

LAMONT HIGH SCHOOL



INFORMATION HANDBOOK



SCHOOL INFORMATION

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| The School: | Lamont High School |
| Address: | 4811 - 50th Avenue Lamont, Alberta T0B 2R0 |
| Phone: | 780-895-2228 |
| Fax: | 780-895-2600 |
| Website: | www.lamonthigh.ca |
| Letters: | LHS |
| Mascot: | The Laker Shark |
| Mission: | To provide a safe and inclusive environment for students to succeed in their education and be prepared for their future. |

WELCOME TO LAMONT HIGH SCHOOL

Lamont High School is a wonderful place for both students and staff to learn and work together. Learning should be a fun activity that taps into the passions of all of us. At our school we work and challenge our students to find their passions and their interests. If we are to prepare our students for their future we need to get to know them, earn their trust and in the process build strong relationships. We teach our students that the most important thing in life is people, trust and strong relationships. If they can achieve this, they will be successful in everything that they do.

Our students, staff and parents are committed to the virtues of the Lamont High School Way – commitment, dedication, enthusiasm, loyalty, and respect– which guides our actions.

This handbook was created for our students and families, so you are aware of the services that are available to you. In addition, we have included important policies and expectations.

Bell Schedule

| Regular Day | |
|--------------------|---------------------|
| Warning Bell | 8:40 AM |
| Block 1 | 8:45 AM – 10:09 AM |
| Break | 10:09 AM – 10:14 AM |
| Block 2A | 10:14 AM – 11:00 AM |
| Block 2B | 11:00 AM – 11:42 AM |
| Lunch | 11:42 AM – 12:22 PM |
| Block 3 | 12:22 PM – 1:46 PM |
| Break | 1:46 PM – 1:51 PM |
| Block 4A | 1:51 PM – 2:33 PM |
| Block 4B | 2:33 PM – 3:20 PM |

| Short Day | |
|------------------|---------------------|
| Warning Bell | 8:40 AM |
| Block 1 | 8:45 AM – 9:54 AM |
| Break | 9:54 AM – 9:59 AM |
| Block 2A | 9:59 AM – 10:39 AM |
| Block 2B | 10:39 AM – 11:11 AM |
| Lunch | 11:11 AM – 11:56 AM |
| Block 3 | 11:56 AM – 1:03 PM |
| Break | 1:03 PM – 1:08 PM |
| Block 4A | 1:08PM – 1:40 PM |
| Block 4B | 1:40PM – 2:20 PM |

ACTIVITIES & OPPORTUNITIES

SCHOOL COUNCIL

We invite and encourage you to attend our School Council meetings. The Council provides the opportunity to meet members of the school staff and fellow parents, and is a forum for discussing ideas, concerns, and questions. It provides an opportunity to offer feedback on matters associated with our school.

ATHLETICS

Our Lamont High Lakers are a source of pride for our school and our athletes compete in interschool competitions.

(Please see www.Lamonthigh.ca > Athletics for further information.)

DRAMA

Our junior / senior high drama students participate in interschool competitions, as well as host productions for parents and the community.

GAY STRAIGHT ALLIANCE --

Lamont High is proud to offer a Gay Straight Alliance (GSA) club. The club is student driven and meeting times/activities are a reflection of the members' interests. The GSA is a school-based club run by students, and supported by teachers that works to create safe, caring, and inclusive spaces for lesbian, gay, bisexual, trans-identified, two spirit, queer and questioning (LGBTQ) students and their allies in schools. GSAs are designed to provide a safe space for students to meet, socialize, and support one another as they discuss their feelings and experiences related to sexual orientation and gender identity issues.

SKILLS CANADA ALBERTA

Students in Career and Technology Studies (CTS) courses have an opportunity to compete at Skills Canada Alberta.

