

St. Francis Junior High



Handbook

This handbook is in the process of being updated to reflect the unique 2020 - 2021 school year.

Motto

"Bringing To Light The Best We Can Become."

Mission Statement

We are a Catholic Faith community dedicated to educating and fostering the growth of responsible citizens who are life -long learners encouraged to live and celebrate our faith.

Vision Statement

St. Francis Junior High School is a Christ-centered learning community where all achieve their potential.

Principal: Mrs. Crystal Lothian

Associate Principals: Mrs. Jackie Kraemer & Mr. Darren Miller

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PRAYER OF ST. FRANCIS OF ASSISI

Lord, make me an instrument of your peace
Where there is hatred let me sow love;
Where there is injury, pardon;
Where there is doubt, faith;
Where there is despair, hope;
Where there is darkness, light, and
Where there is sadness, joy.
O DIVINE MASTER
Grant that I may not so much
Seek to be consoled as to console:
To be understood as to understand,
To be loved as to love,
For it is in giving that we receive;
It is in pardoning that we are pardoned; and
It is in dying that we are born to eternal life.

PRIERE POUR DEVENIR UN INSTRUMENT DE PAIX

Seigneur,
Fais de moi un instrument de ta paix.
Là où il y a la haine, que je mette l'amour;
Là où il y a l'offense, que je mette le pardon;
Là où il y a la discorde, que je mette l'union;
Là où il y a le doute, que je mette la foi;
Là où il y a l'erreur, que je mette la vérité;
Là où il y a le désespoir, que je mette l'espérance;
Là où il y a les ténèbres, que je mette la lumière;
Là où il y a la tristesse, que je mette la joie!
Fais, Ô Maître, que je ne cherche pas tant
À être consolé qu'à consoler,
À être compris qu'à comprendre,
À être aimé qu'à aimer.
Car c'est en donnant qu'on se retrouve,
C'est en s'oubliant qu'on reçoit,
C'est en pardonnant qu'on est pardonné,
C'est en mourant qu'on ressucite à l'éternelle vie.

BLACKFOOT PRAYER

Ayao Apistatoki
Ayao Naapi Natosi
Ayao Iihtsipaitapiyo'pa
Kitsiksimatsimmohpinnan
Isspommookinnan Annohk Ksiistsikoihk
Kimmokinnaan
Ais'stamattsookinnaan
Soka'piyi Ikkina'piyi Mokamo'ta'piyi
Ayao kimma'tookinnaan
Nookoossinnaaniksi Ninnaaniksi Niksisstsinnaaniksi
Naaahsinnaaniksi Okki Kaamotaani Misamipaitapiysinni

Provincial Goals

1. High quality learning opportunities that are responsive, flexible, accessible and affordable to all.
2. Excellence in learner achievement, focusing on the whole child (spiritual, academic, social, emotional and physical).
3. Highly responsive and responsible jurisdiction.

District Goals and St. Francis Junior High Goals

1. To celebrate the values and traditions of our Catholic faith through faith development of staff members and by providing a high quality religious education program for our students.
2. Provide high quality learning opportunities for our students.
3. Excellence in student outcomes.
4. The School division and St. Francis School are highly responsive and responsible to the Catholic Community
5. Aboriginal students achieve the same levels of success at school as non-Aboriginal students in an environment where cultures and values are respected and reinforced.

GENERAL SCHOOL INFORMATION - RENSEIGNEMENT GENERAL

BELL SCHEDULES – L’horaire

Monday - Thursday	
Home Room	8:00 - 8:12
1	8:14 - 9:12
2	9:14 - 10:12
3	10:14 - 11:12
Lunch	11:12 - 11:52
4	11:52 - 12:50
5	12:52 - 1:50
6	1:52 - 2:50
Friday	
Home Room	8:00 - 8:12
1	8:14 - 8:55
2	8:57 - 9:38
3	9:40 - 10:21
4	10:23 - 11:04
5	11:06 - 11:47
6	11:49 - 12:30

SCHOOL OFFICE HOURS – Heures de bureau

The school office will normally be open from 7:30 a.m. to 3:30 p.m. Mondays through Thursday. Friday the school office will normally be open from 7:30 a.m. to 1:00 p.m.

