

Expectations

The Essence of Learning

The essence of learning is that students develop a partnership with teachers, fellow students, parents and community which enhances both the acquisition of knowledge, skills, and attitudes and their effective use for character development and citizenship.

Students take responsibility for their education by participating fully and learning to the best of their abilities.

- attend classes regularly and on time
- complete all assignments on time
- focus attention in class
- obtain information about career choices

Students co-operate with school policies.

- aware of and follow district and school policies
- accept the consequences of failure to follow them

Students are responsible to keep their parents informed about their academic performance and school events.

- keep their parents informed about their performance in courses
- take home information on school field trips and functions
- bring information from their parents to the school

Character Connections

At Harry Ainlay, *Character Counts!* This initiative recognizes and brings to the forefront the virtues that develop and nurture kind, caring and responsible citizens. We focus on six virtues: respect, responsibility, honesty, forgiveness, fairness and integrity. Regularly we highlight one of these virtues through discussion, daily quotations, teachable moments and modeling acceptable behavior. We also make valuable connections with community members as part of the Character initiative. Character is “*doing the right thing even when no one is looking.*”

School Policies

A. Edmonton Public Schools Attendance Policy

Our school attendance policy is based on the requirements of the Edmonton Public Schools Policy that states:

- The Board recognizes that continuing regular attendance at school is a significant contributing factor to student learning. In the interests of student learning, regular attendance at school shall be required of all students throughout the school year.
- All school personnel are to co-operate with parents to help solve any attendance problems.
- Parents are to be informed of all absences.

B. Statements of Responsibility

1. Attendance in all classes is primarily the responsibility of the student, and secondarily of the parents.
2. Students are responsible for all class work and assignments even if their absences are unavoidable or school generated.
3. Parents are responsible for informing school personnel of all absences, preferably at the beginning of the absence.
4. Teachers are responsible for accurate recording and reporting of attendance.

C. Implementation

1. Teachers will discuss attendance concerns with students and will make the initial contact with parents either by telephone or through written notification.
2. Teachers will advise assistant principals/counselors when they believe that intervention is necessary.
3. Assistant principals and counselors will work with students and parents to try to modify behavior and to improve attendance. Disciplinary action may follow. Assistant principals will advise both students and parents when the student's lack of attendance threatens continued registration in the course. Further unexcused absences will be suitable grounds for withdrawal from the course.

D. Synervoice Computer Phone Out

Each day during the early evening, the Harry Ainlay computerized phone system will phone parents regarding any absences for that day. Parents are always welcome to contact the school to confirm absences as well.

E. Attendance Reports

All absences will appear on attendance printouts. School-generated absences will not jeopardize a student's placement in a class. Teachers decide when student absenteeism warrants recommending withdrawal from a course and will use discretion in considering extenuating circumstances.

The administrators are the only school personnel authorized to withdraw a student from a course. Codes for attendance printouts are:

- ABS- The student has missed the class and the school has not been notified of the reason,
- CAB- confirmed absence (a parent has called in with a reason for the absence or the student has provided a note from a parent)
- FT- the student has been on a field trip or is involved in a school activity which has taken them out of class,
- NPH- administration-generated code indicating that the Synervoice system should not call the student's home to report an absence,
- SUS- the student has been suspended from school,
- TDY- the student was late for class.

F. Lates

Students show responsibility by being on time for classes. This demonstrates respect to teachers and peers and helps promote an environment conducive to learning.

Student Absence During the School Year

Parents/guardians sometimes choose to take students out of school for extended periods such as vacations, visits to relatives, assistance to the family and so on. In such situations, **the school does not grant permission for the absence.** Parents/guardians must accept full responsibility for the detrimental effects of the absence. Regular class attendance is important to achievement. If an absence is planned during the school year, the student or parent should let both the assistant principal and the various subject teachers know well before the absence. The teacher will advise the student of what work will be covered during the absence. Teachers may give guidance and assignments that will reduce the negative effects of the absence. **Please note that in virtually all situations, significant absences will have a detrimental effect on achievement.**

Beepers, Cell Phones and Laser Pointers

Use of beepers and cell phones are not permitted anywhere inside the school. Students are welcome to carry their cell phones but must ensure that they **are turned off** in the school to make sure they do not interrupt others. Respectful cell phone etiquette is demonstrated by students using their cell phones outside the school. Students who do not act responsibly with their cell phones will lose their privilege to bring them to school. There are three pay phones in designated locations inside the school which may be accessed by students. Also there is a phone in the office for emergency situations.

Card Playing and Gambling

Card playing is not permitted during class time. Students who have a study period need to use their time wisely focused on learning and improving achievement. Gambling of any kind is strictly prohibited.

Harry Ainlay High School Network (HAHSNet)

-Rules & Regulations

A HAHSNet - Rules and Regulations form must be signed and put on file before any student uses any computer or networked equipment in the school. Violation of Rules and Regulations may result in the student's exclusion from the use of school computers. Serious infractions could lead to suspension or expulsion.

Plagiarism and Cheating

Plagiarism is deliberate literary theft. It is dishonest and demonstrates a lack of integrity. It occurs when a writer uses someone else's words or ideas without telling the reader. It is regarded as an academic crime in any educational institution and may result in severe consequences.

Reading what other people have thought and using their ideas as a springboard for your own thought is a large part of what education is all about: the problem arises when you fail to acknowledge what you know to be someone else's work. If you use quotation marks, footnotes, and a bibliography to identify your material, you have not plagiarized.

What is wrong with plagiarism?