This program serves as a critical link between employers, educators, labour groups, and the government to reposition trade and technical careers as a first-choice career option for youth in Alberta. This is accomplished through programming targeted at junior and senior high students. Their goal is to improve the public perception of the importance of trade and technology-based careers and to promote career path opportunities with trades and technologies. Former students have been very successful at the Provincial and National levels of competition. A student who wins gold in a category may be given the opportunity to go on to compete at the National level

GENERAL SCHOOL SERVICES, ROUTINES & PROCEDURES

CONTROLLED SUBSTANCE USAGE

Elk Island Public Schools and school grounds are tobacco, alcohol, and drug free. Students are not permitted to have or use tobacco products, vapes, e-cigarettes, including any associated products, or any legal or illegal drugs on school property. All of the described products will be confiscated, and they will not be returned. In addition, the student will be dealt with according to the discipline policies of procedures of Elk Island Public Schools. Students are also not to display tobacco or drug related products within sight of the school.

DRESS AND APPEARANCE

Schools are a professional workplace. We believe in appropriate attire for the environment that we work and study in. Any concerns will be addressed directly by the administration.

ENTRANCES AND EXITS

Entrance and exit doors have been designated by grade levels. Grade 7- 9 students and staff may enter or exit the building through the Junior High Doors, and Grade 10-12 students through the Senior High doors to the Southwest of the compound. All other Visitors and Personnel will enter the front doors of the building.

HOMEWORK REQUESTS

Students are responsible for work/hand-outs/assignments missed during absences.

LOCKERS AND LOCKS

The care of personal property is each student's responsibility. Hall lockers and locks are issued during registration days and the first week of school. Lockers remain the sole property of Elk Island Public Schools.

The school's administration has the legal right to inspect lockers and contents to maintain the integrity of the school environment. Student permission is not required. In order to keep lockers secure, students should not share their locker combination with others.

LOST/MISSING OR DAMAGED TEXTBOOKS

Students are responsible for assigned textbooks and are expected to return them on time and in good shape. Students will be billed for missing or damaged textbooks.

PERSONAL COMMUNICATION DEVICES

Elk Island Public Schools has given clear direction to schools regarding the use of personal communication devices during school. Appropriate use of personal communication devices will contribute to the safety and security of students and staff, help minimize risk to personal wellbeing and disruption to instruction and protect personal privacy and academic integrity. As per EIPS Administrative Procedure 145, Use of Personal Communication Devices students may not access a PCD (personal communication device) unless given permission by the teacher for a specific educational task or purpose. Students shall have access to a PCD during break periods only (for example, class breaks, lunch breaks and spares). PCDs shall not be in the student's possession during class time unless the use is for: a diagnosed medical condition or an identified inclusive educational need. PCDs are not to be taken into test or examination settings unless students have been given permission to do so. PCDs are not to be used in change rooms, washrooms, private counselling rooms or any setting that has the potential to violate a person's reasonable expectation of privacy. Students will be required to leave their PCD in their locker during class.

Students bring PCDs to school at their own risk. The security and storage of these items is the sole responsibility of the owner/user. EIPS assumes no responsibility for the safety, security, loss, repair or replacement of PCDs. Owners and users of PCDs who bring and use their devices in contravention of this policy are accepting the risk that their devices may be confiscated.

See Elk Island Public Schools' Administrative Policy 145.

<https://www.eips.ca/about-us/administrative-procedures/145>

PUBLIC TELEPHONE

A telephone is available in the office for students to contact parents/guardians.

SCHOOL VISITORS AND GUESTS

All school grounds are private property. All visitors to the school must stop in at the office to sign in. Drop in visitors with unrelated school business and food delivery services are prohibited.

All visitors should park in designated visitor parking areas

STUDENT SERVICES AREA

Services for students is an integral part of Lamont High School and the administration and counselling teams are committed to providing a variety of strategies, activities, and resources to develop and support student success. Counsellors and student support workers are available in the Student Services Area. They are available to assist students with educational counseling, post-secondary and career counseling, along with personal counseling. Students are encouraged to visit this area for information on post-secondary and career opportunities as well as graduation requirements and learning support.

Our off-campus education includes opportunities for students to complete Work Experience, as well as gain experience in the Registered Apprenticeship Program (RAP) and the Green Certificate and can be discussed with the Lamont High School Counsellor to register.

SCHOOL GOALS & CODE OF CONDUCT

SCHOOL GOALS

SCHOOL GOAL 1: Students will take advantage of provided opportunities at least twice per year through counselling appointments, admin team, district supports, and teacher support, to achieve a satisfaction rate of 85% of students and parents feeling prepared for success beyond high school.

