

**PARENT - STUDENT HANDBOOK  
ROCKY LANE SCHOOL  
2016-2017**



**Principal: Mrs. Natalie Morris  
Vice-Principal: Ms. Emily Archibald**

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**Fort Vermilion School Division # 52  
<http://www.fvsd.ab.ca/school/RLN/Pages/default.aspx>**

## Welcome to Rocky Lane

The Mission of Rocky Lane School is to foster the development of capable citizens that have creative minds and healthy bodies who will provide the necessary skills, wisdom, compassion, and leadership needed by their school, community, and the world both now and into the future.

Welcome to Rocky Lane School! The staff and I look forward with anticipation on this new school year. We are here to help each one of you overcome obstacles and achieve your true potential in a safe and caring environment.

Natalie Morris  
Principal



*Mrs. Hayday reading with Brooklynn Bulldog 2014*

## ROCKY LANE SCHOOL STAFF LIST 2016-2017

### **Teaching Staff**

Natalie Morris  
Emily Archibald

### **Role**

Principal  
Vice-Principal  
Career Counselor  
Inclusive Education Coordinator  
ECS  
Grade 1  
Grade 2  
Grade 3  
Grade 4  
Grade 5  
Grade 6  
Jr/Sr English  
Jr.Math/Sr. Science  
Jr. Math/Science  
Jr/Sr. Social  
Jr. Science/P.E.  
Grade 7 ELA/Social  
Riding Instructor

### **FVSD Email Address**

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[MatthewS@fvds.ab.ca](mailto:MatthewS@fvds.ab.ca)  
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### **Support Staff**

Beverly Patmore  
Chad Clothier  
Barb Higgins  
Sarah Smith  
Desirae Desjardins  
Diane Kipling  
Katherine Rose  
Debbie Lambert  
Linda Batt  
Paula Lepensee  
David Quewezance

Secretary  
Rocky Acres Coordinator  
Mental Health Therapist  
Student Wellness Coach  
Child Circle Worker/Librarian  
Educational Assistant  
Educational Assistant  
Educational Assistant  
Speech Assistant  
Early Literacy  
Head Custodian

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### **Bus Drivers**

Dean Flooren  
Lorraine Lambert  
Linda Kraft  
Yvette Feenstra  
Peter Fehr

Bus Driver  
Bus Driver  
Bus Driver/Custodian  
Bus Driver  
Bus Driver

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### **School Trustee**

Richard Marshall Ward #3

[RichardM@fvds.ab.ca](mailto:RichardM@fvds.ab.ca)

### Inspiring Education Outcomes

- Engaged Thinker
- Ethical Citizen
- Entrepreneurial Spirit
- Any place, any pace, anytime learning*

### Provincial Goals

1. Every student is successful
2. The achievement gap between First Nations, Metis and Inuit students and all other students is eliminated
3. Alberta has quality teaching and school leadership
4. Alberta's education system is effectively governed

### Current Alberta Education Strategies

- High School Redesign
  - o Dual Credit Strategies
  - o Review of High School
- Credentialing
- Digital Exams
- Increased CTS Opportunities
- Curriculum Redesign
  - o Student Learning Assessments
  - o Curriculum Prototyping
- Inclusive Education
- Education Act Regulatory Review
- Announcement of New & Modernized Schools as part of the Building Alberta Plan
- Assurance Model Pilot
- MOU for First Nations in Alberta

### Provincial Outcomes

- Students achieve learning outcomes and focus on competencies
- Students receive a strong foundation in literacy and numeracy
- Teacher preparation and professional growth focuses on competencies needed to help students learn
- Effective learning and teaching are achieved through collaborative leadership
- Ensuring an education system that demonstrates collaboration and engagement with educational stakeholders
- Students and communities have access to safe and healthy learning environments
- Support an education system in eliminating the achievement gap between First Nation, Metis and Inuit students and all other students

### FVSD Priorities

*All students will improve reading, writing and digital literacy skills*

- Balanced Literacy training for K-9 teachers
- Targeted Literacy Coaches
- Primary Literacy Supports through Leveled Literacy Intervention
- New and Beginning Teacher Induction Program
- Diverse Learning Coordinator
- Equipping and preparing schools and teachers to use technology to support student centered, personalized authentic learning for all students

*All students will improve numeracy skills through practical applications of curricular outcomes*

- Numeracy coaches to support instructional strategies (K-12)
- Creation of a Numeracy Passport to identify and facilitate key numeracy applications appropriate for each learning division
- Creating and implementing a practical numeracy course for all high school students
- Increasing an FVSD focus on mental numeracy skills
- Creation of numeracy/resources such as learning units, unit assessments, midterm exams and final exams

*All students will be increasingly engaged in learning environments to improve achievement and citizenship skills*

- Student Engagement Coordinators and Student Engagement Surveys
- Engagement of students and parents through focus groups
- Professional learning for leaders in high school redesign
- Supporting Entrepreneurial/ Career Relevant opportunities
- Supporting student learning through service to others
- Supporting student engagement with strategies that encourage active participation, a genuine value in learning, and through deeper understanding of learner outcomes
- Student Advisory Team to the Board of Trustees
- Supporting Dual Credit learning opportunities

