

*Home of the*



**Vilna School and  
Vilna Off-Campus Achievement Academy (VOCAA)  
Student and Parent Handbook**

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**Vilna School Now and Beyond...Work Hard ~ Be Kind.**

## Principal's Message

### WELCOME TO VILNA SCHOOL!!

Dear Parents,

The Vilna School community extends a warm welcome. You play a major role in your child's life and their opportunities to learn, and we hope this handbook will help establish a strong cooperative relationship to support the education of your children.

Teachers at Vilna School welcome contact with you, so please feel free to contact the school at any time regarding school policies, your children's progress, or thoughts about education. Report card conferences are also a regular feature of the school year.

Monthly newsletters are sent home with the youngest member of each family the first week of the month to keep you up to date on events in school. Our newsletter also includes a yearly calendar for your convenience.

Should you or your child have concerns or questions, please refer to the teacher as your first point of contact. Parents or guardians, please call Vilna School at 636-3651 to request a return call or to arrange a meeting with the teacher(s) concerned. Most matters can be resolved at this level. If the issue can not be resolved, a meeting with the student, parent, teacher, and principal can be arranged.

We look forward to working with you and your family this year.

Joe Harrington  
*Vilna School Principal*

## Philosophy ~ Mission ~ Vision

### **PHILOSOPHY**

Our philosophy of the “**whole child approach and students needs first**” guides us and holds us accountable to meet the diverse needs of all Vilna School students.

### **MISSION/VISION STATEMENT**

Working together to maximize learning opportunities and character development to prepare students for post-secondary education and the world of work.

### **SEVEN GUIDING PRINCIPLES**

Empathy ~ Respect ~ Working Hard ~ Responsibility ~ Kindness ~ Cooperation ~ Love



<b>MISSION/VISION APPLICATION FOR:</b>	
<b>Students</b>	<ul style="list-style-type: none"> <li>● Highly prepared to make choices for their future</li> <li>● Ambassadors for themselves, their school, district and community</li> <li>● High participation in curricular, co-curricular, and extracurricular activities</li> <li>● Feel respected, valued, confident, safe and secure at school</li> </ul>
<b>Staff</b>	<ul style="list-style-type: none"> <li>● Motivated, highly skilled/educated and committed</li> <li>● Effective communication with all stakeholders</li> <li>● Contributors to the school community beyond the classroom</li> <li>● Models of high integrity</li> <li>● Committed to school and district vision</li> <li>● Feels respected and valued</li> <li>● Maintain partnerships with communities</li> </ul>
<b>Parents</b>	<ul style="list-style-type: none"> <li>● Partnership with school and district</li> <li>● Work closely with staff to support the success of their children</li> <li>● Feel respected and valued</li> <li>● Opportunities to be engaged in their child's learning</li> </ul>
<b>Community</b>	<ul style="list-style-type: none"> <li>● Feels the school and district are preparing students for the future</li> <li>● Feels the school demonstrates good neighbours</li> <li>● Feels respected, valued and appreciated for their contributions</li> <li>● Partnership with school communities and district</li> </ul>
<p><b><u>MISSION/VISION SYNOPSIS</u></b></p> <p>Providing a safe, caring, accepting and cooperative learning environment that supports students, parents, staff and other stakeholders. Providing differentiated instruction, innovative and flexible learning strategies, and assessment for learning that enables each student to pursue and demonstrate academic, social and personal excellence and responsibility.</p> <p>Encouraging and nurturing a strong moral foundation that enables students to grow into mature, compassionate, responsible and successful adults who recognize and seek out the vast array of possibilities open to them in their lives.</p>	

## School Staff

Administration		
Principal	Mr. Joe Harrington	<a href="mailto:joe.harrington@asperview.org">joe.harrington@asperview.org</a>
Assistant Principal	Mrs. Danielle Girard	<a href="mailto:danielle.girard@asperview.org">danielle.girard@asperview.org</a>
Student Support Team		
Jr/Sr High Teacher Support	Ms. Jen Matetchuk	<a href="mailto:jennifer.machetchuk@asperview.org">jennifer.machetchuk@asperview.org</a>
First Nations Family Liaison	Mr. Darcy Houle	<a href="mailto:darcy.houle@asperview.org">darcy.houle@asperview.org</a>
Family School Liaison (FSLW)	Mrs. Lauren Melnyk	<a href="mailto:lauren.melnyk@asperview.org">lauren.melnyk@asperview.org</a>
Teaching Staff		
GB/Kindergarten	Ms. Frances Steinhauer	<a href="mailto:frances.steinhauer@asperview.org">frances.steinhauer@asperview.org</a>
Kindergarten/Gr. 1/Gr. 2	Ms. Tanisha Kozakewich	<a href="mailto:tanisha.kozakewich@asperview.org">tanisha.kozakewich@asperview.org</a>
Gr. 3/4	Mrs. Amanda MacMillan	<a href="mailto:amanda.macmillan@asperview.org">amanda.macmillan@asperview.org</a>
Gr. 5/6	Ms. Alanna Erasmus	<a href="mailto:alanna.erasmus@asperview.org">alanna.erasmus@asperview.org</a>
JH Humanities	Mr. Dan Kindopp	<a href="mailto:dan.kindopp@asperview.org">dan.kindopp@asperview.org</a>
Physical Education/Options	Mr. Ryan Lassardo	<a href="mailto:ryan.lassardo@asperview.org">ryan.lassardo@asperview.org</a>
Gr. 7-8 Math & Science	Mrs. Chelsea Franchuk	<a href="mailto:chelsea.franchuk@asperview.org">chelsea.franchuk@asperview.org</a>
HS Science/ Careers Graduation	Ms. Jen Machetchuk	<a href="mailto:jennifer.machetchuk@asperview.org">jennifer.machetchuk@asperview.org</a>
Gr. 9-12 Math	Mr. Steven Yakemic	<a href="mailto:steven.yakemic@asperview.org">steven.yakemic@asperview.org</a>
Foods/High School Success	Mrs. Kristin Homeniuk	<a href="mailto:kristin.homeniuk@asperview.org">kristin.homeniuk@asperview.org</a>
Woods/HS Humanities	Mr. Denis Harris	<a href="mailto:denis.harris@asperview.org">denis.harris@asperview.org</a>
Outreach/English 30/SS 30	Mr. Nav Atwal	<a href="mailto:nav.atwal@asperview.org">nav.atwal@asperview.org</a>
Virtual/ Technology	Mrs. Regina Rasmussen	<a href="mailto:regina.rasmussen@asperview.org">regina.rasmussen@asperview.org</a>
Office Staff	Support Staff	Custodial Staff
Mrs. Lori Wade Mrs. Lily Hunter	Mrs. Carolyn Prentice - EA Ms. Leanne Grant - EA Mrs. Magali Wahsatnow - EA Mr. Brad Atwal - EA Ms. Jasmine Phillips - EA	Mr. Brian Nishi Ms. Judith Goertz  <b>Maintenance</b> Mr. Rick Muzyka

