

STUDENT LIFE

Good Neighbour Policy

ÉLJHS participates in a “good neighbour policy.” Students who create problems with littering or traffic flow may be subject to disciplinary action. Students are asked not to loiter on private or public property at any time during the school day.

Lunch Room and Noon Hour Activities

Students are welcome to stay at school over the lunch hour. Students are requested to make a decision if they are inside or out at the beginning of the lunch hour. However, there are times when students may find it necessary to stay at school if:

- (a) they are participating in a scheduled activity, or
- (b) the weather is extremely cold.

We ask students to:

- (a) eat in the designated lunch room area from 12:25 to 12:42, and
- (b) after the bell, proceed to the supervised activity and remain there until dismissed, OR leave the school until 1:08.

- Supervised activities include; Games Room, Fitness Centre, Library, or Clubs. Three days a week, there are organized intramurals in the gym (starting late fall until the end of April). Noon hours are also the time that school teams sometimes have practices and many clubs will run activities.

School Teams

When students participate on any school team or in any school club, they are considered to be ambassadors for our school. Student attendance, behaviour and attitude are considered when coaches are choosing players for a team. In addition to team spirit, our school emphasizes school spirit and sportsmanship. League teams are competitive in nature and coaching decisions are made to support athletics at the highest level. Both the student and parent are required to sign a code of conduct. All school rules apply at both home and away games.

Activities

In December and June, there are special grade activities to celebrate the holiday season and the end of the school year. Students who have consistently not met the expectations of the school nor of their homeroom teacher, may not be allowed to participate in these Field Trips or special activities.

Field trips

When students go on any school-sponsored activities outside the school, students are viewed as representatives of our school and, for that reason, we expect exemplary behavior. All school rules apply. All field trips require written permission on the supplied risk/bus form to participate. Phone calls from parents or guardians are not adequate consent.

Supplies and equipment

Since each course at our school is different, subject teachers will provide a list of supplies and equipment required.

Library books

Borrowing policies (loan periods, number of items, overdue procedures):

Each student is allowed to sign out two fiction and two non-fiction books for a total of four books. However, considerations may be made for assignments.

Library books are signed out for a period of 21 school days and then expected to be returned or renewed. There is a \$.05 late fee per day. Balances of \$2.00 or greater will result in library privileges being suspended until fees are paid. All fees remain on the student's account until paid, even as they advance grades.

Textbooks

In keeping with our textbook policy, it is expected that students will be responsible for any damaged or lost texts/novel studies throughout the year. A student will not receive a new text/novel study until the outstanding cost of the lost one is paid for. A full refund will be issued if the lost text/novel study is returned in reasonable condition. If the binding comes back broken a \$15.00 charge will be implemented.

Substitute teachers

A substitute teacher will be provided whenever a regular teacher is absent. Students are expected to cooperate with these teachers to ensure that all assigned tasks are complete. Let's make a good impression!

Learning Room

The Learning Room is a support service for students requiring additional assistance to be successful in school. Facilitators in the Learning Room can help students with curricular support, set up assistive technology and work with students who might require alternative programs. Access to the Learning Room is a decision a teacher makes when making program decisions for their students.

Guidance and Counseling Services

All staff members are prepared to provide advice and assistance, and students are encouraged to seek help when it is required.

Our Learning Support Counsellor is available to provide assistance with crisis situations, peer conflicts, and educational progress concerns. The counsellor also has information regarding high school planning, tutors, special program placement, occupations and careers, referrals to outside agencies, and standardized testing. All referrals to district or outside agencies will go

through the office of the counsellor. Please see the counsellor if you have students that you are concerned about.

Parents have the opportunity and are welcome at any time to discuss their child's scholastic performance, learning problems, and other relevant information so that their child can achieve success.

Visitors

All visitors must report to the general office upon entering the school. Only registered students may attend classes.

Class Interruptions

Please help us make learning time valuable by preventing any interruptions to the classroom. Parents if you need to contact your son/daughter please do so through the school office. **Students will not be allowed to access their personally owned electronic devices during class time.**

Medication

Prescribed medication may be administered at the school under the supervision of a physician. Parents must contact the school for details. Non-prescription drugs shall not be purchased nor distributed by the school. With some medications, it is advisable to inform the school counselor so that adverse symptoms can be reported.

Illness

Students who feel ill should report to the office. Parents/guardians will be contacted.

Telephone

A telephone for students is provided in the general office. Students are not allowed to use the phone during class time without permission.

School Council and Parents' Association

ÉLJHS has a very active parent group. They provide many extras that enhance our school program through fund-raising activities. Our school bus and field trip bussing is in part funded by our Parents' Association.

Alternate examination arrangements

Exam dates are set early so that appointments and holidays can be arranged at other times. However, in cases of emergency, arrangements to write at a different time can be made through the school administration.

Extended vacations during school time

A great deal of learning occurs in the classroom using guided questions, dialogue and problem solving. We therefore request you try to schedule family holidays during school breaks.

Parents who choose to take their children out of school and go on a holiday or trip are choosing to accept responsibility for their children's learning during that period. Home education imparts responsibility to parents to provide programming that meets the Alberta Education Curriculum guidelines. If you have scheduled a holiday during school time, we would appreciate notice well in advance, so that teachers can communicate with parents about what the child will be missing. **Teachers cannot provide detailed daily homework assignments that replicate the missed work. Teachers are not required to develop handouts or specific lessons for extended holiday time.** Evaluation may indicate "unable to assess" or "absent during this unit" on the progress report. We would like to remind students and parents to check the teachers blogs and Google Classroom for updates and work. With this in mind, we would like to encourage families to be mindful of the school year calendar.

Lockers and locks

Students will be assigned two lockers: a hallway locker and a physical education locker. All lockers should be kept locked and combinations should be kept private. Decorations in lockers must be in good taste, easily removable, and not damaging to the locker. All valuables must be locked. Students are reminded that lockers are the property of Black Gold Regional Schools and could be subject to search at any time.

The school suggests only school-purchased locks be used on lockers. One each is required for the hall locker and the physical education locker. Locks are available in the office at a cost of \$5.00 each. When students transfer out of our school, locks may be returned for a \$3.00 refund.

Transfers

ÉLJHS would appreciate as much lead time as possible when a student is transferring out of our school. This will allow time to complete withdrawal procedures and provide some documentation to send with parents/guardians.

District bussing

The Regional Division provides bussing for students throughout the City of Leduc. For information regarding bussing, phone 780-955-6025.

Yearbooks

In our school, a group of students, with teacher supervision, produces a high-quality yearbook that is available to all students. The books must be purchased before a set date to allow the school time to determine copies required.

Farewell

Grade 9 Farewell is held near the end of the school year. The purpose of Farewell is to say good bye. Remember that the Farewell is not a graduation. It is the school's policy to encourage this to be a more casual occasion than high school graduation.

Emergency Procedures

Students practice emergency actions for fire/evacuation, weather warnings and lockdown. We will send out a parent summary each September. Link to more information;
<http://eljhs.blackgold.ca/about/school-emergency-program/>