### RLNS Goals & Key Strategies

*With an emphasis on the Mastery, Independence, Generosity and Belonging (the four pillars of the Circle of Courage)*

*RLNS will strive to:*

Increase whole literacy competencies in

every child

- Balanced Literacy
- Community Library
- Full time ECS- with a focus on oral language development.
- Author's lunch and writing challenges
- Chromebook/google classrooms

Increase practical math application and numeracy skills

- Rocky Acres, BLAST, IA
- After school programming- baking, numeracy, robotics club
- Student run businesses
- Practical math applications included in all math lessons

All students will become increasingly engaged in and out of the classroom

- Student-led conferences
- Full-time student wellness coach
- Parent/student focus groups
- Universal, and targeted programming
- Rocky Acres
- Mentorship (student-student as well as staff-student)
- SATB – student advisory to the board
- SRC-student representative council
- GSA- Equality Pack

## What's New

→ Full Time ECS

→ Student-Led Conferences

→ ChromeBooks for students in Gr. 6 & 9-12

## STUDENT INFORMATION

### OFFICE HOURS

Daily office hours are from 8am - 4pm. There is voice mail to take messages outside of office hours.

### BUSSING

Transportation to and from school is available for all students. The Fort Vermilion School Division provides transportation for rural students at no charge. To make arrangements for transportation, or if you have any questions, concerns or comments regarding transportation, please call Ken Peters at the Fort Vermilion School Division Bus Garage (928-3860). The FVSD Transportation Department has set up a Twitter account to announce bus delays and cancellations. You can receive these updates via text message by sending a text message from your cell phone to phone number 21212. Insert the message follow fvbdbuses and once you send the message you will get a confirmation from Twitter.

### COLD WEATHER POLICY

School buses **do not run** when the temperature is -40oC or below for safety reasons; however, the school remains open. Bus cancellations are announced on the local radio station (102.1 FM) by 7am. Extra-curricular activities on cold days are generally cancelled and rescheduled where needed. Once the weather reaches -25 C or colder, administration will declare an indoor recess.

### CONTACT INFORMATION

It is important that the office have accurate contact information for parents and guardians in the case of accidents, illness, or other emergencies. Many people change addresses or phone numbers during the year so please let the school know of any changes. We also would like your email address as an additional means of communication.

### DAILY BELL SCHEDULES

	<b>K-6</b>	<b>7-12</b>
<b>Warning bell</b>	8:40	8:40
<b>Period 1</b>	8:45-9:30	8:45-9:30
<b>Period 2</b>	9:30-10:10	9:30-10:10
<b>Recess</b>	10:10-10:20	10:10-10:20
<b>Period 3</b>	10:20-11:05	10:20-11:05
<b>Period 4</b>	11:05-11:25	11:05-11:25
<b>Lunch</b>	11:25-12:05	11:45-12:30
<b>Reading</b>	12:05-12:30	
<b>Period 5</b>	12:30-1:15	12:30-1:15
<b>Period 6</b>	1:15-2:00	1:15-2:00
<b>Break</b>	2:00-2:10	2:00-2:10
<b>Period 7</b>	2:10-2:50	2:10-2:50
<b>Period 8</b>	2:50-3:30	2:50-3:30

### DAY CYCLE

Rocky Lane School runs on a 5 day cycle. This is done to ensure that students don't continually miss the same classes on each Friday and Monday, as this is when most days off from school occur. For example, if there is no school on a Friday and that day was to be Day 3, Monday would become Day 3. Calendars for the year outlining the Day cycle are available from the office and on the FVSD website.

### DOORS

All outside doors, except the front door, are locked by 9:00am.

## **EMERGENCY and FIRE EXITS**

Evacuation routes are posted on the walls of each classroom. In order to avoid any complications, students should be familiar with the exits they would use for each classroom they occupy throughout the day. Fire drills are conducted at various times during the year. In the event of a fire alarm students should proceed out of the appropriate exit and gather at the East end of the school. Students are encouraged to wear indoor footwear at all times in the event of a drill, a fire, or an evacuation.

## **FEES**

Fees are due at the beginning of the school year or, in the case of a semester course, the beginning of the semester in which the course is taken.

### **Fort Vermilion School Division**

Textbook rental on instructional materials:

\$10.00 for ECS

\$15.00 for Grades 1-6

\$30.00 for Grades 7-9

\$20.00 for Grades 7-9 (I.A.)

\$50.00 for Grades 10-12

\* Families with three or more children in Division schools receive a 25% discount (this discount applies *only* to FVSD fees).

### **Rocky Lane School**

→ \$25.00 Student Services Fee → \$20.00 per semester to rent a Senior High Graphing Calculator  
The student services fee is charged to each student attending Rocky Lane School. This fee is to cover the cost of a student agenda, a top locker, the use of a school combination lock, and special presentations brought into the school during the year.

## **SECURITY CAMERAS**

The school is equipped with security cameras for the personal safety for all staff and students. Activity throughout the building and the school grounds is recorded by the cameras and saved on a hard drive.

