

# KINKORA REGIONAL HIGH SCHOOL

## Student Handbook 2023-2024

**Telephone: 902-887-2424**

**Fax: 902-887-7381**

**Web Site: [kinkorahigh.edu.pe.ca](http://kinkorahigh.edu.pe.ca)**

### **SCHOOL MISSION STATEMENT:**

Our school aims to help students develop their academic, social, and human potential in an effort to prepare them to meet life's many challenges in a caring and responsible manner, and to make a positive contribution to society.

**SCHOOL CODE:** "Positive Attitudes = Endless Opportunities"

As members of the KRHS learning community we will:

- ❖ Treat each person as a valued individual
- ❖ Be responsible and accountable for our behavior
- ❖ Be respectful of our school environment and property
- ❖ Always work to our potential

### **BELL SCHEDULE:**

<b>Monday, Wednesday, Friday (Non-Flex Days)</b>	<b>Tuesday, Thursday (Flex Days)</b>	<b>One Hour Delay</b>
Trades/Warning Bell ~ 8:30 First Period ~ 8:35-9:53 Break ~ 9:53-10:03 Second Period ~ 10:05-11:20 Lunch ~ 11:20-12:12 Third Period ~ 12:15-1:31 Break ~ 1:31-1:38 Fourth Period ~ 1:40-2:55 Bus Departure ~ 3:00	Trades/Warning Bell ~ 8:30 First Period ~ 8:32-9:44 Break ~ 9:44-9:53 Second Period ~ 9:55-11:07 Lunch ~ 11:07-11:55 Third Period ~ 11:57-1:09 Break ~ 1:09-1:15 FLEX Period ~ 1:17-1:44 Fourth Period ~ 1:46-2:58 Bus Departure ~ 3:00	Trades Bell ~ 9:30 First Period ~ 9:35-10:35 Break ~ 10:35-10:45 Second Period ~ 10:45-11:45 Lunch ~ 11:45-12:40 Third Period ~ 12:45-1:45 Break ~ 1:45-1:55 Fourth Period ~ 1:55-2:55 Bus Departure ~ 3:00

### **GENERAL INFORMATION:**

**KRHS Website** - Information regarding KRHS's yearly activity calendar, daily announcements, monthly newsletters, course information, staff e-mail addresses, and much more can be found on our KRHS School web page [kinkorahigh.edu.pe.ca](http://kinkorahigh.edu.pe.ca)

**Nut Free Policy** - KRHS is a "nut free zone". This means that there is not to be any peanut butter in the school at any time nor are there to be any foods with peanut or nut trace. Please read the labels carefully when purchasing food which will be sent to school as we have students in our school with an "extreme allergy" to peanuts, nuts, and peanut products.

**Students Achieve (SAS)** - Students achieve is a web portal that allows parents and students to monitor attendance and marks daily. Parents/guardians can receive daily e-mails with updated information entered by teachers. Logins and passwords will be distributed at the beginning of the school year and if you require assistance you can call 902-887-2424.

**Facebook** - Like us at Kinkora Regional High School and follow us for up to date announcements.

**Scent Free Facility** - All students, staff and visitors are asked to promote a healthy learning environment by refraining from wearing scented products at KRHS.

**Meet the Teacher** - Early in September KRHS holds a Meet the Teacher night. This provides parents/guardians with the opportunity to make contact with their child's teacher.

**Parent Teacher Interviews** - Check online [kinkorahigh.edu.pe.ca](http://kinkorahigh.edu.pe.ca) for dates. Two sets of formal interviews are held each year, one in November and one in April. A parent may schedule an interview with a teacher at any time during the year at a convenient time for both parent and teacher. The school strongly encourages parent participation at the formal interviews. Parent teacher interview times are scheduled online by the parent using SignUpGenius. The link to this site will be posted on our webpage during scheduling times.

**Textbooks, Electronics and Library Books** - All textbooks, library books, electronics (computers, chromebooks, etc.) and related resources will be provided on a loan basis. Books are to be given proper care and security and must be returned at the designated times, usually at the end of each semester. Students are expected to return all loaned materials in an acceptable condition. Students who fail to return any materials in an acceptable condition will be denied a transcript and/or report card until all materials are returned or payment is received.

