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École Secondaire Beaumont Composite High School

Student Code of Conduct & Policies



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École Secondaire Beaumont Composite High School

The term “conduct” includes behaviour, attitudes, and academic effort. ESBCHS believes that the ultimate goal of a code of conduct is to develop self-discipline in the student. This is a process, not a product, thus a policy for dealing with discipline is essential to fostering a positive and productive learning environment. Our simple guideline is “Depending on the situation, behaviour must be reasonable and appropriate”.

STUDENT CODE OF CONDUCT

The ESBCHS Student Code of Conduct establishes the parameters for student behavior, and academic effort and is based on the **School Act** as well as on policies established by Black Gold Regional Schools.

1. Section 12 of the **School Act** states that the student shall:
 - a) *be diligent in pursuing his studies;*
 - b) *attend school regularly and punctually;*
 - c) *cooperate fully with everyone authorized by the Board to provide education programs and other services;*
 - d) *comply with the rules of the school;*
 - e) *account to his teachers for his conduct;*
 - f) *respect the rights of others.*
 - g) *ensure that the student’s conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;*
 - h) *refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;*
 - i) *positively contribute to the student’s school and community.*

2. Section 24 of the **School Act** states that “*the principal may recommend that the Board expel a student if the student fails to comply with section 12, or if the student’s conduct is injurious to the physical or mental well-being of others in the school*”.

3. Section 45 of the **School Act** states that “*the board shall ensure that each student enrolled in a school . . . is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours*”.

4. In addition to the **School Act** standards, Black Gold Regional Schools’ Administrative Procedure 350 states grounds for possible probation, suspension, or expulsion:
 - a. *conduct injurious to the well-being of students in the school;*



- b. *vandalism/willful damage to public property;*
- c. *possession of prohibited substances (alcoholic beverages, tobacco products and/or other narcotics or drugs) on school property or at school-sponsored functions such as graduation, dances, field trips, etc. whether those functions are held on or off school property;*
- d. *being under the influence of alcohol and/or other narcotics or drugs while on school property or at school-sponsored functions (on or off school property) and;*
- e. *use of profane or improper language.*

The following deserve special mention:

1. Students must cooperate fully and respectfully with all staff, in or out of class. This expectation extends to support staff, bus drivers, custodians, coaches or supervisors and substitute teachers. Students are expected to conduct themselves in an exemplary fashion according to all regular classroom rules.
2. **Harassing behaviour**, whether physical, verbal, non-verbal or electronic, is bullying and will not be tolerated. Students engaging in this type of activity will be disciplined which may result in a suspension or expulsion from school.
3. **Hazing/Froshing/Activities**
ESBCHS students involved in these types of unacceptable activities, even if the activity did not occur on school property or during school hours, face the possibility of some or all of the following consequences:
 - a) Program limitations: Students will not be offered electives that involve field trips.
 - b) Loss of Field Trip opportunities.
 - c) Restrictions on extra-curricular opportunities such as Athletics and Drama
 - d) School Suspension
 - e) School Probation
 - f) School Expulsion
4. **Dress Code**
One's choice of dress reflects one's respect for oneself and the community. Students may choose modern styles; but we expect them to dress appropriately for school. We believe:
 - Students are expected to be dressed and prepared for full and safe participation in all daily learning activities
 - Attire that portrays explicit or implicit messages of profanity, sexuality, discrimination or illegal activities is considered unacceptable at school or at school-sponsored events
 - Underwear should not be visible
 - For safety and security, any hats, toques, and/or head coverings (unless of a religious nature) that mask or obscure one's identity shall not be worn in the school
 - Students who wear inappropriate attire will be referred to the office to see Administration



5. Students will refrain from inappropriate physical intimacy in the school.

6. **Smoking**

Under current provincial legislation and district policies, students are not to use or be in possession of tobacco while at school or at school-sponsored functions. Consequences for smoking may include confiscation of the tobacco, a warning, referral to a smoking cessation program, meeting with parents and/or suspension from school.