## **SPIRIT DAYS**

We plan on having a fun “celebration activity day” every month throughout the year. Our Spirit Days are for the whole school to encourage school spirit and belonging as well as just having fun and celebrating what it means to be a rural school. We encourage activities that foster community values and the sense of family within the school. Rocky Lane is proud of its heritage and our students who are our community’s greatest resource.

## **STUDENT OF THE MONTH**

The K-12 home rooms have a monthly assembly to recognise and reward the students who have met that month’s goal. These assemblies are open to everyone and parents are invited to attend as we celebrate our students’ achievements and successes.

September	Positive Attitude	February	Safety
October	Sportsmanship	March	Perseverance
November	Respect	April	Accountable
December	Citizenship	May	Outgoing
January	Team Player	June	Success

## **YEAR END AWARDS**

Rocky Lane Public School recognises student achievement in grades 1-12 with five different awards presented at the Awards Day Program on the last day of the school year. These awards celebrate student accomplishment in: Academic, Citizenship, Merit, Athletic, and Attendance. Each of these awards has specific criteria which is posted in the school and is available on request.

# **PARENT INFORMATION**

## **LEGAL PARENT OR GUARDIAN**

The school can only release personal academic or disciplinary information to legal parents or guardians as stated in our student records. If you feel our records may be incorrect please contact the school immediately. If legal guardianship of a child changes during the year, any papers indicating such change must be forwarded to the school as well.

## **MEDICAL INFORMATION**

Please inform the school of any medical condition & allergies your son/daughter may have. It is necessary for us to know about the problem and the immediate treatment if we are to respond wisely given any emergency situation. If your son/daughter requires medication, he/she must bring a supply from home. Such items must be stored in the main office and upon written parental request will be administered by the school administration team.

## **PERSONAL INFORMATION**

Students can get upset and require extra and special attention at times of crisis in the home. Please inform the teacher if there is a situation of critical illness, bereavement, or family discord in the home.

## **ALTERNATE TRAVEL ARRANGEMENTS**

Alternate travel arrangements for students must be made through the use of a note or an email from the parent or guardian.

## **PROFESSIONAL DEVELOPMENT DAYS**

Professional Development Days are spread throughout the year to focus on making improvements to teaching. Students do not attend these days.

## **SCHOOL NEWSLETTERS/CALENDARS**

School newsletters and calendars will be emailed the first week of each month, additional paper copies of the newsletters will be available upon request. These are a handy reference for parents and students alike as to what special events occur on specific days of the month. Updates will also be emailed throughout the month to advise you of changes or new events.

## **SCHOOL COUNCIL**

In keeping with School Board policy; a School Council is established early in the school year to advise the school administration and the Board. School Council is comprised of five elected parents, one non-parent member of the Rocky Lane Community, one appointed person from Beaver First Nation, one elected teacher representative and one school administrator. The School Council may also include one student representative. All parents of students are encouraged to attend the monthly School Council Meetings.

## **DISPUTE RESOLUTION PROCESS for PARENTS**

### **First Steps**

Schools are required to make every reasonable effort at the school and district level to resolve concerns collaboratively with parents. Despite these efforts if there remains a disagreement between parents and the school with a decision related to the child's educational programming, the first step is for the parent to talk to the teacher to try to resolve the concern together. If that fails, the next step is for the parent to talk to the school principal and/or vice principal. Together with the teacher and school administration, most issues should be resolved that affect a student's educational program.

### **Next Steps**

Should the teacher and school administration not be able to resolve the concern with the parent, they may refer the parent to a staff member at division Central Office. If, after this step, the parent still does not agree with the Central Office staff member's decision, the parent should write or telephone the Superintendent to express their concern. If the concern is not resolved by the superintendent, the parent may apply in writing to the board chairman to initiate a board-level appeal.

### **The Final Step**

If the parent does not agree with the Board's decision after the board-level appeal, the parent may request in writing that the Minister of Education conduct a Review by the Minister for specific decisions. Under the School Act of the Province of Alberta, the Minister may review a Board decision on a matter that the Board and parents have not been able to solve with respect to placement in a special education program, francophone charter 23 issues, expulsion decision, home education matters, amount and payment of fees, accuracy or completeness of a student record.





## **FVSD SCHOOL LOCKDOWN PROCEDURES**

A lockdown is a security procedure when there is a school wide safety concern. A lockdown is called by the office requiring staff and students to remain in a secured and locked room. Students out of the building during a lockdown should proceed to the Beaver First Nation Office. A lockdown is considered to be over when the “all clear” signal is given by the person who called the lockdown.

All practice lockdowns will be communicated to staff, students and parents prior to the occurrence.

A staff member will initiate Lockdown via approved method for your school. School Staff will call 911 immediately or as soon as possible, preferably from a school phone. Provide school name and full address. Stay on the line with 911 Operator and provide info as requested.

### **Office staff will, if safe to do so:**

Post signage at the main entrance stating “THE SCHOOL IS IN LOCKDOWN, DO NOT ENTER. PLEASE LEAVE THE AREA IMMEDIATELY”. Email school staff stating: “Lockdown check in, please respond”. If there is no communication from the office, all staff should follow the attendance instructions outlined in step 5 in order to be prepared with this information.

