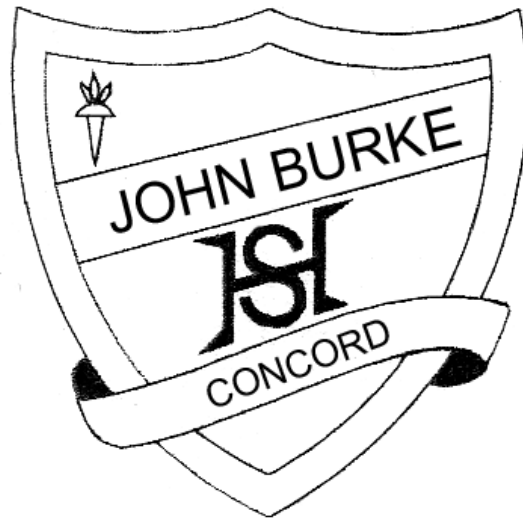


John Burke High School



STUDENT HANDBOOK

2017 - 2018

1

School Vision

John Burke High School applies to create a community of respectful and enthusiastic citizens striving to reach their potential.

School Mission

The mission of John Burke High School is to provide a safe and respectful learning environment which promotes academic learning, healthy lifestyles and a cooperative relationship between home, school, and community.

2. Bell Schedule/14 Day Schedule:

8:40 a.m. School Opens for Students
8:47 a.m. Warning Bell
8:50 a.m. Period 1
9:50 a.m. Period 2
10:50 a.m. Recess
11:05 a.m. Period 3
12:05 p.m. Lunch
12:57 p.m. Warning Bell
1:00 p.m. Period 4
2:00 p.m. Period 5
3:00 p.m. Dismissal

2017-2018 Schedule

Period	Day 1 /8	Day 2/9	Day 3/10	Day 4/11	Day 5/12	Day 6/13	Day 7/14
Period 1 8:50 – 9:50	A	F	D	B	G	E	C
Period 2 9:50 – 10:50	B	G	E	C	A	F	D
Recess 10:50 – 11:05							
Period 3 11:05 – 12:05	C	A	F	D	B	G	E
Lunch 12:05 – 1:00							
Period 4 1:00- 2:00	D	B	G	E	C	A	F
Period 5 2:00-3:00	E	C	A	F	D	B	G

3. Master Schedule:



School Year Calendar 2017-2018

September					October					November					December														
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F										
				1	2	3	4	5	6			1	2	3					1										
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10	4	5	6	7	8										
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17	11	12	13	14	15										
18	19	20	21	22	23	24	25	26	27	20	21	22	23	24	18	19	20	21	22										
25	26	27	28	29	30	31				27	28	29	30		25	26	27	28	29										
January					February					March					April														
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F										
1	2	3	4	5				1	2				1	2	2	3	4	5	6										
8	9	10	11	12	5	6	7	8	9	5	6	7	8	9	9	10	11	12	13										
15	16	17	18	19	12	13	14	15	16	12	13	14	15	16	16	17	18	19	20										
22	23	24	25	26	19	20	21	22	23	19	20	21	22	23	23	24	25	26	27										
29	30	31			26	27	28			26	27	28	29	30	30														
May					June					190 Teaching Days 2 Administration Days 3 Statutory Holidays Statutory holidays to be confirmed.																			
M	T	W	T	F	M	T	W	T	F																				
	1	2	3	4					1																				
7	8	9	10	11	4	5	6	7	8																				
14	15	16	17	18	11	12	13	14	15																				
21	22	23	24	25	18	19	20	21	22																				
28	29	30	31		25	26	27	28	29																				

Schedule

OFFICIAL

- September 5 - Administration Day
- September 6 - School Reopens/Students
- October 9 - Thanksgiving Day
- November 10 - Mid Fall Break
- November 13 - Remembrance Day
- December 22 - Last Day Prior to Christmas
- January 8 - School Reopens
- Feb 16 - 19 - Mid Winter Break
- March 29 - Last Day of School - Easter
- April 9 - School Reopens
- May 21 - Victoria Day
- June 28 - Last Day for Students
- June 29 - Administration Day

Teaching Days

- September 18 + 1 Admin Day
- Oct - 21
- Nov - 20
- Dec - 16
- Jan - 18
- Feb - 18
- Mar - 21
- Apr - 16
- May - 22
- June - 20 + 1 Admin Day

