

Safe and Caring School Policy

Student Handbook

Amalgamated Academy
2014 -2015



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PREAMBLE

Attending school and getting an education is a right, and with rights come responsibilities. For example, every student has the right to be treated with respect, but every student must also realize that he/she has the responsibility to treat others with respect. However, students must understand that there are consequences when they choose to act in a way that infringes on the rights, needs, and property of others.

Our primary goal at Amalgamated Academy is to prepare students to be contributing members of society, to learn how to get along with others, and to develop a healthy attitude; defined by a strong set of values and a good work ethic. It is **our vision** that when students leave here, they will possess not only academic skills, but also those skills that will help them become responsible members of society.

To accomplish our goal, there is a set of guidelines that must be supported and followed by everyone to ensure a safe and secure learning environment for all. Our Safe and Caring School Policy provides guidelines for the students of Amalgamated Academy as they progress through some of their most formative years. It is designed to protect the rights of every individual at Amalgamated Academy and to provide equal educational opportunities for all students. If a guideline or rule is not followed, a consequence will result, as outlined in this policy. However, the application of these guidelines may vary depending upon student attitude, severity of the infraction, repeat offences...

Amalgamated Academy is a progressive learning environment in which all members should feel comfortable and safe. Behavior that exhibits respect for each other is expected of all. We believe that the most important lesson that we can impart to students is one of respect - respect for self, fellow students, parents, school staff, school property, and the community. The creation of an environment where everyone feels **Capable, Connected, and Contributing** is our mission to continued success.

Staff List 2014-2015

Grade Four

Ms. Claudia Franey
Ms. CarolAnn Crane
Mr. Kevin Mercer
Ms. Kristen Daniels

Grade Five

Ms. Lori Penney
Ms. Crystal Howell
Ms. Wendy O'Reilly
Ms. Tammy Mason

Grade Six

Ms. Stacey Cluett
Mr. Keith Delaney
Ms. Debbie Ryan
Ms. Leona Carew

Grade Seven

Ms. Lori Kolonel
Ms. Ingrid Russell
Mr. Chris Combden
Ms. Annie Brinson
Ms. Brittany Baker
Ms. Annette Neil
Mr. Michael Hynes

Grade Eight

Ms. Sonya Burden
Mr. Kent Chaulk
Ms. Deanne Delahunty (and J. H. Music)
Ms. Sheree Janes
Ms. Carole Saunders
Ms. Nadine Morgan
Ms. Nicole Curlew

Grade Nine	Ms. Kristan Knee Ms. Kathy Drover Ms. Undrea Norris Ms. Angela O'Brien Mr. Stewart Ralph Ms. Rebecca Hiscock
Language Arts Department Head	Mr. Corey Morgan
Science Department Head	Mr. Rodney Hodder
Math Department Head	Mr. Max King
French Department Head	Ms. Jolene Dean Mr. Darren Jensen
Music	Ms. Sherry Crowley
Physical Education/Athletic Director	Ms. Sheree Janes
Learning Resource Teacher/Technology	Mr. David Gill
Technology	Mr. Paul Brown
Instructional Resource/Pervasive Needs Teachers	Ms. Diane Janes (Instructional Resource Department Head) Ms. Carolyn Fagan Ms. Lynn Keeping Ms. Kathy Drover Ms. Karen Cranford (and Home Economics) Ms. Michelle Murphy
Guidance	Mr. Michael O'Driscoll Ms. KerriLynn Morgan
Administration	Ms. Lisa King Mr. Roy Sparkes
Student Assistants	Ms. Faye Rees Ms. Darlene Moore
Office Staff	Ms. Frances Russell Ms. Selena Craig
Custodians	Ms. Lisa Delaney Ms. Denise Smith Ms. Doris Bartlett

STUDENT RIGHTS AND RESPONSIBILITIES

- I have the **RIGHT** to learn in this school.
It is my **RESPONSIBILITY** to listen to instructions, work productively and to follow general classroom guidelines.
- I have the **RIGHT** to hear and be heard.
It is my **RESPONSIBILITY** to listen while others are speaking.
- I have the **RIGHT** to be respected.
It is my **RESPONSIBILITY** to respect others and their views and opinions.
- I have the **RIGHT** to be safe.
It is my **RESPONSIBILITY** to act in a safe manner that will not harm others or myself.
- I have the **RIGHT** to privacy and to my own personal space.
It is my **RESPONSIBILITY** to respect the personal property of others and to accept their right to privacy.

STUDENTS HAVE THE FOLLOWING RESPONSIBILITIES

- Observe the code of conduct and other rules and policies of the school board and the school.
- Attend classes regularly and punctually.
- Be prepared and participate in their educational programs.
- Be committed in pursuing their studies.
- Respect the rights of others.

GENERAL GUIDELINES

Students must remain in class until dismissed by the teacher. Students are expected to follow all rules/regulations of the Student Code of Conduct.

Attendance

Learning is a process, and regular attendance in school is an important part of that process. The Newfoundland and Labrador English School District Attendance Policy and the Newfoundland and Labrador Schools Act govern attendance. Amalgamated Academy is responsible for implementing these policies.

