed liabilities, the school has developed the following guidelines, to which students are expected to adhere.**

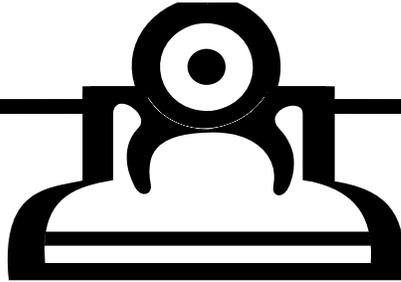


(a) Students driving to school will present to the school written permission to do so from their parents (forms can be obtained at the office).

(b) Proof of insurance and driver's permit are to be submitted along with parental permission.

2. Students driving vehicles to school will not be permitted to use them at lunch-time unless they are returning home, or unless they have the express permission of the school and parents.
3. Students driving vehicles are permitted to leave the school grounds while buses are loading.
4. Any driving that in the opinion of the school constitutes a danger to the students, at any time during the school day, will result in loss of the privilege.
5. Occasional student use of a vehicle will be approved through the school administration.
6. Special Privileges: Those students accorded special privileges will be allowed the use of their vehicle to travel to and from their specified location (Work Experience).
7. Vehicles are not to be used as a location for eating lunches, etc...
8. Students driving a vehicle during school hours shall endeavor to be exemplary drivers at all times. Repeated complaints (such as spinning tires, spraying rocks, excessive noise from loud mufflers, stunting, speeding, etc.) from staff or the citizens of the community shall be considered just cause for suspension of driving privileges during school hours, pending an investigation by the administration.

9. A student abusing any of the above privileges will be asked to turn in his/her keys to the office during school hours. Continued abuse will result in the suspension of all privileges.



WORK EXPERIENCE OBJECTIVES & PROCEDURE

The purpose of the Work Experience Program at Eaglesham School is to offer the opportunity to participate in the world of work but through a learning environment. Each student will work at an approved location and meet with the program coordinator on a regular basis (every 2-3 weeks). Students and employers must contact the coordinator in order to resolve any problems that may arise. Students will be evaluated by the employer through the use of a checklist form supplied by the coordinator. These evaluations will reflect the student's mark on the first two report cards. The final course mark will be an average of the following:

1st Report Card	25%
2nd Report Card	25%
Student Essay	25%
Final Evaluation Form	<u>25%</u>
	100%

The student essay or report of approximately 750 words will highlight the following types of items: various work skills learned and developed (actual task skills and personal communication), company policies and operating procedures, types of expectations that the employers have, any discoveries of student career interests and aptitudes, employers concept of acceptable work habits, and the need for self-discipline at work.

The student will receive, from the coordinator a "Work Experience Student Orientation" hand out, outlining basic expectations that will supplement this introduction. The students will also receive a small booklet containing "Tips For Students" which includes hints for interviews, absences, attitudes, time sheets and company confidentiality.



SPECIAL PROJECT GUIDELINES **COURSE OUTLINE**

1. The student shall submit an acceptable structured proposal to the Special Project Coordinator by the end of the first week of a new school term. This proposal will be worth ten percent (10%) of the student's final mark and must be completed with a minimum of eighty percent (80%) accuracy before the special project can proceed.

PROPOSAL FORMAT

- I. Name of project, start and completion date, name of supervising teacher.
- II. Purpose of project (What does the student hope to gain from this project?)
- III. Objectives (Actual tasks to be used to complete project - in point form.)
- IV. Procedure (Details of objectives - how are the objectives to be met?)
- V. Log (Kept with dates, time spent on project -minimum 125 hours, and tasks performed.)
- VI. Description of end product (What form will the end product take? Visual, three dimensional, written, etc...)
- VII. Evaluation:

Proposal	10%
Log	15%
Project	45%
Project Essay	30%

2. The student's final mark will be computed as follows:

Proposal	10%	(mark from S.P., Coordinator)
Log	15%	(mark from S.P. Coordinator)
Project	45%	(mark from Supervising teacher)
Project Essay	30%	(mark from S.P. Coordinator)

The log, final project essay and project should be submitted to the appropriate teacher/Coordinator before final exams begin. The log should include a daily entry with time spent and task performed. The final project essay should include details of how the objectives have been fulfilled and indicate the knowledge that has been gained. This essay should be a minimum of 750 words, typed and double spaced. The project shall consist of meeting the objectives in the proposal.