### **Classroom teachers/staff will:**

Immediately check the hallways outside their classrooms and gather nearby students. Close, Lock, and Barricade (if possible) the classroom door, shut off all lights, close and cover windows if possible. Ignore dismissal bells. Ensure all mobile devices are silenced. REPLY ALL to email stating: number of students present, names of students missing or absent, extra students or adults present. Remain in lockdown until the RCMP or a school administrator clears your room. This means that the door is not opened for ANYONE once locked. Any staff outdoors when a lockdown occurs, will move away from the school immediately and proceed to the emergency evacuation staging area assigned by your school. Staff will remain there until further instructions issued by RCMP or school administrator. Should the fire alarm activate during a lockdown, staff WILL NOT respond as they normally would. Remain locked down, use critical thinking skills, know the evacuation route and be prepared to react if smoke/fire is detected. RCMP or the school administrator will end the lockdown by clearing each room individually. There will be no announcement made over the PA to end the lockdown or drill.

### **Students will:**

Move to the designated secure area in the classroom and remain silent and still while the teacher ensures the doors are locked and secure. It is important to remain quiet and to make sure all devices are turned off. Any students not in a classroom when a lockdown is initiated should stay out of hallways and traffic areas. Find a hiding spot, if possible go to the nearest classroom and stay quiet until the lockdown is over or you are removed by the RCMP or the school administrator (bathrooms, open classroom, library, etc.) Any students outdoors when a lockdown occurs, will move away from the school immediately and proceed to the emergency evacuation staging area assigned by your school. Students will remain there until further instructions. Should the fire alarm activate during a lockdown, students WILL NOT respond as they normally would. Remain locked down, use critical thinking skills, know the evacuation route and be prepared to react if smoke/fire is detected.

RCMP or the school administrator will end the lockdown by clearing each room individually. There will be no announcement made over the PA to end the lockdown or drill.

### **Bus Drivers will:**

Upon learning of a lockdown occurring, take all the students to the emergency evacuation staging area. Take attendance and remain there until further instructions from RCMP or the school administrator.

### **Parents/Guardians will:**

Upon learning a lockdown is occurring, gather at the designated parent staging area and await further information from RCMP. Parents must not approach the school at any time during a lockdown.

Parents must not attempt to contact their child on any mobile device.

# **STUDENT LEARNING**

## **Supporting Student Success**

**We all have a role to play in helping your child be successful.**

Parents can support your child's learning by:

- working in partnership with school staff
- providing a quiet place for your child to study at home
- staying informed and keeping in touch with school staff. This includes reading newsletters and other school materials
- going to parent-teacher conferences

Teachers will help your child succeed by:

- providing programming that's suitable for your child
- providing many opportunities and different ways for students to show what they know
- giving students who've missed important assessments and activities the chance to complete the work
- clearly explaining what's expected of students in all courses and how student work will be graded/marked (i.e., course outline)
- keeping detailed, accurate notes describing your child's successes and challenges
- communicating with you regularly about your child's progress and achievement
- providing opportunities for you to be involved in your child's learning

Students have a responsibility for their own learning and are expected to:

- come to school every day and on time
- finish their assignments, projects and tasks to the best of their ability
- participate in activities to celebrate learning
- show that they're learning
- take advantage of chances to revise or redo assignments or tests so they can show growth in their knowledge and skills

## **Student Evaluation**

**At Rocky Lane School we determine grades/marks in a variety of ways:**

### **Formative Assessments**

Throughout the year, your child will work on many activities that help them increase what they know and practice their skills. These activities show your child's teacher how they are doing, what their strengths are and where they can improve. This is called formative assessment.

Teachers use this information to adjust their teaching, give your child feedback to help them improve and prepare your child for times when they will receive grades/marks.

### **Summative Assessments**

During the school year, your child will have a chance to show what they have learned up to that point in time (summative assessments).

Using their judgment as professionals, teachers make decisions based on the curriculum outcomes and give grades/marks to your child. They base these decisions on what they've seen your child do (observations), discussions they've had with your child (conversations) and the work your child has completed (products).

\*Students in grades 7 and 8 who have achieved an average of 85% or higher on their final course mark, including classroom-based assessments as well as FVSD common assessments and midterms, in one or more of Language Arts, Math, Science and Social Studies will be allowed to choose to be exempt from the final examination for a maximum of 2 of those courses.

## **Reporting Student Progress to Parents and Students 2016-2017:**

The schedule below indicates the minimum requirements that schools in FVSD schools will follow in reporting student progress to parents and students. Schools/teachers may report to parents and students at additional times if they choose or if the need arises. Parents will be notified as soon as possible if there is a concern regarding their child's progress.

In 2016-17 parents of students in ECS through grade 6 will receive a minimum of **three** Report Cards and **one** Progress Report, and parents of students in grades 7 through 12 will receive a minimum of **four** Report Cards. Progress for students in ECS through Grade 3 will be reported using the FVSD ECS - Grade 3 Report Card and Progress Report templates (modified). Progress for students in grades 4 through 12 will be reported using the Powerschool Report Card and Progress Report templates (FVSD). Cumulative reporting will be used for grades 4 through 12.