Absence from School

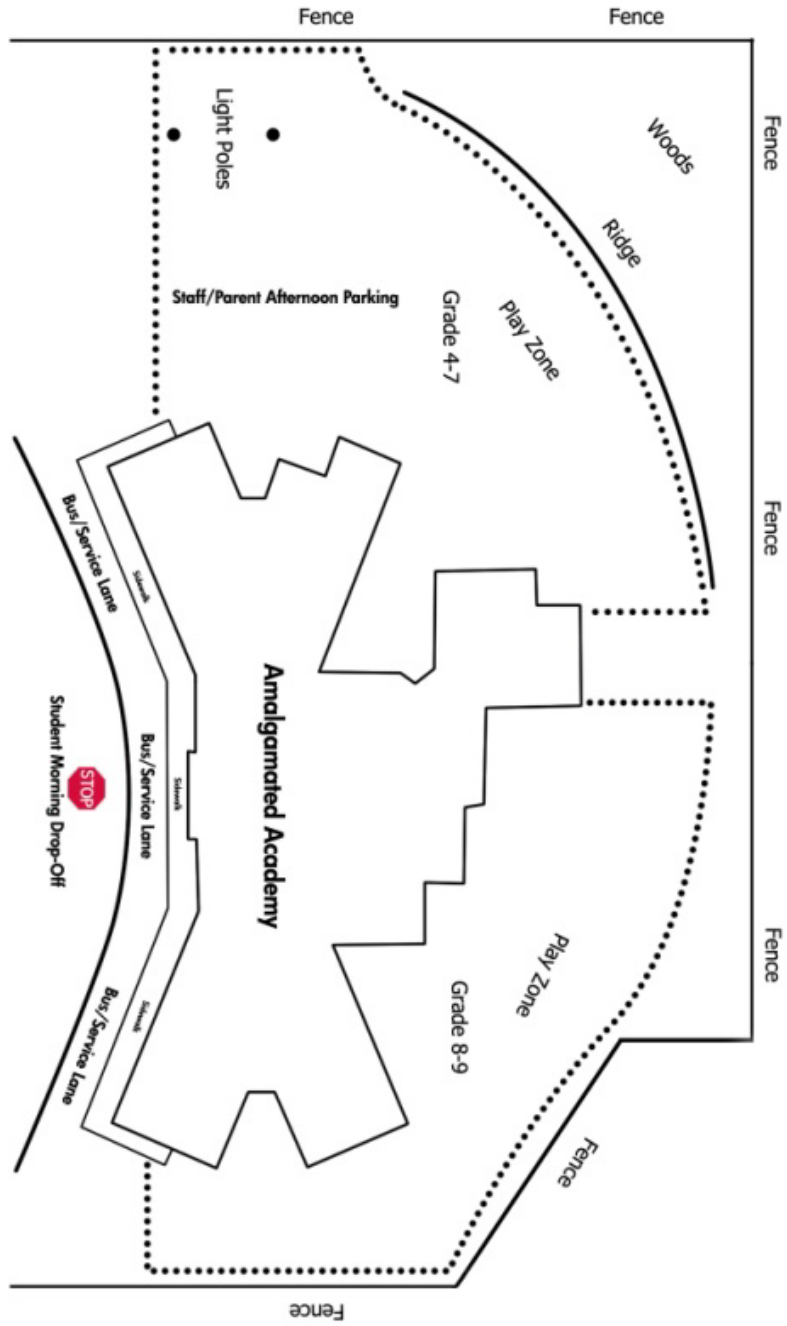
- Any student absent from school for any reason is required to provide a note or email from a parent, doctor, or guardian upon returning to school, explaining the absence.
- Students MUST inform their homeroom teacher and the main office if they know they are going to be absent from school. Students are required to be signed out at the office by parent/guardian if they leave school throughout the day.
- If a student is absent from school for three or more consecutive days, without the school being informed, home contact shall be made by the Homeroom teacher.
- Chronic absences, without legitimate reasons, shall be referred to Health and Community Services.
- Students are responsible for obtaining work and materials that were completed on days they are absent. Students may find out about material covered in their absence by asking another classmate, looking at the school or teacher website, or by contacting the teacher.

School Grounds

- When students are outside during recess and lunch they are required to keep the school grounds neat and tidy. Please use the garbage bins provided.
- Students must remain on school property unless the general office has given prior approval.
- Unless prior approval is given, students must stay in their assigned area of the school grounds.

Winter Guidelines

- Appropriate winter clothing must be worn before going outside (cap, coat, winter footwear, mittens...)
- Students aren't to climb embankments of snow, strictly for reasons of safety.
- When entering the school after recess or lunch, the main entrance next to the Guidance and General Office is to be used.
- Throwing, flicking, kicking snow or snowballs, actions of any questionable safety, is strictly forbidden.
- While outdoors, students are to remain in their assigned Zone of Play, as directed by the School Administration or Supervisor on Duty.



Exams

Students can **ONLY** be excused from writing Final exams with a doctor's note or other extenuating circumstances (death in the family, etc.). Arrangements for making up missed exams may be made at the discretion of the Teacher, Administration and Parent/Guardian involved.

Cell phones and music devices are not permitted in the exam room.

Assignments / Homework

Students **MUST** complete and pass in assignments to the respective teacher in a pre-determined time frame.

Students not following this regulation will be processed relative to NLESD evaluation and assessment policy.

https://www.nlesd.ca/about/doc/policies/archive/eastern/I_IL.pdf

https://www.nlesd.ca/about/doc/policies/archive/eastern/I_IL_regs.pdf

Student School Bus Transportation

<https://www.nlesd.ca/schools/studenttransportation/busing.jsp>

DEFINITIONS

Walk Zone: PLEASE SEE THE NEW WALK ZONE MAP FOUND ON PAGE 33.

Less than 1.6 kilometres (1 mile) from school is the proposed distance used to determine whether a student is eligible for school bus transportation. The distance to a school is defined as the shortest route by a publicly maintained roadway from the driveway of the student's residence to the nearest accessible entrance to school property.

ELIGIBILITY:

A student is eligible for transportation if his/her civic address is:

1. outside of the walk zone; and
2. within the boundary of the school's catchment area

Travelling on a bus is a **privilege**, not a **right**, and any student who is considered to be acting in a manner that is detrimental to the safety of others will have this privilege revoked.

- Students travelling by bus are to line up single file in their designated bus lines in order of grade, starting with the highest grade at the front of the line.
- Bus lines will leave only under the direction of the teacher on duty.
- Students can avail of one **bus stop** on assigned bus route.
- In extenuating circumstances children can avail of a **second** stop assigned bus route if it is on a continuous/regular basis.
- Children can avail of one stop on a different bus if space allows and if it is on a continuous/regular basis. (Courtesy Bussing)
- Given a student commits vandalism to the school bus, all privileges to ride the bus are revoked until such time that the contractor has been financially reimbursed for the damages.
- A student's privilege to ride the school bus will be immediately revoked where he/she impairs the safe conduct of that bus and its occupants. Behaviors such as disrespect, vandalism, disruption, may be responded to by a school detention(s), in/out of school suspension, removal of school bus privilege or a combination there-of.
- Food/beverage is permitted to be consumed on the bus **only where Medical Conditions require**.

- Items such as knives, lighters, matches, drugs, alcohol or anything else considered to be contraband are not permitted on the bus.
- Students are required to remain facing the front and seated until the bus comes to a full stop.

Guidelines for Specialty Rooms

There are specific additional rules that apply to various rooms of the school, with which students are expected to become familiar and follow. Students will be informed of these rules by the teacher responsible for those rooms. (Gym, Science Labs, Library, Music Room, etc.)

Lateness for Class

- Students are expected to move from one class directly to another at the sound of a bell or teacher dismissal, signifying the change of a class.
- Students, who are late for class, will be monitored by classroom teacher and referred to administration as necessary.