Vilna School Bell Schedule

Elementary		Junior High		Senior High	
8:30-8:40	Soft Start Smudge Breakfast	8:30-8:40	Soft Start Smudge Breakfast	8:30-8:47	Homeroom Smudge Breakfast
8:40-10:15	Block 1	8:40-9:50 70 min	Block 1	8:50-10:20 100 min	Block 1
10:15-10:30	Recess	9:50-11:00 70 min	Block 2	10:20-10:30 10 min	Break
10:30-11:00 11:00-11:35 11:35-12:10	Block 2	11:00-12:10 70 min	Block 3	10:30-12:10 100 min	Block 2
12:10-12:30	Recess	12:10-12:50	Lunch/Break	12:10-12:50	Lunch/Break
12:30-12:50	Lunch				
12:50-1:25 1:25-2:00	Block 3	12:50-2:00 70 min	Block 4	12:50-2:00 70 min	Block 3
2:00-2:15	Recess				
2:15-3:10	Block 4	2:00-3:10 70 min	Block 5	2:00-3:10 70 min	Block 4

## **General Information**

### **ACCIDENTS**

In case of injury, the circumstances must be reported immediately to the teacher or supervisor in charge of the activity or to the office. If the injury is serious enough to warrant medical attention, the school will contact the parent or guardian where possible. The teacher or supervisor in charge will complete a written report. All school property is covered by public liability insurance. Claim forms are available, on request, in the school office.

### **ADMINISTERING MEDICATION**

Aspen View AP 316 Administering Medication to Students states:

- a) Requests to administer medications to students during school hours shall be in writing, using the forms available at the school.
- b) No employee shall administer medication unless condition #1 has been met.
- c) All medications shall be kept in a secure location.
- d) The principal shall keep a record of all medications administered.
- e) The parent shall advise the principal immediately, in writing, of any changes in medication or medication schedule.
- f) Students who bring medication for self-administration are responsible for the secure storage of these medications.

### **APPEALS PROCESS**

Students who are not satisfied with their grades and can show just cause may appeal to the teacher to review the mark. If this fails, they may appeal to the principal at which time a meeting of the teacher, student, parent and principal will be arranged to review the case. Supplemental exams may be written for Diploma Examinations in January, June or August. This process may also be applied where a student wishes to appeal discipline matters in a Conduct Report.

### **ATHLETICS VILNA MUSTANGS**

For a more complete overview of our athletic program, please refer to our Athletic Policy Handbook from our school website or from our office.

### **ATTENDANCE - STUDENT - AP 330**

Regular school attendance contributes significantly to academic success and monitoring of attendance is vital and must represent a cooperative endeavour of the students, parents, teachers, counsellors and school administrators.

#### **Procedures**

1. Regular attendance of students under the age of sixteen is compulsory. The attendance of students over this age must comply with the guidelines and procedures established by the principal and approved by the Superintendent.
2. Attendance data will be included on each student's report card and included in student cumulative files.
3. Responsibilities for student attendance is shared in the following manner:

**Students** will maintain regular class attendance and in the event of an absence, provide an explanation for the absence.

**Parents or Guardians** will encourage their children to maintain regular school attendance and in the event of an absence, inform the school with an explanation for the absence.

**Teacher** will:

- Maintain accurate student attendance records
- Communication with parents
- Report any excessive absences to school administrators
- Report any suspected cases of truancy while on field trip(s) or extracurricular activities to school administrators

**School Administrators** will:

- develop student attendance procedures as outlined in this administrative procedure.
- refer student concerns to the school counsellors as needed.
- establish and execute appropriate communications (verbal and written) between the school and the home regarding attendance and attendance problems.

### **Inexcusable Absences**

Students under 16 years of age are required by law to attend school. Parents of students missing school without valid excuses will be contacted by our school Family Liaison to assist in having the student return to school. The following procedure is in place:

1. Prolonged unexcused absence of **3 days for all students** will result in a phone call home and/or home visit.
2. Should we be unable to reach parents or have no success in our attempts to have the child return to school, a registered letter will be sent asking parents to attend an in-person school meeting.

The staff at Vilna School firmly believes that there is a direct relationship between regular school attendance and student achievement.

### **Please call if your child will be absent.**

Inexcusable absences will be considered a disciplinary matter and will be dealt with according to the School Act.

### **Call-out System**

Vilna School has the ability to implement an electronic call-out system that will automatically call students' home numbers if that student is marked unexcused for one or more of their classes that day.