4. Reporting Periods

SEMESTER ONE: Sept. 6, 2017- Feb. 2, 2018

(94 teaching days)

Mid-Semester is Nov. 17, 2017

(50 teaching days)

- Term One of 1st Semester ends Nov. 17, 2017
- Reports issued Nov. 20 - 24, 2017 (*option to issue reports Nov. 27 - Dec. 1, 2017 in K-9/K-12 schools*)
- PTI completed by Dec. 1, 2017 (*option to complete PTI by Dec. 7, 2017 in K-9/K-12 schools*)

End of Semester ONE is Feb. 2, 2018

(44 teaching days)

- Mid-year exams for Grades 10-12 during Jan. 29 – Feb. 2, 2018
- Term Two of First Semester ends Feb. 2, 2018
- Reports issued by Feb. 13, 2018
- PTI completed by Feb. 15, 2018

SEMESTER TWO: Feb. 5 – June 28, 2018

(96 instructional days)

Mid-Semester is April 20, 2018

(48 teaching days)

- Term One of 2nd Semester ends April 20, 2018
- Reports released April 23-27, 2018
- PTI as required

End of Semester TWO is June 28, 2018

(48 teaching days)

- Term Two of 2nd Semester ends June 28, 2018
- **Final Examinations:**
 - I. Levels I-III Final Exams start on June 18, 2018
 - II. Levels II-III – Public Examinations as scheduled provincially
 - III. Intermediate Final Exams start on June 20, 2018
- Reports released on June 28, 2018

Homeroom Directory

Grade	Room	Teacher
8	101	Darrell LaFosse
9	102	Jonathan Hickman
10	103	Dale Parsons
11-1	104	Kim Bannister
11-2	105	Colin Bannister
12-1	106	Maggie Evans
12-2	107	Maryanne Brown
Level IV	Library	Paul Snook

7. LEAVING / RETURNING TO SCHOOL

Students are expected to remain in school/class unless dismissed. Any student who has to leave must sign out at the office and sign back in upon returning and obtain a permission slip to enter class. Students who are late three (3) times for an invalid reason, will be given a detention.

8. CAFETERIA

Students that remain at school during the lunch period will be expected to be in the cafeteria for the first 20 minutes of the lunch break. See the appendix for guidelines in the cafeteria.

9. In School Suspension Program:

In-school suspension removes students from the regular school program for a designated period of time. The in-school suspension program is a highly structured setting with emphasis placed on intensive school work. Students who refuse in-school suspension or fail to adhere to the policies set forth in the student code of conduct can be suspended from school for as many as five days. Students may be placed in the ISS program at the discretion of the school administration for the following policy violations: creating a disturbance, disobeying a teacher or administrator willfully and openly, using profanity or obscene language or expressions, interfering with the normal educational processes of other students or themselves, damaging school property, or persistently violating the rules and/or regulations of John Burke High School.

In-School Suspension (ISS) Purpose

The In-School Suspension (ISS) program provides an alternative to suspensions that would normally require disassociation from the school. Students suspended from the regular learning program are permitted to remain in a structured academic environment, yet are isolated from the mainstream student body.

In-School Suspension (ISS) Objectives

- 1) To reduce the number of out-of-school suspensions by providing an alternative program. This does not rule out the possibility of out-of-school suspension if the situation warrants.
- 2) To provide counselling for students who violate school rules and regulations, or who exhibit unacceptable behaviour.
- 3) To provide a highly structured setting within the school in which the student may continue his/her academic work.
- 4) To assist the faculty in working with the students with inappropriate behaviour.

In-School Suspension Operation Procedures

The administration will assign students to the ISS room located in the main office. Only the principal or assistant principal can assign students to ISS. For some offenses, no consideration will be given for the privilege of an ISS assignment. The length of time assigned to ISS will be determined by a school administrator based on the student's willingness to do what is expected. However, no student will be returned to the regular classroom until he/she has complied with the requests made. Failure of a student to perform as requested in ISS may result in a suspension from school.

Students will not be counted absent while in ISS.

Students will be given a copy of an in-school suspension form to take home to their parent/guardian. The parent/guardian will be notified by phone and/or letter of the student's assignment to the ISS room.