Student Suspension

In the event that any student(s) is/are given an Out of School Suspension, the student(s) involved may have all privileges revoked (for a 2 month period from the date of suspension) to attend extra-curricular sporting events/activities. Those students from our school or any other school who has received an out of school suspension will not be permitted to attend student functions (i.e. tournaments, school dances, outings, etc.).

Lockers

Lockers are the property of the school and are to be kept in the same condition as students find them when assigned at the beginning of the school year.

- Students must keep their lockers locked at all times and not share combinations with others. The school is not responsible for lost or stolen items.
- Students are responsible for locks assigned to their locker. In the event of a lock getting lost or damaged, a \$10.00 replacement fee will be charged.
- Students are expected to only access their lockers within the following timeframe: before morning homeroom, during recess and lunch, before afternoon classes, and at the end of the day.
- Lockers can be opened by the school administration at any time, if it is deemed necessary. Necessary situations may include, but are not limited to: the presence of drugs or alcohol, weapons, and/or stolen property.

Movement Through School

Rushing and disorderly movement is prohibited because it places other students in danger.

- Students are expected to walk on the right in school corridors in an orderly manner. Care and caution should be considered at all times.
- Students are expected to stay in their own wing of the school unless prior permission has been given.
- Students must always enter the building through the main entrance located next to the general office.

Lunchroom/Cafeteria

- Dismissal from the Lunchroom must be done under the supervision of the teacher(s) on duty.
- Orderly conduct is expected of all students during lunch.
- Students are permitted to wait in main lobby for lunch drop off for the first five minutes of the lunch break only. Only the student expecting lunch is permitted to wait in the lobby for those five minutes.

Cafeteria Use

- Students purchasing breakfast must do so before 8:40 a.m.
- Food may be purchased before morning classes, and during recess and lunch only.
- No food is permitted in the classroom during class time.

Breakfast Program – Guidelines

Our School Breakfast Program, free of cost to all students, has been developed to support students who wish to avail of a small breakfast before the start of morning homeroom. The Breakfast Program typically offers a selection of juice, fruit, milk, cereal, and toast with a variety of spreads. This program, staffed by a combination of parent volunteers and teachers, opens at 8:00 AM and closes at the beginning of morning homeroom. Food, beverage and financial donations towards the day to day operation of this student-centered program will be gratefully accepted by the Breakfast Program Coordinator.

- All food and drinks are required to be consumed while students are in the cafeteria.
- Any parent/guardian interested in volunteering their service to support the running of this program may contact the school administration or the Breakfast Program Coordinator.

Student Use of Telephone

Students and parents are reminded that two payphones are located in the front lobby of our school. Students are encouraged to use the office telephone **only in case of emergency.**

Students are NOT permitted to use cell phones for calls or texting during class time. Any student requesting to make a call or text during class time will be directed to the office to use school phone.

- **All cell phones are required to be turned off and handed in to the teacher at the beginning of each period.**

Students arriving to school after homeroom period has begun or has to leave school prior to afternoon dismissal must be signed in or out by adult in appropriate book located in office. Adults are required to enter school office and request that a student be dismissed from class. Students will not be permitted to leave class by teacher without this office notification.

- **Students who leave school grounds during the day or who arrive late are required to be signed in or out at the general office.**

MORNING GUIDELINES

Duty Guidelines

- Morning duty supervision begins at 8:20 when students are permitted to enter the East and West wings of the school
- Morning duty supervision ends at 8:40 a.m. when homeroom begins

Morning Homeroom - Students

- Students proceed to their Homeroom at 8:35 a.m. (warning bell).
- "Get Caught Reading" starts at this time.
- Students must be in their seats and settled at 8:40 a.m., the start of Homeroom period.

Announcements – Students

- Students are required to listen attentively to announcements when they are read during the homeroom period.

AFTERNOON GUIDELINES

Dismissal Homeroom - Students

Students must tidy around their desks and place their chairs upside down on their desks before dismissal.

NOTE: Students are not permitted to leave pencils, paper or books on their desks.

- Students traveling on an early bus are dismissed at **2:32 p.m** by their homeroom teacher.
- The classroom teacher will dismiss walkers and students traveling on the late bus at **2:32 p.m**. Walkers are to leave the building rather than loiter; this practice of leaving in a timely fashion reduces congestion in the hallways and more importantly permits departure from the school lot while there's minimal traffic moving. We do not desire to have students exiting the building and crossing the parking lot as the early buses leave and the late buses arrive.
- Any student who is being picked up by a parent must remain in homeroom until the **2:32 p.m**. dismissal unless the parent signs out the student at the office and escorts them across the parking lot.

EMERGENCY GUIDELINES

- Upon hearing any school alarm students must remain quiet, calm, and respectful.
- Students must walk in single file as they leave the building following the outlined evacuation route.
- Students must move to the designated classroom areas outside of the building and line up in groups of two.
- Students must wait for a signal before returning to the building.
- Emergency procedures will be posted in all classrooms.
- More detail procedures for specific emergencies will be covered by classroom teachers and administration.
- Any visitors must leave the building through the closest exit and proceed to the flag pole.
- Any parents arriving at the school while the students are lined up outside must remain off of the lot until students re-enter the school.

STUDENT CODE OF CONDUCT



(The Amalgamated Academy Code of Conduct was developed by teachers, parents and students.)

I am prepared

I am respectful of myself, others and the environment

I am responsible

I am safe

“I Feel that I Belong to the Amalgamated Academy School Community!!”

If I choose not to follow the Code of Conduct, I am responsible for my actions and I will accept the consequences.

In order to create a caring learning environment for our students, it is necessary to establish consequences to address student behavior that fails to respect the Student Code of Conduct. We believe the consequences of student behavior should be predictable and consistent. Therefore, we have established the following list of consequences to inform students and parents/guardians. These guidelines will maintain a consistent school response to student misbehavior more consistent.

Not all possible situations will be specifically listed in this document. When other situations arise, the response will be determined by comparison to a similar level of incident and imposing a similar/appropriate consequence.

Throughout our Safe and Caring School Policy, behaviors have been grouped as minor or major with corresponding consequences. Although consequences are listed as 1st event, 2nd event, and 3rd event, depending on the severity of the inappropriate behavior, maximum consequences may result from a 1st event. **Continued acts of inappropriate behavior in the minor categories will result in consequences from the major offences category.** In developing our discipline policy, we recognize the need for a zero tolerance stand for behaviors such as stealing, bullying, etc. As such, the consequences for these behaviors will not be listed as events in our discipline policy. A first event will be dealt with as a serious offence.