### **Checking out of class**

Students who are required to leave class for appointments or other legitimate purposes are required to sign out at the school office with parent permission via note or phone call. We ask that parents sign in and sign out students when they bring them to school after the school day starts and if they are picking them up for appointments etc. We further ask that parents do not take students directly from the park or playground during lunch or recess. Please always come to the office to sign students out to ensure teachers are aware of their student's whereabouts.

## Signing out Procedures

Guardians can only sign out students under their direct care unless the school has been informed that other arrangements have been made.

## **AWARDS**

Recognition of achievement in academics and athletics is an important part of the school year. The Vilna School community demonstrates our appreciation for student performance and commemorates achievement by presenting students with awards for excellence. Our awards ceremony is held at the end of June each year with athletic awards recognized in mid-June. For a full description of our awards, please request our yearly awards hand-out from the office or from our school website.

<b>Vilna School Scholarships</b>		
<i>Note: Information on scholarships is available on the Aspen View website. Scholarships may be subject to change.</i>		
<b>Debbie Buyar Scholarship *</b>	Grade 12 student with the highest average enrolled in a post-secondary institution	
<b>Doris and Brian Mazur Scholarship *</b>	Student with the highest mark in Social Studies 30	
<b>Grace English Memorial Scholarship *</b>	Student whose family has contributed the most to the Vilna Fire Department	
<b>Nadia Kully Memorial Scholarship *</b>	Student with the highest average in Core Grade 12 subjects. The recipient must be attending a post-secondary institution.	Announced in September after Graduation year and paid in December
<b>Keyano Pimee Scholarship</b>	High school students who live in Goodfish Lake or Saddle Lake and attain a mark of 70% or better in any Science, Math or English course they complete.	\$100.00 Announced and paid in June
<b>* The above scholarships are restricted to Graduates of Vilna School.</b>		
<b>Alexander Rutherford High School Scholarship</b>	A student must have a minimum combined average based on five designated courses in at least one grade: Grade 10, 11, or 12.	Up to \$2500.00. Please go to the Aspen View website for the application.
<b>Aspen View Awards</b>	Presented to all students who have achieved an average of 80% or higher in grade 12 level courses in a minimum of 25 credits. (Special Project work and work experience excluded). Five of these credits must be in English. All eligible courses must be for a minimum of 5 credits.	\$300 award. See the Aspen View website for full details
<b>Governor General's Medal</b>	A Governor General's Academic Award is presented annually to the student who achieves the highest academic average in grade 12. To be eligible, the student must have completed a minimum of four 30 level courses in the year. The marks used to	Bronze Medal

	determine the award will be those obtained on school final exams in all courses the student completed in the school year.	
<p><b>RESIDENT OF ALBERTA</b>          To be considered a resident of Alberta for scholarship purposes, the applicant must be a Canadian Citizen or Landed Immigrant of Canada, and either their parents live in Alberta or Alberta is the last place the applicant spent one year outside of school. This definition is common for most of the scholarships.</p>		

**BUSSING**

Morning Arrival – School buses are expected to arrive at the school no earlier than 8:30 am. There is no staff supervision for students prior to 8:30 am.

Afternoon Departure (Regular Day) – Students are dismissed at 3:10 pm. School buses should depart no earlier than 3:18 pm.

**Rules of Conduct**

The majority of students who attend Vilna School ride the bus. Students have a responsibility to behave in a reasonable fashion while on the bus and are under the direct supervision of the driver. Aspen View Regional Division has set out the following rules of conduct:

1. Students have a right to ride on the bus to and from their school in a safe and quiet manner.
2. Students can carry on quiet conversations with other students in their assigned seated area.
3. Students may, with the driver’s permission, eat on the bus.
4. Students are expected to place garbage in the garbage basket.
5. Students may play with their electronics if they use earplugs or headphones.
6. Students will be assigned to a seat by the driver and will sit in their assigned seat when riding.
7. Skate blades and other hard or sharp objects must be covered by protective guards or transported in an appropriate case.
8. Students are expected to be on time for loading and discharge.
9. Students are expected to exhibit behaviour that would be acceptable in a classroom.
10. Students are expected to enter the school immediately upon arrival.

**Inform Bus Drivers**

Students who wish to ride on a bus other than their regular bus must bring a note from their parent/guardian, which is signed by the administration. Any students who do not plan to return home on the regular bus must inform the driver in advance. This avoids the problem of a lengthy wait during the bus loading times.

**Transportation Questions**

Should a question regarding transportation arise, parents are asked to contact:

1. Bus driver
2. Principal/Vice Principal 780-636-3651
3. Aspen View Transportation Department 1-888-323-3959
4. Whitefish #128 (Goodfish Lake), Daphne Favel 780-227-5411
5. Saddle Lake, Leon Moosewah - 780-614-5427

## **Transportation Safety**

Although flashing red lights are no longer required within the Village of Vilna. In the interest of student safety, school buses are expected to depart in an orderly manner. Overtaking parked school buses in front of Vilna School is not an approved action. Parents picking up their children are asked to use the parking lot to prevent possible accidents when crossing the street. We ask that parents and students use the designated crosswalk after school and follow the guidelines of the safety patrol on duty.

## **DRESS CODE**

At Vilna School, we believe it is important that students dress appropriately for success at school. Clothing and appearance need to be appropriate for school, which is our working and learning environment. Clothing cannot be distracting, suggestive or offensive to others and must meet the safety standard of the activity.

- Clothing and accessories may not include logos, words, or graphics that display inappropriate language, sexual innuendo, violence or racial slurs or promote or incite violence, illegal conduct, or criminal activity.
- Neckline and hemline lengths must be appropriate for a K-12 learning environment.