CONTACTING US BY PHONE

When you contact the school you will connect to the office or will be directed to leave a voicemail message during after-school hours.

CHANGE OF PERSONAL INFORMATION, ADDRESS, and or TELEPHONE NUMBER

Please inform the school in writing of any changes in names, guardianship or custody status, address, telephone numbers, or emergency contact telephone number as soon as possible.

IN AN EMERGENCY THIS INFORMATION IS VITAL!



IMPORTANT DATES: REPORTING PERIODS / TERMS

<u>Start</u>	<u>End</u>	<u>Marks Stored</u>
Sep. 1	Nov. 6	Nov. 12
Nov. 9	Jan. 29	Feb. 3
Feb 1	Apr. 16	Apr. 21
Apr. 19	June 25	June 29

TEACHER OFFICE HOURS

St. Francis Junior High school teachers will be offering the opportunity to connect and collaboratively work with our school community through designated Office Hours. The concept of office hours is an opportunity for students / parents to connect with teachers in regards to programming, achievement or getting better acquainted since parents have access to up to date reporting through Powerschool.

Monthly office hours will be clearly communicated through various mediums including our school newsletter and webpage. Parents and students are encouraged to use the designated office hours to connect with our teaching staff. Appointments can be arranged with individual teachers or by contacting the school directly at 403 327 3402.

POWERSCHOOL

Powerschool is a Web-based software application that allows teachers, parents and school administrators to connect on a daily basis. Teachers use PowerSchool to keep a record of students' grades and attendance, which parents can then view at home by logging into a PowerSchool account. Parents and students can access real-time information including attendance, grades, detailed assignment descriptions, and even personal messages from the teacher. Students are able to stay on top of assignments while parents are able to participate more fully in their students' progress.

Marks at St. Francis Junior High are placed in PowerSchool. Students and parents will receive separate log in passwords with this information being emailed to parents at the start of the school year. If students or parents have any issues logging into Powerschool they need to contact the office immediately and we will help you through the process.

MID-TERMS AND FINAL EXAMS

The objective of any grade is to prepare students for the one that follows. As part of this transition it is our feeling that our grade 7 & 8 students must have proper preparation and exposure to exams so that exams are not viewed as impossible feats or sources of anxiety. As a school, we feel that the students must learn to synthesize information, study and have the opportunity to persevere through an exam as part of the process of becoming accountable and resilient students. The hope in breaking up examinations into midterms and finals is to teach students about this process in a small and nurturing environment prior to having to write comprehensive examinations in grades 9 -12.

Mid-Term & Final Exam Schedule: Watch for confirmed dates and writing times that will be shared in the school newsletter, webpage and email

GENERAL REGULATION – Reglements Generaux

“Treat others as you wish to be treated!”

SCHOOL RIGHTS AND RESPONSIBILITIES – Droits et responsabilites

1. I have the RIGHT to a Catholic Education. It is my RESPONSIBILITY to act in a Catholic manner at all times.
2. I have a RIGHT to learn in this classroom. It is my RESPONSIBILITY to listen to instruction, to work quietly at my desk when expected to do so and to raise my hand if I have a question, concern or need to leave.
3. I have a RIGHT to hear and be heard. It is my RESPONSIBILITY not to interrupt when others are speaking.
4. I have a RIGHT to be respected in this classroom. It is my RESPONSIBILITY not to tease or bug other people, or hurt their feelings.
5. I have a RIGHT to be safe in this school. It is my RESPONSIBILITY not to threaten or physically harm anyone else.
6. I have a RIGHT to privacy and to my own personal space. It is my RESPONSIBILITY to treat the school and the personal property of others with dignity, care, and respect.
7. I have the RIGHT to be respected by other individuals in this school. It is my RESPONSIBILITY to respect the other students and the authority of the adult staff in the school.

SCHOOL ACT (Section 1 – 12) (1988:cS-3.1 s7)

A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- Be diligent in pursuing the student’s studies
- Attend school regularly and punctually
- Cooperate fully with everyone authorized by the board to provide education programs and other services
- Comply with the rules of the school
- Account to the student’s teachers for the student conduct
- Respect the right of others
- Do not disturb or interrupt the proceedings of a school
- Do not disturb or interrupt the proceedings of a school meeting or board meeting, or loiter or trespass in a school building or on property owned by a board.
- No person shall canvass, sell or offer to sell goods, services or merchandise to a teacher or a student in a school without the prior approval of the board.