Possession of any electronic vaporizer is prohibited. These devices are categorized as potential illegal substance (drug) delivery devices. All vaporizers will be confiscated and turned over to RCMP or to parent/guardian.

7. As a policing activity, and at the discretion of the police, narcotics detection dogs may be used on school property.

8. Vandalism to BGRS property will not be tolerated and those responsible will be held accountable financially, as per section 16 of the **School Act** and Black Gold Schools' Administrative Procedure 357.

9. Theft will be dealt with by the school administration and the RCMP will be involved when appropriate.

10. **Lockers**

- Students are responsible for the maintenance and cleanliness of their locker.
- All lockers:
 - are assigned at the beginning of the school year
 - may be shared with approval of the principal.
 - are to be locked. Combination numbers must be supplied to the office.
 - will be accessed (unauthorized locks cut off and contents removed) in order to accommodate the student to whom the locker was assigned.
 - remain the property of Black Gold Regional Schools and as such, may be opened and searched, without notice, at any time by the principal or agent of the Board.
 - should not contain large sums of money or other valuable articles. Money or valuables should be taken to the general office for safe-keeping.

11. **Cell Phones & Personal Electronic Devices**

Due to the potential for interruptions of instruction, violations to security and privacy, as well as bullying and cheating, ESBCHS has instituted a Cell Phone and Electronic Device Policy. This policy is in effect from the morning warning bell until the final bell at the end of the school day and includes exam days. This policy applies to cell phones, smartphones, mp3 players, iPods, and other personal electronic devices.

- Students are permitted to use electronic devices throughout the school with the exception of



classrooms where instruction is taking place.

- Any use of electronic devices in the classroom will be up to **the individual teacher's discretion**. This includes classes that take place outside of the school building.
- During exams, electronic devices must not be in a student's possession. Please consult ESBCHS's examination policy for more information.
- Students are expected to use their personal electronic devices ethically and responsibly.
- A student's failure to follow responsible cell phone use policy In the event of an infraction, the device will be confiscated and stored in the administrator's office. A second offense will require that parents come to the school to collect the device. Should the problem persist, the student will be suspended for defiance. The school is **not** responsible for the loss of personal electronic devices.
- In the event of any on-site emergency, students in attendance agree to cease with all communication using their mobile device. Students agree to abide by this policy request in the spirit of maintenance of school security.

12. The staff and visitor parking lots are off limits to students.

13. Bicycles are to be locked in the bike racks in front of the school. This area is off limits except when parking or retrieving your bike. The school does not assume responsibility for damaged or stolen bikes.

14. ***In the event of a fire alarm, students shall leave the building via the nearest exit. Directions are posted near each classroom door. Setting off a fire alarm without reasonable cause is a criminal offense and will be reported to the RCMP. Do not touch the fire alarm boxes, fire suppression equipment or alarm sensors and control panels unless there is an emergency.***

15. While the custodial staff is responsible for maintaining the school, students should help the custodians by keeping the building and grounds clean and free of garbage, graffiti or dangerous material.

Because the primary purpose of attending school is to receive an education, students are expected to make diligent effort in pursuing their studies.

- a) Grade 9 students will be expected to maintain a full schedule of courses. Grade 10 students are required to carry a minimum of 40 credits, grade 11's require a minimum of 35 credits and grade 12's require a minimum of 30 credits.
- b) Copying of others' work and other forms of cheating are serious infractions and may result in a student receiving a grade of zero (at the teacher's discretion) and/or being suspended.
- c) Students who chronically disrupt the learning environment in the classroom by being late, off-task, argumentative, or in any other manner may be removed from a course if there is no change following attempts at intervention (i.e. warning, conference, etc.).



- d) Ethical Use of Technology - Students who wish to access technology in the school or bring their own technology/electronics to school must sign and abide by Black Gold's Acceptable Use Agreement. Infractions related to this agreement will result in restrictions or suspensions of use of school technology or other disciplinary action.

NOTE: The use of any electronic device is **at the discretion of the classroom teacher** and students will be required to comply with all teacher instructions in this regard.