**Breakfast Program** - KRHS provides a breakfast program every morning in the cafeteria from 8:15 until 8:30. All students are welcome to drop by for a snack to start their day.

**Student Dress Code** - All students are expected to dress in a respectable manner. Clothes that have messages or pictures that are interpreted as indecent or unacceptable by the administration and teaching staff will not be permitted at school or school functions. Students will remove their caps during assemblies. Clothing that covers student's upper body areas (chest, back and belly) and mid-thigh length skirts are acceptable. Boxers/undergarments are not to be visible. If clothing is interpreted as being unacceptable by the administration and teaching staff, in accordance with school dress policy, the student will be asked to make alternate clothing choices during the school day that meet with the School Dress Code.

**Student Vehicles** - A student who wishes to bring a car to school must realize it is a privilege and should leave the car parked during the school day. Students are permitted free parking privileges, provided the following guidelines are respected:

- Vehicles are parked in designated area only
- Students drive responsibly on school property and in the parking lot
- There is no smoking/vaping permitted in parked cars in the parking lot

Infractions may result in the student losing the privilege to take a vehicle to school, towing of the vehicle, and/or calling the police for violation of the Motor Vehicle Act. For reasons of liability, all parents/guardians should be aware that the school does not promote students giving other students rides off the school property during the school day. It is the student and parents/guardian's responsibility and liability for all such actions. Students must park in the student parking lot.

**Report Cards** - Report cards will be sent home twice each semester. Mid-semester progress report cards and end-of-semester report cards need not be returned. Parents are able to view student marks and attendance on Students Achieve at any time.

**Transcripts** - The school maintains a transcript of marks for all students. A copy of this transcript will be given to each Grade 12 student at the end of the year to confirm the accuracy of this record. Students who need copies of their transcripts are asked to contact the student services office during the school year and the Public Schools Branch during the summer.

**School Dance Policy** - All school dances will start at 8:00pm and end at 11:00pm. Doors close at 9:00pm. Students will not be admitted after this time unless a prior arrangement is made with the administration. When students have entered the dance, they are not permitted to leave and then return. Any student found using drugs/alcohol may lose his/her extracurricular privileges for a one-year period.

**School Dance Sign-Ins** - All KRHS students may sign in a maximum of three guests and will be held responsible for their guest's actions. You must be present for the duration that your sign-in is

at the dance. For all regular school dances all sign-ins must be in Grade 9-12 and be a student of good standing in a PEI school. For special events dances (i.e. prom, Christmas) alumni may be signed in up to 2 years from their date of graduation. All sign-ins are subject to approval of the administration.

**Lost and Found** - Students finding items which do not belong to them should turn them into the Main Office where students can check for the recovery of lost items. Do not leave valuables unattended, in lockers or in locker rooms. The school cannot be responsible for lost articles/money. All thefts should be reported to the Main Office as soon as possible. Unclaimed items left in the lost and found for an extended period of time will be periodically given to local charities.

### **SCHOOL SERVICES:**

**Student Services** - A school counsellor is available to help students with their educational and career concerns. Assistance is available on course selection, university and college information, scholarships and student loan information, student assessment, study skills and emotional support. Students are urged to take advantage of this service as well as the career resources available in the student services area. MyBlueprint, the online education and career information system, is also available to students. Access this program at [myblueprint.ca/pei](http://myblueprint.ca/pei).

**Bus Service** - Students and parents who have questions or concerns about bus service are asked to contact the transportation supervisor at the Public Schools Branch (1-800-280-7965). Expectations about behaviour on the buses will be described and enforced by individual drivers with support from the school administration.

**Food Service** - The cafeteria is open for light snacks during first break and hot meals are served at noon time. Students may use the cafeteria at any time when it is open as long as respect is shown for the facility. Students are expected to clean up after themselves, separate and deposit all waste in proper receptacles and return trays. Students may also bring lunches from home but, in either case, all food is to be consumed in the cafeteria or in designated areas.

**Health Service** - A public health nurse is available upon request. Check with the school counsellor for more details. Students who become ill during the day and are unable to attend classes are to report to the main office for assistance.

**Library Services** - Our library is staffed throughout the school day to assist students and staff. The library contains many current novels and periodicals.