- 1) Each student is responsible for bringing his/her own books, paper, pencils, etc.
- 2) Students will be expected to complete regular assignments. Students will be responsible for schoolwork and will not be released until all assignments are satisfactorily completed.
- 3) Students may not talk, get out of their seats, or otherwise communicate with any other person without permission by the supervisor.
- 4) All ISS students will report promptly to the Office upon arriving at school.
- 5) Students will eat their lunch in the ISS room separate from other students.
- 6) ISS students will not be permitted to participate in school activities (i.e. assemblies, athletic events, dances, excursions, etc) during school hours or after school on days when they are in ISS.

Classroom Teacher Responsibilities

Classroom teachers will:

- 1) Provide assignments for students while they are in ISS.
- 2) Grade assignments of students who are in ISS. The teacher must specify if the assignment is satisfactorily completed.
- 3) Go by the Office to talk with students and to check on their work.
- 4) Teachers who fail to provide assignment sheets to students in ISS will receive a written reminder from the school administration and/or will confer with the principal as necessary.

Students Attending In-School Suspension (ISS)

The primary purpose of in-school suspension is to allow students to remain in school and keep up academically while suspended. Students should understand they might be immediately suspended from school if they fail to follow these ISS policies and procedures:

- 1) In-school suspension begins at 8:50 a.m. Students assigned to ISS must report directly to the main office upon arriving at school. No student may be late to ISS. Students who arrive late will be required to make up late time. Students will be dismissed at 3:00 p.m.
- 2) Students must come to in-school suspension fully prepared with all books and supplies.
- 3) Students must satisfactorily complete all assignments made by the regular classroom teacher before returning to regular classes.
- 4) Students shall cooperate fully with the in-school supervisor. Talking, disruptions, or failure to work on assignments will not be tolerated.
- 5) Students will remain in the ISS room at all times. The students will not socialize with their peers at any time during their suspension.
- 6) Students assigned to in-school suspension will not be released to attend school functions or activities. Prior to or following the in-school suspension hours (8:50 a.m. to 3:00 p.m.), students are not to attend, travel to, and/or participate in any school activity or function.
- 7) As a guide, students will be assigned in-school suspension for not more than three (3) days at any one time for any given offense.
- 8) Students who fail to follow the ISS procedures may be suspended from school for as long as the in-school suspension period.
- 9) Students will be expected to do a suspension-learning packet, designed to provide a worthwhile learning experience in the area of his/her infraction.
- 10) Transportation arrangements may become the responsibility of the student's parent/guardian in cases where the privilege of riding a bus may be denied.
- 11) Students may be expected to meet with the guidance counsellor during their suspension.
- 12) Students are expected to be willing to correct the behaviour which caused them to be suspended. Prior to release from ISS, a meeting between the parent/guardian, guidance counsellor, teachers and administration may be held.

10. GUIDELINES GOVERNING SCHOOL OPERATIONS:

Attendance Policy:

- NLESD Policy: NLESD Attendance Protocol (posted to the school website)
-
- **SynreVoice**, an automated telephone system, will call home daily (11 am and 6 pm) for Unexcused Absences. Unexcused Absences may result in a mandatory conference with the Administration before the student is permitted to return to school.
- Parents/Guardians may check on their child's attendance at any time of the school day using the PowerSchool parent portal (*login information will be sent home to parents*).

Skipping Classes

- Skipping classes will result in a discipline response from school and students may be required to attend a follow-up meeting with the parent/guardian and the Administration.

Signing-Out Procedure

- Students who are required to leave school during the instructional day for any legitimate reason are to Sign Out at the General Office and have their name recorded. A phone call granting permission to leave **OR** a note of explanation from the parent/ guardian is required **PRIOR** to the student leaving school. If contact is NOT made with the school prior to a student signing out, the student will NOT be given permission to leave.

Note: Under no circumstances is a student to leave school without notifying the General Office.

