

Handbook 2016-2017

Long Range Academy

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This student handbook has been developed to provide the students of Long Range Academy with information and knowledge regarding expectations of behavior and performance. It is expected that these policies and rules be followed by all students while in attendance at school and while taking part in any and all activities in which the school is being represented.

This handbook has been recently updated to include a code of conduct which sets out standards of behavior which apply to ALL members of the school community, including students, school staff, parents and guardians, volunteers and visitors.

CODE OF CONDUCT

Long Range Academy is committed to providing a safe, caring and inclusive learning and working environment by promoting respect, responsible citizenship and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable and accepted.

The Standards of Behaviour outlined apply to all members of the school community, including students, parents and guardians, school staff, volunteers and visitors when:

- On school property;
- Traveling on a school bus that is under contract to the School and/or School Board;
- Participating in extra-curricular activities;
- Participating in off-site school-sponsored activities; or
- Engaging in an activity which will have an impact on the school climate.

A) Standards of Behaviour

All members of the school community are expected to:

- Respect and comply with federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect the rights of others and treat one another with dignity and respect at all times, regardless of economic status, race, colour, national or ethnic origin, language group, religion, gender, sexual orientation, gender identity, age or ability;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Demonstrate best effort during all school-based activities.

B) Inappropriate Behaviours

In abiding by Long Range Academy's Standards of Behaviour, all members of the school community are expected to refrain from:

- Breaking federal, provincial or municipal laws;
- Any behaviour that discriminates based on economic status, race, colour, national or ethnic origin, language group, religion, gender, sexual orientation, gender identity, age or ability;
- Any violent or bullying behaviour (physical, verbal, social, electronic) that intentionally hurts (physically, socially, or emotionally) another person;
- Making derogatory or hateful comments toward an individual, group of people, idea, opinion or belief, such as racial, homophobic or transphobic comments;
- Threatening an individual, group of people or property;
- Injuring an individual, group of people or property;
- Use of technology that intentionally abuses or bullies another person;
- Use of technology that interferes with the positive climate of the school;
- Using language that is violent, profane or discriminatory;
- Wearing clothes that depict violence, profanity or discrimination;
- Disruptive behaviours that interfere with the learning environment.

C) Proactive Strategies

Expected behaviours as identified in Long Range Academy's Standards of Behaviour will be encouraged and supported through the following school-wide practices:

- Behavioural expectations are discussed with all members of the school community during scheduled meetings;
- Standards of Behaviour for students are reviewed, practiced and discussed on a regularly scheduled basis and as needed;
- Standards of Behaviour are applied consistently by all staff;
- Students are offered choices with the resulting consequence of each choice, so that they can make an informed decision before acting;
- On-going modelling of appropriate behaviours by school staff;
- On-going acknowledgement by staff of appropriate student behaviours;
- Parents/guardians are contacted by teachers for feedback on student behaviour and accomplishments;
- Curricular and extra-curricular programs that promote social skill development are available. For example: an alternate program, peer mentoring, a GSA, arts and athletics, Anti-Bullying group, SADD, etc.;
- Environmental and/or programming changes are considered;
- Referral for assessment may be considered by the Service Delivery team;
- Referral for counselling;
- Referral to district staff or outside agencies;
- Consistent teacher documentation of inappropriate student behaviour;
- Focused support for small groups and individual students;
- Etc.

D) Reactive Strategies

In response to inappropriate student behaviour, teachers and administrators of Long Range Academy shall utilize a Reactive Strategy, depending on:

- The level of the behaviour as determined by the school Discipline Plan;
- Circumstances of the behaviour:
 - the other people involved (students/staff/etc.)
 - the environment
 - precipitating factors
 - special circumstances
 - etc.
- Past reactive strategies utilized for this student and the students resulting behaviour;
- The frequency of the behaviour;
- The student's exceptionality and/or Individual Education Plan (IEP);
- Etc.