**Locker Services** - Lockers are available to each student. In June or upon leaving school students are to return the lock in good condition to the office. *Please take note of the following:*

- a) This is the only place you have to secure valuables ... do not share your combination with anyone!
- b) Trading or sharing lockers is not allowed.
- c) If your lock or locker does not work properly, please come to the office for assistance.
- d) Lockers are school property and can be searched by administration at any time. PLEASE NOTE: Gym lockers are for gym clothing only, not books, etc. Arrangements for gym lockers are to be made with the Athletic Director.
- e) Lockers are to be locked at ALL times.

### **FEES AND COSTS:**

**Athletic fees** - are payable by sport to offset the costs of officials, transportation, tournaments and uniforms. The fees must be paid in full before the first league game. Fees are based on the number of games/meets and will vary from year to year.

**Graduation Costs** - Students will have the option of purchasing items for graduation. (i.e. diploma covers, grad tassels, grad clothing, grad DVD, etc.). Fees will vary from year to year. Safe Grad events will also be held.

## **ACADEMIC REGONITION:**

**Weekly Awards** - Every week a student's name will be drawn for the Student of the Week Award. Students and staff may recognize a student for achievement, dedication, improvement or commitment by placing the name in a ballot box in the office.

**Monthly Awards** - The Student of the Month awards recognize student achievement or improvement at each grade level in a number of areas in our school, including club members and school spirit. Students of the month are chosen by the teaching staff and are presented with a certificate after it has been displayed in the school.

**Yearly Awards** - Yearly awards are given to the undergraduates on the following basis:

- Top three averages in each grade.
- Constant and sustained effort awards to deserving students at each grade level.
- Top mark per course.
- Attendance Award

**KRHS Honours Roll** - The Honours Roll recognizes students each semester for having an average of 80% or higher on their four courses, in the semester, with no final course mark less than 70%.

**Governor General's Medal** - This award is based upon criteria issued by the Government of Canada. It is given to the student in the graduating class with the highest average in all 500, 600, 700 & 800 level courses, regardless of the grade during which the course is attempted. Each student may have a different number of courses used for his or her average.

**Graduation Honours Criteria** - To be recognized as a PSB honour graduate, a student must:

- successfully complete the Provincial Graduation Requirements, and
- achieve an aggregate of 480 in six (6) Grade 12 courses (600 and 800 level), one of which is English, and
- have no mark lower than 70% in the six (6) Grade 12 courses included in the aggregate calculation.

**Local Diploma Certificate** - Local diplomas will be awarded to all students who meet the Provincial Graduation Requirements.

**Student Service Awards** - These awards are offered to graduating students who have participated in numerous school extracurricular activities during their high school career. Students can earn a gold or silver medal based on school activity and involvement.

**RESPONSIBILITIES** In accordance with the PEI School Act regulations:

### **School Responsibilities**

KRHS accepts responsibility to:

- Establish and promote a positive and safe school climate which will allow students to learn without unnecessary distraction or disruption.
- Assist students in the development and practice of academic integrity, self-discipline, self-control and respect for the rights and property of others.
- Establish clear communication with students and parents regarding the student's academic status, attendance record and social behaviour.
- Establish a Code of Behaviour including expected student conduct during the regular school day, during extracurricular and sport events, during fields trips, on school buses and all other school sponsored activities, as well as, suggested interventions for students who violate the Code of Behaviour.

### **Student Responsibilities**

The students shall:

- observe the Code of Behaviour and other rules and policies of the school board and of the school;
- attend classes regularly and punctually, and participate in the educational programs in which the student is enrolled;
- be diligent in pursuing the student's studies; and
- respect the rights of others.

## **Teacher Responsibilities**

The teacher shall:

- teach the educational programs that are prescribed, approved or authorized and assigned to the teacher by the principal or the school board;
- encourage students in the pursuit of learning;
- consult with parents where necessary and encourage parents to co-operate with and encourage their children's participation in school programs and activities;
- assist in developing co-operation and co-ordination of effort among staff members of the school;
- maintain, under the direction of the principal, order and discipline in the school, on school property and during activities sponsored or approved by the school board;
- attend to the health, comfort and safety of students under the teacher's supervision;
- immediately report to the principal the possibility that a student has a regulated, notifiable or nuisance disease;
- conduct classes and carry out such other responsibilities as are assigned to the teacher by the principal or by the school board;
- keep up to date on the content and pedagogy of the fields in which they teach;
- deliver class attendance to the school administration.