DISCIPLINE – discipline

It is expected that students will conduct themselves in a responsible and courteous manner while in school. St. Francis stresses the need for self-discipline in its students and encourages such development.

Teachers will normally resolve classroom difficulties. When this cannot be successfully accomplished the student will be referred to the administration. At this point the handling of the case and recommendation given becomes the responsibility of the administrator involved. Normally the sequence of actions should be as follows:

1. Teacher and student attempt to resolve the problem.
2. If the problem is not successfully resolved at the student-teacher level, the teacher may contact the parent/guardian of the student to enlist their aid and cooperation.
3. If the problem continues to persist, the student will be referred to the administration. The administration will take the appropriate action, possibly involving further parent contact in the form of a phone call, a noon hour or an after school detention, written notification, and/or the arranging of a parent conference and the possibility of suspension.
4. Once a student has been disciplined by the office five times in one semester or has been disciplined on three major infractions (example: defiance, fighting, assault), the student will no longer be permitted to participate in any co-curricular activities. Activities would include all clubs, sports teams and functions. After a period of time a student may ask administration to reinstate them.

ATTENDANCE POLICY – Absences

The responsibility for regular attendance, which is necessary for satisfactory school progress, is with you and your parents. Non-resident students with poor attendance may not have a placement in the school in the following year. We will continue to fulfill our responsibility of encouraging, recording, monitoring and reporting punctuality.

All students are expected to be in school and to attend all classes each day school is open to students. This includes “special event” days as established by the school such as Athletic Awards, Year End Closing Activities, City Track Meet, etc. Parents are strongly discouraged from writing notes to exclude their sons/daughters from such activities as this promotes the impression that they are not worthwhile. In fact, these activities are included in our program as they promote important physical, social or emotional development of the student.

Did you know? According to “The School Act”, the only absences that can be excused are illness, medical appointments, recognized religious holidays, suspensions from school and unavoidable emergency situations!

IF YOUR CHILD MUST BE ABSENT, PLEASE CONTACT THE SCHOOL AT 403-327-3402 or send a note. Please call before 9:00 a.m. as we have an automated telephone program that will call all students with unexcused absences. By following this procedure, you will not be telephoned later in the day.

In dealing with inexcusable absences, the school will follow a policy progressing from detentions, in-school suspensions, consultations with the liaison officer, out of school suspensions and referral to out of school agencies.

Parents, please feel free to contact the school, before noon, for homework. We have Teacher pages on our website <https://sfjh.holyspirit.ab.ca/> where students can access any work that may have been missed. **STUDENTS ARE RESPONSIBLE FOR ALL WORK ASSIGNED OR TAKEN UP DURING THEIR ABSENCE. STUDENTS, PLEASE CHECK WITH YOUR TEACHERS TO SEE WHAT YOU HAVE MISSED.**

LATES – Retards

All students are expected to be in class on time. If a student is late for school (morning or afternoon), he/she will not be admitted to class without first checking into the main office. Students who are continually late for school (unexcused) will result in disciplinary action. A noon hour or an after school detention and other possible consequences will follow. Students who are late in between classes are to report to the staff member in charge who will deal with it appropriately.

LEAVING SCHOOL DURING SCHOOL HOURS - Depart entre les heures d'école

A student may, on occasion, have to leave the school grounds during the regular school hours. Before he/she does so, the student MUST report to the office the reason for his/her leaving. A student leaving for an appointment should bring a signed note from a parent or guardian. He/she will be given an "EXCUSE FROM CLASS" slip, which is to be shown to the teacher of the class, which he/she will miss. Students leaving the school and not reporting to the office will be referred to the office.

School Closures -

The school will only be closed with the approval of the Superintendent. School closures will be posted on the Holy Spirit Web Site <http://www.holyspirit.ab.ca> and announced on the Lethbridge radio stations (usually between 7:00 - 9:00 am) In the event that school closure is necessary during school hours, all students will not be allowed to leave the school until parents / guardians have been contacted to pick their children up or it has been determined that there is a responsible adult at home to receive the student.

