

School Services

1. *Administrative Services* - The main office is located at the main entrance of the school and is open from 8:30 A.M. to 4:00 P.M. All visitors and guests are requested to report directly to the school office for information and assistance before continuing on to the classrooms.

2. *Counselling Services* - The School counsellor provides a wide range of support services to students, teachers and parents. Individual counselling is confidential; however, when necessary, the counsellor may wish to consult with teachers, parents, administrators, social services personnel or professional psychological services. Every attempt is made to protect the privacy of the individual student.

3. *Resource Centre Services* - The Resource Centre serves as an important supplement to the regular instructional program of the school by: assisting students with research work, familiarizing students with the organization and use of a Resource Centre, providing audio-visual resources and encouraging reading. The Resource Centre is open to all students and staff. Students are responsible for all materials borrowed from the Resource Centre and will be expected to make appropriate payment for lost or damaged materials. Resource Centre Hours are: 9:15 A.M. – 2:45 P.M. on even days.

Student Information

Each school has many understandings or ways of doing things that are daily routine. Each student is expected to know and follow these policies and procedures. Information items included here are to help you get the most out of your school experience.

Student Expectations

All segments of society have rules, which govern how we will interact with each other. In school, rules (regulations) are set to allow all students to share equally in the benefits of our school society. Any student who chooses to ignore or break school regulations is acting against the best interests of other students. As such, an offending student may lose the privileges associated with the general school society. Offending students will experience consequences in keeping with the seriousness of the offence.

1. Student Responsibilities

- a) To show respect for yourself, others, authority, and property.
- b) To be punctual and attend regularly.
- c) To be prepared for classes and do assignments.
- d) To practice common sense and reason in all aspects of school life.

*Fulfilling the above responsibilities will entitle the student to the following **RIGHTS**:*

- a) To learning
- b) To a safe environment physically, psychologically, and spiritually.
- c) To be who he/she is and to grow as an individual.
- d) To kind, reasonable, and fair treatment.
- e) To participate in extra-curricular activities.

2. Student Fees- Students are assessed a fee each year. These fees offset the costs of extra-curricular activities, field trips, year-end class trips and fund the SLC. Additional fees depend upon student's choice of subjects such as PAA. Funds are collected to cover the cost of individual take-home projects. Fees are to be paid in full at the end of September.

3. Textbooks- All students must obtain textbooks for each class. These texts are issued twice per year (September and February) by classroom teachers. All students will be held accountable for the condition of their textbooks. Lost or damaged books (including graffiti) will result in additional costs incurred to cover the replacement of such books. Students in grade 7 are charged a one time 'caution fee'. This fee is returned upon graduation or when a student leaves the school, as long as all textbooks, library books, locks and lockers are returned in good condition.

4. Class Changes

All students are expected to move in an orderly manner from room to room. There is to be NO running, rough-housing, etc. in corridors. With the short time allowed for class exchanges, students do not have time to loiter. Returning to lockers between classes is not an acceptable excuse for being late.

5. School Cleanliness

Much of the credit for the beautiful condition of the school and grounds goes to the students. Students are expected to do their part in keeping the school clean and free of damage. Students are expected to take pride and ownership in their school. Garbage cans and recycling containers are appropriately placed in hallways. Please use them. Sunflower seeds are not allowed in the school.

6. Student Visitors

Students from other schools are not allowed in Debden School unless they have requested and have been granted permission from the administration team. Debden School students are responsible for the presence of any of these students in the school and will also be responsible for the consequences. Students registered at Debden School must not visit other schools unless they are there on official business.

7. Student Property

The school is not responsible for personal property.

8. Student Announcements/Posters

All announcements and/or posters must be approved at the main office prior to reading and/or posting. All posters are to be removed by the person posting the notice.

9. Lunch Break Regulations

Leaving the school at lunch is a privilege and it can be revoked. Only grade 10-12 students have this privilege. All other students must bring a note from a parent or guardian and hand in at the office prior to going uptown. Students who chose to go uptown over the lunch break must remember that they are still responsible to the school for their behavior. We do not deal lightly with students who get into trouble in the community over the lunch break.