Lateness

- Getting to class on time is important. Students who are late for class miss out on important instructions that lay the ground work for the lesson and, therefore, tend to be unfocused and disorganized. Depending on how late a student is for class, they may miss out on instruction, practice, group work, and opportunity to ask questions. In addition, students arriving late to class interrupt the teacher and other students.
- Lateness is defined as arriving to class after the first 5 minutes have passed.
- When a student is late, they must obtain a late slip by signing-in at the office and then proceed to their regularly scheduled class. When unexcused lates total **THREE** in a given school week, an in-school suspension will be assigned. Persistent unexcused late arrivals will result in a parent conference, and may result in an out-of-school suspension.
- When a student is exceptionally late for class (more than 10 minutes), they are to report to the Principal or Assistant-Principal who will ascertain the reason for the exceptional lateness. If there is no legitimate reason, the student will not be permitted entry to that class. In cases where a

student is more than 30 minutes late, regardless of their reason, they will not be permitted entry to that class. The Principal or Assistant-Principal will assign the student a location where they can work quietly for the remainder of the class.

Appointments

- Students are encouraged to make necessary appointments, medical or otherwise, outside of school time as much as possible. When that is not possible, the school can be notified by parents/guardians via phone or note OR the student may bring a note of verification from the office of the Doctor, Dentist, etc.

Extended Vacations

- Extended Leaves for vacations or other non-school events are discouraged since they often negatively impact upon a student's learning. If a student is to be absent for several days, parents and students are to inform the school as soon as possible. It is the student's responsibility to get missed notes and homework assignments from other students as required.

Extended Illness

- To be excused from school over a long period of time, a student must submit a medical note from their physician.
- If a student can attend school, but cannot participate in Physical Education or Healthy Living classes for an extended period of time due to an injury or other health related condition, a medical note may be required for verification.

Students and parents/guardians are to note that ALL students are required to complete 2 credits in Physical Education/Healthy Living in order to graduate regardless of their personal circumstance.

Attendance Codes

Blank=Present | A=Absent | S=Sick | E=Excused Absence | LU=Late Unexcused | LE=Late Excused | W=Weather | O=Other Unavoidable Cause | P=Principal's Permission | I=In-School Suspension | T=School Sponsored Activity | X =Suspension | H=Home Schooling |

11. OTHER GUIDELINES GOVERNING SCHOOL OPERATIONS

Conditions of Classrooms

1. Students in a class are responsible both individually and as a group for the cleanliness and general condition of their classroom.
2. Students **shall not** be dismissed at 3:00 p.m. until:
 - (a) they have straightened up their desks
 - (b) they have straightened up their books
 - (c) they have cleaned up the areas around their desks
 - (c) they have ensured that the overall state of the classroom is satisfactory to the teacher.
3. The school frowns upon vandalism of **any kind**. Therefore, students are not permitted to write on or otherwise deface school property, including the classroom and classroom furniture.

After School Activities

1. All students will leave the building at 3:00 p.m., unless they are:
 - (a) waiting for a bus or parent/guardian
 - (b) taking part in a school activity
2. When students remain after school they must be under the direct supervision of a teacher.
3. Students who remain behind after school are to confine themselves to the activities for which they are in school.

Lockers

1. Students will use lockers assigned to them at the beginning of the school year.
2. Students are reminded that lockers remain the property of the school and that students do not own their lockers. Students may be required to open them at any time, with sufficient reason.
3. Students are expected to clean out their lockers regularly, and empty their lockers prior to Final Examinations. The school will discard contents not removed by students in June.
4. Students shall be permitted to go to their lockers at the following times:
 - (a) before first period
 - (b) at recess time
 - (c) at lunch time
 - (d) during afternoon dismissal

Smoke-Free Environment Policy

Schools in the Eastern School District are smoke-free and tobacco-free environments. This smoke free policy shall apply to staff, students, parents and visitors, and all school facilities, property, on and off school activities, programs and functions.

Scent Free Policy

John Burke High School is a scent free building. Some of our students and staff are sensitive to scented products or have conditions, which are impacted by scents. We ask that you avoid the use of scented

items including:

- perfumes
- aftershave
- cologne
- scented hairspray, hair gels or other styling products
- scented face and body creams, lotions and sprays
- scented deodorant

12. Acceptable Use Policy

NLESD Policy: FIN-500

13. Personal Electronic Device Policy

John Burke High School recognizes the use of personal electronic devices such as cell phones and similar devices as teaching and learning tools when deemed appropriate by the classroom teacher. These devices have shown to be sources of distraction in learning environment and can interfere with the academic achievement of students. This policy is to guide rather than ban the use of these devices as instructional tools while on school property.