School Emergency Procedures –

1. Fire – students will vacate building as per fire drill regulations. They will assemble in their homeroom classes, east of the building in the field. Students should assemble in their homeroom classes.
2. Lockdown – A lockdown is called by school administration if there is an intruder on school property, or there is a situation in which student safety may be compromised in some way. Students and staff will remain in classrooms, gathered in a safe location until the school administration announces the end of the lockdown.

TAKE the H.I.N.T. – HARASSMENT IS NEVER TOLERATED

L'harcèlement n'est pas acceptable

Students learn best in a safe and caring environment. To ensure this, a group of parents, students, teachers, administrators and community members developed the “Take the H.I.N.T. – Harassment is Never Tolerated” program. This program educates students about the effects of bullying/harassment and the consequences of bullying/harassment. Bullies/harassers at St Francis School will have their parents contacted, be counseled on their behaviour, be referred to the School Resource Officer and/or suspended from school. Please contact the office if you have any questions regarding this program.

LOCKS AND LOCKERS – Cadenas et vestiaires

Lockers and locks will be assigned to students at the beginning of the school year. One locker per student, please do not share your locker or store your belongings in another locker. Lockers should be kept clean and tidy at all times.

It is the responsibility of each student to keep lock combinations confidential and to keep lockers locked. The school cannot assume responsibility for lost or stolen articles. It is recommended that all items have the owner's name on them, and that valuable items NOT be brought to school. Broken or damaged lockers should be reported to the main office.

TELEPHONES – Telephones

A telephone for student use is provided in the hallway outside the library. It is not to be used during class time or at class breaks. Office telephones are not for general student use except in cases of illness or emergency and then only with the permission of the office staff. The office staff will relay only messages to students, which originate from parents/guardians.

NEIGHBOURING SCHOOLS AND BUSINESSES - Ecoles et affaires avoisinantes

Students are not to visit neighboring schools during the school day unless on business. When visiting another school on business, please report to that school office prior to going anywhere else in the school.

During the lunch hour, students may leave the school grounds. They are cautioned that neighboring businesses are sensitive to large numbers of students in the vicinity. Therefore, please enter these businesses only if you have business there and act accordingly. Maintaining good relationships with our neighbouring schools and businesses is important, and as such the same student behaviour that is expected at school is to be modelled. Remember that you are a representative of our school community and yourself!

CANTEEN –

The school operates a canteen during the lunch hour. Microwaves are also available for student use. **ALL FOOD AND DRINK MUST BE CONSUMED IN THE CANTEEN OR OUTDOORS AT ALL TIMES.**

Please see School Nutrition Policy on our school webpage for guidelines and suggested healthy food items that will be encouraged

OTHER ITEMS –

Please be advised that the following items are not allowed in the school; and should not be brought to St. Francis Junior High School.

1. Laser Pointers
2. ROLLER BLADES, SCOOTERS, HEELIES, ETC

DRESS CODE – Code d’habillement

Why a dress code? – At St. Francis, we ask our students to be aware of the values they are presenting through their appearance. This dress code applies to all school sponsored activities, including extracurricular activities and field trips.

DO:

- Wear shirts that are long enough to come over the waistband of pants, skirts, or shorts, or be tucked in. All items designated as underwear **MUST** be kept under cover and not seen (including straps).
- Wear clothing that is clean and free of revealing holes.
- Wear shorts, skirts, skorts, and dresses that are reasonable in length. The fingertip test with arms at your sides, shoulders relaxed is usually a reliable measure if you are unsure.
- Wear pants that fit you properly. Underwear should not be visible. When you are seated, no part of your backside or undergarments should be visible.
- Wear shirts and tops with a modest neckline.

DON'T:

- Wear clothing with negative language, symbols or inappropriate content such as alcohol, marijuana leaves, inappropriate cartoon characters, innuendos or obscene gestures.
- Wear revealing clothing - this could include but is not limited to some of the following: halter tops that reveal visible undergarments, spaghetti strap tops, tube tops and/or strapless clothing.
- Have undergarments visible (including straps).
- Wear shirts with a low cut or plunging neckline.
- Wear any head gear, including hats, toques, bandanas, hoodies pulled over the head. These should be removed upon entering the building.
- Wear outdoor jackets in class.