## **Parent/Guardians Responsibilities**

Parents/Guardians shall accept the responsibility to:

- Be diligent in ensuring their child's attendance in school and encouraging positive academic practices.
- Immediately inform the school administration of any personal, medical or legal changes that could affect the safety of your child while in school and/or the ability of the school to reach you should an emergency arise.
- To take an active role in their students' academic success.
- Share in the responsibility of creating a school environment that is safe and respectful of others.

## **ACCEPTABLE USE OF COMPUTERS:**

Students and parents are required to sign the Department of Education Acceptable Use of Computers form prior to being given access to the Internet or Wifi at the school. These forms are handed out to students on the first day of school during homeroom.

## **SCHOOL SPONSORED FIELD TRIPS:**

Low-risk forms are signed at the beginning of school year to cover many field trips. All students must travel in the arranged school bus or vehicle. With due regard to safety and the well-being of staff and students, teachers and administrators will use their discretion to determine if a student may travel to or participate in a field trip. Any student who is in poor standing with regard to attendance, academic performance or behavior severely jeopardizes receiving permission to travel on any field trip.

If a student wishes to transport himself/herself on a school sponsored trip, the student must obtain permission from the principal prior to the trip and a Use of Private Vehicle Form must be completed. **Note:** Under no circumstances should a student transport another student on a school sponsored trip. This is both PSB and school policy.

## **PROMOTION:**

For a grade 9 student to be promoted to grade 10, the student must have a minimum of 50% in all courses except English and Math which they need 60% and must achieve an overall average of 60%.

For a student to be considered in grade 11, a student must pass English 421/471 and a minimum of three other credits.

For a student to be considered in grade 12, a student must pass English 521/571 and math 421A/421K and have obtained at least 12 credits from grade 10 & 11.

## **SUPPLEMENT EXAMINATIONS:**

At the high school level, supplementary exams are available only in English. A student must obtain a mark of at least 40% to be eligible to write a supplement exam.

### **EVALUATION POLICY:**

Course expectations and evaluation guidelines are outlined on the course syllabus provided by individual teachers at the beginning of the semester for their respective courses. Progress reports are issued in November and April and final report cards for each semester are issued in February and June. Note that a progress report may not necessarily indicate 50% of the semester's work.

All courses will include an assessment activity to be presented during the final evaluation period. All students are required to attend and participate in the assessment activity dictated by each course program. Course work, assignments, term papers, projects, and other relevant activities identified by the subject teacher, may be valued at a minimum of 70% of the semester's work. Exams may be used to evaluate material covered by the entire semester but teachers have the discretion to emphasize and weight their exams in a reasonable manner.

### **Evaluation of Student Work**

1. Student work will be evaluated according to the rubric designed by the teacher for that particular assignment.
2. Assignments or papers which are illegible or poorly written will be returned to the student for revision.
3. Cheating will result in a mark of NHI on a test or assignment if a student is found to be copying from illegal notes in the case of tests, or from someone else's work in the case of assignments. Administration and parents will be contacted.
4. Assignments or papers which do not meet the teacher's rubric may be returned to students for revision following a student-teacher conference where oral and/or written feedback is given to the student by the teacher. Parents or Guardians will also be contacted by the teacher so that they are aware of the situation.
5. If it is discovered that a student has deliberately plagiarized by submitting the work of another - this includes papers taken from the Internet, or papers written by another person - this student will receive a mark of NHI in the assignment or paper. Administration and parents will be contacted.

### **CHEATING POLICY:**

We believe that your success is dependent on your efforts. There is clear expectation that all students will perform assignments, labs, tests, etc., with honour and integrity, as it represents what you can and cannot do.

In a broad sense, cheating includes, but is in no way limited to:

- Copying homework or allowing someone to copy your homework
- Looking at another's test or quiz or letting another student look at your test or quiz
- Reporting to another student what is on a test or quiz, including providing questions or specific answers
- Possessing unauthorized material or electronic devices during a test or exam
- Taking information from another source that is not properly attributed (plagiarism)
- Taking someone else's assignment and submitting it as your own
- Copying answers from the back of the text book
- Submitting course work from another course, even if the student was the original author, without permission of teacher

When a student is not sure what would be considered cheating for a particular assignment he/she is responsible for requesting clarification from the teacher.

