



Putting the Pieces Together

H.J. CODY STUDENT HANDBOOK

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STUDENT HANDBOOK

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**2010-2011
SCHOOL PLANNER**

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

In case of emergency, please notify:

Name: _____ Phone # _____

Name: _____ Phone # _____

Semester 1

<u>Block</u>	<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	<u>Day 4</u>	<u>Day 5</u>	<u>Day 6</u>	<u>Day 7</u>	<u>Day 8</u>
8:35~9:43								
9:47~10:55								
10:59~12:04								
12:55~2:03								
2:08~3:15								

Semester 2

8:35~9:43								
9:47~10:55								
10:59~12:04								
12:55~2:03								
2:08~3:15								

DISCIPLINARY PROCEDURE PHILOSOPHY

Chinook’s Edge School Division has the responsibility to see that an appropriate educational program is available to each student in our schools. Rules and regulations are established to ensure a proper climate in which students may pursue their studies. School personnel have been charged by the Board to carry out these rules in a friendly, firm and fair manner in order to safeguard each student's right to the finest education we can provide. The Board further feels that good standards of student conduct are necessary for effective learning to occur, for the safety of others, and for the smooth operation of the school. (APM 3-09) School discipline is a shared responsibility. Students, parents, teachers, and administrators all share in this endeavor and responsibility. Students and parents will be aware that this booklet only describes the major areas of unacceptable behavior. At anytime, students may be disciplined and/or counseled by teachers, administrators or other staff members regarding their behavior and/or referred to other authorities in special circumstances.

Our goals are to keep in line with our 4 general areas that define our values. Caring, Communication, Professionalism, and Knowledgeable. Our staff will consider these areas and work to develop attitudes and skills that further help our students and school environment progress.

INFRACTIONS

In accordance with the rules and policies laid out in the Alberta School Act and with consideration of policies developed by Chinook’s Edge School Division, a discipline committee comprised of the administration, teachers and students has met to determine school discipline policies. It is intended that all discipline policies are in compliance with all District guidelines. Zero Tolerance Infractions are those that are severe enough to warrant removal from school and recommendations for expulsion to the School Board. These include drug offenses, violence, and other offenses that put the safety of students, teachers and the school environment at risk. Hazing, bullying, or any forms of intimidation are considered Zero Tolerance Offenses. ***The list of disciplinary infractions and consequences follows and are by no means an exhaustive list.***

H.J. Cody High School Discipline Plan			
<i>Students are expected to conduct themselves in a manner conducive to learning and teaching. This chart is a list of infractions. You will note that repeat offenders affect a progressively more serious disciplinary response than the initial violation. In most instances, continued violations of the same offense will result in a possible involuntary transfer to an alternative school program or recommendation for expulsion. Every attempt will be made to follow the chart displayed below. However, the administration does reserve the right to objectively determine consequences based upon the seriousness of a particular infraction and the previous discipline record of the student who commits the offense.</i>			
	Infraction	Minimum Penalty	Maximum Penalty
2.1	Skiping Class	Detention, 1-3 day ISS (In-school Suspension), Parent contact	1-3 OSS (Out of School Suspension), Parent Conference, recommendation for expulsion
2.2	Damage property: Vandalism to school or personal property	1-3 days ISS, restitution and possible referral to RCMP	5 days OSS, restitution, recommendation for expulsion, referral to RCMP
2.3	Disrespect, disruption, willful defiance, refusal to obey	1-3 days ISS, Parent contact	1-5 days OSS, Parent Conference, recommendation for expulsion
2.4	Use of inappropriate Language at school	Corrective warning, 1-3 day ISS, Parent contact	1-5 days OSS, Parent conference, recommendation of expulsion
2.5	Disturbing the class	Corrective warning, 1 day period suspension, 1-3 day ISS, parent contact	1-5 days OSS, possible removal from class, parent conference.
2.6	Dress Code Violations	Corrective warning , Parent contact, change/removal of objectionable items/clothing.	1-5 OSS, Parent conference
2.7	Parking/Driving Infractions	Loss of parking privileges, parent contact, referral to RCMP or By-Law for citation	Loss of parking privileges for remainder of year, 1-5 days suspension, referral to RCMP for citation
2.8	Drug Paraphernalia: Possessed, offered, arranged, or negotiated to sell	3-5 days OSS, attendance to AADAC, possible alternative placement, and referral to RCMP.	5 days OSS, recommendation for expulsion, and referral to RCMP