Guidelines

- Upon entering a class, students will silence their phone and place it in the cell phone storage bin as determined by the classroom teacher.
- Students or parents/guardians who are concerned about theft, loss, or damage of personal electronic devices should leave them at home. Students have the option leaving these devices locked in their lockers, this is at their own risk.
- When deem appropriate teachers may allow students to use their device if there is an educational benefit.
- If a student is found using their cell phone during a class, they will be directed to go to the Office with their phone. The teacher will record this incident in Review360. The school administration will contact parents/guardians. The cell phone will be retained at the for the remainder of the school day. Subsequent offenses may result in the student being suspended and may be banned from bringing their device to school for a period of time.
- Students are prohibited from using some electronic devices during assessments and must be placed in the storage area. Some electronic devices could be used for cheating and therefore could bring about suspicion of academic dishonesty.
- Students will not remove their phones during class time if they are leaving the room, unless they are being paged to the office or guidance offices or leaving the building with permission of parents/guar.
- If a parent/guardian needs to contact their child in the event of an emergency during class time, we ask that you call the main office and we will assist.
- Students are not permitted to use their cell phones during school emergencies. Students will not engage in activities with electronic devices that could result in invasions of privacy and/or sexual harassment. No Photos, video or audio recordings will be taken of students or staff members.

Students will not engage in any form of bullying with electronic devices. Students who are violation will have their phone confiscated and subject to search.

- Repeat violations can result in the student being banned from bringing the device on school grounds and further discipline action.
- Devices that are used for bullying or the taking recording (pictures, video, audio, of individuals will have their phone confiscated. Students are reminded that recording could be forwarded to the RCMP.

14. Lost and Found

Students finding items that do not belong to them should turn them into the main office where students can check for the recovery of lost items. Do not leave valuables unattended, in lockers, desks or in locker rooms. The school cannot be responsible for lost articles/money. All thefts should be reported to the main office as soon as possible. Students should use a lock on their school lockers, and make sure it is locked at all times.

15. Visitor Procedure

All visitors to the building and persons wishing to talk with a student, regardless of the reason, must check in at the main office before going to a classroom or elsewhere in the building. Individuals without a valid reason and permission will be required to leave.

16. Sign Out Procedure

1. Students **are not** permitted to leave school grounds without permission during class time. Legally, the school is responsible for all students in attendance between the start and end of the school day.
2. Students leaving school by means other than the school bus must be signed out by a parent/guardian or their designate at the main office.
3. Students will be permitted to leave school **only** if the school has been given written or verbal permission from a parent/guardian.
4. If a student drives their own vehicle, it will be necessary that a parent/guardian provide a note or call the school granting permission for the student to leave.

17. Student Vehicles

Students who have a valid driver's license may park their cars on school property. All student vehicles must be parked in the area designated for students. Students must also be aware that speeding and reckless driving on school grounds will be immediately reported to the police and charges may be laid.

18. Automobile Use and Student Parking Policy:

Having a vehicle on school property is a privilege granted to responsible student drivers. All students who drive a vehicle to school must follow the rules and procedures of this policy.

1. Student and parents/guardians are advised that students park in the student parking lot at their own risk. John Burke High School is not responsible for items that are stolen or for vehicles that are damaged.
 2. Student drivers are expected to drive in a safe and prudent manner. Dangerous driving and speeding is prohibited and will result in immediate loss of driving privileges on school property.
 3. Students are not permitted to park in restricted areas that are reserved for handicapped, faculty/staff parking, and bus operation, school loading areas or the fire lane.
 4. Student vehicles may not be used during school hours unless the school administration and parent/guardian grant permission.
 5. Once a student is on school property s/he must go directly into the school building.
 6. Vehicles may not have bumper stickers advocating drugs or alcohol, offensive words or pictures. The school administration has the discretion to determine if a bumper sticker is offensive.
 7. Students with permission for early dismissal may not transport other students off campus.
- If any of the preceding policies and procedures is not followed the school administration will determine disciplinary action and loss of the privilege to drive on school property may be revoked.