### **PLAGIARISM:**

Plagiarism is the practice of taking someone else's thoughts, writings, or ideas and passing them off as one's own. This involves direct copying and rewording of someone else's work. Your subject teacher may also require an electronic submission of your assignment in addition to a hard copy.

**REMEMBER:** References in parentheses should be concise. ALWAYS begin with the author's surname, if given, followed by the name of the article. The reader should be able to easily find the source in the list of works cited at the end of the paper.

## **SUBMISSION OF WORK**

1. Assignments and papers must be submitted directly to the teacher of the course.
2. Students must keep a hard copy of their assignments and papers. In the event that the teacher did not receive an assignment or paper that a student believed was submitted, the student must produce the copy.
3. Extensions for major assignments and papers will be given in some circumstances. Students seeking an extension must discuss their request with the teacher well in advance of the due date. Papers which do not meet the revised deadline or papers submitted late, without a teacher approved extension, will not be accepted.
4. Assignments in lieu of final exams must be completed or the student is considered to have missed the exam. A NHI (Not Handed In) will be issued by the teacher at the end of the semester for a missed final exam.
5. A paper submitted to meet the requirements of a particular course is assumed to be work completed for that course; therefore, the same paper, or similar papers, may not be used to meet the requirements of two different courses without the prior consent of each teacher involved. Students using similar material in more than one assignment are required to confirm each teacher's expectations in advance.

## **LATE ASSIGNMENT POLICY**

- Teachers will set a reasonable deadline for assignments and projects and record it somewhere visible in the class room or online.
- Students will be encouraged to record the due date in some form of organizer.
- On the due date, assignments will be submitted to the teacher.
- If the student is unable to meet the deadline, they **MUST** talk to the teacher before the due date.
- If a student did not submit an assignment:
  - The student **must** discuss with the teacher why the assignment was not submitted. It is advisable that this discussion happens prior to the due date. The teacher **may** grant an extension of no more than one week for completion.
  - If the student did not have a valid reason for the late assignment, the teacher will assign the student to mandatory homework support. The student will be expected to attend homework support until the assignment is completed to an acceptable level.
  - The student will be marked NHI (Not Handed In) on SAS which results in a mark of 0% until the assignment is submitted.

## **CODE OF BEHAVIOUR:**

The conduct of everyone at KRHS is based on mutual cooperation and respect. The goal is that each person will exercise self-discipline and will consistently behave in a manner which demonstrates the ability to work together and harmoniously co-exist with all members of our school community. Consequences resulting from violations of our code will be administered in a fair, consistent and equitable manner. As a member of our school community, everyone accepts certain rights and responsibilities.

Each individual has the right to:

- Be treated with fairness, dignity, and respect.
- Be in a safe and secure environment.
- Express oneself freely and openly while maintaining respect for the rights of others.
- Be listened to.
- Be educated.
- Become a productive member of the community.

Each individual has the responsibility to:

- Attend school regularly and adhere to the school's attendance policy.
- Be on time and prepared for all classes.
- Complete all assignments on time and to the best of one's abilities.
- Keep up-to-date with school work even when absent.
- Contribute to a peaceful and conducive learning and teaching environment.
- Treat each other with respect and consideration.
- Dress in a manner that is not offensive to other members of the school community.

- Communicate without using foul, condescending, or intimidating language.
- Respect others including those with differing race, culture, religion, gender, physical or mental abilities, language, or sexual orientation.
- Refrain from physical, verbal, written, sexual, or psychological abuse.
- Abstain from public displays of affection beyond hand holding.
- Respect an individual's privacy, personal property, and the school's property.
- Compensate appropriately for damage done to someone else's or the school's property.
- Follow the guidelines outlined in directives for computer use.
- Maintain a clean and attractive school environment.
- Respect the school as an alcohol (or any other drug) and smoke free community.
- Keep locker locked at all times.
- Adhere to this code of behavior during all school related activities in and outside the school.