Individuals who demonstrate repeated actions that do not support our Student Code of Conduct may be referred to the Guidance Office or other government agencies at the discretion of the Administration.

I AM PREPARED

Minor

Inappropriate Behavior	Consequences
<ul style="list-style-type: none"> • Does not bring materials to class • Does not have daily homework completed 	<p>1st event - Discussion with teacher will occur.</p> <p>2nd event - If a pattern develops, contact will be made with the home. Event recorded, recess/lunch detention.</p> <p>3rd event - Office intervention – possible (in-school) suspension and/or removal of school privileges (school dances, sporting events, etc.).</p>

Major

Inappropriate Behavior	Consequences
<ul style="list-style-type: none"> • Assignments not passed in by due date • Students skipping tests • Poor attendance 	<p>1st event – Discussion with teacher will occur and event recorded.</p> <p>2nd event - Contact will be made with the home.</p> <p>3rd event - If the behavior persists, a meeting will be set up with parents/guardians, student, guidance personnel, teacher, and administration, and a contract will be developed.</p>
<ul style="list-style-type: none"> • Copying assignments, cheating 	<p>1st event – Teacher will inform student of inappropriate act, record the incident and make home contact. The student will redo the assignment.</p> <p>2nd event – Office intervention – possible (in school) suspension and/or removal of school privileges (school dances, sporting events, etc) will occur.</p>

***Students who lose or vandalize school textbooks are responsible for the replacement cost of textbook/book in question.**

I AM RESPECTFUL TO MYSELF, OTHERS, AND THE ENVIRONMENT

Minor

Inappropriate Behavior	Consequences
<ul style="list-style-type: none"> • Speaking out in class • Inappropriate language (Ex. impolite, disrespectful) • Inappropriate food/drink use in class. This includes energy drinks. • Not observing classroom routines, (ex. out of seat, sharpening pencil when teacher is talking, talking during announcements, leaving at the bell rather than waiting for teacher dismissal) 	<p>1st event - Discussion with teacher and event recorded.</p> <p>2nd event – Contact will be made with the home.</p> <p>3rd event - Office intervention – possible (in-school) suspension and/or removal of school privileges (school dances, sporting events, etc.).</p>

Major

Inappropriate Behavior	Consequences
<ul style="list-style-type: none"> • Not following bus line up guidelines • Disregarding emergency evacuation • Disrespect for the property of school and others. Including but not limited to (race, disability, and members of the LGBTQ community) • Inappropriate/misuse of school phones, computers, copying machines 	<p>1st event- Discussion with teacher will occur and event recorded. Possible detention.</p> <p>2nd event- Contact will be made with the home, and/or possible (in-school) suspension and/or removal of school privileges (school dances, sporting events, etc.)..</p> <p>3rd event- If the behavior persists, a meeting will be set up with parents/guardians, student, teacher, guidance personnel, and administration, to develop a contract and/or possible (in-school) suspension and/or removal of school privileges (school dances, sporting events, etc.).</p>
<ul style="list-style-type: none"> • <i>Profanity/vulgarity (verbal, gestures, written)</i> • <i>Gross insubordination towards staff</i> • <i>Disrupting class and being disrespectful to others</i> 	<p>1st event- <i>documentation of episode, parents/guardians informed and 1-day (in-school) suspension and/or removal of school privileges (school dances, sporting events, etc.)..</i></p> <p>2nd event - <i>a 3-day suspension, removal of school privileges (school dances, sporting events, etc.) meeting with parents/guardians, guidance, and administration for behavioral contract.</i></p>

Major

Inappropriate Behaviour	Consequences
<ul style="list-style-type: none">Disrespecting the personal right of any student (based upon sexual orientation, race, ethnicity, religion or academic ability) to feel they genuinely belong to the Amalgamated Academy school community.	<p>1st event- Discussion with teacher will occur and event recorded. Possible detention.</p> <p>2nd event- Contact will be made with the home, and/or possible (in-school) suspension and/or removal of school privileges (school dances, sporting events, etc.)..</p> <p>3rd event- If the behavior persists, a meeting will be set up with parents/guardians, student, teacher, guidance personnel, and administration, to develop a contract and/or possible (in-school) suspension and/or removal of school privileges (school dances, sporting events, etc.).</p>

I AM RESPONSIBLE

Minor

Inappropriate Behavior	Consequences
<p>Inappropriate school behavior such as:</p> <ul style="list-style-type: none"> • Inattentiveness • Late for class/school • Out of class without permission • Skipping class • Disrespectfulness • Inappropriate signs of affection • Lack of effort • Littering • Disrespect of environment 	<p>1st event – Discussion with teacher and event recorded.</p> <p>2nd event – Contact will be made with the home.</p> <p>3rd event – Office intervention – possible (in-school) suspension and/or removal of school privileges (school dances, sporting events, etc.).</p> <p>4th event – Contact home, (in-school) suspension, removal of school privileges (school dances, sporting events, etc.).</p>
<p>Inappropriate dress at school and school-sponsored activities.</p> <ul style="list-style-type: none"> • Examples include, but are not limited to: revealing clothing, pajamas pants, spiked bracelets, and clothing depicting energy drinks and/or alcohol related logos or other inappropriate / offensive pictures or language. • Outdoor clothing is to be removed before going to class. • Outdoor footwear is not to be worn in the gym. • <i>Under normal circumstances, hats / baseball caps and hoods cannot be worn during regular instructional time. (At Amalgamated Academy we deem it respectful to remove all headwear when entering the cafeteria, during meals and formal assemblies.)</i> 	<p>1st event - Event recorded. Call home to get appropriate clothing. If unavailable, students may be asked to wear clothing provided by the school.</p> <p>2nd event - Sent home for the remainder of the day.</p> <p>3rd event - Office intervention – possible suspension and/or removal of school privileges (school dances, sporting events, etc.).</p>
<p>Inappropriate use of technology</p> <ul style="list-style-type: none"> • Internet and television usage only under teacher direction. 	<p>Actions to be taken would be determined by the Internet Policy Guidelines possibly resulting in loss of computer privilege and/or possible (in-school) suspension and/or removal of school privileges (school dances, sporting events, etc.)</p>