Students in violation of the above will be asked to change or arrange to have other clothing brought to school. Students will face consequences for repeat offences. We recognize and respect the wide variance in taste and acceptability that is part of our society outside of the school, but within the school we feel that it is our responsibility to balance individual freedom with the influence this may have on others in the school. A good rule of thumb regarding clothing is if you are not sure whether it would meet dress regulations please do not wear it.

Upon entering the school, students must remove all headwear. Hats and jackets are to be left in lockers during instructional times. Hats worn to classes will be stored in the office and returned at the end of the day (or longer in the case of repeats).

Backpacks: Backpacks are NOT permitted in classrooms. They are a fire hazard and a safety concern.

PHYSICAL EDUCATION – Education physique

The school does not provide a physical education uniform for students. Each student will provide a T-shirt, pair of gym shorts and non-marking sole court shoes for physical education unless an alternate arrangement has been made with the teacher. Refer to course outlines for specifics. All valuables (money, rings, chains, watches, wallets, etc.) are not to be taken to P.E. classes, as we will not be responsible for lost or stolen goods.

**** PUT THEM IN YOUR LOCKER!**** OR **** DO NOT BRING THEM TO SCHOOL****

Using Personal Electronic Devices

Our school policy is based on the foundations of Holy Spirit Schools Responsible Use Agreement and (Freedom of Information and Privacy) FOIP policy that must be signed by all students and parents/guardians. Our goal is to support and inform students and parents/guardians about the expectations and responsibilities that come with digital citizenship at St. Francis Junior High School.

Definitions:

Accepted Learning Device - refers to technology models where students bring a personally owned robust device to school for the purpose of learning. A personally owned robust device is accepted technology device brought into the school and owned by a student (or the student's family), staff member or guest.

Cloud Computing – is Internet-based computing whereby shared resources, software and information are provided to computers and other devices on demand.

Wi-Fi - stands for Wireless Fidelity. Most laptops and personal communication devices are equipped with Wi-Fi. St. Francis Junior High provides full Wi-Fi coverage for school owned devices as well as a guest network for acceptable student-owned devices.

Digital Citizenship - In order to be a St. Francis digital citizen, students must know how to use technology appropriately. Digital literacy or the ability to understand and fully participate in the digital world is fundamental to digital citizenship. It is the combination of technical and social skills that enable a person to be productive, successful and safe in the information age. Like literacy and numeracy initiatives which provide people with the skills to participate in the work force, digital literacy has become an essential skill to be a confident, connected and actively involved lifelong learner.

Students demonstrate ethical and responsible use of technology by:

- keeping their District login ID's and passwords confidential
- protecting their own personal devices with passwords
- ensuring the security and safety of their own electronic devices
- ensuring the security and safety of school - owned electronic device
- using & managing devices in a lawful manner
- managing the content contained on their own personal electronic devices
- ensuring that they access acceptable materials for educational purposes
- respecting and abiding copyright laws (text, photos, music, video, etc.); and ensuring that their personal device does not disrupt the learning of others
- maintaining their own device effectively; e.g., such as having it fully charged & functional.

Misuses that disrupt learning and/or contravenes School or District policy include but are not limited to:

- using audio and/or video devices to record others without permission
- using audio and/or video devices in inappropriate settings such as locker rooms and washrooms
- using an electronic device to intimidate, threaten and/or slander others; e.g., cyber-bullying)
- sharing district ID's and passwords
- using devices during instructional time for non-instructional purposes such as making personal phone calls, text messaging or social networking
- using devices to cheat; e.g., assignments, tests, etc.
- downloading, viewing and/or sharing inappropriate and/or offensive content
- trying to bypass district security filtering system
- posting /sending of pictures, videos or audio recordings taken at school on any social media or personal sites.

Students will work from the cloud and follow the same Internet safety precautions and sites as if they were in a wired computer lab.

Devices must be fully powered prior to using them at school to avoid loss of time, management issues and overloading of electrical outlets.