3. The student's interim report card marks shall be computed from the proposal mark, log mark, and project mark to date.

Distance Education

PAVE and ADLC

It may be necessary for student to take high school credit courses by distance learning due to:

- Timetable clash
- Career plan courses not offered through the normal school timetable

Students wanting to take distance learning courses for other than the above reasons may not receive the principal's approval.

A student wishing to take a distance learning course in a subject which is offered during regular class time will not receive the principal's approval unless there are unavoidable timetable conflicts.

Students have two options when taking distance learning courses:

- **PAVE – Peace Academy of Virtual Education.** This delivery method involves students working on a computer or downloading information to work on paper. This program is set up through Peace Wapiti School Board. Cost for this is approximately \$100 per course and is payable to Peace Academy of Virtual Education. Courses are refundable only if students successfully complete course requirements.
- **ADLC – Alberta Distance Learning Centre.** This delivery method is through correspondence and fluctuates in cost per course. Please see below for methods of payment and school policy for this.

Upon receiving the principal's approval for a distance learning course it is understood that the course becomes part of the student's program for that semester. As such, adequate time will be allowed on an individual student's timetable to accommodate the required minimal number of minutes to satisfactorily complete the course (i.e. 40 minutes for a 3 credit course and 80 minutes for a 5 credit course (semestered). Distance learning students will be assigned to specified locations - either library or classroom - and every effort will be made to ensure that teacher expertise is made available to assist individuals in completing their courses successfully.

When students complete and have their work schedule approved, they accept the responsibility of adhering to deadlines and due dates. Without prior consultation with the distance learning coordinator, students are aware that penalties are imposed for incomplete assignments or work not handed in on time. It is paramount that work schedules are followed with as little deviation as possible to ensure that courses are completed within the timeframe of each semester.

Students are to direct ADLC course costs to the school. Upon successful completion of the course the school will reimburse the students the cost incurred.

Expectations

Students who take correspondence courses that are delivered at school and therefore given school hours to work on them are required to maximize their credits. Students will be reimbursed the course fees upon successful completion. Students will not be reimbursed if they fail the course, do not return course materials or do not complete the course. Students will not be reimbursed for courses taken outside school hours and/or those courses not approved by the Principal.

Credits: Students who are given 40mins a day to work on a correspondence course are expected to achieve a minimum of 3 credits by the end of a semester. Students who are given 80mins a day to work on a correspondence course are expected to achieve a minimum of 5credits by the end of a semester.

Students who achieve less than the credits mentioned above will not be reimbursed course fees.

Time Allotment: If students are scheduled and given school hours to work on correspondence courses – they are expected to complete all course work and final tests before the end of a semester. Students who choose to extend their course past the school year (last day of school in June) will not be reimbursed the course cost.

Courses: Students who enroll in courses, which are less than a total of 5 credits in a semester (based on 80mins a day), will be required to enroll in additional courses to achieve additional credits.

HIGH SCHOOL DIPLOMA REQUIREMENTS

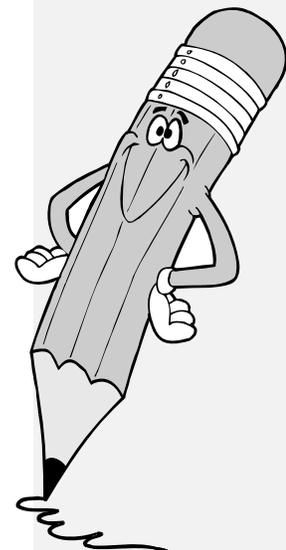
Eaglesham School is under the rules and guidelines of Alberta Learning. To view all the requirements for a High School Diploma or a Knowledge and Employability Diploma please refer the Alberta Learning Web Site at <http://www.education.gov.ab.ca/students/>

Course Grading:

All achievements in completed courses are represented as numerical grades on the following basis:

80% - 100%	Excellent outstanding work
65% - 79%	Good: understanding of subject matter
50% - 64%	Satisfactory: basic grasp of the subject
40% - 49%	Failure level: no clear understanding of concepts
1% - 39%	Outright failure

Credits:



Credits are awarded for numerical grades of 50% and above. The student must remember that marks are determined not only by exam results but also quality of work done during the year, and by attitude and cooperation.

