

Appendix I

St. Paul Regional High School

Attendance Policy

GUIDING PRINCIPLES

Daily attendance by all students is essential for optimum learning and performance; and is the responsibility of the student, parent, and school.

- i. There is a significant, positive relationship between achievement and attendance.
- ii. It is necessary for the school to set a model of excellence and responsibility so as to optimally benefit students.
- iii. Through daily attendance students gain valuable class experience that cannot be duplicated and thus enhance their opportunity for success. In this matter not only will students benefit, but the total program of all students will improve.
- iv. Each student with the support of his/her parent(s) and school staff is responsible for maintaining daily attendance at school. In this context, the Board of Education believes that while all students have a right to education, it must also be recognized as a privilege.
- v. While it is recognized that absence due to illness is often unavoidable, students and parents are encouraged to schedule medical, dental or other such appointments or engagements OUTSIDE regular instructional hours.

1.1 General Policy

We believe that our attendance policy is based on the premise that we wish our students to succeed.

- a. Regular student attendance is facilitated best by a regular flow of communication between school/student/parent. With this in mind the school will phone home or contact parents if a student was inexcusably absent during the day.
- b. Students are not excused from submitting assignments given during his/her absence. It is the student's responsibility to find out what has been missed during the absence.
- c. Excusable absences are absences due to illness, bereavement, family emergency, co-curricular activities sanctioned by the school, court appearances, immediate demands of home which in the opinion of administration merit absence and absences which in the opinion of administration have educational value as great as that received during an equal amount of school time.
- d. Inexcusable absences include those absences that were avoidable, and do not fall in the above section.

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- e. Provision, within reason, shall be made for students to complete assignments missed during excused absences.
- f. Students who are excusably absent during evaluation shall not be penalized for their absence, and will be dealt with in an appropriate manner at the discretion of the teacher. Students who are inexcusably absent during evaluation will forfeit any marks assigned during that evaluation.
- g. Absolute numbers of allowable absences are guidelines for action. Individual cases may be handled on their own merits within the framework of the general attendance policy.

1.2 Action Procedures and Responsibilities

I. Responsibilities of Students and Parents:

- a. Students are expected to attend all classes except in cases of excused absences.
- b. After an absence, it is the student's responsibility to inquire about missed work, upcoming tests, and assignments, and to complete whatever is required by the teacher.
- c. The school should be advised if a student will be absent for more than two days so that homework may be prepared to help the student maintain his/her studies.
- d. Students who expect to be absent for an extended period for medical or other reasons should have their parents inform the school well in advance to enable teachers to provide information on work to be covered or to arrange for instruction according to the Board of Education's instructional program for homebound students.
- e. Parents are requested to communicate with the school in cases of excused absences by telephone on the morning of the absence or sooner. A written explanation for the absence signed by the parent/guardian or medical/dental certificates is also acceptable, and should be submitted to the General Office on the day the student returns to school. A note with no explanation for the absence, or a note excusing a number of nonconsecutive days WILL NOT be accepted. If the student and parent know in advance of the student's absence and a test/exam, that was scheduled, was missed and prior arrangements were not made, the student will receive zero.
- f. Parents are expected to provide a doctor's report if required by administration.

II Responsibilities of the School:

- a. The attendance secretary will maintain an accurate record of all absences and telephone contacts/explanations and notes for excused absences provided by parents/guardians.
- b. Teachers will maintain their own accurate records (hard copy) of student attendance in conjunction with the computer records. Teachers will also provide advice and

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- c. Encouragement to students to improve attendance; and remind students of the need for providing notes/phone calls from a parent/guardian to account for the absence.
- d. Students who have missed a class without permission will receive a half-day in school suspension. Parents will receive notification of this suspension. Each subsequent "skip" will result in increased in-school-suspension time. Students are provided with class work during their suspension time.
- e. If a student is late for class, or school, they must sign in at the office. If a student is late more than 15 minutes, they will be considered absent and skipping.
- f. **Parent/guardians will be informed of absences through the following methods:**
 - 1. Through phone calls or "texts" from the attendance clerk – will happen during school time and immediately upon notification by classroom teacher.
 - 2. Letters from school administration regarding absenteeism and in-school-suspension
 - 3. Through monthly attendance letters sent from the school's administration.