Off-Campus education, extra-curricular activities and field trips

1. Participation in extra-curricular and off-campus events is a privilege, not a right.
2. Students must attend class or classes on the day of an event in order to take part in that event (practice, game, fieldtrip, performance, etc.).
3. Students involved in off-campus education, field trips or extra-curricular activities are representing ESCBHS and Black Gold Regional Schools to the wider community and are expected to adhere to all school rules, whether on school grounds or not.
4. Students who behave unacceptably may be excluded from participation in future field trips or extra-curricular events. Students who do not meet their responsibility to be diligent in pursuing their studies, who have posed serious discipline problems, who have any failing grade, or who have had frequent unverified absences may have the privilege of participating in extra-curricular activities either suspended for a specific time or for the entire season.
5. Students must meet the criteria for participation set out by the staff member who is sponsoring the field trip or extra-curricular activity. Athletes must also meet the Edmonton-Metro Inter-school athletics criteria for participation.
6. As participants or as fans/observers, students will observe all school rules. The teacher(s) in charge have the same authority that they have in the classroom.
7. Participants and observers are expected to show good sportsmanship at all times, including:
 - respecting opponents and the rules of fair play;
 - respecting officials;
 - refraining from negative behaviors like "razzing" the opposition.
8. Dances - All school rules regarding smoking, alcohol, inappropriate behavior, language and attire apply. Once inside the dance, students will not be readmitted after they leave.



ATTENDANCE POLICY

Section 12 of the **School Act** states that the “*student shall attend school regularly and punctually*”. To that end, ESBCHS has developed the following guidelines to deal with attendance issues:

➤ **Expectations Regarding Attendance and Punctuality**

Achievement, attendance and punctuality are very closely linked: students who have irregular attendance and punctuality patterns dramatically increase their risk of failure. Students are expected to be on time and attend all classes, with very few exceptions.

➤ **Parental Responsibility**

Parents/guardians have the primary responsibility to monitor attendance and impose consequences. Parents are encouraged to resist allowing absences for anything other than those reasons outlined in the **School Act** (i.e. student’s health, religious holidays, extra-curricular activities). The school recognizes that students may be absent for other legitimate reasons; however, **all absences “count”**. Parents are asked to call the school to verify all absences. Unverified absences will be considered trancies.

Parents are asked to please refrain from scheduling **family vacations** during school time, and especially during the scheduled exam periods at the end of each semester. The school’s Test and Exam Policy outlines the ways in which student absences during exam periods will be addressed, and is shown on page 11 of this agenda.

➤ **Automated Phone/E-mail System**

Students who are absent without verification by their parent(s)/guardian(s) will be placed on the automated telephone call list. The computer will call home each evening to advise parents of an unverified absence and an e-mail and SMS text message will also be sent. **Please note** that the most common reason for a mistaken call is that a student arrived late for class and did sign-in at the general office and/or did not ensure that the teacher changed his/her unverified absence to a late. The STUDENT has a RESPONSIBILITY to help ensure that the record is accurate before leaving the class.

➤ **Catching Up on Missed Work**

Teachers will endeavour to assist students who were absent with work they missed; however teachers may not be able to provide the additional assistance students with frequent absences may need. Teachers are not expected to provide additional help to students who have unverified absences. At the teacher’s discretion, students may be assigned a mark of 0% for work missed or due on the day of an unverified absence or for work not submitted within a reasonable time following a verified absence.

➤ **Chronic Absenteeism**

- Students may be removed from any course in which they have missed 10 classes or more owing to verified and/or unverified absences. Under normal circumstances, the following steps will occur prior to removing a student from a course:
- After each unverified absence, the automated phone dialer will contact the home to indicate the absence.
- After 6 absences a letter from the administration office will be sent home to parents.



- After 9 absences an administrator will discuss the problem with the student and will notify parents, in writing, that subsequent absences could result in the student's removal from the course at the discretion of the administrator and the teacher.
- Students may be eligible for an alternate learning opportunity where appropriate.

➤ **Punctuality**

Students are expected to be on time and prepared for every class and to be present in the classroom prior to the playing of the national anthem each morning. In order to minimize interruptions, students arriving late may be prevented from joining the class and recorded as absent. This could contribute to a student being removed from a course due to chronic absenteeism.