### **Consequences for violation of the Code of Behaviour**

When dealing with such abuses of our rights and responsibilities, we, the school community, will make every effort to pursue a process of mediation and consultation with the offender (involving the parent/guardian if appropriate). Throughout this process we shall apply and enforce the rules and regulations of the official discipline policies as established in the Safe and Caring Learning Environments. A zero tolerance' policy is adopted and suspensions will result for certain violations of the code of behaviour. Violations will include, but are not limited to:

- Abusive behaviour of a verbal, physical or a sexual nature.
- Persistent disruptive behaviour.
- Alcohol and/or other drug use.
- Smoking or vaping on school property.
- Bomb threats, acts of arson, or activating the fire equipment.
- Possession of a weapon or weapon replica.

### **ATTENDANCE POLICY:**

#### **Rationale**

Regular in-class attendance is expected at Kinkora Regional High School and is considered to be an integral part of the evaluation process. Research and experience have proven that regular in-class attendance has a positive correlation on the teaching-learning environment, quality teaching and optimum student achievement of the learning outcomes designed for each course. Regular attendance helps students develop a responsible attitude toward commitments they will have throughout their lives. Part V. 49 (a) and Part V. 57 (2)(c) of the PEI Education Act places the responsibility for regular attendance on students and their parents/guardians. Parents/guardians are asked to use discretion in excusing students and to hold them accountable for attendance.

#### **Excused Absences are defined as:**

1. School sponsored or sanctioned activities, e.g. field, athletic and band trips, student exchanges and Encounters with Canada, national participation, etc.
2. Legal and religious obligations or special appointments
3. Illness (Verification of absences due to illness must be supplied to the subject teachers via a note or a phone call to the school within 2 school days of the student's return to school. For extended illness, a doctor's note is required within 3 days of the student's return to school).
4. Death of a family member.
5. Any reason which has been reported to and approved by the principal.

All absences that are not accounted for by one of the above reasons will constitute an unexcused absence. Three unexcused lates and/or early departures constitute an unexcused absence. Students having an excessive number of excused absences will be dealt with individually after consultation with student, parents/guardians, subject teachers, and administration.

#### **Daily Attendance**

Each subject teacher will be responsible for monitoring and reporting the excused and unexcused absences and lates of the students registered in each of his/her classes. Students need to bring a note from parents explaining their absence from class within two school days and will be required to write in the reason for the absence in the teacher's Student Attendance Logbook. A note from parents/guardians must be provided if a student is absent from class when a test or exam has



been scheduled or a major assignment or project is due acknowledging that they are aware that their child missed this test or project due date.

### **Interventions**

When attendance concerns arise, staff will contact parents/guardians as per the following:

1. Five (5) class absences in a semester and/or after a suspicious unexcused absence - the parent/guardian will be contacted directly (telephone) by the subject teacher.
2. Ten (10) class absences in a semester - parent/guardian will be contacted by the administrator by telephone with letter of concern to follow.
3. Fifteen (15) class absences in a semester - The parent/guardian will be contacted by the school administration by telephone and a follow-up letter. A case conference to be attended by the student, parents/guardians, teacher/s and administration will be arranged.
4. Twenty (20) class absences in a semester - the subject teacher again will notify administration, the parent/guardian will be contacted by the administration by telephone and a follow-up letter. The Director of Public Schools and the Director of Child and Family Services will be contacted for students missing more than twenty classes. The student may be discontinued for the remainder of the semester.

### **General Notes on Attendance**

It is the responsibility of the student and his/her parents/ guardians to inform the principal of any reasons that might be considered legitimate which cause him/her to be absent and which fall outside the list of excused absences.

Medical evidence for long term or recurring illness will consist of information from a doctor. This information must be provided within 3 days of the student's return to school. Periods or days spent on in-school or out-of-school suspensions will be counted as unexcused absences for the purpose of this policy.

The school has the right to deny participation in any or all extra-curricular activities by any student who must withdraw from a course as a result of attendance concerns.

Three unexcused lates and/or early departures constitute an unexcused absence. A late is defined as arriving after the second bell or being unprepared for class and unable to return with necessary materials before the second bell rings.

Chronic lateness will result in disciplinary sanctions. Being late 35 minutes or more into the period will be considered an absence.

Arrangement for early dismissals must be made at the beginning of the class. Except for emergencies, early dismissals will be granted at the discretion of the teacher. Abuse of early dismissal procedures could result in disciplinary sanctions as well. Leaving class with 35 minutes or more remaining will be counted as an absence.

### **CLASSROOM BEHAVIOUR:**

KRHS believes that quality teaching and optimum student achievement takes place in a safe and secure learning environment. A meaningful education is best provided in a school community in which people can learn, work and participate in an atmosphere of respect, trust and acceptance.