10. Telephone Use/Electronic Devices

There is a regular phone for student use in the Commons area beside the main office. Kindergarten to grade 6 students must have permission from their homeroom teacher before using any school phones. Incoming calls for students are allowed at the office during class time only in emergencies. In other instances, phone numbers may be taken and students will be notified at the main office to return the call. Students are not to use the office phone without permission. Students are permitted to use their **cell phones** during breaks and lunch only. All personal electronics (this includes but is not limited to the following devices: cell phones, MP3 players, iPods, DS & Game Boy) must be turned off and put away during class time; this includes classes in the library, gym, shop, HEC, art room, science lab and computer room. There may be times when the teacher may allow you to use electronics to assist your learning. If any staff member asks you for your electronic equipment, please cooperate.

⊕ Consequences

- **1st violation – device will be kept at the office for the day**
- **2nd violation – device will be kept at the office until the end of the week**
- **3rd violation – device will be kept at the office until a parent/guardian comes to claim the item**
- **More than 3 violations – device will be kept until the end of the school year**

⊕ Debden School will NOT be responsible for the security of your personal electronic devices. If you do not feel you can look after the items and follow the above guidelines DO NOT bring the item to school.

11. Accidents

All accidents must be reported immediately to the main office. Office personnel will act to ensure student comfort and safety by contacting the appropriate resource. Parents and/or guardians will be notified as soon as possible.

12. Attendance

Students are expected to be in regular attendance in all their classes, be on time and be in class and not in the hallway during class time. Repeated unexcused "lates" and "absences" will be reported and dealt with by the office.

13. Detention

Students may be given detentions for a variety of inappropriate behaviors. The expectations during detention are as follows: students can eat their lunch, they must be silent, games and listening to music are not allowed. Students must be doing school work or reading.

14. School Dances and SLC Sponsored Activities

School dances are an important part of the extracurricular life of Debden School. They are intended to provide fun for students. School dances are a privilege that students earn. Future dances depend upon the atmosphere and success of previous dances.

Dance Rules

- a) Dance hours are set prior to each dance. Students attending the dance are not permitted to leave the dance and then re-enter school.
- b) All footwear must be "gym floor friendly". Shoes must be non-marking and have smooth soles. Students will be asked to remove

inappropriate footwear.

c) Students who have good reasons for arriving late to a dance must have their late arrival approved prior to the dance.

d) Dances are open to Debden students and registered guests only.

e) Dress codes for each dance are set prior to the dance. **All coats and bags will be left outside the gym.**

f) Dances are supervised by teachers, and parents, and students must respect the instructions of these people.

g) Parents will be contacted regarding any student causing a disturbance, or suspected of being under the influence of alcohol or drugs.

h) The school reserves the right to exclude a student from all future dances because of violent or dangerous behaviour at one dance, or because of problems created by that student.

15. *Academic Information*

Grade K-8 Immersion Program

Grade 1-12 English Program

GRADE 7/8 PROGRAM - English

Language Arts, Mathematics, Science, Social Studies, Phys. Ed., Health / Guidance, Arts Ed, Practical and Applied Arts,

GRADE 7/8 PROGRAM – French Immersion

English Language Arts, French Language Arts, Phys. Ed., Health/Guidance, Arts Ed., PAA, Mathématiques, Science Humaines, Science Naturelle

GRADE 9 PROGRAM

Language Arts, Mathematics, Science, Social Studies, Phys. Ed., Practical and Applied Arts, Art, Français Immersion 9

GRADE 10 COURSE OFFERINGS

Language Arts A10, Language Arts B10, History 10, Math F10, Math W10, PAA Survey A10, PAA Survey B10, Science 10, Wellness 10, Visual Art Education 10, Francais Immersion 10