Appropriate school response to student behaviours which are responded to by the teacher witnessing the behaviour:

- Verbal reminders
- Model expected behaviour
- Re-teach the expected behaviour
- Offer choices and consequences of the choices
- Home contact
- Peer mentor
- Peer counselling
- Parent/school conference
- Skill building

Appropriate school response to student behaviors which are referred to the administration:

- Verbal reminders
- Model expected behaviour
- Re-teach the expected behaviour
- Offer choices and consequences of the choices
- Home contact
- Peer mentor
- Peer counselling
- Parent/school conference
- Skill building
- Natural consequences
- Self-reflective exercise
- Restitution
- Loss of privileges
- Monitor behaviour
- Mediation
- Restorative justice
- Restricted access to facilities/activities
- Behaviour contract
- Behaviour Management Plan
- Referral to school counsellor
- Pre-referral process
- Detention
- Police involvement
- In-school suspension
- Out-of-school suspension

POLICIES

ACADEMIC ACHIEVEMENT

Students are expected to perform to their potential in their courses at all times. There are many factors that determine whether a student's performance matches his/her potential: attendance at school, getting to school on time, being prepared for and participating in class, studying regularly, doing homework, and passing in assignments on time as well as writing tests on time.

In keeping with our standards of high expectations, students who are not performing to their potential in any course **may be temporarily removed from extracurricular activities** by the teacher/supervisor until such time as the student is showing improvement.

ATTENDANCE

Expectations:

You are expected to attend school each day and to attend all of your classes when you are at school. If you are absent, your parents/guardians should contact the school. If no such contact is made, the school will contact your home to request a reason for your absence. If we are unable to make contact with your parent/guardian, then the reason for your absence should be provided upon your return.

If you need to leave school during the day, for any reason (for example: appointment, illness) you must speak with the Principal or Vice-Principal before you leave school. At that time contact will be made with the parent/guardian for permission and arrangement of transportation. You must also sign out in a student sign out book. The sign-out book must be completed in the presence of the administration (or designate) before you leave school. Contact from your parent / guardian should be provided if you are aware you will be leaving school before regular dismissal time.

If a student will be away from school for an extended period of time, parents will contact the school administration prior to the absence, so that teachers may be informed and students can be given work to take with them where possible. While we do understand that unavoidable circumstances do arise, the school does not support extended student absence from school. Frequent unexcused absences will be referred to the administration and parents will be contacted to address the matter. If an attendance issue cannot be solved at the school level, the NLESD will be contacted to help resolve the matter.

PUNCTUALITY

Expectations:

You are expected to be on time for homeroom period and for each class. If a student is late for homeroom, he/she will report to the office to sign in..

Consequence of Misbehaviour:

Sometimes lateness, if unavoidable, can be excused. However, if you are repeatedly late for homeroom period or class, you may be required to make up the time lost through detentions or other action as deemed appropriate by the administration.

CLASS PREPARATION AND PARTICIPATION

Expectations:

You are expected to be prepared for each class: to have notebooks, textbooks, and the materials your teachers have indicated are necessary; to have homework completed; to hand in assignments on due dates, and to be prepared for tests and examinations.

You are also expected to participate constructively in class. You are expected to practice honesty and diligence in completing all work, assignments and tests. Cheating and copying are unacceptable.

Consequence:

Failure to fulfill course requirements will lead to action by your teacher to assist you in correcting the unsatisfactory situation. If you come to class without the materials you need and are sent to obtain them or if you do not have your homework done and are not prepared to participate in the day's lesson, you may be asked to make up time after class or have imposed upon you some other appropriate disciplinary or counseling action. Cheating or copying work will result in the student not receiving a grade for that assessment. An alternate assessment will have to be completed. Plagiarism is a criminal offense and will be dealt with by the school administration.

Continued neglect of duty will lead to an interview with Principal/Vice-Principal. Your parents/guardians will be notified and a parental interview may be requested. Penalties will be imposed in accordance with teacher and/or administrator discretion.