SCHOOL GOAL 2: Build a culture of reading and writing as a daily practice in all subjects, evidenced by an associated increase in reading measures from the beginning to the end of the year.

SCHOOL GOAL 3: Through the implementation of a mental health curriculum, supports from an FSLW, supports from school counsellors, and the promotion of a positive school culture, more students will report feelings of positive mental health by the end of their grade year compared to the beginning of that year.

STUDENT CODE OF CONDUCT

In accordance with the *Education Act* (2019),

STUDENT RESPONSIBILITIES – Section 31

A student, as a partner in education, has the responsibility to:

- Be diligent in pursuing their studies.
- Attend school regularly and punctually.
- Take advantage of opportunities to make decisions about their own learning.
- Cooperate with everyone authorized by the Board to provide education programs and other services.
- Comply with the rules of the school and policies of the school division.
- Account to their teachers, school staff and bus drivers for their conduct.
- Respect the rights and dignity of others.

- Contribute to the positive climate and accomplishments of their school.
- Display good citizenship in the community and/or while representing the school.
- Dress safely and appropriately for all school-sponsored activities.

PARENT RESPONSIBILITIES – Section 32

A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to:

- Teach the child respect and courtesy, for self, others, and property.
- Encourage and foster learning by engaging in educational activities with their children.
- Promote effective learning by providing nutritional, psychological, and environmental support for their children.
- Be knowledgeable about student requirements and hold the child responsible for the work, attendance and behavior necessary for achievement.
- Provide input to the school on a regular basis for the benefit of the student and respond to communications from school staff and administration.
- Present concerns regarding school personnel directly to the individual and then to the Principal.
- Take part in school programs enabling the family to participate in making educational decisions.
- Participate in a collaborative approach with community service providers and agencies in order to meet the learning needs of the child.
- Be knowledgeable about the operation of the School Council and become involved to the extent possible.
- Discuss academic progress with your student as provided.

Parents with a concern about their child's progress and/or behaviour should communicate directly and reasonably with the classroom teacher at a convenient time to avoid class interruptions. Should the concern continue, parents are encouraged to communicate with their administrator.

Staff may be reached via email through PowerSchool or Brightspace.

See Province of Alberta – Education Act www.qp.alberta.ca

BEHAVIOUR PLAN & INTERVENTIONS

Elk Island Public Schools promotes, reinforces and encourages the growth of student self-discipline, respect and responsible behavior in order to foster an environment which is safe and caring for all staff and students.

LAMONT HIGH SCHOOL'S BEHAVIOR GOAL:

The goal of the student behavior plan is first and foremost to encourage and reinforce appropriate behavior. While the ultimate responsibility lies with the student, there are shared responsibilities for staff and parents.

STUDENTS have the responsibility to respect the right and dignity of others and be actively and productively involved in their own academic and social achievement.

STAFF is responsible for establishing a positive school climate in which support and encouragement are provided on an ongoing basis to assist students in developing a sense of self-discipline and responsibility while making a positive contribution to society.

PARENTS are responsible for establishing a positive learning environment at home, for knowing and supporting school policies and procedures and for encouraging their children to understand and respect school rules and expectations.

Student Expectations/Rules are:

- Follow directions of staff
- Come to school prepared to learn
- Demonstrate respect for others
- Use appropriate language
- Participate in classroom/school activities in an appropriate manner.

RESTORATIVE JUSTICE / COMMUNITY CONFERENCE

Students will work together to restore and rebuild relationships which may have been damaged through inappropriate behavior.

CLASS SUSPENSION

A student is suspended from the class in which the infraction occurred and will do course work in a supervised area.

IN-SCHOOL SUSPENSION

A student is suspended from all classes but will work, under supervision, in our Student Services Area. Students must bring all necessary work and a lunch. Teachers will send work to the student's station in the assigned area.

OUT-OF-SCHOOL SUSPENSION

A student is suspended from classes, all school related activities, and prohibited from all EIPS school premises, school buses, and school property including practices, rehearsals, and work experience. As a point of clarification, when the days of suspension are on either side of a weekend, the student is precluded from participating in school-related activities on the weekend, including spectating.