N.B. Withdrawal and loss of credits may result when a number of unexcused absences have been reached

Note 1: Student withdrawal from class for accumulated excessive unexcused Absenteeism is subject to the following considerations.

- reasons for absenteeism
- student achievement in class
- student conduct in class
- student continuance based on a teacher assessment of successful course completion
- teacher documentation

Note 2: Appeals for class withdrawals may be made directly to administration. If dissatisfied with school administrations' discussion, the appeal can proceed to the superintendent.

Note 3: Student class absentee record will be printed on the mid-term Student Results Statements

Note 4: Students attending on a mature/adult student status do not require parental notes or phone calls; but they are required to notify the school either through phone or note of their own absences and reasons for.

Note 5: Should a student elect to drop a course they are enrolled in, the dropping of the course must be completed by September 30 (first semester) and/or March 1 (second semester). Should the student choose to drop the course after the withdrawal deadline, they will be placed in a supervised study area for the duration of that semester.

Appendix II

St. Paul Regional High School Discipline Policy

Grounds for disciplinary action that could lead to suspension or expulsion from school and or school sponsored activities (Staff supervised) where a student has demonstrated unacceptable behaviour such as:

- a) Conduct which threatens the safety of students and/or staff;
- b) Possession of a weapon on a student's person, or in a student's person, or in a student's locker or desk, that is dangerous to students and staff: a weapon is anything used, designed to be used, or intended for in causing death or injury to any person, or for the purpose of threatening or intimidating any person;
- c) Displaying or brandishing a weapon in a threatening or intimidating manner
- d) Assaulting (verbal or physical) another person;
- e) Possession or consumption of illegal drugs, alcohol, tobacco, or inhalants in school, on school property, and/or during school sponsored activities;
- f) Entering an establishment designated as adult only (no minors);
- g) Failure to acquire verbal approval from the teacher supervisor with regards to student's whereabouts/activities;
- h) Contravention of Division policies and regulation related to student harassment, smoking, student attendance, and student rights and responsibilities;
- i) Theft;
- j) Wilful disobedience and/or open opposition to authority;
- k) Use or display of inappropriate (profane) language, articles and/or clothing such as drug related, sexual, violent, racist, etc.;
- l) Wilful damage to school property of others;
- m) Interfering with the orderly conduct of class(es) or the school; and
- n) Contravention of the Code of Conduct as set out in the School Act

All infractions and resulting consequences will be decided upon by the principal, principal designate or when deemed necessary by administration, the school discipline committee composed of at least two staff members, one parent council representative and administration.

Failure to meet the expectations for behaviour and conduct shall result in one, some or all of the following:

- a) Problem solving, monitoring, or reviewing behaviour expectations with the student and reprimanding;
- b) Parental involvement;
- c) Referral to division truancy officer;
- d) Suspension from one or more School sponsored activities and associated privileges for up to one calendar year at the discretion of the school discipline committee;
- e) Detention of student;
- f) Temporary exclusion of the student from class;
- g) Community Service Hours
- h) In-school suspension;
- i) Behavioural contract with the student;
- j) Restitution for property damage to an individual or the school;
- k) Assessment of the student to develop appropriate programming;
- l) Involvement of police;
- m) Recommendation for expulsion from the St. Paul Regional High School
- n) AADAC Counselling

APPENDIX III

ST. PAUL REGIONAL HIGH SCHOOL

POSSESSION AND USE OF ILLICIT DRUGS

It is the responsibility of the administration and staff to maintain an environment that is safe and conducive for learning. The administration and staff have adopted a zero tolerance towards illicit drugs at St. Paul Regional High School. In accordance with Administrative Policy #350 – Student Conduct, failure to comply with the stated expectations about the possession and use of illicit drugs, can and will result in disciplinary action. Students have no reasonable expectations of privacy with respect to locker searches for illicit drugs. Any evidence gathered as a result of a search could be used either by the school administration for discipline, or by the RCMP for criminal charges. Students are advised that school lockers are the property of the school and as such the school reserves the right to remove locks and inspect lockers at any time without prior notice to the locker occupant.