HOMEWORK

Homework can be defined as tasks assigned by teachers that are meant to be carried out during non-school hours. Besides written assignments, it also includes such tasks as independent study, assigned readings, research, projects, group assignments, and the use of technology.

Expectations:

Students are expected to complete all assigned homework by the date assigned by the teacher. If a student anticipates not being able to meet a deadline, he/she must consult with the teacher to arrange a schedule for completion.

Consequence for not meeting expectations:

The classroom/subject teacher has the right to assign appropriate consequences for not having homework completed. This can include, but is not limited to, lunch-time or after school detention in order for the student to do the homework that was not completed.

QUIZ/TEST ABSENTEEISM AND ASSIGNMENT LATENESS**Expectation:**

A student is expected to complete ALL evaluation assigned in a course.

Policy:

If a student misses a scheduled test/quiz or an assignment due date in a course, the following requirement has to be met before the student is eligible to write a make-up/turn assignment in late.

- It is the responsibility of the parent/student to make contact with the school/course teacher if the student will miss a test / deadline. The student will be expected to complete the missed test / submit the required work the day they return to school.

RESPECT FOR LEARNING ENVIRONMENT/ AUTHORITY

Expectations:

You are expected to comply with the rules of the school and with the expectations of all school personnel in all school activities. All the rules of the school apply to all extra-curricular activities, even those not taking place on school property.

Consequences of not meeting expectations:

Disrespectful behavior is unacceptable in **ANY** school environment. Any inappropriate behavior will be addressed by a teacher or the administration.

The consequences of misbehavior can include denial to a particular area of the school (i.e. gymnasium, music room, computer room, library, etc.), removal from extracurricular activities, or any other action deemed appropriate by the administration.

RESPECT FOR PROPERTY

Expectations:

You are expected to treat the school grounds, the school building and everything in the school including desks, walls, washrooms, change rooms, books and furniture with care and respect. This includes the personal property of others.

Consequence of not meeting expectations:

You or your parents/guardians are held accountable for any thefts or acts of vandalism (the destruction of school property, textbooks, lockers, etc.) committed by you while you are on school property or representing the school at any location. Any resulting costs will be the responsibility of the student and/or parents/guardians.

LANGUAGE AND BEHAVIOR

Expectations:

Vulgarity, obscenities, and derogatory remarks and/or gestures are totally unacceptable in any situation and will not be tolerated under any circumstances whether in school, on the bus, or while attending any school related activities.

In keeping with the school's policy of respect for self, others and the community, students are to refrain from inappropriate displays of affection on school premises or while on school related activities.

Consequences of not meeting expectations:

Inappropriate behaviors will be addressed at the discretion of the administration, in keeping with the school code of conduct.

INAPPROPRIATE STANDARDS OF DRESS, GROOMING AND PERSONAL DEVELOPMENT

Expectations:

Students have a responsibility to ensure that at all times their dress, grooming and adornment reflect not only good taste and responsible attitudes, but also respect for themselves and for the social climate and structure of the school, school district, faculty and students.

Articles of clothing that detract from this environment are defined as follows:

- Clothing that is torn or has inappropriate wording, suggestive creasing or labeling, including but not limited to beer shirts or offensive novelty shirts, will, because they are not in keeping with school philosophy, be considered inappropriate to wear in the school or on school-related activities.
- Clothing generally worn outside (hats, jackets) will be stored in the lockers provided for that purpose.
- Undergarments are not to be showing at any time.

Consequence of not meeting expectations:

If, in the opinion of the teacher/administration, the clothing is not appropriate, the student will be required to change to appropriate clothing. Parent/guardian may be contacted.