➤ **Exemptions**

To be considered for an exemption from a particular course or activity (e.g. physical education) a student must bring a signed note from his/her parent or guardian. A medical certificate will be required if the exemption is for three or more days.

Consequences for Failure to Meet Student Conduct Responsibilities:

Students who fail to meet their responsibility under the *School Act* may face one or more of the following consequences, depending on the severity of the violation, the number of repeat incidences and/or the student's willingness to accept responsibility for his or her behaviour:

- warning
- denial of privileges
- loss of marks
- parent conference
- removal from a course, removal from school
- suspension from class, school or the school bus
- restitution in time, dollars, or community service
- school or division probation
- suspension with a recommendation to the Board for expulsion.

School and Division Probation

Black Gold policy recommends that students who are in violation of the expectations for student conduct be placed on School Probation. This probation serves as a clear reminder to the student to make more responsible choices.

If a student does not change his/her behaviour, a recommendation for Division Probation may be made to the Board. A hearing will be set and will include the Superintendent of Schools, a board member, the principal, the student and his/her parent(s).

School Act Regulations Regarding Suspensions

Section 24 of the ***School Act*** states that;



- A teacher may suspend a student from one class period;
- A principal may suspend a student from:
 - (a) one or more class periods;
 - (b) one or more courses or school programs;
 - (c) school or;
 - (d) riding a school bus.

Parents will be advised in writing of all suspensions lasting more than one class period.

Appeal Process

On receiving a complaint regarding a discipline action, the school shall first try to resolve the issue informally:

1. The principal and/or other staff shall explain the school's policy and procedures to the complainant.
2. The principal and/or other staff shall review the discipline action.

If the issue cannot be resolved at the school level, the complainant may appeal to higher authorities in the following order: Superintendent of Black Gold Schools, Board of Trustees, Minister of Education.

Action Statement

A policy is only as effective as those people who support it. All stakeholders at ESBCHS will carry out this policy with the intent to achieve the overall goal of fostering and developing a self-disciplined and positive student body.



EXAMINATION POLICY

Basic Rules

1. Students will not communicate (talk, whisper, gesture) during the testing period, even if they are finished writing.
2. Students who benefit from the work of others, assist others with exam information, or who bring in unauthorized aids to assist on a test or exam will receive a mark of 0%.
3. Cell phones, smartphones, mp3 players, iPods, tablets and other personal electronic devices are to be left at home, secured in a locker or placed on the teacher's desk for the entire exam period. Students with electronic devices in their possession during exams may be given a mark of zero on the exam."
4. Students maybe removed from the exam room if they choose not to comply with the basic rules of exam writing. Such students may be assigned a mark of 0% or marked on what has been completed, at the teacher's discretion.
5. Students will write all quizzes, tests and exams on the scheduled date.

Tests

1. Students who have a verified absence on the date of an in-class quiz or test are expected to write their examination on the next available supervised after school examination date unless their teacher permits other arrangements. Students who do not write or make arrangements to write on the next available supervised after school examination date may be assigned a mark of 0%.
2. Students who have an unverified absence on the day of a test or quiz may be assigned a mark of 0%

Final Exams

1. All students will write their final exams according to the schedule, whether it is an in-class or exam week final. If a student has two exams scheduled to be written at (he same time, he or she must contact an administrator immediately and staff will make alternate arrangements.
2. Students who cannot write due to illness must provide medical documentation.
3. Students who are absent for compassionate reasons involving an immediate family member or those observing a religious holiday must advise the school in writing.
4. Students who miss final exams for the reasons listed above will have their final grade based on semester work only.
5. Students who miss final exams for reasons other than those listed above (as defined in the School Act) will be assigned a final exam mark of 0%. For this reason, families are expected to schedule vacations outside of exam periods. Exams will not be made available to students prior to the scheduled writing time.
6. **Student Absences due to Non-Emergent Issues**

The school also recognizes that non-emergent student absences will occur. Parent requests to excuse attendance on scheduled examination writing days, regardless of the reason, create a challenge for the school to be able to create a final examination writing session outside of the previously stated examination date.