<b>Reporting Period</b>	<b>Reporting Period End Date</b>	<b>Report Cards Going Home Date</b>
<b>Period 1</b>	November 9, 2016 - 45 Instructional Days	November 18, 2016
<b>Period 2</b> (Progress Report for K-6)	January 30, 2017 - 45 Instructional Days	February 10, 2017
<b>Period 3</b>	April 13, 2017 - 45 Instructional Days	April 28, 2017
<b>Period 4</b>	45 Instructional Days	June 28, 2017

### **Student-led Conferences dates are as follows:**

Period 1: November 23 & 24

Period 2: February 22

Period 3: May 3

Period 4: By request

Additional progress reports and mark sheet printouts may be issued during the year, especially in semester high school courses and early in the school year. Parents and guardians should also contact their child's teacher for mark updates if and when they feel it is necessary as well as accessing the Parent Portal through Power School.

### **CREDIT LOADS**

Most students will complete their high school program in three years and all students are expected to enrol in a full program unless s/he has the permission of the Principal to take a less than full program. Students who wish to obtain an education will have a greater likelihood of success if they are registered in courses which are compatible with their interests and aptitudes. Each semester is designed so that students are able to complete 20 credits.

### **COURSE OUTLINES**

Within the first week of classes, Junior and Senior high students will receive a course outline and evaluation guide for each course they are registered in. The course outline will explain what topics will be covered in the course, as well as approximate dates for chapter or units, and how the course will be evaluated.

### **COURSE CHANGES**

A student may request to change a course within the first two weeks of the semester to be in the most appropriate courses to suit the student's program. Course changes are considered after consultation with the counsellor or a school administrator, the parent and the student.

## **SENIOR HIGH HOMEROOM POLICY**

### **Grade 10 Homeroom**

Any Sr. High student with less than 33 credits will be placed in the Grade 10 Homeroom regardless of age. At no time during the year will a first time Grade 10 student be moved up to another homeroom.

### **Grade 11 Homeroom**

A student must have a minimum of 33 credits and have completed a 10-level English and Social in order to be placed in the Grade 11 Homeroom. Students within a few credits of 33 will be allowed until Sept. 30 of that current school year to earn that number of credits which will bring them to 33 credits. At this time they will be moved into the next homeroom. At no time after Sept. 30 will a student be allowed to move up to another homeroom.

### **Grade 12 Homeroom**

A student must have a minimum of 65 credits and have completed a 20-level English and Social in order to be placed in the Grade 12 Homeroom. Students within a few credits of 65 will be allowed until Sept. 30 of that current school year to earn that number of credits which will bring them to 65 credits. At this time they will be moved into the next homeroom. At the beginning of second semester a student may be moved to the Grade 12 Homeroom on the recommendation of the Principal or Career Counsellor. This will occur only if the student has everything in place to graduate that current school year. During no other time of year will a student be moved up a homeroom.

## **GRADUATION REQUIREMENTS**

Alberta Education mandates that each student require 100 credits to receive an Alberta High School Diploma. Specifically, students must have English and Social Studies to a 30 level, Math and Science to a 20 level. 40 options credits at which 10 must be at the 30 level, and 10 credits in CTS or Fine Arts. For more questions please contact our career counselor.

### **Valedictorian Criteria**

1. Student must have completed two semesters (one in the grade 12 year) in the given school.
2. Student must be eligible for a high school diploma or a certificate of achievement.
3. Academic average of all courses in grades 10-12 and the currently enrolled courses mark to date three weeks prior to graduation. (cluster CTS into 5 Credit blocks)
4. Student must demonstrate school or community involvement.

**School involvement** indicates an active involvement in activities such as: sports, students' representative council, school clubs, intramurals, school spirit events and fundraising campaigns.

**Community involvement** indicates an active involvement in community events not associated with school programming.

**School Leadership** (comprised of Principal and Vice-Principal) will utilize the following steps:

1. Identify the top 15 academic students from both diploma and certificate streams (minimum 80% average).
2. Identify the school and community involvement of these 15 students.
3. In circumstances where the graduation class has 10 or more students the school leader will reduce the eligible list of students from 15 to 5 through a combination of steps 1 and 2.
4. In circumstances where the graduation class has less than 10 students the school leader will reduce the eligible list of students from 15 to 3 through a combination of steps 1 and 2.
5. The graduating class will hold a student vote to select the valedictorian following this criteria - the student must allow their name to stand, a vote should strive to have 100% participation, the vote takes place two weeks before graduation.

**Additional notes:** In all cases the Principal will use discretion when selecting the list of students to be voted on by the student body. Students may not be selected based on inappropriate behaviour or if the student would not represent the student body in a good standing. If the Principal deselects students, the Principal must review this decision with the Deputy Superintendent. The valedictorian speech must be approved by the Principal prior to graduation.