A minimum of 100 credits must be earned and standards must be met in certain courses to merit an Alberta High School Diploma. The standards that must be met are listed on the Alberta Learning website @ <http://www.education.gov.ab.ca/students/>. The counselor will meet with High School students to discuss these requirements.

FINAL EXAMS - GRADE 12

All grade 12 students in Alberta will be required to write provincial examinations in order to receive a high school diploma.

Students wanting to extend a holiday must contact the school ahead of time to familiarize themselves with exam times. No high school exam will be rescheduled due to an extended holiday

If you enroll in any of the courses listed below, you will have to write the diploma examination for that course.

English 30-1	Biology 30
English 30-2	Chemistry 30
Social Studies 30	Science 30
Social Studies 33	Mathematics 30 Pure
Mathematics 30 Applied	

CHEATING POLICY JUNIOR & SENIOR HIGH

Cheating in any manner is considered intolerable.

Cheating includes but is not limited to:

1. Presenting another student's or person's work as his own.
2. Use of a crib sheet or notes when not permitted.
3. Copying from another student's work during an examination and/or assignments.
4. Assisting other students to copy.
5. Theft of examination.

The teacher may assign a grade "0" for the assignment or examination in question and/or apply any other consequence deemed appropriate. The most severe punishment which could be levied against a student caught cheating is suspension from school. Students have the right to appeal all decisions to the principal. The principal shall conduct an inquiry and his decision shall be final.

HIGH SCHOOL PROGRAMS

A full academic program is being offered enabling students to meet all the requirements of high school graduation. By careful selection of courses (beginning in Grade 10) a student can obtain matriculation requirements for most Canadian colleges and universities.

We urge students and parents to realize that the diploma requirements represent only the bare MINIMUM credits. We advise to begin your high school career with a definite plan outlining the courses you will need for your continuing education. This may avoid an overload in your final year of school. Many programs in further education (such as the colleges and technical schools) require grade averages of 65% and higher. You owe it to yourselves to aim for the highest mark possible in any subject.

Before making your final subject choice, check with the counselor the entrance requirements of the particular college or university you would like to attend.

JUNIOR & ELEMENTARY PROGRAMS

French is offered to all students in grades three to nine.

When students encounter learning difficulties and upon receipt of parental consent, members of the special needs department will be involved in offering assistance with identified needs of the individual.

All students must take Physical Education unless they have an updated doctor's certificate exempting them from doing so. Students must have the proper attire for Physical Education. Homeroom teachers will advise students of what is needed.

School supplies are the responsibility of the parents and the homeroom teacher will advise students of what is needed. A list for the following year will be provided by the teacher at the end of June.

Homework for elementary students is kept to a minimum and is mainly for grades four to nine. Students who are not able to finish assignments during class time will have homework more frequently.

HOMEWORK

IS HOMEWORK WORTHWHILE?

Junior High students should plan on about 1 to 1 1/2 hours of homework assignment per night. Grade 10 students of about 1 1/2 to 2 hours. Grade 11 and 12 students should do about 2 hours.

THE PURPOSE OF HOMEWORK

Homework can range from routine spelling and math drills to visits to local industries. Its forms depend, to a large extent, on the purpose for which it was assigned.

Some of the purposes of homework are:

- to reinforce lessons taught during class time
- to give students extra drills in an area where they may need practice
- to teach students to budget their time
- to help students develop self-reliance and good study habits
- to enable parents to see their child's progress
- to give experience in research techniques
- to strengthen the ties between home and school, particularly when parents can help with assignments in some way
- to allow for individual differences

PARENTS CAN HELP

There are many ways parents can help with homework, including:

- providing a quiet, regular place to work
- helping the student organize his/her time for assignments
- being the "audience" for reading practice, spelling, and math drills
- providing information and knowledge for projects

The support and interest of parents will have a large influence on students' attitudes toward homework. If you have a question about the assignments your child is bringing home, do not hesitate to talk to his/her teacher. Homework left at home is treated as homework not done.