Notification - With respect to the notification of a student's absence, regardless of the amount of time being provided to the school, the fact that a student will be absent from their final examination for any non-emergent reason, means that a disruption in the student's course assessment will occur.

- a) The teacher, with direction from the school administration, will attempt to replicate a common final examination outside of the scheduled examination period.
 - b) If a final examination is to be offered in a special writing, then the following considerations will inform the decisions regarding the administration of the examination:
 - If the course is offered in semester one and the student will be returning for the second semester then the final exam will be delayed until a suitable date after the start of the second semester is determined. In such instances, the cumulative course mark including a zero for the final exam, will serve as the final grade until such time as the final examination is completed at which time a course correction will be made to the student's final mark.
 - In instances where the request is to write the examination outside of the scheduled examination date and if supervision and space is available to administer the examination, then the school administration in consultation with the teacher may approve the special writing. In such instances, the student will be expected to honour and maintain the confidentiality aspect of the early writing.
 - In instances where a student may be entitled to exceptional accommodations and the request is to alter the date of the final examination, it may not be possible that the school will have the available resources to administer the final exam. In such circumstances, the school administration will direct the teacher to arrive at a final grade based upon the cumulative grade earned up until the student's last day of attendance.
7. A student who must be away from school during scheduled exams MAY be granted permission by the principal to write an exam at an alternate site, but only if the following criteria can be met:
- a. Parents must guarantee that the student will write the exam on the date it was originally scheduled (in order to maintain the security of the exam)
 - b. Parents will fax the completed exam to the school to be marked, within 24 hours and prior to the teacher's deadline for the submission of grades
 - c. Along with the exam, parents must fax a statement declaring that the exam was written under prescribed conditions and adult (non-parent) supervision
 - d. Parents will confirm with a phone call to ensure that the fax was received at ESBCHS
 - e. Failure to meet the criteria listed above may result in the student receiving a grade of 0% on the exam
8. Completed exams and all related materials are to be delivered to the school as soon as possible following the student's return. Students who arrive late for exams are subject to Alberta Learning guidelines for Diploma Exams. That is, students who arrive up to one hour late may take the test. Because the security of the exam cannot be guaranteed after one hour has elapsed and some of the students have been dismissed, a late-arriving student may not begin the exam after the initial hour has passed.
9. Students arriving more than an hour late will have an opportunity to write the exam at the next sitting. Typically the next sitting is at the end of the following semester.



GRADUATION CEREMONY – ELIGIBILITY TO PARTICIPATE

To be eligible to participate in the Graduation Ceremony, students are responsible for the following:

1. Students must be registered in and working towards completion of the courses required to earn a High School Diploma. This needs to be in place by February 15 of their graduating year.
2. Students must be registered and attending as a grade 12 student at ESBCHS.
3. Outstanding school fees must be paid in full by March 1st.
4. Graduation Status reviews occur in November and February of the student's grade 12 year.
5. Students who have not met all requirements must have a plan in place, and have received approval from school administration, on or before March 7th.
6. Appeals must be made, in writing to the principal on or before March 15th.
7. PLEASE NOTE: Withdrawal from classes on the basis of poor attendance or behaviour after March 15 **will result in removal from the Grad List.**

If parents or students have any questions regarding graduation eligibility, visit Student Services or call 780.929.1340.

GUIDELINES FOR THE USE OF LEARNING RESOURCES IN THE CLASSROOM

Professional Context

Teachers exercise professional judgment in selecting resources for use in their classrooms. Curriculum documents, lists of approved learning resources, reading lists and professional journals all assist teachers in their selection processes. Occasionally, students may benefit from interacting with materials that may not appear on specific approval lists. Currently relevant news articles, theatrical productions, multimedia materials (DVD, CD, PowerPoint, etc.) and books may be appropriate for classroom instructional purposes. Board Policy encourages consultation with parents. All of the above mechanisms are intended to safeguard the interests of all of the partners in the educational system:

1. the teacher's professional judgments in implementing curriculum,
2. the parent's discretion in reinforcing home-based values, and
3. the student's unique needs that may conflict with classroom activity.