2.9	Failure to report to Principal or VP when sent by Teachers	1 -3 days ISS, parent contact	1-5 days OSS, recommendation for expulsion
2.10	Failure to serve assigned discipline (detentions, ISS)	Corrective warning, 1-3 day OSS	3-5 days OSS
2.11	False Fire Alarm	5 days OSS and referral to RCMP	5 days OSS, recommendation for expulsion, and referral to RCMP
2.12	Forgery / Altering Notes / Impersonations / Lying	1-3 days ISS, parent contact	3-5 days OSS, Parent conference
2.13	Graffiti / Tagging: Significant or Permanent Damage	3-5 days OSS, restitution	5 days OSS, recommendation for expulsion, restitution, and referral to RCMP
2.14	Harassment, threats, bullying or intimidation against a pupil or group of pupils	1-3 days ISS, Parent contact	3-5 days OSS, recommendation for expulsion, and referral to RCMP
2.15	Harassment, threats or intimidation of a complaining witness	3-5 days suspension, Parent contact and referral to RCMP	5 days OSS, recommendation for expulsion, and referral to RCMP
2.16	Hate Crimes / Violence: Caused, attempted to cause, threatened to cause, or participated in an act of Hate Violence	5 days OSS and referral to RCMP	5 days OSS, recommendation for expulsion, and referral to RCMP
2.17	Hazing	1-3 days ISS, parent contact	3-5 days OSS, recommendation for expulsion, and referral to RCMP
2.18	Littering	Corrective warning , 1-3 days ISS, parent contact	1-5 days OSS, parent contact, referral to RCMP
2.19	Obscenity, Profanity, or Vulgarity	1-3 day ISS, parent contact	3-5 days OSS, parent conference, recommendation for expulsion
2.20	Inappropriately Out of Class	Corrective warning , 1-3 day ISS, parent contact	1-5 days OSS, parent conference

PRIVACY AND SAFETY CONSIDERATIONS

It is of utmost importance for the Administration to respect student privacy, property, and belongings. However, for the general well-being of our school and security of our students, the Administration reserves the right to randomly check student lockers, backpacks, and other personal belongings.

Security Cameras

For the security of our students and employees, security cameras have been installed around the school premises.

- Consent to being videotaped is assumed by all who enter the school property.
- Tampering with school security cameras is a major offense and will be dealt with in accordance with section 2.2 of the Discipline Policy Infractions.

Lockers

Lockers are provided to students as a convenience to be utilized for school use only and such use is limited to store coats, bags, books and stationary materials only. Therefore:

1. Students are held responsible for misuse of lockers and if damaged, students are liable for the cost of repairs and will lose their privilege to hold a locker.
2. Lockers should be kept locked at all times (unauthorized locks will be cutoff).
3. The school is not responsible for personal property kept inside the lockers.
4. The Administration may inspect lockers periodically and at random:
 - a. To prevent waste accumulation
 - b. To promote safety, health and fire protection
 - c. To recover missing property
 - d. To prevent the storage of unauthorized, illegal and dangerous items
5. Students are responsible for keeping their lockers clean inside and out.

Searches

1. Where no external agencies are involved, the interrogation and/or search of students or their lockers should be conducted by the school Principal or designate, and then only in the presence of another teacher. Searches of student lockers should only be conducted in the presence of the student. Searches of students and/or their lockers shall only be conducted when there is reasonable suspicion that they possess contraband or stolen goods.

Reasonable suspicion will be determined based on:

1.1. an actual eyewitness account by another student or teacher of the possession of the goods;

or

1.2. historical practice of the student with respect to such possession and previous infractions of the rules.