It is important to meet the deadlines when the assignments are due.

Eaglesham School Awards/Scholarships

1. Awards of Excellence



Grades 7-10: For those who average 80% or over in five subjects:

*L.A. or English 10 *Social Studies 10 and

*Three of the following: Math, Science, French, C.T.S. (an average of at least 5 credits received in one course for the year)

Grade 11: For those who average 80% or more in five subjects:

*English 20

*Social Studies 20 and

*Three of the following: Math 20 or Pure Math 20 or Applied Math 20, Science 20, Biology 20, Chemistry 20, Physics 20, French 20

Grade 12: For those who average 80% or more in five subjects:

*English 30

*Social Studies 30 and

*Three of the following: Math 30 or Pure Math 30 or Applied Math 30, Math 31, Science 30, Biology 30, Chemistry 30, Physics 30, French 30

2. Achievement Awards

- For each grade level (7-12) and each subject area using the following formula:

A. 80% or more - Math, Social, LA, Sciences, French

B. 85% or more - Phys. Ed.

C. 90% or more - C.T.S. (Must have achieved this average of at least 3 credits earned in one course during a semester), other 5 credit options.

- No minimum or maximum number of awards

3. Diligence Awards

- Awarded by grade level (7-12) rather than in individual subjects to students who have demonstrated consistent hard work and positive attitude.
- 2 awards maximum per grade level for classes under 20 students.
- 3 awards maximum per grade level for classes that have 20 or more students.
- There is no minimum - no awards may be given or less than maximum is allowed.
- Students receiving academic awards are eligible.
- These awards are decided by all teachers in Junior & Senior High in a meeting prior to the award ceremonies.

4. Student Union Awards

A. President Award - Pins are presented to the Presidents of both the Junior and Senior Students' Unions.

B. Leadership Award - Presented to a Junior and a Senior High student judged to have contributed the most on leadership to their respective unions.

- Decided by the Staff Advisors and Students' Union Presidents.

5. Linda Sawatsky Memorial Trophy

- To the Senior High student showing the best combination of outstanding sportsmanship (50%) and athletic ability (50%).
- Selected by Senior High Coaches and the Phys.Ed. teacher.

6. Sportsmanship Awards

- Awarded to one male and one female in Junior and Senior High (4 awards) based on attitude, cooperation, good sportsmanship, athletic ability, and participation either on school teams, in Phys. Ed. class or a combination of both.
- Selected by coaches and the Phys. Ed. teacher.

7. Brenda Littman Memorial Trophy

- Given to a grade twelve student based on a combination of diligence and academic achievement.
- The student must have the highest averages in grades 10 - 12.

-Averages will be based on the top 100 credits (i.e.: derived from marks in those courses which are compulsory for diploma plus best marks from other courses to a maximum of 100 credits)

- Marks from grades 10, 11, and 12 are to be prorated by factors of 1, 2, and 3 respectively.

8. Special Achievement Awards

- Awards or trophies to honor any special achievements of individuals or groups within the school.

- No fixed limit.

9. Valedictorian - Graduating Class

- Awarded to the grade 12 student who has the highest average based on the best five 30 level academic subjects, including English 30. (See Award of Excellence for criteria.)

- Calculated by the Principal or his designate.

- The successful recipient will address the graduating class and audience during the graduation ceremonies.

10. Governor General's Award

- Awarded to the student with the highest overall academic standing from the preceding year's graduating class.

Elementary Awards

A. Diligence Awards

- Awarded to one student in each grade from 1 - 6 who has shown the most diligence in all classes throughout the year. To be chosen by the homeroom teacher(s) in consultation with the other teachers involved in teaching that class.

B. Excellence Awards

- Awarded to one student in each grade from 1 - 6 who achieves the highest overall marks. To be chosen by the homeroom teacher(s) in consultation with the other teachers involved in teaching that class.

C. Most Improved Awards

- Awarded to one student in each of grades 1 - 6 who has shown the most improvement in all classes throughout the year. To be chosen by the homeroom teacher(s) in consultation with the other teachers involved in teaching that class.