STUDENT CONDUCT ON SCHOOL BUSES

The student's primary responsibility is to conduct himself/herself in a manner that will not cause the bus driver to divert his/her attention from driving the bus.

See Elk Island Public Schools' Administrative Policy 351.
<https://www.eips.ca/about-us/administrative-procedures/351>

SCHOOL POLICIES AND GUIDELINES

STUDENT ATTENDANCE

Regular attendance is essential to optimize learning and is primarily the responsibility of the student and his/her parents. While all students have a right to an education, that right carries with it the responsibility to attend regularly.

PROCESS

In the event of an absence, the student is expected to communicate with the teacher to discuss an opportunity to make up missed work and complete assessments in a mutually agreeable time. Students should make every effort to minimize all absences. In the event of an absence, it is preferable to have notification on the day of the absence. Notification can be in the form of a note, email, or phone call to the office (780) 895-2228 and can be accessed 24 hours a day.

EXTENDED STUDENT ABSENCES

Families are strongly encouraged to schedule extended absences (vacations, etc) outside instructional days mandated by the EIPS School Calendar. While we recognize vacations outside the traditional school break may be wonderful opportunities for our students, they do cause disruptions and difficulties with teaching and learning. Students miss instruction that is

crucial to their learning of important concepts, and marks are negatively affected. If families plan extended absences they need to be aware:

1. The school office must be informed in advance of the absence.
2. Students are expected to discuss the work they will miss with their teachers at the earliest possible time.
3. Before they leave, students will be required to sign a letter of intent whereby they commit to a submission date to complete missed course work. Noon hour study halls or in-school suspensions will be assigned if the commitment date is not met.
4. Some knowledge from missed experiences such as labs, discussion, lectures, etc may not be acquired; and
5. A tutor may be required, at their families' expense, to help the student learn the concept they missed.

PROCESS FOR TRUANT ABSENCES

Students will be responsible for making up missed work and learning time in our staff supported resource room during an in-school suspension. If the student has accrued more than four truant absences and the school has followed the intervention steps outlined below or the student has not complied with the procedure, as presented in a meeting with parents/guardians, another meeting will be required to determine if the program at the school is in the best interests of the student.

If a student is found to be truant, the discipline cycle will be utilized to reinforce the importance or regular attendance, along with consistent communication home to parents and guardians.

SIGNING OUT/IN DURING THE DAY

Students who have to leave the school during the day are required to have a parent/guardian authorize their departure and are to check out with a secretary immediately prior to leaving. Sometimes students must leave because they have fallen ill and wish to go home. Permission to do so must be given at the office after a parent has been contacted. It is important for students to respect the safety issues related to this policy. Students are to check in upon returning from appointments or on arriving to school.

STUDENTS RESPONSIBILITIES

1. To attend all scheduled classes.
2. To inform parents/guardians of all absences.
3. To follow the school's attendance procedure.
4. To advise teachers when possible in advance of an upcoming absence from class.
5. To do any and all tasks assigned during an absence. It is the student's responsibility to approach teachers or classmates to determine what is to be done.
6. Depending on the nature of the absences, an attendance improvement plan may be drawn up.

PARENTS RESPONSIBILITIES

1. To encourage attendance to all scheduled classes and be aware of the school's attendance policy.
2. To inform the school (895-2228) on the day or by noon the next day of an absence, or to inform the school by letter prior to scheduled appointments. Please state the reason for the absence.
3. To inform the Administration one week prior to an extended leave.
4. To schedule appointments when possible during non-instructional time.

TEACHERS RESPONSIBILITIES

1. To advise students of the schools' attendance policy.
2. To encourage students to attend all scheduled classes.
3. To keep accurate records of student attendance on a daily basis and refer possible trancies and excessive absences to an Administrator.
4. To discuss attendance and achievement concerns with the student and parent.

ADMINISTRATION RESPONSIBILITIES

1. To oversee the established Attendance Policy and monitor student attendance as stated in the policy.
2. To ensure parents are informed to the Attendance Policy.
3. To administer the consequences as outlined in the policy (i.e. meet with students as arranged/implement improvement plans/withdraw students in a timely fashion.