Students, who are not dressed appropriately for school, will be asked to cover up with a sweater or t-shirt provided by staff and/or return home to change into appropriate clothing. We request that parents support the school's actions by having your children dress appropriately for school. PE classes require students to wear shorts or sweatpants, shirts, socks and running shoes for safety and hygienic reasons. Students are required to wear shoes at school inside and outside.

## **ELECTRONIC DEVICES**

Cell phones are prohibited in all instructional settings and during all instructional times. Exemptions for health or special learning needs must be approved by the Principal and recorded and supported by appropriate documentation, including medical diagnosis where applicable. Cell phones must be kept turned off or silent, and stored out of students' reach and view, such as in a locker or backpack. The definition of "cell phones" includes cell phones, Smartwatches and any peripheral devices that connect to them. Students in Grades 7-12 will be advised regarding the limited use of cell phones during break times, as determined by school-based administration.

Students who fail to comply with the standards/expectations of teachers will lose the privilege of using their electronic devices within the classroom or school. Lost or stolen electronic devices are the responsibility of the student.

## **FIELD TRIPS**

From time to time throughout the year, classes may be involved in field trips. During such trips, the organizing teacher(s) are in charge and determine student eligibility, subject to administrative approval. In some cases, funds are raised by the class to help with the costs of the trip. All money raised in this way is considered a joint contribution by the class members and is applied equally to those students participating in the trip. Any trips requiring transportation will be dealt with on an individual basis. Each trip requires parental permission.

## **FIRE DRILLS and LOCK-DOWN DRILLS**

### **Fire Drills**

Fire drills are conducted 6 times during the school year. At the fire alarm signal, every person in the school is expected to leave the building. Teachers will inform all classes of proper evacuation routes and



procedures early in the school year and students are expected to remain familiar with these routes and procedures.

### **Lockdown Drills**

Lockdown drills are conducted 4 times during the school year with the cooperation of the RCMP. Teachers will inform all classes of lockdown procedures and students are expected to behave in an orderly manner and comply with procedures during all lockdown drills.

### **GAY STRAIGHT ALLIANCE**

Vilna School has an active GSA (Gender & sexuality alliance) with staff and students dedicated to making school a safe and inclusive space for anyone in the LGBTQ+2S spectrum. This group is open to students in grades 6-12. Throughout the school year, this group hosts school activities and LGBTQ+2S awareness days.

### **INCLEMENT WEATHER**

The school remains open on all scheduled school days, regardless of weather conditions. Parents who send their child to school, are responsible for ensuring that the child is adequately clothed for the existing weather conditions. **Local media stations and social media posts will inform parents when a decision has been made that the buses in an attendance area will not operate.** When individual bus drivers make this decision for a particular bus, it is the operator's responsibility to notify the parents affected. During periods of poor weather conditions, parents should anticipate the possibility of early dismissal to facilitate safe transportation and make arrangements beforehand so that their child does not arrive home unable to enter.

### **LIBRARY**

Library books are normally loaned for a period of one week. If books have not been returned or renewed within 13 school days, library privileges may be removed. Primary students, however, must return books every library period. When books are not returned or are damaged beyond repair, the student responsible is assessed the original value of the book.

**Textbooks and Chromebooks** signed out to students must be returned at the end of the semester or the end of the school year. When textbooks or Chromebooks are not returned or are damaged beyond repair, the student responsible is assessed the original value of the item.

### **LEAVING SCHOOL GROUNDS**

Students are to remain on school property between 8:30 a.m. and 3:10 p.m. Students in kindergarten to grade eight are not permitted to leave school grounds unless under special circumstances. Grades 9-12 (excluding lunch time) require parental permission to leave school grounds and are required to report formally to the School Office prior to doing so.

### **OPENING EXERCISES**

As per Aspen View Schools AP 208, the playing of O'Canada will be part of the school opening exercises.

## **STUDENT ASSESSMENT AND REPORTING**

### **Parent Portal - PowerSchool**

Aspen View parents and students are encouraged to use PowerSchool to keep up to date with grades and assessments, school information, attendance reports and more. PowerSchool is a web-based home-to-school collaboration system linking parents, students and schools with real-time information via the Internet. Students and parents can also get up-to-date information on assignments and test scores, class marks and other assessment information. Users can opt-in to receive notifications of new information by email or text message. In addition, PowerSchool allows parents the convenience of paying school fees online, including resource fees, transportation fees and miscellaneous school fees such as yearbook, grad, sports teams, etc.

Setting up a PowerSchool account is quick and easy. All you need is internet access, and the student's Access ID and password (mailed home at the beginning of the school year, or available from the student's school office). **If you require access please contact the office staff.**

PowerSchool can be accessed through any school or division website from the [homepage](#) 'For Students/Parents' dropdown menu. A video walkthrough of the PowerSchool account setup process is available. In addition, you can download the [free](#) PowerSchool app from the [Apple App Store](#) or [Google Play](#). Any questions regarding PowerSchool can be directed to your school office.

### **Report Cards**

Report cards are sent home with the student twice each year in January and June with interim reports in November and April. While these reports mark important stages in the student's progress, they are not intended to replace parental monitoring of the student's work or direct contact with the student's teacher.

### **External/Internal Assessments**

Provincial Achievement Tests are conducted in grades 6 and 9. Teachers may use these results as part of the student's final mark (10%-15%) at the teacher's discretion. Diploma Examinations are written in selected grade 12 subjects and determine 30% of the student's final mark in that subject.

Standardized achievement tests may be conducted for students in grades 1-9 to assess for Literacy and numeracy levels of achievement. All students in grades 1-8 are assessed for Literacy using the Fountas and Pinnell Benchmark assessment.