# **STUDENT SERVICES**

## **CAREER COUNSELLING**

The school counsellor is available for career assistance in the following ways:

- to provide up-to-date college information
- to help students explore career fields
- to assist with filling out applications to colleges, universities and jobs
- to provide student loan, bursary and scholarship information and applications
- to help prepare resumes, cover letters and interview skills
- to assist students in course selections
- to make referrals to outside community agencies

## **CHILD CIRCLE WORKER**

A half-time Child Circle Worker is involved in a number of areas, behaviour management, non-attendance, and anger management. The Child Circle Worker is responsible for contacting and visiting homes of students in need.

## **COMMUNITY HEALTH SERVICES**

The Community Health Nurse visits the school on a regular basis. As long as parental consent has been granted the following services will be provided:

- vision and hearing tests (upon request)
- TB tests (Grades 1 - 9)
- immunizations - hepatitis B (Grade 5)
- Immunization
- chickenpox vaccine (Grade 5 & 6)
- updates as required

Families new to the school are encouraged to contact Community Health Services to advise where the immunization records for their sons/daughters can be obtained. Whenever immunizations take place, immunization cards are sent home with each student. Questions or concerns about these services can be directed to Community Health Services at 927-3391.

## **EXTRA CURRICULAR PROGRAMS**

Rocky Lane School offers a variety of after-school teams and clubs that students may join. We have a very dedicated and energetic staff to provide the opportunity for students to excel in certain athletic and creative areas as well as develop attributes of leadership and citizenship. Long term permission must be obtained for most of these activities to ensure parents are informed of their responsibility for transportation. We want students to enjoy the activities that are offered, but there is an expectation that they will first attend to their responsibilities as students.

## **LIBRARY**

The primary purpose of the library is to provide materials for students and teachers that will enrich and support the school curriculum. In addition, the atmosphere in the library should be conducive to study and to the quiet pursuit of an individual student's interests through the available materials.

## **TEXTBOOKS**

Textbooks are signed out and returned to the library. Textbooks are tracked and students are expected to take care of such books and return the item loaned to them earlier in the year. Failure to do so may result in a charge for the textbook. The average cover price is \$50 while some go as high as \$110.

## **LOCKERS**

The grade 4 - 12 students will be provided with a top and bottom locker. The lock is issued after the payment of student services fee. Lockers are the property of the school and any damage may be charged to the student assigned to that locker. All students must use a school lock provided through school fees. The school has the right to open lockers at anytime without the student's permission.

**Gym lockers and locks are available from the gym teacher.**

# STUDENT RESPONSIBILITIES

## ATTENDANCE

Regular school attendance is a major factor contributing to student success and is mandated by law (School Act) for anyone under 16 years of age. While the goal is to maximize student time in their courses, it does take into consideration that there will be times when students must be away.

- attendance is recorded for K - 6 in the morning and again in the afternoon
- attendance is recorded in every period for grades 7 - 12
- warning bells ring in the morning and after lunch
- students will be considered late when the class bell rings.
- parents should phone whenever an absence or lateness is unavoidable
- students who arrive late or must leave early sign in or out at the main office

## ATTENDANCE (HIGH SCHOOL CREDIT COURSES)

An attendance policy for high school credit courses is already in place at the school. Alberta Education denies funding for non-passing students who have missed 50% of their classes. Once a student reaches this number of absences (45 class days for a 5 credit course) and are below a passing average, students will be removed from their regular class and put into a modular system to try and earn some credits for the remaining period.

## Dress

Students are expected to dress respectfully for a K-12 learning environment. Students wearing clothing that is deemed disrespectful, suggestive, provocative, insulting and/or unsuitable for public school including graphics depicting or suggesting violence, gang colors, profanity, pornography, alcohol, drugs, etc. will be asked to change their clothing choice. While it is recognized that choice of attire/grooming are matters of expression and subject to fashion or current trends, any form of dress that is determined to interfere with the learning environment is prohibited.

The following general rules apply to the dress code:

1. Clean footwear must be worn at all times. Anyone entering the building will be asked to clean or remove wet/dirty footwear.
2. Clothing is to cover the chest, back and midriff. Low-cut shirts that allow inappropriate exposure will not be permitted. Shirts and pants are to meet at the waist to prevent exposure of the midriff.
3. Undergarments are to be covered at all times.
4. Shorts, skirts and dresses shall be of an appropriate length to allow for standing, sitting, and bending while still providing adequate body coverage. Garments that reach the mid-thigh meet the requirements of the dress code.
5. Clothing shall be free of inflammatory, suggestive, or other inappropriate writing, symbols, advertisement, or graphics. This includes apparel advertising alcohol/tobacco products, those promoting drugs/drug paraphernalia, or ones with any type of sexual connotations.
6. For the safety and security of staff and students, the faces of all individuals must remain visible.

## VALUABLES AND SECURITY

In general, leave valuables at home and do not bring anything of significant value to school. If you must bring items of value to school, please ensure that they are locked in your locker, or in Primary and Elementary, given to your teacher for safekeeping. **The school is not responsible for lost/stolen articles or money.**

## **Academic Dishonesty Policy**

Rocky Lane School is dedicated to supporting students to perform to the best of their academic abilities. Optimum learning takes place only when students approach their work with intention and integrity. If students choose to act dishonestly, consequences will follow.