The point of assignments is to give you practice in thinking and writing. If someone else is doing the thinking and the writing for you, you are not learning. You would not expect to be able to play the piano or to improve your running speed if you got someone else to sit down at the keyboard or do laps around the track for you. It just doesn't work. You will never improve your competence in a subject if you don't do your own practicing. Plagiarism shows a great misunderstanding about the process of education; in the long run, you are undermining your own education.

What are the consequences of plagiarizing or cheating in general?

Depending on the circumstances of the case, any of the following guidelines may apply:

1. The student receives a mark of zero.
2. The student who borrows and the student who lends receive a zero.
3. The student's parents are notified and the incident is noted on the student's school file. (Any teacher or administrator would have access to the information about a student's previous involvement in plagiarism incidents.)
4. A student's involvement in such activities could jeopardize his or her chances of receiving favourable recommendations from teachers and the principal for awards, post-secondary institutions, or employment.
5. Repeated plagiarism or cheating could result in the student being removed from the course.

Smoking Policy on District School Grounds

All Edmonton Public Schools' grounds, including parking lots and playing fields, are **smoke free areas**. The purpose of this policy is to ensure that school buildings or property are not used to enable a practice that is injurious to the health and well being of students or staff. Also, provincial law prohibits anyone below the age of 18 from smoking in a public place. While it is expected that students understand and respect the smoke free policy, violations of the policy are treated as matters requiring discipline and may receive a fine for violating this law.

Ainlay will operate a smoking cessation program to assist students and staff who wish to quit smoking during the year. Interested students and staff should contact Student Services.

Student Dress Code

Students demonstrate integrity by dressing appropriately for school as they would for work in an informal service business. Clothing should be suitable for modesty, and must not be decorated with images or lettering that would be offensive to students, staff or the public.

Clothing which covers the chest, back and midriff is considered appropriate. Shirt/top must touch pants/skirt at the hipline or waistline. Clothing that covers undergarments at all times (including when bending down) is also part of the dress code at Harry Ainlay. Inside the school headwear will not be worn unless for religious reasons.

In situations where clothing is inappropriate, students will be asked to alter their dress, or they may be sent home and their parents consulted. Please note, for health and safety concerns, students must wear shoes in the building at all times.

Visiting Other Schools

Ainlay students are not permitted to visit other schools except for school related business. If you must visit another school for school related business, you are required to register at the general office immediately. You will then be assisted with your business. **If you trespass at another school, you will be subject to discipline at Harry Ainlay.** Please do not invite or otherwise encourage students from other schools, or outsiders of any kind, to visit Harry Ainlay without permission. Trespassing is a serious offense. You will be held responsible for the actions of anyone you bring to the school.

Behaviour & Conduct

Edmonton Public Schools supports the endeavours of staff, students, parents, and the community to ensure positive student behaviour and conduct. In addition, the Board expects parents and students to recognize their responsibility in developing student self-discipline.

Student Rights and Responsibilities

Students shall be treated with dignity, respect, and fairness by other students and staff.

Students shall be provided with a learning environment that is free from physical, emotional, and social abuse.

Students and parents shall be informed of the Board's and school's expectations for student behaviour within the school, the school grounds, and during school activities.

Students shall exercise their responsibilities to:

- use their abilities and talents to gain maximum learning benefits from their school experiences
- contribute to a climate of mutual trust and respect, conducive to effective learning, personal development, and social living
- attend school regularly and punctually

In the event of student misbehavior, students and parents shall have the right to offer an explanation, and to be informed about consequences of the misbehavior.

Appropriate opportunities for student consultation and involvement in student-related matters shall be provided.

Student Behaviour and Conduct

Students shall meet the expectations for student behaviour while on school property or while involved in school-sponsored or related activities.

Parents play a vital role in developing student behaviour and conduct. It is the district's expectations that parents:

- be aware of the board policy and regulations and the school's expectations for student behaviour and conduct
- review the board policy and regulations and the school's expectations for student behaviour and conduct with their child(ren)
- work with the school to resolve student behavioural issues when they affect their child(ren)
- co-operate with the school's or district's recommended course of action prior to re-admission of the student following a student suspension.

Students shall show respect for:

- school authority
- others and their property

- ethnic, racial, religious, and gender differences
- school attendance and punctuality
- work habits, assignments, and homework
- textbooks and equipment
- school property
- fire alarms and safety equipment; and
- district policies relating to smoking, alcohol, drugs, and inhalants

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

- problem-solving, monitoring, or reviewing behaviour expectations with student and reprimand
- parental involvement
- referral to attendance board
- temporary removal of privileges
- detention of student
- temporary exclusion of student from class
- in-school suspension
- out-of-school suspension
- behaviour contract with student
- restitution for property damage to an individual or the Board
- assessment of student to develop appropriate programming
- involvement of police
- expulsion from a school or all district schools

Grounds for disciplinary actions that could lead to **suspension or expulsion** exist where a student has demonstrated unacceptable behaviour such as:

- conduct which threatens the safety of students and/or staff
- possession of a weapon on a student's person, or in a student's locker or desk, that is dangerous to students and staff.

Note: a weapon is anything used, designed to be used, or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person

- displaying or brandishing a weapon in a threatening or intimidating manner
- assaulting another person
- possession or use of illegal drugs, alcohol, or inhalants in school and on school property
- contravention of district policies and regulations related to student harassment, smoking, student attendance, and student rights and responsibilities
- theft
- willful disobedience and/or open opposition to authority
- use or display of improper or profane language
- willful damage to school or others' property
- interfering with the orderly conduct of class(es) or the school
- contravention of the code of conduct as set out in the *School Act*

Laser pointers are not to be brought to school at all.

Appeals

School decisions related to student behaviour and conduct may be appealed to the Superintendent of Schools.