(CESD APM 3-14)

ACADEMIC INTEGRITY AND DISHONESTY POLICY

As you know, at H.J. Cody School we value academic integrity very highly and do not permit any forms of dishonesty or deception that unfairly, improperly or illegally enhance the grade on an individual or group assignment or a final course grade. The following is a list of forms of cheating, plagiarism and other forms of dishonesty that may arise. Therefore, we expect every student to interpret the requirement of academic honesty and integrity, broadly and in good faith. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask your teacher before you do it!

Academic Dishonesty includes, but is not limited to:

Cheating on exams by copying from others, having or using notes, formulas, or other information in a programmable calculator or other programmable device; having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or receive unauthorized information; having or using a cheat sheet; altering a graded exam and resubmitting it for a higher grade; working together on a take home exam unless approved by the teacher; gaining or providing unauthorized access to the examination materials.

Plagiarism by copying part or all of another person's work and submitting it as your own; acting as a provider of a paper or papers for others; submitting substantial portions of the same work in more than one class without consulting with the teachers; failing to use quotation marks where appropriate; failing to properly cite paraphrased materials with footnotes or a bibliography; making up data for an experiment; citing non-existent sources; giving or getting improper assistance on an assignment meant to be individual work; using the services of another student.

Note: Attempted cheating, even when unsuccessful, will be treated as academic dishonesty. Simply having observable possession of any prohibited or unauthorized information or device during an exam, even if it is not used, is an act of academic dishonesty. It will be dealt with as such. Tampering with teacher grades (on assignments; in gradebooks; in computer databases) will result in reduction of grade possibly including failure of the course.

Students that violate the Academic Integrity and Cheating Policy will receive a zero grade on the assignment in accordance with section 1.8 in the Discipline Policy.

GOOD STANDING POLICY

Definition: A student in Good Standing is one who is respectful, accepts responsibility for their actions or inaction, attends classes to the best of their ability and provides the highest level of effort achievable for that student.

Good Standing includes:

- a) Completing all assignments to an acceptable standard.
- b) Attending class regularly and on-time.
- c) Shows at least a minimum level of respect for themselves, the learning environment and others.

No student will lose Good Standing without a 24 hour notice of loss of Good Standing. In-School Suspensions may not result in a loss of Good Standing. Out-Of-School Suspensions of less than 3 days may not result in a loss of Good Standing, however, Administration reserves the right to limit or enforce a loss of Good Standing if deemed

necessary. Out-Of-School Suspensions of 3+ days will result in a loss of Good Standing for a minimum of 10 days after the suspension is served.

Zero tolerance offences or 5 day suspensions would result in a loss of Good Standing for a mandatory 10 day period following suspension. Further loss of Good Standing can be applied to a maximum of 30 days. After the initial suspension and the 10 day mandatory loss of Good Standing, students may use the Earn Back Good Standing Clause to return to Good Standing.

Students may lose Good Standing for being absent without cause or falling behind in assignment completion. No student will lose Good Standing without a 24 hour notice of loss of Good Standing. To return to Good Standing before the expiry date, all students without Good Standing will require a Good Standing Monitoring Form to be completed. This form requires action from each teacher and/or the offended individual.

Earn Back Good Standing Clause

Student with a loss of Good Standing may earn back Good Standing by completing a Good Standing Monitoring Form. 10 day Mandatory loss of Good Standing (zero tolerance/3-5 Day o.s.s.) cannot be earned back through this clause.

Participation in ALL School Sponsored Activities

All students are expected to adhere to the rules and regulations as laid out in this Discipline Policy. When a violation of rules takes place, policy is there to remove the bias from the decision making. It is truly the only way to be fair and equitable. When bias towards a student takes place because of athletic ability, artistic talent, etc., the process is spoiled. Therefore, the fair thing to do is treat all students equally, regardless of their level of activity in the school environment.

Good Standing Policy will remain in place for all students. If a Student loses Good Standing they will have to follow the guidelines for returning to Good Standing. **Note: No student will lose Good Standing without 24 hours notice.** That means, if a student loses Good Standing and has a curricular or extracurricular event that evening, they can still perform or play. Further participation will be suspended for that student until Good Standing is back in place. They are still permitted to practice and attend classes, providing they are not on active OSS.