I AM RESPONSIBLE

Minor

Inappropriate Behavior	Consequences
<p>Personal Items:</p> <ul style="list-style-type: none"> • Use of communication and electronic devices (cell phones, digital music players, CD walkmans, games, etc.) are not permitted in class. Devices must be handed in to the teacher at the beginning of each and every class. • Cell Phones are to be used for emergency situations only. Check with a school official before use. • Using bicycles, skateboards, roller blades, heellies etc. on school property is not permitted. • Bicycles must be placed in bike racks, and skateboards/roller blades must be placed in lockers upon arrival at school. • Use of playing cards or games of chance for the purpose of gambling is not permitted. 	<p>1st event – Discussion with teacher will occur and event recorded. Item to be placed in locker.</p> <p>2nd event - Removal of item by teacher, item to be picked up at the end of the day. Contact will be made with the home and the incident recorded.</p> <p>3rd event – Office intervention – possible (in-school) suspension and/or removal of school privileges (school dances, sporting events, etc.). The item will be returned to parent or guardian through the office.</p>

I AM RESPONSIBLE

Major

Inappropriate Behavior	Consequences
<p>Inappropriate Actions</p> <ul style="list-style-type: none"> • Profanity directed at students and teachers (gestures, verbal, written) • Inappropriate text (profane, vulgar, sexual, harassing, and/or alcohol, drug substance related) • Gross insubordination towards teachers 	<p>1st event- Documentation of episode, parents/guardians informed, 1-day (in-school) suspension and/or removal of school privileges (school dances, sporting events, etc.)...</p> <p>2nd event- A 3-day suspension, meeting with parents/guardians, guidance, and administration for behavioral programming and/or removal of school privileges (school dances, sporting events, etc.)...</p>
<p>Contraband Items</p> <p>An item is considered contraband if it represents undue exploitation of sex, vulgarity, violence, and/or that it exceeds the standards of Amalgamated Academy.</p> <p>Such items include, but are not limited to possession and/or usage of:</p> <ol style="list-style-type: none"> 1. Pornographic material 2. Drugs 3. Alcohol 4. Tobacco 5. Knives / guns 6. Other weapons 7. Imitations / copies of weapons 8. Incendiary devices (i.e. Matches, lighters) 9. Laser lights 	<p>Any student found in possession of contraband items while on school property shall be subject to one or more of the following disciplinary measures:</p> <p>Items in question shall be seized by the school and may be returned to the student's parents/guardians who shall be required to pick up such items at the main office.</p> <p>Some seized items shall be turned over to legal authorities for criminal investigation.</p> <p>Suspension and/or removal of school privileges (school dances, sporting events, etc.)...</p>
<p>Gambling</p> <p>Gambling in any form is not permitted at school. Games of chance or selling of items by students and/or teachers must be approved by the office.</p>	<p>Any student involved in such activities shall be subject to one or more of the following disciplinary measures:</p> <p>The student's parents / guardians will be contacted.</p> <p>The student involved will be liable for suspension, and/or removal of school privileges (school dances, sporting events, etc.)..</p> <p>An investigation by the RCMP may be initiated.</p>

I AM RESPONSIBLE

Major

Inappropriate Behavior	Consequences
<p>Stealing</p> <p>Stealing is defined as the act of taking or removing school property or the property of others without consent.</p>	<p>Any student involved in stealing shall be subject to one or more of the following disciplinary measure:</p> <p>The student's parents/guardians will be contacted.</p> <p>The stolen property shall be returned or replaced.</p> <p>An investigation by the RCMP may be initiated.</p> <p>The student involved will be liable for suspension and/or removal of school privileges (school dances, sporting events, etc.)...</p> <p>Referral to guidance may be deemed necessary.</p>
<p>Extortion</p> <p>Extortion is defined as forcefully obtaining money or other objects of value from a person or causing a person to act unwillingly through the threat of or use of force.</p>	<p>Any student involved in such activities shall be subject to one or more of the following disciplinary measures:</p> <p>The student's parents / guardians will be contacted.</p> <p>The student involved will be liable for (in-school) suspension and/or removal of school privileges (school dances, sporting events, etc.)...</p> <p>An investigation by the RCMP may be initiated.</p> <p>Referral to guidance may be deemed necessary.</p>
<p>Vandalism</p> <p>Vandalism is defined as the willful damage and/or destruction of school or other person's property. (Ex. school desks, vehicles on school grounds, vending machines, and washroom destruction)</p>	<p>Any student involved in vandalism in school, on school grounds or in any location where school sponsored activities are being conducted, shall be subject to one or more of the following disciplinary measures:</p> <p>Repair, replacement or payment of the repair/replacement cost of the damaged or destroyed property.</p> <p>The parents/guardians of the student involved will be contacted.</p> <p>The student will be liable for (in-school) suspension and/or removal of school privileges (school dances, sporting events, etc.)...</p> <p>An investigation by the RCMP may be initiated.</p> <p>Referral to guidance may be deemed necessary.</p>

I AM SAFE

Minor

Inappropriate Behavior	Consequences
<ul style="list-style-type: none"> • Students are not permitted to enter the east and west wings of the building before <u>8:20 a.m.</u> unless prior arrangements have been made. • When cued, students may proceed to the cafeteria to avail of the Breakfast Program. • At 8:20 a.m. students are expected to proceed directly to their lockers in preparation for the start of classes. <u>Upon first bell, students are to go directly to their homerooms.</u> • Loitering throughout the building is not permitted. • <i>Students must vacate the building no later than <u>3:00 p.m.</u> unless prior arrangements have been made with staff.</i> 	<p>1st event - Reminder by teacher of appropriate behavior.</p> <p>2nd event - Reminder by teacher of appropriate behavior and event recorded. Call parents/guardians.</p> <p>3rd event - Inform administration and contact parents/guardians. Office intervention – may involve possible (in-school) suspension and/or removal of school privileges (school dances, sporting events, etc.).</p>

Major

Inappropriate Behavior	Consequences
<p>Movement and Behavior</p> <ul style="list-style-type: none"> • Unsafe movement through school (ex. running) • Students must walk on the right in school corridors in an orderly manner. • Students are expected to stay in their own wing of the school unless prior permission has been given. • Unsafe behaviors (horseplay, rough play, body contact, arm wrestling, mercy, bloody knuckles, etc.) 	<p>1st event - Reminder by teacher of appropriate behavior.</p> <p>2nd event - Reminder by teacher of appropriate behavior and incident recorded.</p> <p>3rd event- Contact parent/guardian, record incident.</p> <p>4th event - Inform administration. Office intervention – may involve possible (in-school) suspension and/or removal of school privileges (school dances, sporting events, etc.).</p>