Notwithstanding the above, concerns may arise, from time to time: such concerns reflect personal and individual values of students and parents that should be heard, and addressed.

Sharing Concerns

Because the school's overall mandate is to educate and to train young people for effective participation in society, and because past practice has shown them to be effective, we endorse the following procedures for sharing concerns:

1. First, the student should communicate directly with the teacher, using strategies such as discussion before or after class, notes or email.
2. If the concern persists, the parent ought to speak with the teacher.
3. The principal might be consulted as a route of appeal.



4. Further appeal processes may be necessary and will be shared when a concern remains unresolved.

Books

At times, even approved books and other textual materials may cause students and/or parents concerns. These concerns generally arise from personal values or sensitivities to controversial topics or portrayals of characters and/or situations. Under such circumstances, where practicable, students may opt to complete alternate assignments to fulfill the same objectives as those addressed in the work under review. Substitutions will be made in consultation with the teacher.

When a student or parent believes a resource should be reviewed for appropriateness for our school and community, that person can assist our review by bringing the matter to the attention of the teacher. Requests for review will be most valuable in written form (See Appendix A) and will be treated as advisory.

Films

"This program of studies defines the word "text" broadly. The texts that senior high school students study in their English language arts courses include works of literature and other texts in oral, print, visual and multimedia forms." (p.4)

Film is also used to enhance the delivery of curriculum content in other subject areas. As such, any film shown during class time will be closely linked to the curriculum.

Because the majority of our students are minors, we want to involve parents in decisions that affect their children. The following guidelines have been developed for the use of films (in whole or in part) in ESBCHS classrooms.

4. Teachers preview any material that they plan to use in the classroom.
5. Given the ages of the students in grades 9 through 12, movies given a rating of 14A in Canada may be shown.
6. Movies rated 18A may also be shown, as this rating specifies that these films may be shown to persons under the age of 18 when they are accompanied by an adult (viz. the teacher).
7. According to Current Film Classifications - Alberta, movies rated "R" may be shown only to students over the age of 18.
8. We believe that Movies rated "A" do not support curricular outcomes, thus they will not be shown in school.
9. Movies and their Canadian ratings will be listed on the course outline that is sent home at the beginning of the semester. Should a film rated 14A or 18A be added to the materials studied during the term, the teacher will notify parents prior to showing the film.

The family may choose whether the student will view any film. Students who opt out of viewing a particular film, may, when practicable, be required to complete an alternate assignment, which may include the choice of another movie to be viewed at home.



MOTOR VEHICLES

ESBCHS Student Parking Regulations

Students who wish to drive a motor vehicle to school and wish to park on school property must first obtain a Student Parking Permit. Permits are available from the general office and are distributed based on distance from the school and then first come/first served. Only semestered passes are available. Students must hand in their semester 1 pass prior to receiving a semester 2 pass. Students who had a parking pass for semester 1 are not guaranteed a parking pass for semester 2 as passes will again be handed based on the above criteria.

Parking passes may be revoked and students access to the parking lot denied if a vehicle is observed contravening The Province of Alberta Motor Vehicle Act and Section 12 of the School Act. These students will be dealt with by the school and the RCMP. Illegal parking of vehicles on school property and on surrounding parkland including the road leading to Four Seasons Park will be tagged and towed in accordance with Town of Beaumont Bylaws.

Students are not allowed to park on the north side of the school, including visitor parking near the front entrance of the school. Parking is allowed without passes on 43 Avenue and within the assigned parking area in Four Seasons Park. Students must, however, be cognizant of parking notices, for example snow clearing or street sweeping. If they are parked in an area where notices have been posted, they are subject to the same rules as everyone else. For example, if they are parked in an area that is scheduled to have street cleaning, they could be towed. It is not the school's duty to warn students.