CLASS CHANGE POLICY

Our goal at H.J. Cody High School is to provide a rich academic environment that meets the needs of all students. We focus on preparing our students for the challenges of life after high school, such as higher education or entering the work force. This means preparing students to face adversity and equipping them with the skills to adjust to a variety of professors or employers. High school students gain much from text books, lectures, projects and assignments. However, the educational process includes far more than that; students also gain valuable insight and maturity from interacting with different people and adjusting to a variety of teachers.

H.J. Cody students are placed in courses based on student requests and teacher recommendations. Teachers, students, parents and counselors work together to create a student's schedule. Schedule changes will only be made for the following reasons: to balance classes so that overcrowding does not occur, to correct any scheduling error, or on rare occasions as a result of a disciplinary situation. All schedule changes will be determined by the counselors/administration. Proper documentation needs to be in place before changes take place.

Schedule changes will NOT be made for the following reasons:

- Student does not like the teacher
- Parent does not like the teacher
- Teacher is "too hard"
- Teacher gives too much work
- Student is failing the class
- Class is perceived by the student to be too difficult

Personality conflicts will not be justification to change a class. All conflicts need to be resolved in a mature, professional manner. Students must take the responsibility to meet with the teacher and work through the problem or seek additional help if the nature of the problem is that the teacher is “too hard,” “gives too much work,” or if the student is in jeopardy of failing.

If there is any question about the difficulty level of a particular course, students should consult with teachers, counselors/administrators and parents prior to enrolling in the class. All classes, regardless of level, will address the Alberta Learning Standards and will provide high academic standards. However, certain classes, such as pure math and -1 humanities classes, will have enhanced academic rigor and greater expectations that students must be prepared to face.

H.J. Cody High School provides various services for students struggling in particular courses. These services can be accessed through teachers, counselors, and administrators.

ATTENDANCE POLICY

Schools and parents should expect students to be in regular attendance, be punctual, be appropriate in their conduct at school, and be responsible for their behavior. There is abundant research that correlates student attendance to higher test scores and the reduction of at-risk behaviors. We also believe a successful attendance policy is a shared responsibility of teachers, parents and students. For these reasons, H.J. Cody High School has established the following attendance policy as a requirement as a portion of the standard for receiving credit. **Note: Daily calls home by our attendance secretary will be made for any unexcused absences.**

- Five (5) absences in any class = teachers must contact home and students will make up the missed time outside regular class hours.
- Eight (8) absences in any class = administration will make contact with home to discuss students absences.
- Twelve (12) absences in any class = parents must meet with administration to discuss student plans to complete that class. Students will be placed on an attendance contract detailing specific requirements concerning attendance.
- Twenty (20) absences in any class = student could be removed after consultation with administration and a grade of NC (no credit) can be given for that class.

School excused absences for field trips and extracurricular activities do not count against a student.

Lates will be dealt with by the teachers individually in consultation with the administrators.

SCHOOL DRESS CODE

This regulation specifies standards that promote a positive and safe learning environment for students. Annual notice of this regulation shall be provided to students, parents, and staff. In addition, each school site council or other school committee shall regularly review these standards. District and school dress codes shall be enforced on the school campus and at any school-sponsored activity. Appropriate dress for school dances, graduation activities and other special events will be communicated to parents and students by the school.

1. Students shall dress appropriately for educational activities in which they will participate so as not to endanger their health, safety, or welfare, or that of others, or cause a disruption to the educational process. The following articles of clothing are not permitted:

- Back-less or strap-less tops
- Low-cut tops and dresses
- Bare-midriff tops
- Shorts, skirts, pants, and tops that fail to conceal undergarments
- Shorts, skirts, and dresses that are shorter than middle fingers length when arms are at the side

2. Footwear shall be worn at all times unless not required as part of an instructional activity.

3. Clothing, accessories, and jewellery shall be free of writing, pictures, symbols or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing, accessories, or jewellery that degrade any cultural, religious or ethnic values, that advocate racial, ethnic, or religious prejudice or discrimination, or that promote sex, the use of tobacco, drugs, or alcohol or any unlawful acts are prohibited.