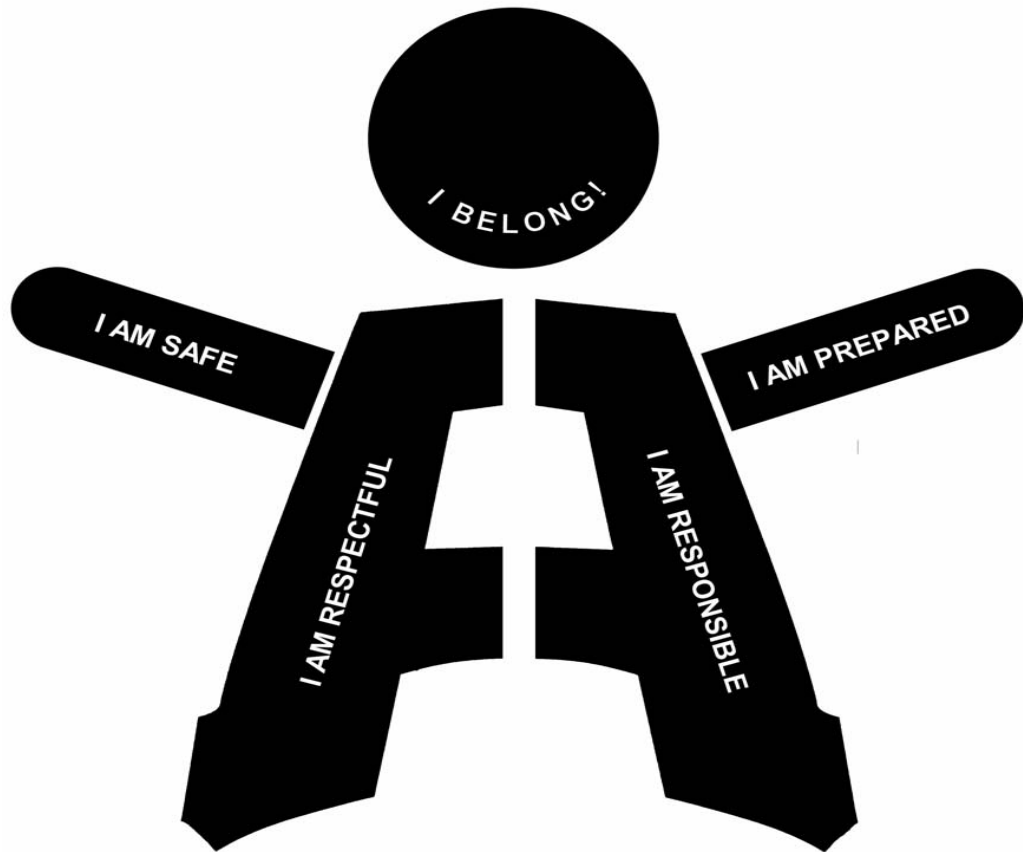
I AM SAFE

Major

<p align="center">Inappropriate Behaviors</p>	<p align="center">Consequences</p>
<p>Fighting</p> <p>Fighting is defined as an act whereby a student attempts to cause physical harm or injury to another student, a staff member or other school personnel.</p> <p>Actions that will be considered as fighting include, but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Hitting 2. Pushing 3. Scratching 4. Kicking 5. Biting 	<p>Any student involved in fighting shall be subject to one or more of the following disciplinary measures:</p> <p>The parents / guardians of the student involved will be contacted.</p> <p>The student may be given an (in-school) suspension and/or removal of school privileges (school dances, sporting events, etc.)...</p> <p>Students may be denied school sponsored activities (Ex. sporting events, dances, etc.)</p> <p>Behavioral Plan may be developed and implemented.</p> <p>An investigation by the RCMP may be initiated.</p>
<p>Body Privacy/Sexual Harassment</p> <p>Every person has the right to the privacy of his/her own personal and body space. At no time shall a person be touched or fondled in an inappropriate, humiliating, lewd or suggestive manner or harassed verbally, emotionally or physically.</p>	<p>Any student found in violation of the Body Privacy/Sexual Harassment guidelines shall be subject to one or more of the following disciplinary measures:</p> <p>The student involved is liable for administrative intervention, including possible (in-school) suspension and/or removal of school privileges (school dances, sporting events, etc.)...</p> <p>Contact will be made with the parents/guardians.</p> <p>The incident may be reported to the RCMP and/or Child, Youth and Family Services. Consequently, an investigation may be initiated.</p>
<p>Bullying</p> <p>Bullying can take many forms, some subtle and some blatant. The list below includes, but is not limited to:</p> <p>Cyber-bullying</p> <p>Using any aspect of social media to intentionally/unintentionally cause distress and a feeling of harm to any member of the school community.)</p> <ul style="list-style-type: none"> • harassment • swarming • hazing • taunting • name calling • threats • racist acts • intimidation • discrimination 	<p>Bullying will not be tolerated at Amalgamated Academy. Any student instigating and/or involved in bullying will be subject to one or more of the following disciplinary measures:</p> <p>Contact may be made with parents/guardians.</p> <p>The student involved will receive disciplinary action, including possible (in-school) suspension and/or removal of school privileges (school dances, sporting events, etc.)...</p> <p>There will be a meeting of all students involved in the incident with administration and/or guidance.</p> <p>An investigation by the RCMP may be initiated.</p>

I BELONG

Because our school community practices **ALL** of the four previous Codes of Conduct, Amalgamated Academy will grow as a safe and caring learning environment. **We will all belong!**



**Peaceful Schools
International**



*Amalgamated
Academy
Viser pour
L'excellence!*

DEFINITIONS

Behavioral Plan

An individual plan developed to manage individual student behavior within the school.

Code of Conduct

An agreed upon set of rules/conditions that outline the expectations for student behavior.

Counseling Process

Professional guidance and counseling service designed to assist students in learning new strategies to reduce or eliminate inappropriate behavior.

Detention

The student will stay with a teacher during recess, lunch or after school.

Disciplinary Measures

Disciplinary measures can include any of the following:

Suspension

An imposed withdrawal of a right or privilege.

In-School Suspension

The student is permitted to remain in school and complete assigned work, but not allowed to attend classes.

Out-of-School Suspension

The student is not permitted in school or on school property or to participate in any school-sponsored activity for a specified amount of time.

Discipline Policy

A policy, which outlines the rights and responsibilities of students as well as the consequences for inappropriate behavior.