A certified psychologist carries out assessments of students who have learning, behavioural or other special needs only after parental permission has been obtained. Services for students identified with special needs may be provided from teacher aide support in the regular classroom, pull-out support, technology support, modified curriculum, etc. to help the students reach their potential.

## **STUDENT RECORDS**

Parents/Guardians are entitled to access their child's cumulative, discipline and psychological assessment records as well as Individual Program Plans subject to Section 18 of the Education Act. Information can be viewed by making an appointment with the school secretary or the principal.

When a student transfers, the student record is forwarded to the receiving school. Personal information will not be released to any other individuals or agencies other than legal guardians except for basic information required by Aspen View Division or Alberta Learning.

Information will be released in accordance with the guidelines set out in the Freedom of Information and Protection of Privacy Act.

### **STUDENT TELEPHONE**

A phone is provided in the office for student use.

### **SCHOOL DANCES**

All students are encouraged to attend and support Student Council-organized dances. Expectations are:

- All visitors must be approved prior to the day of the dance.
- All bags and coats must be checked at the door.
- No entrance to the dance following 9:00 p.m.
- You are not allowed to re-enter the school once you leave without supervision.
- All school and Board Policies will be enforced.

### **SCHOOL FEES**

As per School Policy 19 and in accordance with AP 503 the Board may charge fees to provide quality programs, enhance learning experiences, and/or provide goods or services for students. School fees will be categorized as follows (see AP 503 – Payment of Fees for definitions):

- Optional Course Fees
- Activity Fees/Field Trip Fees
- Extracurricular Fees
- Non-curricular Activities & Travel Early
- Childhood Services Technology User Fees
- Alternative Program Fees
- Non-curricular Goods and Services
- Transportation Fees
- Other Fees that Enhance Education

### **SCHOOL LOCKERS/LOCKS**

**Lockers** are the property of Aspen View Schools. School lockers are rented on the condition that the school reserves the right to search and repossess the locker at any time without notice. The principal will publish the locker policy, including the provision that lockers are subject to searches without notice under the direction of the principal. It is desirable that students be present when their lockers are searched.

#### **Locks**

School combination locks may be rented annually at the rate of \$1.00. These locks can be opened with a master key, which only the principal, the school secretary and the head custodian possess. Except in extraordinary circumstances, only the principal or vice principal may open such a lock in current use by a student.

## **VOLUNTEERS**

There are many opportunities for parents to participate as volunteers and become more involved in the life and work of the school. A volunteer checklist and package is available through the school office for parents who would like to volunteer. Note that volunteers are required to have a yearly criminal record check and must fill out a volunteer application form.

### **Parent Volunteers**

Volunteers assist in the classroom, library and office. They assist on field trips and with special school events. Volunteers help make our learning environment vibrant and positive. The goals of our Volunteer Program are:

- To involve the parents in the education of their children
- To provide assistance to the classroom teacher to better meet the individual needs of students
- To provide volunteers with meaningful involvement within the school

### **Expectations for Our Volunteers**

**Sign In** – all volunteers sign in at the office so when emergency situations happen we know where to locate them.

## **VIDEO SURVEILLANCE**

Vilna School is equipped with video surveillance in accordance with Administrative Procedure 181. Vilna School believes that the use of video camera surveillance will assist in protecting the safety of students and their environment and aid in the detection of vandalism. Your child may be videotaped on our cameras.

## **VISITORS TO THE SCHOOL**

In order to ensure the safety of all students in the school, all visitors are requested to report directly to the office for a visitor pass. A non-parent/guardian wishing to see a student at school is to check with the administration.

## **VISITING STUDENTS**

Visiting students are not allowed at Vilna School. Bus drivers are discouraged from picking up such students in the morning and transporting them to school.

<b>Vilna School Student Counseling Services</b>	
Vilna School strives to ensure all students achieve and maintain the highest level of academic success. We acknowledge that the primary responsibility for this success rests with the classroom teachers and their use of exemplary universal practices in the classroom. We also acknowledge that targeted and specialized supports such as those provided by the student counselling team are required for students from time to time particularly when learning in the classroom is impacted or when parents have identified an impact at home. Interventions including student pull-out are always done to ensure the least impact on student learning. Parents or guardians registering a student in the school will be asked to sign one consent form for counselling.	
<b><i>First Nation Family School Liaison: Darcy Houle</i></b>	
The main objective of the First Nations Family School Liaison is to better meet the needs of our Indigenous student population. The Family Liaison is an	<b><i>Universal/Targeted Level of Support</i></b>

<p>important member of the educational and student support team working to improve learner success. The Family School Liaison helps to increase parental involvement in the education of Indigenous learners, works to strengthen relationships among First Nations, Métis, and Inuit families, and fosters a greater appreciation and understanding by all Albertans of First Nations, Métis, and Inuit people. The Family School Liaison can assist with:</p> <ul style="list-style-type: none"> <li>● Liaison between school/home/outside agencies.</li> <li>● Providing guidance and support to students.</li> <li>● Monitoring student attendance and academic progress.</li> <li>● Promote awareness and appreciation of culture, heritage and language.</li> <li>● Facilitating &amp; organizing Indigenous awareness programs and activities.</li> <li>● Enhancing the academic, social, emotional, physical and spiritual well-being of the child in one-to-one, small group and large-scale classroom situations.</li> </ul>	
<p><b>Family School Liaison Worker: Ms. Lauren Melnyk</b></p>	
<p>Areas of assistance can include anything from test anxiety to bereavement, from anger management to peer relations. Parental consent must be obtained in each case unless it involves child endangerment.</p>	<p><b>Grade K-12: Universal, Targeted and Individual support</b></p>
<p><b>School Therapist: Ms. Sacha Brower</b></p>	
<p>The main objective of the Division-Based Therapist is the delivery of services to address severe emotional and/or behavioural concerns for assigned students and to support the overall mental wellness goals of the school.</p>	<p><b>Universal/Targeted Level of Support</b></p>

## **ELEMENTARY PROGRAM**

### **Before School**

Doors are open at 8:30 a.m. Students from the village or those who are dropped off at school before 8:30 a.m. will wait in the agora or boot rooms for their teachers.