GRADE 11 COURSE OFFERINGS

English Language Arts 20, Native Studies 20, Math F20, Math P20, Math W20, IA 20, Physical Education 20, Physical Sciences 20, Francais Immersion 20, Health Science 20, PAA 20, History 30

GRADE 12 COURSE OFFERINGS

Biology 30, Chemistry 30, Language Arts A30 & B30, Mathematics W20, Mathematics F30, Mathematics P30, Physical Education 30, Calculus 30, Français Immersion 30, Physics 30, Home Economics 30, History 30

16. Other Electives

Driver Education - is a non-credit option offered to Division IV students who are fifteen years of age at the time of enrolment. The program has a 30-hour classroom component and a 6-hour in-car component.

17. Timetable Changes (Grade 10 - 12)

Students are expected to take a full load of classes. Extenuating circumstances may be approved by administrator.

18. Withdrawal from a Class (Grade 11 - 12)

Confer with the principal. **If** withdrawal is deemed appropriate, a "Subject Deletion" form will be given. This form is to be signed by student, parent and teacher of the class in question. Student is to return textbook to teacher. Upon return of this signed form to the administration, student may be withdrawn from the class.

19. Examinations

Examinations are scheduled throughout the school semester. Students are expected to be present for all scheduled examinations and quizzes. Students may make arrangements to accommodate exceptional situations. For grades 9-12 formal examinations will be scheduled at the end of each semester.

Promotions - promotions are based upon achieving the outcomes as outline in curriculum. Teachers will provide an outline of the expectations for each class.

Report Cards/Parent Teacher Interviews - report cards for grades 9-12 will be issued four times during the academic year. Students from grades K-8 will receive a report card three times a year. Parent/Teacher interviews will be scheduled in fall and spring. Parents are encouraged to attend these interviews.

20. Grade 12 Graduation Requirements

This activity is a privilege that should be awarded to those grade twelve students who meet the following criteria.

Passing marks in all subjects necessary for a grade twelve standing from the Department of Education/Debden School at the end of Semester One and at the mid-term of Semester Two.

Debden School reserves the right to allow a student to graduate with an honorary graduation certificate due to exceptional circumstances provided the student meets the requirements of the intention of this policy.

21. Substance Abuse

a) *Smoking Regulations* - this policy refers to smoking and any tobacco

products, including all types of e-cigarettes. Provincial Legislation is now in place that prohibits smoking on school property.

Penalties:

Students who break smoking regulations may be subject to:

- i) Detentions
- ii) Suspensions
- iii) Expulsion

b) *Energy drinks/performance enhancements*- not allowed in school.

c) *Alcohol, Marijuana and Other Drugs*- Drug and alcohol abuse is a serious problem in today's society, substance abuse not only has a negative impact on performance at school, but also can have horrendous lifelong effects. The staff, therefore, wishes to address this issue in a proactive way. We will continue to address drug abuse from an educational perspective. However, if we are given reason to believe that any of our students may be involved with drugs or alcohol, we will deal with it on a personal, individual basis. If necessary, school administration will request a meeting with the parents and inform them of the concerns. Should discussions deem further steps, actions will be determined on an individual basis.

Possession and/or evidence of drugs or alcohol on school property or during any school-sponsored activity is strictly forbidden. If a student is suspected of being in possession or under the influence of drugs or alcohol, he/she will be brought to the office. Parents will be contacted and asked to come to the school. The parents will be asked to assess the situation and explain the behaviour of their son/daughter. If it is determined that the student was or is in possession or under the influence of drugs or alcohol, any or all of the following consequences could result:

- i) Suspension from school
- or
- ii) Expulsion from school

22. Locker Regulations

Student lockers are the property of the school and they may be searched at the discretion of the administration and staff. Students may use only lockers assigned to them. **ABSOLUTELY NO** change of locks or lockers is allowed without permission. Lockers are to serve as storage for books, coats and personal belongings. Locks are provided by the school. Students should keep lockers neat and clean and not write or use any marking device on lockers.