19. Assessment Policy:

NL English School District Assessment and Evaluation Policy: <https://www.nlesd.ca/about/policies.jsp>

20. Missed Test Protocol:

When a unit test is missed, the following protocol will be enacted:

- 1 - The course teacher shall email the PASS teacher (copied to the Missed Test Folder) a list of absentees.
- 2 - The course teacher shall email a copy of the test (as an attachment) to the PASS teacher (copied to the Principal and Assistant Principal in case the PASS teacher is unavailable). If email is not possible, then the correct number of copies shall be delivered to the PASS teacher.
- 3 - The PASS teacher, in coordination with the office if need be, tracks the absentees and has them write the test in the PASS classroom as soon as they return to school. Ideally, this would occur before the student attends another class.
- 4 - The PASS teacher returns the written tests to the course teacher

21. Credit Rescue and Recovery:

All students are eligible to participate in credit rescue and recovery programs that are offered by their schools. Participation in these programs must be agreed upon by the student, parents/guardians and the school.

Credit Rescue

Credit Rescue is an intensive intervention intended to support a student whom the subject teacher has identified as being at risk of failing a course. It involves the subject teacher providing opportunities for the student to demonstrate achievement of course expectations beyond the deadline for submission of assignments, prior to the formal exam period. This can be in the form of extension of deadlines, extra teaching support, and/or supplemental assignments.

It is recommended that a Credit Rescue Learning Plan, which addresses the individual needs of a student, be collaboratively developed by all stakeholders.

While Credit Rescue may involve independent work on the part of the student, it is not an independent study program. Students interested in the independent study option for completing a high school course should consult the regulations in the appropriate section of the high school certification manual (http://www.ed.gov.nl.ca/edu/k12/highschool/High_School_Certification_Handbook_2015-16.pdf)

Credit Recovery

Credit Recovery is available to a student who has either already failed a course or who has arranged to continue to work on the requirements to earn credit for that course beyond the end of the formal semester/year.

It is recommended that a Credit Recovery Learning plan be developed by the subject teacher for students undertaking credit recovery. This plan will include attendance and workload expectation, how units to be recovered will be identified, which units of instruction will be recovered, whether a culminating activity/task will be required, and how a final percentage mark will be determined. The percentage mark may be based solely on performance in the credit recovery program or may include results from the initial course and/or measures of prior learning.

Students may work on recovering more than one credit concurrently through the credit recovery process. There is no limit on the number of credits a student may recover.

Students may only recover the credit of the actual course failed; they may not use credit recovery to earn credit for a course of a different type, grade, or level in the same subject or for a course that they have neither taken nor failed.

Students who withdraw from a course (i.e. do not complete the course and therefore do not receive a final mark) are not eligible to recover it through the credit recovery process.

Under no circumstances is Credit Recovery an option for Public Exam courses. Students who are unsuccessful in a public exam course and who wish to obtain credits for that course may do so in one of two ways:

1. Write the appropriate supplementary examination, or
2. Re-register and retake the course.

22. Extra-Curricular Policy:

Rationale

Extra-curricular activities offer students an opportunity to enhance their school experience. John Burke High seeks to offer students a wide variety of activities that appeal to a broad range of interests. However, by definition, these activities are not directly attached to curriculum and, consequently, participation is a privilege that has to be earned and maintained.

For the school, participation in extra-curricular activities brings a heightened sense of responsibility. We need to remember that any teacher who becomes involved in an activity, either directly or indirectly, is a volunteer. However, regardless of their level of involvement, teachers need to be aware of school and district expectations.

Students and teacher-volunteers need to know that the school supports their involvement in extra-curricular activities. As such, this policy attempts to provide structure to protect and enable students and staff as they endeavour to enhance the school experience.

The following policy will identify procedural expectations as well as outline the roles and responsibilities of students, teachers, and the school administration as they relate to extra-curricular activities at John Burke High School.

Student Eligibility

All students at John Burke High are eligible to participate in extra-curricular activities. Students who are considered "Level Four" may not be eligible depending upon the regulations established by governing bodies such as SSNL, for example.

Since students are representing themselves, their school, and the larger school community, attendance and behaviour will be important considerations when selecting students for any extra-curricular activity.

Attendance – In order to be considered eligible for extra-curricular activities, students must have less than 10% unexcused class absences, less than 20% total class absences overall, and less than 30% missed classes in a specific course.