4. Hats, caps, and other head coverings are not to be worn in school buildings.

5. Dark glasses shall not be worn indoors, except for valid medical reasons authorized by the administration and verified in writing by a physician.

6. Gang-related clothing or accessories, including but not limited to bandannas, or other symbols, emblems, or insignia are prohibited. School officials shall consider student history and information obtained from community agencies and resources when making these judgments.

Any clothing, jewellery or accessories, which create a safety or health concern, or cause, or threaten to cause a disruption to the educational process, is prohibited.

Exceptions may be made by the administration for special days, special events, or activities. Appropriate consequences shall be specified and implemented according to the district discipline policies.

It is the responsibility of all H.J. Cody staff members to follow and enforce this policy.

DRESS CODE VIOLATION CONSEQUENCES

Students who appear wearing inappropriate clothing will not be allowed to attend class until they make the changes necessary to meet the H.J. Cody High School Dress Code. Changes could entail removing objectionable clothing items, removal from the normal class setting, or contacting parents to return home to obtain appropriate clothing.

First Offense:

- Warning (documented).
- Student may be sent home or placed in ISS (In-school Suspension) if he/she cannot or will not change or remove objectionable clothing items.

Second Offense:

- Parent contact.
- Student may be sent home or placed in ISS if he/she cannot or will not change or remove objectionable clothing items.

Third Offense:

- Suspension of one to three days (ISS).
- Parent contact for continued defiance of school rules.

Frequently Asked Questions

My child can learn in whatever they wear. What does it matter?

The dress code isn't just for your child, it is for everyone. Students who wear extremely tight or revealing clothing open themselves up to inappropriate comments and harassment. This type of harassment is not only distracting; it can lead to physical conflicts as well. It is our intent to minimize any potential for conflicts or fights and protect your child from harassment.

The current style for girl's clothes is short tops and low rise pants. Why is this not acceptable at school?

The way student's dress out of school is their business, the way students dress on campus is another matter. Students constantly push the boundaries that parents and schools set for them. If students were allowed to show skin at the midriff, the tops would get shorter and shorter. It is the same with plunging neck lines. Some students do not know how to set appropriate boundaries for dress, those that do often submit to peer pressure or fashion trends that compromise their own principles. This holds true for students who reveal their undergarments. Some boys wear their pants well below their buttocks, revealing their underwear. The same goes for girls who wear low rise pants and short tops. Their undergarments are often revealed to others. There have been many times when girls

have worn “thong” underwear that is visible between their pants and tops. When they sit down, other students can see straight down the back of their pants.

This style is not appropriate for school. This style of dress is not only distracting to others but often brings inappropriate comments and innuendo to the wearer.

Why can't my student wear a hat or keep their hood on?

We do not allow students to wear their hats or sweatshirt hoods because it makes it difficult to identify students. It is important for school safety. Every year we are able to identify trespassers because they do not know our dress code and they are easy to spot. We know the majority of our students by sight. With hoods on, we cannot be sure who the person is.

My child dresses just fine. Why don't you just target those who do break the rules?

If your student dresses appropriately, that is wonderful, and dress code will never be a problem.

However, a blanket policy is created to take the bias out of decision making and presents a guideline by which ALL students are held to the EXACT same standard.

ELECTRONICS POLICY

H.J. Cody High School General Policy Regarding Electronic Entertainment Devices

Cell Phones: We understand there are good reasons why students and their parents feel they need a cell phone at school. The key problems we find with cell phones in schools include:

- Sending friends text messages during class time.
- Sending or receiving test answers.
- Bullying or harassment via unwanted text messaging.
- Taking and distributing inappropriate digital photos of students.

We are sympathetic to the need for quick communication but as a staff we have decided that students will not be allowed to use cell phones during the school day (8:30 – 3:15), with the exception of lunch time. Cell phones need to be turned off once you arrive at school.