### **Entrances**

There are two entrances to the elementary wing; the east entrance is for use by grades 4, 5 and 6 and the southwest entrance is used by grades Great Beginnings, K, 1, 2 and 3. Student outdoor footwear is stored in trays in each foyer.

### **Indoor Footwear**

Parents are required to provide their children with an extra pair of 'indoor only' footwear. The intent of this policy is for safety reasons during PE classes and in the event of an emergency. It also helps reduce the grit and mud which inevitably enter outdoor footwear, thereby keeping our school cleaner and reducing damage to the floors.

### **Lost And Found**

A box is located in the Agora. Parents are encouraged to look through the box periodically. Items not collected are donated to GoodWill in December and June.

## **Outdoors**

Primary and elementary students are assigned the use of the yard on the north and south sides of the school. Students may not leave the school grounds without the teacher's permission during the day unless they go home for lunch or are accompanied by a parent/guardian. (Students who do leave on their own become the responsibility of their parents until they return to school). Snowballs are not permitted on school grounds.

## **Outdoor Clothing**

When the weather becomes questionable with respect to health and safety, parents are expected to make the initial decision whether or not to send their child to school. Whether the children walk to school or ride the bus, they should be dressed well enough to withstand the weather for an extended period of time. While at school, children are expected to be outdoors during recess and lunch breaks unless the administration determines that the temperature or wind chill is too severe. Please ensure that your child is properly clothed for comfortable outdoor play.

## **Head Lice Prevention**

- Head checks will be done as needed
- Teachers will be presented with a list of affected students and the list is handed into the office.
- Parents/guardians of affected children will be notified via telephone by the vice principal who will recommend the child be treated prior to returning to school.
- A letter supplied by the Health Unit is sent home to all students in the class where head lice and/or nits were found.
- The child will be re-checked when they return to school.

## **JUNIOR HIGH PROGRAM**

### **Homework**

Success in junior high school requires that students not only complete assigned work but also study on a regular daily basis. A notebook for listing assignments, tests and study plans is an essential part of a secondary student's equipment.

### **Option Classes**

Junior high students will have the opportunity to take option classes each semester.

### **Promotions (Pass to Next Grade Level)**

Students and parents will receive regular reports of student progress in February and June. In addition, teachers may provide periodic progress reports. Such factors include achievement, ability, age, emotional development, and social and physical maturity. A student should achieve a 50% average in the four academic core subjects of Social Studies, Language Arts, Mathematics and Science. The importance of parent-teacher interviews and other lines of communication in this respect cannot be overemphasized.

## **SENIOR HIGH PROGRAM**

### **Graduation Requirements**

Graduation ceremonies are held the first weekend in June for the Grade 12 students who meet the academic requirements listed below. The celebration includes convocation exercises and a banquet for the students and their families. Aspen View Policy prohibits the use of alcohol.

In order for students to be eligible to participate in the graduation exercises:

1. Students must be in a position to meet graduation requirements by the beginning of May (High School Diploma or Certificate of Achievement). Students can become ineligible to participate in graduation exercises if they do not continue to meet the graduation requirements.

2. Students must participate in fundraising activities sponsored by the Grad Class to participate in the banquet activities.

### **Credits**

**Credit load** is a full-year program usually consisting of a total of 35-40 credits (1400-1600 minutes per week). Where a student's absence from class puts their eligibility for credits at risk, the parents and/or students are notified by letter. If this problem persists, the student may be withdrawn from the class and receive no credits for the course.

**Academic standing** - A student who has achieved a mark of 50% or higher in a given course is eligible to take the next high school course in that sequence, e.g., English 10-20-30 or Social Studies 10-20-30.

### **Study Period**

All students up to and including Grade 11 are required to enroll in a full timetable of classes. Grade 12 students are required to enroll in a minimum course load of 15 credits per semester. If a student has a study period then the student must spend the time in the library, designated classroom, or off school property. Students are encouraged to make effective and efficient use of this time by studying, doing homework or working on school projects.

### **INDIVIDUALIZED PROGRAM**

The following programs will be offered to students who demonstrate maturity and responsibility. This privilege will be removed from the individual if it is abused. All students participating in these programs will be assigned to the Virtual room. All correspondence courses must be completed in 1 semester.

### **Work Experience 15/25/35**

The work experience program is available to grade 10 through 12 students. It consists of placing students at workstations within the community, home communities or school. This activity familiarizes the students with the world of work and gives them an opportunity to explore various careers. Supervision and evaluation is done by both the work experience coordinator and the workstation supervisor. See Off-Campus Student Handbook. Successful completion of workplace safety courses is a prerequisite.

### **Green Certificate Program**

Students may work on a farm, including the family farm for credits. This program must be registered for through the school. Green Certificate courses will require a payment of \$350 before the course is given out. This amount will be refunded upon completion of the course.

### **Registered Apprenticeship Program (RAP)**

Students spend part of their time in school and part in industry as registered apprentices in one of Alberta's 52 designated trades. Students enrolled in RAP courses are considered full-time high school students and registered apprentices. The hours that the student spends at work with a certified journeyman are credited toward apprenticeship.

### **Virtual Classes**

Aspen View Schools will be offering Virtual School to all Senior High students. Students registering in all courses through correspondence must have the approval of the Principal and will be expected to complete their work in the Virtual room. A \$100 deposit may be required before any Aspen View correspondence course will be ordered.