Dishonesty

Lying or giving false information, either verbally or in writing.

Scholastic dishonesty, which includes, but is not limited to, cheating on a test.

Continued willful disobedience or open and persistent defiance of proper authority.

DEFINITIONS (continued)

Gross Insubordination

Disobedient to those in authority such as teachers, substitute teachers, student assistants, bus drivers, guidance, and office personnel.

Offensive Language

Profanity (profane), vulgar, obscene or abusive language.

Plan of Action

Formulated strategy setting out steps and/or stages of procedure to deal with a specific infraction.

Probation

A condition or set of conditions under which students may retain certain rights and privileges.

Property

All land, buildings, contents, and property under the jurisdiction of the Eastern School District that is entrusted to the administration and staff of Amalgamated Academy for its proper care and use.

Removal from extra-curricular activities and groups

The student is removed from extra-curricular groups and/or activities either temporarily or permanently.

Removal from school dances

The student is not permitted to attend school dances for a specified period of time.

Removal of other school privileges

Involves the removal of students from participating in activities other than those listed above. (ex. field trips)

Time-Out

Involves the removal of students from a learning situation in response to misbehavior and being placed in a more controlled environment for a specified period of time.

Bus Dismissal Times

	Early Buses	Late Buses
Dismissed to Bus Lines	2:32	2:40
Lines Brought Out	2:36	2:46
Leave the Lot	2:39	2:49

DAILY SCHEDULE

Our schedule has a 5 period day. Silent reading will begin at 8:40 a.m. with "Get Caught Reading" and continue through morning homeroom. **Please bring reading material!** We operate on a 10-day cycle. *(Please note that grade 7 – 9 classrooms will be locked during recess and both parts of lunch)*

Grades 4 - 7

Grades 8 - 9

8:40:00 AM	8:50:00 AM	0:10:00	8:40:00 AM	8:50:00 AM	0:10:00
8:50:00 AM	9:46:00 AM	0:56:00	8:50:00 AM	9:46:00 AM	0:56:00
9:46:00 AM	10:42:00 AM	0:56:00	9:46:00 AM	10:42:00 AM	0:56:00
10:42:00 AM	11:02:00 AM	0:20:00	10:42:00 AM	11:02:00 AM	0:20:00
11:02:00 AM	11:58:00 AM	0:56:00	11:02:00 AM	11:58:00 AM	0:56:00
11:58:00 AM	12:18:00 PM	0:20:00	11:58:00 AM	12:54:00 PM	0:56:00
12:18:00 PM	12:38:00 PM	0:20:00	12:54:00 PM	1:14:00 PM	0:20:00
12:38:00 PM	1:34:00 PM	0:56:00	1:14:00 PM	1:34:00 PM	0:20:00
1:34:00 PM	2:30:00 PM	0:56:00	1:34:00 PM	2:30:00 PM	0:56:00
2:30:00 PM	2:40:00 PM	0:10:00	2:30:00 PM	2:40:00 PM	0:10:00
Total Time		5:00:00	Total Time		5:00:00

Eastern School District

Student Assessment and Reporting Schedule 2014-2015

Reporting Periods

Reporting Period	
For K-6, K-9 or Gr. 7-9 Schools	Details
Term One – Sept. 3 – Nov. 21, 2014 (55 teaching days)	<ul style="list-style-type: none"> - Term ends Nov. 21, 2014 - Reports issued Nov. 24-28 - PTI completed by Dec. 4
Term Two – Nov. 21 – Mar. 6, 2015 (64 teaching days)	<ul style="list-style-type: none"> - Term ends Mar. 6, 2015 - Reports issued Mar. 9-13 - PTI completed by Mar. 20
Term Three – Mar. 6 – June 25/26, 2015 (71 teaching days)	<ul style="list-style-type: none"> - Reports released on June 25 or 26, 2015 - Provincial assessments as scheduled by DOE

School Events 2014-2015

September 2, 2014	School Closed for students. Teacher PD
September 3, 2014	School Open for students
October 6, 2014	Thanksgiving Assembly
October 7, 2014	School closed for Thanksgiving Holiday
November 7, 2014	Remembrance Day Assembly
November 10, 2014	School Closed
November 11, 2014	School closed for Armistice Day Holiday
December 2, 2014	Grade 4 Christmas Concert
December 3, 2014	Grade 5 Christmas Concert
December 9, 2014	Grade 6 Christmas Concert
December 19, 2014	Last Day prior to Christmas Break
January 5, 2015	School reopens
March 5, 6, 7 <i>tentative</i>	Drama Festival
April 2, 2014	Last day of school for students pre Easter
April 3 - 10, 2014	Easter Holidays
April 13, 2014	First day of classes for students after Easter Holidays
May 7, 2014	School Leaving Ceremony for Grade 9's
May 18, 2014	School closed for Victoria Day Holiday
June 25, 2014	Last Day for Students

Amalgamated Academy

Tentative School Year Calendar

2014 - 2015

SEPTEMBER						
M	T	W	T	T	F	F
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCTOBER						
M	T	W	T	T	F	F
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
M	T	W	T	T	F	F
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

187

Total Teaching Days

2
3
19

Administration Days
Statutory Holidays
Holidays

18 School Days

First & Last Days For Students

DECEMBER						
M	T	W	T	T	F	F
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY						
M	T	W	T	T	F	F
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
M	T	W	T	T	F	F
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

2
Sept 15
3
Nov 11
Dec 2, 3, 9
May 14
June 16 - 20

Curriculum Night
Term End Dates
Remembrance Day Assembly
Elementary Christmas Concerts
School Leaving Celebration
Tentative Final Exam Week

19 School Days

MARCH						
M	T	W	T	T	F	F
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
M	T	W	T	T	F	F
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

MAY						
M	T	W	T	T	F	F
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

20

19 School Days

JUNE						
M	T	W	T	T	F	F
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

19

19

19

19 School Days

Eastern School District Policies

Smoke-Free Environment Policy

Eastern School Board shall be a smoke-free and tobacco-free environment. This smoke free environment shall be inclusive of all its facilities, properties, activities, programs and functions.

Rationale

The Eastern School Board has an obligation, both philosophically and pragmatically, to provide a safe, caring and healthy environment for all of its stakeholders – students, parents and employees. This is especially so relative to the issue of smoking and tobacco usage.