Behavior - Poor behaviour may preclude a student from being selected for an extra-curricular activity **or** may result in removal from an extra-curricular activity should issues arise while the activity is ongoing. In addition, any student who is suspended from school will be considered ineligible for extra-curricular activities during the dates of the suspension.

Student Responsibilities

- Students are to remember that participation in an extra-curricular activity is a privilege not a right.
- Students are to remember that they are representing themselves, their school, their parents/guardians, and their communities and must, therefore, conduct themselves in a manner that would not embarrass or tarnish their own image or anyone else's.

- Students are to treat their coaches, teacher-sponsors, and chaperones with respect.
- Students are not to possess/consume alcohol or illegal drugs. Any student who is caught doing so will be **suspended from school for 5 days** and will be removed from **ALL** extra-curricular activities for a period of **one school year** (dating from the time of the incident). This is in keeping with policies outlined by other governing bodies such as SSNL.
- Students are not permitted to smoke at extra-curricular venues.
- Students are to disclose to their coaches and teacher-sponsors all pertinent medical information prior to participating in an extra-curricular activity.

Teacher Responsibilities

- Teachers are to remember that the safety of students is paramount.
- Teachers are to read, be familiar with, and uphold all relevant NLESD policies (see cross referenced policies section below).
- Teachers are to remember that they are representing themselves, their school, the Eastern School District, and the larger school community and must, therefore, conduct themselves in a manner that would not embarrass or tarnish their own image or anyone else's.
- Teachers are not to consume alcohol or illegal drugs while representing the school.
- Teachers are not permitted to smoke at extra-curricular venues.
- Teachers are to report to the school administration, as soon as is practicable, any concerns that arise relating to student safety or behaviour.
- Teachers are to report to the school administration, as soon as is practicable, any concerns that arise relating to the behaviour of coaches and/or chaperones.
- Teachers are to provide to the school administration, via e-mail, a list of students who have been selected for an extra-curricular activity, **prior to notifying students**, so that eligibility can be checked.
- Teachers will notify school administration of any volunteers that will interact with students in a timeframe that will allow for proper vetting of these volunteers.
- When travelling overnight, teachers are required to have another chaperone accompany them as per District Policy (see below).
- When travelling overnight, teachers will request that an administrator meet with students to discuss expectations.
- When substitute time is needed, teachers will inform the school administration as soon as possible (**minimum of TWO days notice**).

Administrative Responsibilities

- At least one administrator will be available for contact (on call) when students travel on overnight tournaments/events.
- Administration will inform staff, via e-mail, when students will miss school as a result of participation in an extra-curricular activity.
- Administration will review the list of students selected for an extra-curricular activity and inform staff when a student is deemed ineligible.
- If a student violates behavioral expectations and responsibilities while participating in an extra-curricular activity, administration will notify parents/guardians of any disciplinary measures that will be taken.

- Administration, in coordination with teachers, will screen volunteers as per the NL English School District Volunteer Policy.
- Administration will attempt to secure substitute time for teachers who travel with students.
- Upon request, an administrator will meet with students travelling overnight to discuss the expectations of the school.

Cross-References

- NLESD Volunteer Policy
- NLESD Student Travel Policy

Student and Chaperone Conduct

- Students are expected to represent themselves, their school, their parents/guardians, the NL English School District, their communities, province, and country in a mature and responsible manner. This expectation is always present when students leave school for a trip of any sort, but trips outside of our province or country bring heightened expectations due to the potential dangers that exist. Therefore, with regard to the expectations of good conduct, students who commit **minor** violations will find themselves subject to the school's disciplinary measures. Students who commit **major** violations (such as the use of drugs and/or alcohol, breaking of curfew, breaking of Canadian or international laws, racist remarks, and ethnic slurs), will also be removed from **ALL** extra-curricular activities, **including Senior Prom**, for one calendar year.
- In addition to representing the interests of the school, the district, and parents/guardians, chaperones hold vital positions of responsibility. As such, they are to uphold all pertinent school and district policies while on tour. Any violation of policy or negligence of responsibility to the students in their care will result in their prohibition from future tours and possibly other extra-curricular activities.