BELLS/CLASS PREPARATION

- Teacher supervision of students begins at 8:30 am. Students are permitted in the gym (on scheduled days), and cafeteria
- Students are expected to be at homeroom no later than 8:45 a.m.
- Recess runs from 9:50 to 10:05. At this time students are permitted in, cafeteria, and outside.
- For students in Grades 7-12, eating will take place in the cafeteria or outdoors **ONLY**.
- Students in Grades K-6 are permitted to eat snacks in the classroom for the recess break.
- All students should be seated with necessary materials and ready to begin class when the bell rings at 11:07.
- Scheduled lunch break is from 12:07 – 12:57.
- Students in Grades 1-6 will return to homeroom, from 12:30 – 12:57. If the weather is unsuitable, they will remain in their classrooms or go to the gym. At 12:02 grades 1-6 students will go to the cafeteria for lunch.
- School is dismissed at 3:02 p.m. Students have 8 minutes to board busses before they leave.

CELL PHONES / OTHER MOBILE DEVICES

- Headsets can be used in the computer lab only with permission from teacher.
- Students may use/listen to their mobile devices in the morning, recess, and at dinnertime.

- Personal speakers are not permitted for use in the school.
- Cell phones must be turned off during class time, unless permission to use has been given by the classroom teacher.
- All electronic items must be kept in lockers during class time or baskets placed in front of class, unless permission for use is given by the teacher.

Consequences of not meeting expectations:

First offense: item will be given to the teacher who will give it to the administration until the end of the school day, at which time it will be returned to the student.

Second and subsequent offenses: item will be held at the office and parent will be contacted to arrange for pick-up of the item.

EMERGENCY DRILLS (FIRE / EXPLOSION)

When the alarm sounds, follow instructions posted on classroom door or outlined by teacher. Ensure windows are closed, and the last person to leave the room is to turn off lights and close door. Move calmly, quickly and quietly, directly out of the building, with no stops; do not run. Move to designated area away from building, listen to teachers for roll call. Return promptly when the “all clear” signal is given by the administration or designate.

BICYCLES / SKATEBOARDS / AUTOMOBILES

Parking is permitted ONLY in designated parking areas. Parking is **NOT PERMITTED ALONG THE FRONT OF THE SCHOOL** or in any other area that prevents emergency vehicles from accessing the building, or the movement of the buses along their route.

Students are not permitted to ride bicycles on school property. They must be parked in the designated areas. Skateboards are not be used on school property and must be placed in lockers during class.

TOBACCO FREE ENVIRONMENT

Long Range Academy is a Tobacco Free Environment. This policy shall apply to:

- all buildings, facilities, and grounds of the school.
- all vehicles parked on school property, school buses, board-owned or leased vehicles
- all staff, students and visitors to school district property, 24 hours a day - every day
- all school trips, off-site activities, and activities outside of school hours
- anyone transporting students to and from school events, and while in the presence of students during those events.

A student shall be considered in violation of this policy when the student is observed:

- holding a visible lit or unlit cigarette or tobacco product
- throwing away a cigarette
- exhaling smoke from the mouth or nose; or
- occupying or exiting a bathroom cubicle, vehicle, space, or area from which smoke is emanating.

Consequence of not meeting expectations:

- Student will meet with administration.
- Appropriate measures will be offered to assist students with quitting.
- Parents will be notified.
- Detention / suspension may be applied.

FOOTWEAR

Expectations:

- Students must have separate footwear suitable for gym class. These should not be worn outside at any time.
- Absolutely no outdoor footwear in the gymnasium.
- During the time of year when snow and slush is on the ground, outdoor footwear must be removed when entering the building, and students must have a set of footwear suitable for inside the school.
- Indoor footwear must have non-marking soles.

ROLE OF THE PARENT

- Parents are important to student achievement and success.
- Promote good study skills
- Assist with homework and study
- Provide time and space at home for the student to complete homework
- Attend parent-teacher interviews
- Contact the school if your child will be absent; or if there are any issues or concerns you may have
- Check with your children regarding exams, assignments
- Ensure your child arrives at school before the homeroom bell rings at 8:42 a.m.

STUDENT COUNCIL ACTIVITIES

- All activities sponsored by the Student Council will follow all school policies and guidelines.
- With respect to school dances as sponsored by the Student Council:
- Students absent from school on the day on which a dance is scheduled will not be permitted to attend the dance unless they have a valid reason for the absence and it has been approved by the administration prior to the dance.