### **Interventions**

Teachers may use interventions such as counseling the student, parent/teacher communication, assignment of detention(s), and removal from the classroom. Serious or repeated disregard of classroom expectations should be reported to the administration. Disciplinary interventions may include detention(s), suspension(s), parent/student case conference, withdrawal from course(s), recommendation for movement to an alternate program and/or exclusion from school or other consequences deemed as appropriate by the school administration.

### **DETENTIONS AND SUSPENSIONS:**

**Noon Detentions** - A thirty minute detention at noon will be served on the day assigned. Failure to do so will result in an after school detention.

**After School Detentions** - One hour detentions may be assigned with at least one day's notice. Parents/guardians will be notified and transportation arrangements will be the responsibility of the student.

**Suspensions** - Suspension from school means a student is not permitted to travel on the school bus, be on the school property or participate in any school sponsored activities for the time specified. Parents/guardians will be notified by telephone and a follow-up letter when their child is suspended from school. Parents/guardians may be required to pick-up their child for immediate dismissal from school.

**VIOLENCE POLICY:**

KRHS does not tolerate disrespectful behaviour towards students, staff or school property. A zero tolerance approach will be taken when responding to an incidence of violence. Zero tolerance means no violent incident will be ignored and each incident will be dealt with in a firm, judicious and rehabilitative manner. Profanity, bullying, fighting, harassment, discrimination, verbal, written or physical threats or assaults, extortion, vandalism and hate-motivated activities will be dealt with decisively, fairly and in a timely way by teachers and the administration.

Disciplinary interventions may include: using the incident as a teachable moment to supervision/exclusion from the regular school program including classes and school sponsored activities.

We ask that all students do their part to help keep the school a safe and welcoming place for everyone. If you see anyone being harassed or bullied, stand up for the victim. You are encouraged to contact a staff member or report it on stopabully.ca website, which is anonymous but sends the details to administration. Once bully or harassment is reported it usually ends.

**TOBACCO & SMOKE FREE POLICY:**

Students will not use tobacco products, including vapes, on school property or while participating in school events. The consistent response to students who violate the smoking policy is as follows:

1. First violation is a one day suspension as well as a research study component.
2. Second violation is a three day suspension
3. Third violation is a five day suspension with notification to the PSB.

**ALCOHOL AND DRUG USE POLICY:**

KRHS has a "Zero Tolerance" policy regarding alcohol and drugs. Students are not to use or be in possession of any illicit drugs and/or alcohol while involved in any school sponsored activity.

**Consequences for violation of policy on alcohol and drug use:**

In addition to a minimum 5 day school suspension, (length to be decided by administration and the PSB), the student may **not** be permitted to participate in:

- The activity in which the violation occurred for a period of one calendar year.
- School sponsored evening socials, school sponsored overnight functions, or school sponsored off-Island trips for a period of one calendar year.
- Other school sponsored extracurricular activities for a period of one year. After a five month period, students wishing to participate in other extracurricular activities must submit a written request to administration and appear before an appeal committee comprised of 3 members of the staff which must include at least one administrator.

**HARMFUL AND/OR UNLAWFUL SUBSTANCE POSSESSION AND USE POLICY:**

- A student who is found in possession of and/or under the influence of a harmful or unlawful substance while on school property or at a school sanctioned activity shall be detained under supervision for his/her safety until the parents/guardians can retrieve the student. Should the student refuse to stay under supervision the police shall be called for assistance. Disciplinary interventions for the possession of/or use of an unlawful substance may include; suspension, counseling and/or referral to outside agencies, police involvement, and suspension from future participation in extracurricular activities. In all cases, there will be a minimum five day suspension.

**HAZING AND INITIATION POLICY:**

KRHS has a "Zero Tolerance" policy toward hazing and initiation rituals that are performed on team members with/without their consent and with/without the knowledge of coaches. Consequences for participating in hazing and/or initiation rituals may include immediate removal from the particular athletic team/extra-curricular group the student is involved with and suspension from all athletic/extra-curricular activities for one calendar year.