## **Special Projects**

Special Projects Credits are designed to encourage individualization of instruction and as such they have two major functions

1. To encourage and assist the students in becoming involved in the selection, planning and organization of their programs in specific areas.
2. To encourage the students to pursue activities in which they have considerable interest but which are not within the scope of the regular curriculum. See Special Projects Handbook.

## **CAREER AND TECHNOLOGY STUDIES (CTS) COURSES**

### **Philosophy**

The CTS program is designed to develop skills that senior high school students can apply in their daily lives when preparing for entry into the workplace or for further learning opportunities. Through the CTS program, students are provided with opportunities to personalize their learning, identify and explore their interests, manage transitions and build partnerships while developing basic competencies. The strands are:

1. BIT: Business, Administration, Finance & Information Technology
2. HRH: Health, Recreation & Human Services
3. CON: Construction
4. NAT: Natural Resources
5. TMT: Trades, Manufacturing & Transportation

Please see the Education Alberta website for more information;

<http://www.education.alberta.ca/teachers/program/cts/program-of-studies.aspx>

## **OFF-CAMPUS PROGRAM**

### **Fully Accredited Program**

The Vilna Off-Campus School has many successful years of operation and is fully accredited by Alberta Education. Many Vilna School graduates complete their studies at the Off-Campus School.

### **Location**

This school is located in the old town hall building right beside the giant mushroom statue in the village Mushroom Park.

### **Schedule**

The Off-Campus school operates 5 days a week from Monday to Friday following regular school hours.

### **Transportation**

Students ride the same buses as the regular students but get dropped off and picked up at the Off-Campus school.

### **Curriculum**

The Off-Campus school offers the same courses as the main campus with some exceptions for CTS courses. The main difference is how those courses are delivered, which is for the most part module work



that requires the students to work more independently. However, we do have two teachers to help the students with their work.

### **Transition Program**

As an alternative to repeated suspension and/or expulsion, VOCA also functions as part of a transition program where students (Gr 7-12) at risk of extended suspension or expulsion can refocus, study and be supported.

### **Off-Campus Students are Vilna Students**

A student attending the Off-Campus is still considered a Vilna student with many, but not all of the same privileges and expectations. For example, many of our athletic teams are made up of students from the Off-Campus Schools. We also include the Off-campus students on field trips when applicable. Off-campus students attend Vilna School's main campus for the fitness room, PE, and some option classes.

## **FREQUENTLY ASKED QUESTIONS**

### **Who is Off-Campus for?**

The Off-Campus school was set up for a variety of students who fit any or all of the following conditions;

- Has trouble attending school regularly
- Requires flexible schedule and/or learning environment (eg. Pregnant, new mother)
- Older student who dropped out of school previously and now want to get their diploma
- Difficulty functioning in the regular school environment
- Requires additional support to address behaviour
- Prefers working at their own pace

### **If I choose the Off-Campus do I need to stay there?**

Not necessarily. We have had a few students who started at the Off-Campus and proved themselves through their work ethic and attendance that they were ready to attend the regular school and have done well over there. On the other hand, a student who enrolls at the regular school, but then struggles either with attendance or other issues may be recommended for the Off-Campus.

## **BEHAVIORAL POLICY**

***Following is a synopsis of the Vilna School and Vilna Off-Campus School Behavioral Policy. For a complete overview of our behavior policy please refer to our Behavioral Policy Handbook either on our school website or request a copy from our office.***

### **References**

Students in Vilna School and Vilna Off-Campus School will be dealt with appropriately in relation to the Alberta School Act and the Aspen View Conduct Policy Statement.

### **Student Accountability**

Students **are** accountable and responsible for their behaviour. Every student can become a positive and productive citizen of Vilna School. It is the goal of the staff at Vilna School to encourage every student to attain this high standard of responsibility for their actions.

### **Relationships**

Developing relationships with students is key to supporting students struggling with inappropriate behaviours. Consequences will still happen, but the emphasis is an empathetic one geared towards teaching virtues and personal growth as opposed to punitive. The staff intends to have students consider their

responses in advance of their actions. This will assist in the development of positive citizenship in the students.

### **Administration**

Major infractions are referred to the administration. An investigation of the infraction/s which have occurred will be conducted by an administrator. We intend to involve parents/guardians in this process wherever possible. The consequence levied on the student will be decided based on the following conditions:

1. The precipitating events and information elicited from student/s, peer and staff observation
2. The child's intentions
3. The personality, history and temperament of the child
4. What happened
5. The damage or hurt caused by the misbehaviour or rule violation.

**Parental Consultation and Information:** In the event of a serious infraction occurring, the administration will inform the parent by phone wherever possible, and a follow-up letter may be sent designating the problem and the resulting consequence.

## **STUDENT DISCIPLINE-SUPPORTING DOCUMENTS**

### **Administrative Procedure 350**

#### **STUDENT RESPONSIBILITIES**

##### **Background**

Students have rights within the schools as long as they do not infringe upon the rights of others in the school.

##### **Procedures**

1. The principal shall ensure that this administrative procedure is communicated to students.
2. Students shall:
  - 2.1. Be diligent in pursuing their studies;
  - 2.2. Attend school regularly and punctually;
  - 2.3. Cooperate fully with everyone authorized by the Division to provide education programs and other services;
  - 2.4. Comply with the rules and regulations of the school;
  - 2.5. Be accountable to the staff members and volunteers for their conduct;
  - 2.6. Respect the rights of others;
  - 2.7. Be accountable for their guests' actions;
  - 2.8. Be dressed in a manner which is conducive to learning, in good taste, and not a health or safety hazard;
  - 2.9. Ensure that clothing does not have unacceptable words, phrases, pictures or graphics; and
  - 2.10. Treat school property with due care and respect;
3. The Division prohibits the following on school property and at school-related activities:
  - 3.1 Alcohol;
  - 3.2 Illegal drugs;
  - 3.3 Weapons;
  - 3.4 Tobacco use.