23. Student Travel Policy:

NL English School District Student Travel Policy General Guidelines:

<https://www.nlesd.ca/about/policies.jsp>

24. Volunteer Policy:

NL English School District Volunteer Policy: <https://www.nlesd.ca/about/policies.jsp>

25. Parent-Teacher Interviews

Three formal interviews are held each year, November, February and April. A parent may schedule an interview with a teacher at any time during the year at a time convenient to both parent and teacher. The school strongly encourages parent participation at the formal interviews.

26. Guidelines for Challenging Courses Background

John Burke High School, in conjunction with the Eastern School District and the Department of Education recognizes that students may have already acquired the knowledge, skills and attitudes that an existing course seeks to develop.

Challenge for credit provides a process for students to demonstrate that they have achieved learning outcomes as defined in the Program of Studies and the curriculum guide for a directly-related course. Normally students who challenge for credit would be considered exceptional achievers in the area of challenge.

Challenging Credit Policy

1. Any individual wishing to challenge a course for credit must register or already be registered with a school offering the high school program.
2. Challenge for credit is applicable only to provincially approved or authorized senior high school courses.
3. Students may challenge for no more than four credits in any given year. However a maximum of eight challenge credits can be used towards a High School Graduation Diploma.
4. Courses for which a student has already received credit are not eligible for challenge for credit. Challenge for credit is not intended as a way to improve a course mark. Similarly, challenge for credit is not intended as a process by which a student can challenge a lower level course in the same subject.
5. Courses completed using the Challenge for credit option will be given a mark in the same form as other courses evaluated by the school for submission to the Department.
6. Schools must establish a Challenge for credit committee made up of the principal, teacher, parent/guardian and a district representative, if necessary, to deal with each challenge request.
7. In courses with a public examination the challenge for credit must include the writing of this examination.

Guidelines

Challenge for credit will involve a five step process:

1. Notice of Intent to Challenge

A student completes a notice of intent form as prescribed by the school district and submits it to the school. The school will send a copy to the High School Certification office. At JBHS this intent form can be picked up at the office and must be returned **before October 10th**.

2. Consultation between student and Challenge for Credit Committee

After a student has given the school notice of intent to challenge for credit a meeting shall be held with the student, his/her parent or guardian and district personnel if necessary. If a number of students challenge for the same credit, the meeting may be held in a group format. The purpose of the meeting is to outline the process and the requirements for a successful challenge.

3. Development of an Evaluation Plan

This should be a formal plan which clearly outlines the type of assessment measures, how they will be administered and the level of performance which will be required of the student. It must be consistent with the evaluation plan for a regularly taught course.

4. Evidence of Learning

Students must provide evidence that they have acquired the learning necessary to meet the outcomes of the course. The evidence should be organized in such a way that it is based on the prescribed outcomes and may include things such as:

- (a) a portfolio containing the description of activities, experiences, reading and other items as necessary, which indicate the attainment of the outcomes, **OR**
- (b) an appropriate demonstration or performance, if applicable, **OR** the written support of at least one person with recognized expertise in the area of the challenge (e.g., teacher, district personnel or local expert)

5. Evaluation

Challenge for credit is intended to be a thorough process. To ensure adequate and valid evaluation of achievement, a variety of strategies should be used. Appropriate evaluation strategies may include the following: a portfolio of student work; laboratory/skills demonstration; oral/aural performances; tests/exams; interviews; documented learning.

The evaluation of the challenge for credit is carried out by a school or learning personnel of the region or school. Subject area specialists with acknowledged expertise outside of the school (e.g., artists, musicians, mathematicians) may be invited by the district or school to assist teaching personnel responsible for the evaluation.

27. Senior Prom Policy

Rationale

The Senior Prom ceremony is a school event usually held during the month of May. The primary purpose of the Senior Prom is to recognize student achievement and celebrate seniors who will successfully complete high school within that school year. It is further recognized that this event can serve as a motivator for student success.

Regulations

To attend the Senior Prom Ceremony:

1. Students must be eligible to graduate during the current school year. Students should have already completed a minimum of 22 credits and currently be taking a full course load of 14 credits.
2. Students must be enrolled in the correct number and type of courses for that school year that will lead the student toward attainment of a Level III graduation diploma or school leaving certificate from the Department of Education.
3. Students must not have more than 10% unexcused absence in during the school year. Please refer to the **student handbook** for a detailed list of excused and unexcused absences.

Notes:

Students not eligible may only attend as invited guests