Students' vehicles must have the parking pass visible on the front windshield rear view mirror with the pass facing out of the vehicle. Parking passes are not transferable and are assigned to a specific student and a specific vehicle. Students who get a different vehicle other than the one initially registered must present their vehicle pass to the general office and register the new vehicle license and vehicle description.

Parking on school property is a privilege and reserved for those students who conduct themselves appropriately. Unsafe operation of a vehicle will result in:

1. Immediate loss of parking privileges.
2. Disciplinary Action.
3. Legal Action.



COMPUTER USAGE

We at ESBCHS are pleased to offer our student's access to the Internet via a Local Area Network. It is our belief that the Internet provides our students and teachers with access to vast and unique resources.

As with anything, however, the Internet can be abused. If you wish to access the internet or use school computers, you must have a completed Acceptable Use Policy for Computers & Internet form on file in the school library.

Within the school and library of E.S.B.C.H.S., computers and the Internet will be used by our students for educational purposes only. As a reminder to students and parents, the following are some of the highlights of the Acceptable Use Policy for Computers and Internet form:

1. No food or drink will be allowed in the library.
2. Computer resources are not to be used for anything other than academic activities.
3. All computers in the school's network are to be used in a responsible, efficient, ethical and legal manner.
4. Using Chat Rooms is NOT permitted.
5. All network users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to being polite and using appropriate language.
6. Passwords will be issued to each student. It is your responsibility to ensure that no one else knows your password. Passwords are available from the librarian.
7. Disc storage space is limited, so only save items that are essential to your classes. You are not to download MP3's, games, movies or graphics.
8. You are not to unplug keyboards or mice. If there is a problem, notify your teacher.
9. You are not to write on or deface in any way the computers, monitors, hard-drives or on mouse pads or any other computer peripheral device.
10. Due to the fact that access to the Internet provides connections to other computer systems located all over the world, students and their parents must understand that neither E.S.B.C.H.S. nor any staff member controls the content of the information available on these systems. Some sites j. accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting. E.S.B.C.H.S. does not condone use of such materials and does not permit usage of such materials in the school environment.

Computers are to be used for academic purposes only. Failure to adhere to the policies and guidelines will result in suspension of computer and access privileges.



USE OF STUDENT OWNED ELECTRONIC DEVICES AT ESBCHS

ESBCHS has a wireless network that is accessible to personally owned devices (PODs). These devices include laptop computers, Wifi capable iPods, iPads, netbooks and Wifi capable smart phones. Students who wish to use their POD on the school network can access the network by following these steps:

Start up your computer.

Connect to the “BGSD BYOD” network.

- To do this on a Windows computer, click on the wireless icon located on the right of your task bar, choose the network and click “Connect.”
- On a Macintosh computer, click on the wireless icon located in the top menu bar and select the network.

Start up a web browser; Internet Explorer, Firefox or Chrome. You will be taken to a login screen. Enter your network username and password which is the same username and password that you use to log onto the school network. You are now connected to the network.

It should be noted that use of any electronic device is at the discretion of the classroom teacher and students will be required to comply with all teacher instructions in this regard.

If you have any questions, please contact Mr. Clarke.

MISCELLANEOUS POLICIES

Student telephone access/usage

The phone in the office is available to students for emergencies or school related matters only. Students are to ask permission from office staff prior to using the phone.

Changes to personal information

If your name, address, phone number, etc., changes during the school year, please notify the office immediately at 929-6282.

Withdrawal from school

If you will be withdrawing from our school, please have a parent/guardian inform the office as soon as possible. Please pick up and complete a withdrawal form from the Students Services office. Prior to your last day of attendance, return textbooks and other school property. Settle all accounts with the school including student fees, athletic fees and lost textbook charges.

Lost and found

Although we cannot assume responsibility for lost articles, we wish to model good citizenship by making every effort to return anything that does not belong to us. To help us do this, please put your name on your property whenever possible. Please turn in small items (keys and books) to the office and turn clothing into the lost and found box located in the North East entrance.

Lunch

Students are to cooperate with supervising teachers by eating in the designated areas and by putting garbage in the containers provided. On-site cafeteria offers daily specials and a variety of dietary choices.