INAPPROPRIATE INTERNET CONDUCT

Any inappropriate off-school property internet-related conduct which would be a violation of a school rule, had the conduct occurred on school property and which conduct or the result of the conduct had, has or may have a negative impact at school will have consequences at the school and discipline up to and including a recommendation for expulsion may be administered.

VAPING/E-CIGARETTES

Vaping and the use of all tobacco products are prohibited in all St. Paul Education Division schools. While we try to proactively educate students, the fact is more students are vaping in our schools. Please be informed, effective immediately, we will be looking at increased supervision and any student caught vaping inside the school or on the bus will be given an automatic three day out of school suspension. This includes vapes containing nicotine or any other type of non-nicotine vape juice. Vaping THC (marijuana product) will result in a five day out of school suspension.

INTIMATE IMAGES

The Protecting Canadians from Online Crime Act R.S., c. C-46 makes it a criminal offense to knowingly publish or share intimate images of a person without that person's consent. Young people, persons under the age of 18, who send or share these types of images may also be criminally charged with making or distributing child pornography.

Digital citizenship remains a part of our Health curriculum, however we continue to deal with students sharing inappropriate images. The consequence for sharing nude or partially nude photos/videos of other students will be a 3-5 day out of school suspension. In most cases, the RCMP will also be contacted.

APPENDIX IV
ST. PAUL REGIONAL HIGH SCHOOL
COMPUTER USER'S CODE OF ETHICS

As a computer user, I agree to follow the rules and code of ethics in all of my work with computer while attending a St. Paul Education Regional Division school.

I. I recognize that using technology is a privilege; therefore

- I will use computer resources to assist in my learning and always with the permission of my teacher or the staff member in charge.
- I will not use computer systems to view, copy, send or print material that is obscene, harmful, advocates hate or violence against others, or is otherwise inappropriate in a school setting.
- I will take responsibility for any damages that my actions cause. I will not vandalize equipment or data. Vandalism includes any attempt to take, harm or destroy hardware or data of another user or of other networks connected to a St. Paul Education facility either willfully or as a result of inappropriate behavior. This includes, but is not limited to, the uploading or creation of computer viruses.

II. I recognize that copyright laws; apply to online information; therefore:

- I will abide by copyright laws and give credit to any appropriate sources if I use them in my work.

III. I recognize that the work of all users is valuable; therefore

- I will protect the privacy of others' areas by not trying to learn their passwords/keys.
- I will notify the system administrator if I am aware of or suspect that others' passwords/keys have been discovered or that system security is at risk.
- I will not copy, change, read or use files in another user's area without that user's prior permission.
- I will not attempt to gain unauthorized access to system programs or computer equipment.
- I will not use computer systems to disturb or harass other computer users.

IV. I recognize that the Division network is a "gateway" to other networks and, as such, is not administered by any agency; therefore: For personal safety and security I will not give out my personal address or phone number nor those of others.

V. I understand that student-owned devices, whether it be laptops, iPads, smartphones, or any other electronic devices are permitted in school for educational purposes only. Students bringing such devices onto school property should be aware that they do so at their own risk and the school division is not responsible for any loss or damage. The inappropriate use of student-owned devices can result in the device being searched and investigated for disciplinary purposes.

VI. I understand that staff and other students have a right to personal privacy within the school. I will not post online nor share another person's image, audio or video data that has been captured within the school on either student or Division owned devices. Any online activity as part of an educational project must be approved and supervised by a teacher.

VII. I understand and agree that I may be disciplined by the school division (up to and including a recommendation for expulsion) for any of my inappropriate off-school property internet-related conduct which (1) would be a violation of a school rule, had the conduct occurred on school property, and (2) which conduct or, the result of the conduct had, has or may have, a negative impact at school.

APPENDIX V
ST. PAUL REGIONAL HIGH SCHOOL
STUDENT AWARDS AND SCHOLARSHIPS

Background

The Division promotes excellence in pursuit of education and wishes to recognize those students who aspire to and demonstrate high achievement in their academic pursuits. The Division will sponsor annually, an award to a student in each of grades six, nine and twelve in each Division School who attains the highest average based on criteria outlined.