STUDENT SAFETY & EMERGENCY PROCEDURES

EMERGENCY EVACUATIONS

Procedures for the orderly evacuation of students and staff will be outlined and thoroughly reviewed at the beginning of each semester. Emergency drills will be held throughout the school year and it is expected that students will conduct themselves in a serious manner throughout each drill.

It is a criminal offence to tamper with fire alarm boxes or equipment. The law states that anyone tampering with equipment or pulling a fire alarm under false pretenses is subject to a fine of \$500 or six months in jail. Local by-laws state persons who tamper with fire equipment may be charged with the costs of dispatch of the emergency equipment.

EMERGENCY PROTOCOLS

Lock-downs will be initiated for events such as bomb threats, the observation of threatening person(s) in the school or the area, chemical spills, major weather disturbances, or other events requiring students to be in a secure controlled space. The major operation point of a lock-down is all students are in teacher-supervised classroom and remain in those rooms through noon hours, breaks, etc., until the end of the lock-down is announced. Students on spares or students temporarily out of a room must move immediately to the nearest classroom and remain there. Teachers will give further directions as necessary and the PA all-call system will be used to provide directions as needed. Teachers will check their classrooms and attached areas. (They are the most familiar with these areas and would be the most appropriate people to perform an immediate search.)

GENERAL SHOP SAFETY REGULATIONS

School safety regulations are closely aligned to Occupational Health and Safety Regulations. Safety regulations are posted in each CTS lab and are reviewed and monitored by teachers. Each student will be expected to sign a safety agreement form. Because of the advanced nature of the junior/ senior high school CTS equipment, students must be very attentive to the safety regulations. Failure to do so can cause injury to the operators as well as bystanders. Safety infractions may have very serious consequences, including serious injury.

SECURITY CAMERAS

In order to enhance a safe school environment, security cameras have been installed to monitor hallways and some outside areas. Video surveillance cameras may be used to monitor some areas of Lamont High School premises. The personal information collected at this site is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 33. This information is used for the purpose of promoting public safety and reduction of crime at this site. Any questions about this collection can be directed to the Principal at 780-895-2228.

INCLEMENT WEATHER – SUSPENSION OF BUS SERVICE

The Division is responsible for ensuring each of its students is provided with an education program consistent with the requirements of the School Act. Therefore, schools shall remain open to students during the times and dates established in school calendar(s). The Division may temporarily suspend school bus services and close a school building for the health and safety of students and staff are at risk.

See Elk Island Public Schools' Administrative Policy 131 or check [eips.ca](https://www.eips.ca/about-us/administrative-procedures/131) for more details.

TECHNOLOGY

AGREEMENT FOR TECHNOLOGY USE

All students must complete the Student's Responsible Technology Use Agreement form before using any school computer. This agreement is a legal document and by signing it, students assume full responsibility for their actions.

In summary, the agreement declares computers may be used for educational purposes only. Appropriate use includes:

- using only authorized software installed by school staff;
- only accessing files from public directories or those to which students are granted access; and
- using personal passwords and personal accounts only.

Breaches of the agreement may result in:

- loss of all access to computers which may result in withdrawal from a course that is computer based;
- suspension from school;
- suspension with referral to the Board of Trustees with a recommendation for expulsion; or
- referral to the RCMP.

Students are responsible for all activities which take place from their individual accounts and personal devices; therefore, they must never disclose their passwords. If their password becomes compromised, students are to contact their teacher or administrator as soon as possible.

USE OF COMPUTERS

Students are required to:

- notify their instructor immediately of any problems with their computer or station;
- access individual accounts only; and
- pay to repair - replace damage to computers.

EXTRA-CURRICULAR AND ATHLETICS PARTICIPATION

Participation in extra-curricular and athletics events or teams is a privilege. Only students who demonstrate a verifiable history of proper student conduct will be permitted to participate in extra-curricular events or athletics teams. Lamont High school administration reserves the right to determine if students may be granted this privilege or not. Generally speaking, students who have had recent, repeated suspensions from school, or who's recent conduct has been injurious to a safe, caring, and welcoming school environment will not be permitted to participate in extra-curricular or athletics events.