Discipline surrounding Unacceptable Use of Technology:

- Cellphones are not considered acceptable devices for educational learning purposes. Although many students have ipods, iphones, and Android phones; they do not meet the necessary requirements as an accepted learning device. Unaccepted learning devices which are brought to school are expected to be put away in student lockers during instructional times. Failure to adhere to school protocol surrounding responsible use will result in the following discipline:

1st offence –

- cell phone taken away and placed in the office. The device will be returned to the student at the end of the school day.

2nd offence

- cell phone taken away and placed in the office. The student will meet with administration prior to having the cell phone returned.

3rd offence

- cell phone taken away, placed in the office and returned to parent/guardian. Administration will meet and contact parent/guardian to discuss acceptable use and to return the device.

*Continued discipline issues surrounding unacceptable device use will result in the loss of privilege in accordance to the District Acceptable Use Agreement.

No technical support will be given to resolve a technical issue with a personally owned device. **St. Francis Junior High is not responsible for the loss, theft or damage of student-owned devices.** Students who do not meet expectations or responsibly use the technology can be subject to loss of privilege, confiscation, suspension /expulsion. Where necessary, the School Resource Officer and/or Lethbridge Regional Police can and will be contacted.

VIDEO SURVEILLANCE

Video surveillance is on-sight and in use.

ACADEMIC

To receive an honor standing a student must have an overall average of 79.5 within **(ALL)** core academic subjects including an achievement level of “E” in Religion. Honor standings are divided into three categories:

- Honors – 79.5 average in June
- Honors - with Distinction – 84.5 average.
- Honors - with Great Distinction – 89.5 average.

THE STUDENT PROGRAM – Programme social

Leadership

Some of the functions for which Leadership is responsible are:

- organizing and running the dances
- coordination of one special dress-up day per month for which prizes are awarded.
- administrating special events
- Social Justice work
- promotion of school spirit and healthy attitudes towards school and peers.
- Coordination of monthly student assemblies

Dance Rules

1. Dances start at 6:00 p.m.
2. Doors are open at 5:30 p.m. and close at 6:00 p.m. After 6:30 p.m. students are not permitted to enter unless they have a note from the office nor may they leave without their parent.
3. No bags or backpacks are allowed in the gym, coat check is available.
4. All students are to make arrangements to be picked up no later than 9:15 p.m.
5. Any student who was absent during the whole school day may not come to the dance that day.
6. Only students of St. Francis are permitted to come to dances. **NO GUESTS!**
7. Students will not be allowed in the hallways or permitted to go to their lockers during the dance.

8. Food and drink will be permitted only in the lunchroom.
9. Regular school dress code will apply.
10. Any student who is not behaving according to the rules of St. Francis School will be asked to leave immediately.
11. Any student caught pulling down the decorations may be asked to leave the dance.

Co-curricular Activities

Our co-curricular program offers a wide variety of activities that encourage student involvement. Students may become involved in the following areas. Please refer to the calendar and encourage your son /daughter to listen attentively to more detail regarding the activity

1. Athletic Teams (LSAA) **please check the St. Francis Junior High homepage for up to date information**
 - a. These teams listed below compete against other schools in the city and require a commitment.
 - i. Badminton
 - ii. Basketball
 - iii. Cross Country
 - iv. Track and Field
 - v. Volleyball
2. Clubs - Art, French, Games, Cheer, Weight, Drums, Beading.....
3. Service - Leadership, Scorekeepers, Timers, Managers, Yearbook, Canteen
4. Activities
 - a. Intramurals - Our intramural program has as its theme “participation for fun”. Major activities are based on homeroom-house system. Sign up activities and fun days will be interspaced between these major activities. Intramurals give the students an opportunity to discover themselves through active participation, in organizing, promoting, refereeing or just participating. It gives them a chance to “keep on track”. The staff also takes an active role in participating in every activity

THE CARE CAMPUS:

The C.A.R.E. Program is an Outreach Program of St. Francis Junior High School. The goal of the C.A.R.E. Program is to provide opportunities for growth in positive behavior choices, to allow for optimum learning in a small group setting, and to facilitate transitioning to appropriate traditional or alternative educational placement. Extensive partnerships with community agencies extend the supports available to the students.