A weapon is described as any object that is used, or intended to be used, to threaten or harm another person.

Reference: Section 12, 14, 45, 60, 61, 113, School Act

### **Aspen View Policy**

According to Aspen View Regional School Division No. 19, Policy 300-35, Suspension and expulsion shall be considered when a student:

- a) Exhibits open opposition to authority
- b) Exhibits willful disobedience
- c) Habitually neglects duty
- d) Uses improper or profane language
- e) Engages in conduct potentially injurious to others
- f) Willfully damages school property
- g) Exhibits behaviour that interferes with school or board-approved activities
- h) Exhibits behaviour inconsistent with Section 7 of the School Act

*"We are nothing else but what we make of ourselves.  
It follows that everyone is wholly and solely responsible for everything they do.  
~ Jean-Paul Sartre on "Responsibility"*

### **Vilna School Expectations/Rules**

- Strive to achieve your personal best in schoolwork.
- Arrive to class on time.
- Participate in all learning activities and complete all homework assignments.
- Behave in a manner that respects the rights of others.
- Be ready to learn by getting enough sleep, eating proper meals and showing up at school and to classes every day, on time.
- Cooperate with other students, teachers and parents in creating and maintaining a learning environment conducive to learning.
- To the extent possible at your grade level, be involved in decisions affecting your program of studies.
- No energy drinks inside the school.
- No gang wear or colors including hats and bandanas.
- Stay in the building at break times (except lunch time) Breaks are 5 minutes.
- For grades 9 -12 students, if parents do not want their students to go uptown at lunch they are to notify us.

Where students neglect their responsibilities to the detriment of others, their behaviour is evaluated according to the Vilna School Discipline Policy.

### **Electronic Devices**

Cell phones are prohibited in all instructional settings and during all instructional times. Exemptions for health or special learning needs must be approved by the Principal and recorded and supported by appropriate documentation, including medical diagnosis where applicable. Cell phones must be kept turned off or silent, and stored out of students' reach and view, such as in a locker or backpack. The definition of "cell phones" includes cell phones, Smartwatches and any peripheral devices that connect to them. Students in Grades 7-12 will be advised regarding the limited use of cell phones during break times, as determined by school-based administration.

Students who fail to comply with the standards/expectations of teachers will lose the privilege of using their electronic devices within the classroom or school. Lost or stolen electronic devices are the responsibility of the student.

### **Smoking Reduction Policy**

The law states that students under the age of 18 are not allowed to smoke in public/visible areas. School Division policy prohibits smoking on school board premises. Vilna School policy states that smoking and/or chewing tobacco products are prohibited on school property, school buses and during any school-sponsored events and trips.

Any student known to be smoking/vaping or using chew on school property (including school buses) will receive a 1 day out of school suspension. **Jr. High students using tobacco or chewing tobacco anywhere within the vicinity of the school during a school day will immediately move to step three.**

At any time a referral to an Addictions Counselor can be made. Smoking transgressions will be handled by the administration.

### **Drugs and Alcohol**

Students who participate in drugs or alcohol activity during school hours will be referred to the Restorative Justice Program to find what actions can be taken to repair harm and parents or guardians will be contacted and informed further. Circumstances pending, a suspension from 1-5 days may still result. (Trafficking, distribution, and bootlegging will result in a recommendation to the board for expulsion on 1<sup>st</sup> offence).

### **Vandalism/Damage to School Property**

Any student who vandalizes or damages school property may be asked to clean up or repair damaged equipment/structures, may be billed for the cost of the repair and may face suspension from school for up to (5 days) circumstances pending. Criminal charges may result in more serious cases.

### **Leaving school without Permission**

When our students in grade 8 or older leave school without permission and choose to walk home on their own, the guardian will be called immediately and informed their child has chosen to leave school without permission and is walking home. If guardians cannot be contacted, the RCMP will be called to inform them a student is walking along the highway. Students in grade 7 or younger who leave the school campus will be followed and the student will be returned to school. The guardian may be requested to pick up their child, or arrangements will be made for the students to serve the time they missed, including but not limited to an in-school suspension.

### **Lunch Detentions**

Gr. 1-6 students with lunch detentions (LD) will be handled by elementary staff in the elementary wing. Gr. 7-9 students may serve lunch detentions with the homeroom teacher who administered it or in the Virtual room. Students in grades 10-12 will be sent to the Virtual room. The teacher needs to let the staff, responsible for that room, know which student is serving an LD and for how long.

### **In-School Suspensions**

In-school suspensions will be served in a supervised area in the school or a different classroom in some cases for younger students. The student will serve recess and lunch breaks in the same, supervised areas.

### **Out Of School Suspensions**

Out-of-school suspensions will be served at home or at a place of the parent's choosing. A suspension prohibits the student, who is suspended, from attending any school-sponsored activity such as sports, dances,

or meetings; from riding the school bus; or from being on school property. This ban is in effect twenty-four hours a day (including weekends) for as long as the suspension is in effect. Students who ignore these conditions will be sent home, may have additional time added to the present suspension and may be charged with trespassing.

### **Searches**

If suspected of wrongdoing, a student may be directed to empty pockets, knapsack, purse, etc. However, physical searches are not to be carried out by school personnel. If, in the opinion of the principal, a physical search should be conducted, the police shall be contacted.

### **Locker Searches**

Any registered student may be provided with a locker and the school reserves the right to search and repossess the locker at any time without notice. Such searches must take place in the presence of the principal or their designate and preferably the student to whom the locker has been assigned. See Administrative Procedure 352 on interrogation and searches for more information.