Procedures

1. A qualifying student must have attended in the Division for the entire qualifying year.
2. Marks received through challenge exams/tests are not to be included.
3. Each principal will be responsible for applying the criteria and advising Division Office for each award recommended two (2) weeks in advance of an event at which the award will be made so that cheques can be prepared.
4. Qualifying courses attained through distance education may be included in calculations.
5. The grade twelve award of three hundred dollars (\$300) will be made to a student in each school based on the highest average utilizing criteria established at the grade twelve level by the Rutherford Scholarship Foundation.
6. A minimum average of seventy-five (75%) is needed to qualify for the above awards (grades nine and twelve only).
7. If a student has been academically dishonest in any one subject, the consequence is that the student may be exempt from academic, athletic and citizenship awards at the school and board level for the current school year. In determining consequences, considerations will include intent, frequency, severity and restitution.

APPENDIX VI
ST. PAUL REGIONAL HIGH SCHOOL
REWRITES (SECOND CHANCE) POLICY

Second chances – teachers will provide one second chance per student per course with the option of providing more at their discretion; school assessment plans will reflect school guidelines and procedures for second chances; the highest mark/level of achievement will be recorded.

All students may avail themselves of tutorials, not just students who are underperforming. Our goal is to increase student learning and achievement and assist students in reaching their potential.

A. MATH/SCIENCE

The Math/Science Department has a rewrite policy that allows students to rewrite Unit/Chapter Exams only. Final exams, quizzes and assignments will not be allowed rewrites under this policy.

Before any rewrite is granted **the student must have all outstanding assignments in that unit completed** to the satisfaction of the teacher.

The rewrite will be granted following certain conditions are met explicitly. These conditions are:

- **That the students let the teacher know immediately that they plan to rewrite and take home and complete a rewrite form**
- **That they complete the review materials given him by the teacher.**
- **That noon hour tutorial sessions are available and recommended to all students who wish a rewrite to facilitate completion of the necessary review materials.**
- **All rewrites/missed exams will be done at 7:30 a.m. on Wednesday morning in Room 40 with Mr. Tichkowsky or as per alternate arrangements made with the teacher.**

The rewrite will be a comprehensive reflection of the material in the unit. Students are encouraged to try their hardest on the first exam as rewrites are not something to be expected at higher institutions of learning.

B. SOCIAL STUDIES

One session in tutorial will be required within one week of original test date. All students have the opportunity to rewrite regardless of their original score and the higher mark will be recorded. Students will use study sheets provided to prepare for rewrites. Social Studies tutorials are available on Wednesdays and Thursdays. (Wednesday–Room 130) (Thursday–Room 228)

C. ENGLISH LANGUAGE ARTS

The focus will be on improving English marks and writing skills. The tutorials will help students to complete revision assignments, understand sentence patterns and catch up on incomplete assignments. Students will be expected to attend all tutorials when they have incomplete assignments. Any written assignments may be rewritten. English teachers will assist with revisions on previously rewritten essays during tutorial times. Tutorials for English will take place in the room of each English teacher on Tuesdays and Thursdays.

APPENDIX VI - REWRITES (SECOND CHANCE) POLICY

D. CTS COURSES

Lunch hour tutorials will be held on Wednesdays for students to complete missing assignments and to rewrite module final exams. As CTS courses are primarily based on completion of module work and lab activities, students who have not completed all of the required module work may lose the privilege of participating in lab work until assignments are completed. The opportunity to complete the missing work during tutorials assures that students are not behind in lab work. Rewrites will be made available to students. All outstanding assignments will have to be complete and handed in before any rewrite.

- Monday – Cosmetology,
- Tuesday – Foods/CALM,
- Wednesday – Art/Communication Technology,
- Thursday – Construction/Welding
- Friday – Mechanics.

Students may attend tutorials on their own; however, they will be assigned to tutorial if they are behind on assignments. Parents will be contacted if a student is being assigned to a tutorial. If a student skips an assigned tutorial, they will be referred to administration. All missed work must be completed before the end of each module.