## **BUS POLICY:**

Student conduct on the bus should be viewed as an extension of the school classroom. The bus driver is in total control of the bus, its safety procedures and enforcement of the rules of conduct. Students are expected to:

1. Co-operate fully with the driver.
2. Be on time.
3. Sit and remain in their seat.
4. Follow school rules with respect to student conduct.
5. Respect the rights and property of others.

The bus driver shall contact the school administration if unacceptable behaviour occurs. The principal may issue short term suspensions from bus travel and/or school. The school administration shall refer to the Superintendent should unacceptable behaviour on the part of a student persist.

## **EXTRACURRICULAR ACTIVITIES POLICY:**

A wide range of extracurricular activities are available at KRHS. Students are encouraged to participate to enrich their high school experience. Extracurricular activities are defined as those activities that take place outside the prescribed school curriculum (i.e. prom, safe grad, banquets, dances, athletics, band, clubs, student council, etc.).

Extracurricular activities are considered to be a privilege and students must place academics as their top priority. Students are expected to conduct themselves in such a way that they demonstrate respect for themselves, others, and the property of others. Participation in extracurricular activities is dependent upon the following:

- The student must be enrolled in school on a full time basis (minimum 3 out of 4 courses).
- All fees must be paid up to date.
- Every participant, as well as his/her parent or guardian, will be required to sign a contract agreeing to adhere to the extracurricular policy.

### **Extracurricular Academic Policy**

Participation in extracurricular activities will be dependent upon the following academic criteria:

#### **1. Attendance**

- Unexcused absences from classes will not be tolerated.
- No unexcused lates/early departures.

#### **2. Effort /Attitude**

- Attentiveness and effort in class
- Respectful for teachers and fellow students.

#### **3. Completed assignments**

- All assignments are to be completed and handed in as outlined by the subject teacher.

### **Consequences for violation of academic policy:**

- Immediately after identifying a student who has an unexcused absence or has excessive lates/early departures, the student will not be permitted to participate in the next game, practices, performance, etc.
- Students who are absent on the day of an activity will not be permitted to participate in that activity after school, unless the absence is deemed legitimate by the administration.

### **Students who have demonstrated a continued lack of adherence to the academic policy will be subject to the following:**

**Probation** - the student will continue to participate in the activity and will be placed on a daily monitoring system that is checked by his/her coach/advisor. The probation period will be for a minimum of 2 weeks, but may be extended if deemed beneficial to the student.

**Suspension** - if, after the probationary period of 2 weeks, there has been no improvement, the student will be removed from the group/activity for a period of two weeks.

**Removal** - if, after the two week suspension from the group/activity, there is still no improvement, the student will be removed from the group/activity for the remainder of the season.

Any student who has been placed on a suspension or has been removed from a group/activity must have demonstrated an academic improvement in order to have the opportunity to become a

member of another group/activity. If this improvement is evident, the student is permitted to participate and will be placed on probation.

**CELL PHONE POLICY – STUDENT POSSESSION/USE:** Kinkora Regional High School considers the use of cell phones during the school day disruptive to the traditional academic environment. However, we realized with the fast pace growth of technology, our students also need to be taught appropriate use of technology. In light of this, we have developed a new policy to address this issue that best reflects the needs of our students, their teachers, and the challenges faced with rapidly evolving technology.

1. Student possession and use of cell phones on school property is a privilege, not a right. The student and legal guardian must accept the terms outlined on the "Cell Phone Permission Form" provided by the school. School staff reserves the right to revoke privileges associated with this use.
2. Students must have their phones powered off during class time (not seen or heard) unless given specific instructions from the teacher for using devices to participate in teacher approved activities and for educational reasons in support of Kinkora Regional High School curriculum (keeping track of classroom assignments, research and other related class activity, etc).
3. Cell phones are never permitted to be used in locker rooms and bathrooms.
4. During exams/tests or alternate times deemed necessary by a teacher, students will be required to leave their phone in a common location in the classroom. It is the student's responsibility to retrieve their property when leaving the classroom.

A school administrator reserves the right to take temporary possession of an electronic device during a student discipline investigation. A student found using a cell phone improperly will have the phone confiscated and will be subject to disciplinary action and/or loss of the cell phone privilege.

**Theft/Damage Disclaimer:** KRHS is not responsible for theft or damage of any electronic device. Students are encouraged to record a device's serial number to have available in case of theft, which is a helpful tool when reporting the information to law enforcement.