The Eastern School Board supports the current literature and research on what constitutes a healthy life-style for all Canadians. Medical research has clearly identified smoking and smoke-laden environments as major health hazards affecting our society. The Eastern School Board believes that smoking and tobacco usage should not be encouraged in society and especially should not be encouraged within school facilities. The Board believes that it has an obligation to help ensure that students and employees, while within school facilities, are not exposed to tobacco smoke nor exposed to tobacco usage.

Scope

This policy shall apply to all buildings, facilities, grounds and properties under the jurisdiction of the Eastern School Board. This policy shall also apply to all users of School Board buildings, facilities, and properties.

Procedures

1. The Eastern School District will establish Administrative Regulations that govern the application of this policy.
2. The Administrative Regulations will be reviewed by the CEO/Director of Education in collaboration with the Administrative Council and Regional Administrative Councils.
3. The Eastern School Board directs that all school Board facilities and vehicles, and all modes of transportation contracted for use to transport students, shall be smoke-free and tobacco-free environments.
4. All school – sponsored activities shall be smoke-free environments.

SECURE SCHOOL/SCHOOL LOCKDOWN POLICY

Policy Statement

The Eastern School Board believes that the safety of students and staff in our schools is paramount and takes every precaution to ensure the safety of all. The Eastern School Board believes that schools need to be secured in an appropriate manner (Secure School/Lockdown) when dealing with a perceived or actual threat to the school community.

Rationale

The Eastern School Board is committed to providing a safe and caring environment for students and staff. Therefore, all schools will develop a plan to respond to a perceived or actual threat to their school community.

Scope

This policy applies to all students, employees, visitors and properties under the Eastern School District. It is intended to assist with responding to an event and the return to normal after the event.

Procedure

1. The Eastern School District will establish Administrative Regulations that govern the application of this policy.
2. The Administrative Regulations will be reviewed annually by the CEO/Director of Education in collaboration with the District Administrative Staff.
3. The Principal/designate and all staff shall respond to all perceived or actual threats in a prudent and expeditious manner by notifying the local emergency response authorities, the CEO/Director of Education and the Communications Manager.
4. At the beginning of the school year, the Principal/designate shall consult with the school's local law enforcement detachment to review the school plan for securing and locking down the building.
5. Lockdown and Secure School Procedures shall be reviewed by School Council and communicated to parents/guardians prior to the initial practice.
6. Lockdown and Secure School Procedures shall be practiced a minimum of three times a year.
7. All schools will prepare a plan for a perceived or actual threat consistent with the Administrative Regulations associated with this policy.
8. All schools will respond to perceived or actual threats consistent with the Administrative Regulations associated with this policy.
9. The Principal is responsible for ensuring that all pertinent information related to the perceived or actual threat is recorded, stored and filed for future reference.



Amalgamated Academy

School-Wide Behavior Expectations



"Code of Honor"

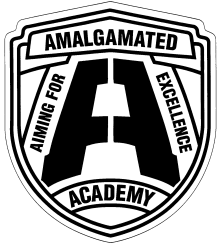
Be Prepared, Be Respectful, Be Responsible, Be Safe

EXPECTATIONS

SETTINGS		I am Prepared	I am Respectful	I am Responsible	I am Safe
	All Settings	Be prepared to give your best effort Bring materials to class Have homework completed Submit assignments by due date Attend all activities	Keep hands and feet to self Be considerate Use good manners and appropriate language Follow established school routines Show respect for the property of school and others	Pay attention Be on time Attend assigned classes Dress, speak, act appropriately Use electronic devices appropriately Bring appropriate items to school	Remain in supervised/designated areas at all times Treat others with respect Respect the medical needs of others (allergies) Keep hands and feet to self
	Hallways	Visit lockers during recess and lunch	Enjoy/appreciate the displays and space of others	Follow instructions and rules	Walk to the right Walk at all times
	Outside	Wear appropriate clothing	Practice sportsmanship Use appropriate language	Place litter in garbage cans Remain in designated areas	Keeps hands and feet to self Use observation skills to promote safety
	Lunch Rooms	Pre-order lunches Bring lunch/money Line-up to get lunch	Recycle Use a quiet voice Be respectful of others	Care for school property Place garbage in garbage cans	Push in chairs Use microwaves safely Follow food allergy guidelines
	Specialty Rooms Library Labs Music Room Etc.	Bring all necessary materials	Leave things in their proper place Follow procedures for use of equipment Share materials and equipment as needed	Keep equipment and furniture in good order Use appropriate research sites Work quietly	Keep area tidy Eat and drink elsewhere Know and follow safety rules
	Gym	Wear appropriate dress and footwear	Speak appropriately Practice sportsmanship	Participate Follow the rules	Use equipment appropriately Know and follow safety rules
	Bus	Wait in designated areas	Follow bus line-up guidelines Demonstrate courteous behavior	Keep the bus clean and tidy Treat others with respect	Travel safely Remain seated

↓ ↓ ↓ ↓

I BELONG



Amalgamated Academy

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AOA 1G0

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Lisa King, B.Ed.,
B.Sp.Ed., M.Ed.,
Principal

C. Roy Sparkes
B.A., B.Ed., M.Ed.,
Assistant Principal

PARENT RESPONSE FORM

After you have read this document with your child/children, please complete this page and return it to your child's Homeroom teacher.

Back to School, Anaphylaxis – Food – Emergency Guideline for “Parents”

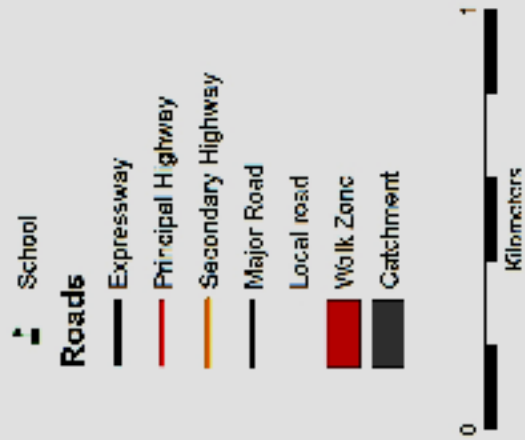
<http://www.anaphylaxis.ca/files/Back%20to%20School.pdf>

I have read the Amalgamated Academy Safe and Caring School Policy with my child _____. I will help him/her contribute to the growth of the Safe and Caring Learning environment of the school. I will support the school community as it implements the guidelines outlined within this policy.

Date: _____

Parent/Guardian Signature: _____

**Amalgamated Academy
Walk Zone**



Date Created: May 08 2013