Personal Music Players, iPods, and Electronic Entertainment Devices: including PDA's unfortunately cannot be used in the school as it has the potential to distract from learning. All Electronics will be allowed at **lunch time only**. Phones, iPods or other devices will not be allowed in the school on spares or any other time. Any inappropriate or unauthorized use of a device in school between the hours of **8:30 a.m. to 3:15 p.m.**, by a student will result in either of the following:

- 1) First offense: confiscation of the electronic device to be returned to the student at the end of the school day; or
- 2) Second and subsequent offenses: confiscation of the electronic device to be returned to the student by the Administration on consultation with a parent or guardian after 24 hours; or
- 3) Chronic violation of the policy could result in additional disciplinary measures by the Administration including possible suspension.

Note: The school will not accept responsibility for loss or damage to confiscated items.

Because of the capacity for storing, retrieving and receiving information, the use of a non approved electronic device during a test (i.e. text messaging) will be considered cheating and proper action will be taken. “Forgetting” to turn off a cell phone or placing it on vibrate will not be excused.

No use of photographic equipment is permitted during the school day without permission from the administration or as part of an authorized curriculum.

WEAPONS POLICY

Weapons and Dangerous Objects Are Not Allowed at School (DO NOT BRING THEM TO SCHOOL)

It is our intent to make H.J. Cody High School a safe place for everyone. Our policies are those of the Chinook's Edge School Division as set forth by the Board of Trustees. We will enforce the rules and laws regarding weapons and dangerous items at school.

Weapons include: Real or fake knives of any shape or size, real or fake guns, brass knuckles and similar type items or any other dangerous objects.

If you have to ask yourself, "Should I take this to school?" The answer is "NO".

Bringing weapons or dangerous objects to school **OR** holding them for someone will result in a 5 day OSS, arrest and recommendation for expulsion from the district.

This includes "Look-alike" items.

Jokes and threats about these things at school will not be tolerated and could result in expulsion and arrest.

Do not bring weapons or dangerous objects to school or hold them for people who do!!!

DRUG POLICY

Drugs, Alcohol and Tobacco Are Not Allowed at School (DO NOT BRING THEM TO SCHOOL)

It is our intent to make H.J. Cody High School a safe place for everyone. Our policies are those of the Chinooks' Edge School Division. We will enforce the rules and laws regarding drugs, alcohol and tobacco.

Drugs include: Cigarettes, alcohol, marijuana and other controlled substances. This also includes pipes, bongs or any other paraphernalia.

Bringing illicit drugs to school OR holding them for someone OR being in possession, regardless of how they were acquired, will result in a 5 day OSS, referral to AADAC and possible recommendation for expulsion. This includes "Lookalike" items.(Section 1.2 or 1.10 of the Discipline Policy Infractions)

Possession of tobacco products, including but not limited to, cigarettes or chewing tobacco, or smoking on school property will result in suspension. (Please see Section 4.6 of the Discipline Policy Infractions)

Giving or selling drugs, in any amount, to someone else will result in a 5 day suspension and may result in recommendation for expulsion from the school district and arrest.

Being under the influence of drugs or alcohol at school **OR ANY SCHOOL EVENT** will result in a 5 day suspension, referral to AADAC and possible recommendation for expulsion.

DO NOT BRING DRUGS TO SCHOOL!!!

GRADUATION CEREMONY POLICY

In order to participate in the HJ Cody High School Graduation Ceremony, a student must be a full-time student. This means they must be registered in a minimum of 30 credits in their grade 12 year and completing Grade 12 with a minimum of 110 credits or enrolled in 40 credits with a minimum of 100 credits in their graduating year. These credits may be comprised of all courses offered by H.J. Cody, including Choir and Advanced Acting/Technical Theatre credit.

10 credits of Work Experience at the 25/35 level may also be used, however, these Work Experience Credits must be completed and verified by the Off-Campus coordinator by February 1 of the graduating year.

Students on any Distance Education/Work Place Learning Programs are to have half of the course completed by April break in order to qualify for the HJ Cody High School graduation list.

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

Alberta Learning Graduation Requirements apply for High School Diploma purposes.

They are: 4 x 30 Level Subjects (20 Credits in total) of which 2 courses must be English and Social Studies

1 x 20 Level Mathematics

1 x 20 Level Science

CALM 20 Physical Education 10

The above requirements must be met and in addition the credit total must be 110 to take part in H.J. Cody Graduation Ceremonies.