The C.A.R.E. Program consists of three components – behavior, academic and family partnership services. Behavioral training is presented to the students with specific skills in areas of pro-social

skills, anger management, problem solving, friendship, character building and positive classroom skills.

The C.A.R.E. Program is committed to developing a safe and caring learning environment; all people on campus are encouraged to RESPECT themselves, others, and the community.

STUDENT TRANSPORTATION

BEHAVIOR ON THE BUS

- RIDING A BUS IS A PRIVILEGE NOT A RIGHT
- IN ORDER FOR STUDENTS TO HAVE A SAFE AND PLEASANT RIDE ON THE BUS STUDENTS MUST FOLLOW THE RULES OF CONDUCT. THE BUS IS AN EXTENSION OF THE CLASSROOM AND SCHOOL OFFICIALS WILL DEAL WITH MISCONDUCT.
- STUDENTS MAY BE SUSPENDED OR EXPELLED FROM RIDING THE BUS IF THEY DO NOT FOLLOW THE RULES OF CONDUCT.
- IT IS THE PRIMARY RESPONSIBILITY OF THE DRIVER TO TRANSPORT STUDENTS SAFELY TO AND FROM SCHOOL. THE DRIVERS ATTENTION MUST BE ON THE ROAD AND TRAFFIC CONDITIONS AND NOT ON STUDENT BEHAVIOR.
- VIDEO CAMERAS MAY BE USED ON BUSES FOR DISCIPLINE AND SAFETY PURPOSES ONLY.

BELOW ARE SOME OF THE STUDENTS RESPONSIBILITIES.

1. Follow the directions of the driver.
2. Only quiet conversation is permitted.
3. Students who vandalize a bus will be held responsible for the cost of repairs and may lose their riding privileges.
4. Students are to remain seated while the bus is in motion and are not to extend any part of their body out of the windows.
5. Students may be assigned to specific seats.
6. No eating on the bus (including candy, pop & gum).
7. Scuffling, fighting, harassment of other students, smoking, use of obscene language and throwing objects in and out of the bus are prohibited.
8. Conveyance, using or under the influence of alcohol or controlled substances prohibited.
9. The possession, use or conveyance of potentially dangerous items prohibited.
Alcohol/controlled substance and possession/use/trafficking

**THE SERIOUSNESS OF THE ABOVE OFFENCES MAY WARRANT IMMEDIATE
SUSPENSION & REFERRAL TO POLICE SERVICES.**

Eviction of Passengers

Student bus passes must be shown to the operator every time you board the bus. Fare evaders may be evicted from or refused transportation on transit buses at the operator's discretion. Student Bus Passes are not transferable between students. When and if this occurs passes will be confiscated and students evicted from the bus.

When the conduct of a passenger is dangerous & grossly offensive or puts the safety of other passengers at risk the operator will warn the passenger to stop. If this is to no avail the passenger will be asked to leave the bus at the next available stop. In the event the passenger refuses to comply the operator will call a supervisor and/or return to the school or call the police to handle the situation.

CONSEQUENCES ADMINISTERED BY SCHOOL OFFICIALS

1. WRITTEN INFRACTION SENT TO SCHOOL – Parents notified.
2. 2nd INFRACTION – 1 Day Suspension (unable to ride the bus)
3. 3rd INFRACTION – 3 Day Suspension (unable to ride the bus)
4. 4th INFRACTION – 5 Day Suspension (unable to ride the bus)
5. 5th INFRACTION – Suspension of riding privileges. MAY BE APPEALED TO THE SCHOOL BOARD.

CITY BYLAW #2362 - It is unlawful for any person to fight, scream, shout, swear, use insulting or obscene language, smoke, spit or engage in unseemly or disorderly conduct on any Transit/School bus of the City of Lethbridge.

TRAFFIC SAFETY ACT -AR/437/86 s19- No person shall:

Stand in a school bus, get up from his seat on a school bus, or attempt to get on or off a school bus while the school bus is in motion.

Failure to comply with the above is subject to a \$28.00 fine under the above article.

LOST & FOUND ITEMS - Lost and found items are left on the bus for approximately one week and then turned into our office. Inquires