23. Commons Area

- a) General good manners must be used – no sitting on the tables, no shouting or loud talking, no running or rowdy behaviour and no loud music.
- b) Food and drinks are to be consumed while seated at the tables provided.
- c) The area is to be left neat and tidy at all times. Students will be asked to assist with cleanup of the area. Failure to comply may result in the student(s) being disallowed use of the Commons/Lunch Room.
- d) All garbage and recyclables are to be placed in the receptacles provided.
- e) There is to be no destruction to the furnishings.
- f) Any further rules as established by the SRC must be followed.

24. Dress Code

The student's behaviour and appearance should always be of the highest order. The type of dress worn by the student does have an influence on others, is often a direct reflection of a student's personal attitudes, and influences how other people perceive the entire student body and staff.

We do not wish to stifle students' needs to express themselves but we do expect that all students will dress neatly, cleanly and in a relatively conservative manner. Brief clothing suitable for the gymnasium or the beach is not appropriate in the classroom. Clothing advertising alcohol, illegal substances or displaying obscene messages will not be allowed in the school. Outer clothing such as heavy jackets and heavy book bags should be left in the locker. For safety and hygienic reasons students in the school must wear footwear. Students must have two pairs of footwear. One pair is for indoor use and one pair for outdoor use.

Some examples of acceptable dress are:

- *Caps and hoods are appropriate for outside wear but not inside the school.*
- *Walking shorts and skirts of reasonable length are permitted. Reasonable as determined by school administration team.*
- *Female students may wear sleeveless shirts such as tank tops but tops with spaghetti straps or halter-tops are not appropriate.*
- *Muscle shirts with large arm opening are not appropriate.*
- *No bare midriffs or exposed undergarments. Common sense, good taste and good manners should dictate what is appropriate dress. Students are expected to cooperate with staff should they be requested to modify their mode of dress.*

25. Theft/Vandalism

Theft or vandalism will be dealt with in a manner befitting the crime. Consequences may include suspension and/or criminal charges. Students are encouraged to report crimes to school administration.

26. Behavior in Neighborhood

We have this positive relationship because our students are expected to respect our neighbors and their property by being courteous and polite, and by not cutting across their lawns, blocking their driveways, or throwing garbage into their yards. Students are responsible to the school for behavior to and from school and during breaks. Any serious misbehavior in the neighborhood, churchyard, and private yards, can result in the immediate suspension of the student (s) involved.

27. Extracurricular Activities

Participation in school activities is a privilege. Extracurricular activities enhance the physical, social, spiritual, intellectual and emotional development of students. A variety of extracurricular activities are available to students. Regular attendance at school is required to be a part of the team. Students must be caught up in all assignments and meeting an acceptable academic standard in order to participate in extra-curricular activities. Attendance at practises is expected. Students, who are engaged in extra-curricular activities, must adhere to all school policies during travel to and from and during their stay at that event. Students are expected to behave in a polite and respectful manner at all times when taking part in any extracurricular activity.

To be eligible to participate in extra-curricular activities the student must meet the 'Student Responsibilities' outlined under the Student Expectations at the beginning of this handbook. Those not meeting the student expectations will not be allowed to participate in extra-curricular.

28. Fighting

Any intimidation (verbal or physical), bullying or fighting on school property or during school time and/or activities is unacceptable and will be dealt with by administration.

29. Obscenity

Obscenities and profane language will NOT be tolerated.

30. Student Suspension

Any student who has been suspended from school may not return until communication has been held between parents/guardians/administration to discuss conditions of return and continued enrolment.

31. Student Leadership Council (SLC)

The S.L.C. is a council of students who act on behalf of Debden students to:

- plan student activities, i.e. dances, fundraisers, noon hour activities, etc.
- allocate money raised to clubs and sports teams.
- promote a positive image of Debden School with students and the community.
- represent Debden School at special functions within the school and the community.
- promote respect for authority as well as train students to accept responsibilities.