In order to minimize situations where cheating or plagiarizing may take place, students will acquire skills with respect to documentation of sources (bibliography, endnotes, and quotations) and studying. Appropriate consequences (academic penalties, suspensions, etc.) will apply to acts of plagiarism, cheating, collusion or other acts through which a student unfairly misrepresents their effort or achievement. **Plagiarism** occurs when a student knowingly represents any idea or work of another person in any academic assignment, test, or examination as their own. **Cheating** occurs when a student obtains or attempts to obtain an unfair advantage over other students in the context of preparation or performance on any academic assignment, test, or examination. **Collusion** occurs when a student knowingly allows their work to be submitted by another student.

## **STARS PROGRAM (Effective Behaviour Support)**

The **STARS** program at Rocky Lane provides a framework for how students are expected to behave in a number of school settings. Are you being **safe**, are you being a **team player**, are you **accountable**, are you being **respectful**; then you will be **successful**. Students who show these qualities, we believe, make good citizens and responsible members of our society.

## **BLUE TICKETS**

Blue tickets are given to students to reward positive STARS behaviour. These tickets are redeemable for rewards and the year-end draw. The tickets have an in-school cash value of .25 and can be used to purchase items being sold throughout the year as well as admission into movies and dances. Teachers and students will establish classroom routines and rules that reflect the STARS program specific to each location in order to maintain an appropriate learning climate according to the subject discipline.

## **SCHOOL FUNCTIONS**

All school regulations and STARS apply at school functions (eg. dances, athletic events, trips, and any other activity sponsored by the school). When you attend a school function, you are expected to demonstrate responsible behaviour. Suspended students will not be allowed to attend school functions.

## **Rocky Lane School Code of Conduct**

At Rocky Lane School, we believe in helping children acquire self-discipline by giving them firm, clear guidelines and expecting them to become increasingly responsible for themselves. Our Code of Conduct reflects that belief.

- We will work towards establishing a moral conscience, setting high personal standards for ethical behaviour, and for leading a balanced life.
- We will show pride in ourselves and work towards excellence in all that we do: academics, extracurricular activities, athletics, and behaviour.
- We will recognize and celebrate the strengths we all hold, and assist each other in improving those areas that are challenging to us.
- We will respect the rights of our peers and celebrate the uniqueness of each individual. We will show concern for their well-being at all times.
- We will respect and honour our parents and teachers for their knowledge, guidance, and support.
- We will respect private and public property.
- We will show pride in our school by adhering to the school's Code of Conduct, and by enhancing the learning environment for everyone so that our classrooms are safe and enjoyable places to learn.
- We will learn to take our place as active and responsible members of our communities.

## **A Guide for Good Behaviour**

At Rocky Lane School maintaining the dignity of each person, in all situations, is crucial in managing behaviour. We appreciate and respect that each student is an individual and comes to us with a varied background of experience and abilities. We believe in the responsibility model of discipline. By implementing logical and consistent consequences, and by providing individuals with opportunities to become responsible and caring members of the community, they will learn about their behaviour, their choices, and their impact on others while still maintaining their dignity.

## **Unacceptable Behaviours**

Rocky Lane is committed to upholding and teaching moral and social values. Setting rules, policies and disciplinary procedures is necessary to ensure fairness to individuals and the well-being of our community. Unacceptable behaviours include:

**Physical Aggression:** pushing, grabbing, kicking, hitting, pinching, spitting, tripping, etc.

**Social Alienation:** gossiping, embarrassing others, ethnic/racial slurs, excluding from group, etc.

**Intimidation:** threatening others verbally, physically, etc.

**Sexual Harassment:** remarks, gestures, or actions of a sexual nature.

**Bullying:** repeatedly teasing, belittling and/or aggressive negative behaviour which may result in creating feelings such as fear, sadness, embarrassment and/or anger.

## **Procedure**

• All infractions will be recorded. For minor infractions, it is the responsibility of the adult in charge (teacher, administrator, etc.) to intervene and assign consequences that may be warranted from the list of consequences for minor infractions.

• For major infractions and repetitive minor infractions, an administrator will be involved in the process. Parent(s) will be notified.

• Each incident will be treated on its own merit.

**Infraction:** any inappropriate behaviour that does not follow the guidelines of the classroom or school code of conduct.

**Consequence:** a fair and logical action that addresses the inappropriate behaviour.

## **Examples of Minor Infractions:**

- Ignoring the bell
- Neglecting to tidy up after themselves
- Neglecting to show appropriate hallway/assembly behaviour
- Failing to use good manners
- Disrespectful behaviour
- Not following classroom/school expectations
- Littering on school property

## **Consequences for Minor Infractions:**

- Verbal reminder (conversation)
- Student is given a "Time Out"
- Place student in a "No-play zone" outside to observe appropriate behaviours (Elementary)
- Separation from the class (individual work outside of the classroom) (Senior School)
- Lunch work room, if appropriate
- Community service specific to the infraction
- Confiscation of property for a day
- Any consequences deemed appropriate by administration
- Note of apology and/or verbal apology
- Written reflection about incident
- Community service