D. Mary Peterson Award

- Given to an elementary student in grades 4 - 6 who has shown the most improvement. This can be either an improvement in one year or a combination of successive years. (Preference is given to that student who has shown improvement throughout his/her elementary years.)

- Decided through a meeting with all elementary teachers.

E. Sportsmanship Awards

- To be awarded to the individual who displays the best sportsmanlike behavior in each class.

F. Honor Roll

-Any student from Grades 2 through 6 will be placed on the honor roll if he/she achieves at least an 80% mark in all of the following subjects: Language Arts, Mathematics, Social Studies and Science. They must also show a good effort in their other courses.

EXTRA-CURRICULAR ACTIVITIES

All students are encouraged to participate in extra-curricular activities in order to broaden their experiences beyond the regular curriculum. No student who meets the requirements of a particular activity shall be excluded from participating.

Along with the privilege to participate in extra-curricular activities a student has a responsibility to conduct himself/herself in an appropriate manner at all times during these activities.

A student's participation in extra-curricular activities may be suspended for the following reasons:

1. The student's behavior while attending an activity was not up to an acceptable level.

2. The student’s behavior in school, both during class and during recess, is not up to the required standard.
3. The student has reached “Strike 3” of the Discipline Policy. In this case, the student will be suspended from extra-curricular activities for a one month period.

In the event that student is being considered for suspension from participation, the teacher involved shall advise the principal. The principal shall convene a meeting of the organizer of the activity, the teacher requesting the suspension and the student. A recommendation shall be made by the principal whereupon a final decision will be made.

A. Participation

1. Wherever possible a schedule of the season’s activities and dates should be established, posted and circulated.
2. Students who miss classes due to participation in extra-curricular activities are responsible for any instruction or assignments missed. All participating students must complete an Extra/Co-Curricular Activity Request Form prior to the activity.
3. Students who are inexcusably absent during the day will not be allowed to participate in extra-curricular activities on that day without permission from the organizer of the activity and the principal.

B. Busing

1. Where activities require buses, all students will travel to and from activities on the designated bus with the team or other participants. Participants may also travel to and from activities with their parents or legal guardians, provided the organizer of the activity has been notified and agrees and that all legal requirements are met.
3. Where no designated bus is to be used and the activity is not at Eaglesham School, private vehicles may be used with prior approval from the principal. In accordance with:

Policy EEAEA - Student Transportation in Privately Owned Vehicles

GUIDELINE

~~1~~ *The owner of the vehicle shall be informed that jurisdiction insurance will provide only liability coverage and only if the Division is found liable after the owner's liability insurance is exhausted.*

~~2~~ *The jurisdiction and school assume no responsibility in determining the road worthiness of the vehicle. The owner/driver assumes full responsibility.*

~~3~~ *The driver must have fewer than 7 demerit points. and provide an abstract upon request of the principal/designate*

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~~S~~The regulations do not apply if:

~~b~~a parent elects to transport or to make alternative transportation arrangements for his/her child; and an independent student elects to make alternative transportation arrangements for himself/herself.

Comment [e1]:

LOCKS AND LOCKERS

Lockers will be available for student use with a damage deposit of \$10.00, payable to the school, refundable only if the locker is found to be in pristine condition at the end the school year. Locks to be used can be purchased at the office and all lockers & locks are the property of Eaglesham School.



INFIRMARY

Students who are ill will be allowed to lie down in the infirmary after having gained permission from their teacher (grade 1 to 6) or from the office (grade 7 to 12). In any case, the student should report to the office before phoning home for someone to pick them up. The principal will be notified so that proper attention can be provided.

When necessary, the secretary or the principal will phone home if it is considered that the child requires further medical attention or that the child would be more comfortable at home.

SCHOOL ACCIDENT POLICY

In the event of any accident, the supervising teacher is to be informed, and it is his/her responsibility to make an immediate assessment of the situation. In the event of a serious accident, the principal shall be notified. He will then, if necessary or possible, administer any first aid or call on the person most qualified to do so. Any injury shall be reported to the office and an accident report will be filed, with parents being notified by phone as soon as possible.

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