## **Examples of Major Infractions:**

- Fighting
- Anything that compromises safety of others and self
- Vandalism
- Theft/extortion
- Swearing
- Bus transportation report
- Threats
- Defiance
- Repetitive minor infractions
- Smoking
- Attempt to bypass school's computer security
- Plagiarism
- Bullying
- Illegal substances or alcohol
- Careless driving and/or speeding



### **Consequences for Major Infractions:**

Consequences for major infractions will depend on the gravity and the nature of the offence. The school administration and staff will investigate each incident and determine appropriate consequences, which may include:

- meeting with an administrator
- service project
- loss of privileges
- documentation in cumulative file
- pay for cost of necessary repair
- in-school suspension
- out-of-school suspension
- expulsion
- police involvement if needed
- any other consequences deemed appropriate and approved by administration

### **Choosing To Be Suspended**

By deliberately choosing to act in ways not acceptable to the Code of Conduct of Rocky Lane School, students choose to suspend themselves from our school, which may result in them spending time in the office (in-school suspension) or being sent home (out-of-school suspension) for one to five days. If a student decides to act inappropriately, formal suspension notices are made by administration. Following an investigation of the incident, school administration will provide parents with: the reasons for the suspension, the length of the suspension, and the date and time of intake meeting following the suspension.

A discussion between the student, the parents, and school administration should occur prior to the student returning to classes. A record of the incident will be placed in the student's cumulative record for the duration of their tenure at Rocky Lane School, which is sent on to the receiving school, should the student leave Rocky Lane School.

### **Offences that could result in suspension:**

- smoking on school property
- theft of private or public property (depending on severity)
- harassment of peers or intimidation of others
- physical aggression towards peers or staff members
- vandalism or willful destruction of property
- defiance or non-participation in the activities of school
- use of obscene language
- inappropriate use of technology (please refer to FVSD Student Internet Use Guidelines and User Agreement)
- bullying
- cheating/plagiarism
- deceit
- inappropriate use of cellular phones or personal electronic devices
- leaving school grounds without permission

### **Choosing To Be Expelled**

While Rocky Lane School believes that it is more desirable to change the behaviour of a child, it may be necessary to deal more severely with problems that arise. Therefore, the following guidelines are established. Again, by deliberately choosing to act in ways not acceptable to the Code of Conduct of Rocky Lane School and the Fort Vermilion School Division, students choose to expel themselves from our school. Administration will investigate serious accusations thoroughly and objectively. The final decision is made by the FVSD Board of Trustees who will decide if there are sufficient grounds to proceed with expulsion.

### **Offences that could result in expulsion:**

- The use, possession, sale, or distribution of illegal substances or alcohol
- Sexual harassment, sexual abuse, verbal abuse, emotional or physical abuse levelled at peers, staff members or others
- Use of or possession of weapons
- Chronic or severe bullying, unkindness, or harassment (both verbal and physical) towards peers or staff members
- Theft of private or public property
- Vandalism of private, public or school property
- The involvement in flagrantly immoral or socially distasteful acts

### **Incidents of a Criminal Nature**

In a case of a report of an incident of a criminal nature, the school administration will obtain pertinent facts and notify the police, if appropriate. We will work closely with the Royal Canadian Mounted Police. In a case where there is a reasonable suspicion that a student may be in possession of an illegal substance or a weapon, administration, or delegate, may execute a search of a student's belongings or their locker; such a search will be conducted in the presence of another adult. The follow-up of each incident will depend on the nature of the incident and action will be taken after the consultation with central office, police, and any professional whose involvement will be deemed necessary.

### **NO SMOKING**

There is no smoking on Fort Vermilion School Division property. Students who leave the property or are smoking on school property will be given a one time warning, the second time this happens an in-school suspension, and repeated incidents result in out of school suspensions.

### **BULLYING**

Bullying is a repeated intimidation that emotionally hurts the victim much more than the instigator. Bullying behaviour varies by age and gender and may include, but is not limited to, physical bullying, (pushing, bumping, raised fists, hitting) social bullying (spreading rumours, encouraging isolation) and cyber bullying (texting, facebook, snapchats). Any form of bullying is an unacceptable behaviour and will be dealt with by the Office.

### **TECHNOLOGY AGREEMENT/CELL PHONES/ELECTRONIC DEVICES**

Teachers will review the FVSD Guidelines for All Technology Uses for Students and FVSD Student Technology User Agreement as well as the FVSD Student Internet Use Guidelines, User Agreement and Parent Permission Form with students annually and as needed throughout the year. The FVSD Student Internet User Agreement and Parent Permission Form will be signed by the student and the parent annually before students are given access to the Internet. These will be kept on file at the school. While involved in instruction, all students are **prohibited** from using personal technology devices **unless** approved by the principal or teacher and included in the student's instructional support plan. Students are permitted to appropriately use personal devices before or after school and during recess and non-instructional time. The Fort Vermilion School Division has provided all technology devices needed for learning. A student who breaches this guideline may receive disciplinary action as per the FVSD Student Code of Conduct and the School's Student Code of Conduct.