

STUDENT RIGHTS

At M. E. LaZerte all students have the right to:

- Learn
- Be respected
- Hear and be heard
- Privacy and their own personal space
- A healthy and clean school environment
- Be safe

GENERAL SCHOOL POLICIES

M.E. LaZerte aims to provide students with a safe, caring and supportive environment. All students are responsible for ensuring that they follow these behavior expectations. Consequences (ranging from a reprimand, parental involvement, attendance board, loss of privileges, detention, exclusion from class, suspension, removal from a course and assignment of a final mark and expulsion from the school or district) will be administered for failure to comply with these expectations.

- **Students shall be responsible and accountable for their behavior and conduct:**

- while involved in school-sponsored or related activities.
- while on school property, during any breaks or lunch periods on or off school property.
- while traveling to and from school.
- beyond the hours of school operation, if the behavior or conduct detrimentally affects the welfare of individual students or the governance, climate or efficiency of the school.

SCHOOL ETHICS

It is expected that all M. E. LaZerte students will:

- attend all classes on time prepared to learn and contribute in a positive manner.
- allow teachers to teach and students to learn without interruption.
- demonstrate honesty, courtesy and respect for peers and all staff.
- respectfully comply with any requests made by staff members
- have on their person at all times their valid M. E. LaZerte ID card.
- present the ID card on request of any staff member.

- be respectful and remove headwear prior to entering the school (unless worn for religious reasons).
- not smoke or gamble on school property.
- not use or possess alcohol, illegal drugs or weapons.
- not be under the influence of alcohol, illegal drugs or inhalants.
- obtain the maximum number of credits as assigned on their timetable.
- keep hallways clear and quiet during class time.
- follow the dress code at all times.
- follow the cell phone and electronic device rules at all times.
- not take unauthorized pictures or video in the school. Administrators have the right to review and delete any pictures or video taken in the school.
- not use, or have in their possession, any electronic devices during examinations.

ADDITIONAL BEHAVIOR EXPECTATIONS

Physical violence or fighting to resolve conflicts is not tolerated. Students who fight will receive serious consequences ranging from a suspension to a recommendation to the Superintendent for expulsion from M.E. LaZerte. If students are having difficulty resolving a conflict, they should seek assistance from a school counselor, administrator, or the school resource officer. There is zero tolerance for weapons in the school. Possession of a weapon will lead to a recommendation for expulsion and involvement of the police. Anything that could potentially be harmful to oneself or others may be considered to be a weapon.

Skateboards, roller blades and scooters are not to be used on school property. These items must be stored in student lockers during the entire school day.

Edmonton Public Schools has a three-year high school policy. Within three years from the time a student qualifies for grade 10, he or she is expected to earn the credits required to graduate. Fourth year students are directed to Centre High.

ON TIME AND READY TO LEARN

At M.E. LaZerte we want students in class, on time with all necessary materials, ready to learn. Students who are chronically late or are repeatedly caught in the halls without a hall pass will face a consequence such as a detention or an in school or out of school suspension.

THREE STRIKES POLICY BE IN CLASS NOT IN THE HALLS!

It is up to students to get a hall pass from their teacher when they leave the room. Any student who is caught in the halls during class time without a hall pass will have their name written down – this is “strike one”. If students receive three strikes, they will serve a lunch hour detention.

CELL PHONES & ELECTRONIC DEVICES

Students are required to turn **ALL** electronic devices **OFF** during class, **UNLESS** specific permission and parameters are given for their use by the classroom teacher.

With teacher permission, acceptable use may include:

- **Accessing the wireless network**
- **Using MP3 player function**
- **Using electronic organizers, calculator or other apps**

Use that is not of an instructional nature is **never** allowed.

Unacceptable use would include:

- **Sending or receiving Text Messages and Instant Messages**
- **Checking voicemail**
- **Making or receiving calls**
- **Taking unauthorized pictures or video**

Cell phone may be used in the school:

- in the morning before block 1 begins
- during breaks between classes
- at lunch
- after 3:30
- while on a spare, in the library, on silent mode to text or browse the internet but not to make or receive actual phone calls.

Once the hallway music begins playing to signal the start of a class period students must immediately turn off their cell phones, put them away, and keep them out of sight. Students must respectfully cooperate when any staff member directs them to hand over their phone if they are caught breaking the cell phone rules. The phone will be brought to the office and the student must speak with an administrator at the end of the day to have

the phone returned. Consequences for breaking the rules will include: a warning, detentions, parent contact and suspensions.

DRESS CODE

Dress that is suggestive, provocative, insulting and/or unsuitable for public school wear is inappropriate. Graphics depicting or suggesting violence, profanity, pornography, alcohol (including beer slogans), drugs, etc. will not be permitted on clothing. "FCUK" clothing is not acceptable.

The key element of our dress policy is moderation.

- "underwear" items should remain under cover.
- Tops should reach the waistline: midriffs should be covered (belly buttons are to remain covered at all times).
- Necklines should be modest. Skimpy tops (i.e. spaghetti straps or strapless and see through tops) are out. Cleavage should not be visible.
- Shorts and skirts should be at moderate length.
- Pants, shorts and skirts should not hang too low below the waistline.
- No hats or headgear.

Students are not allowed to wear hats or headgear in the school except for religious reasons. Students who do not comply with this rule will be asked to remove their headgear and hand it to the staff member who has made the request. Headgear, which includes hats, bandanas, dew rags, etc., will be kept in the office and returned to the student at the end of the day. Students are not to wear their hoodies on their head in the school. Students that are continually reminded to remove their hoodies off their head will be sent to see an administrator. Students whose dress does not meet the requirements of our dress regulations will be asked to change into appropriate wear.

ATTENDANCE AND PUNCTUALITY

- Regular attendance in class is one of the most important contributing factors to student learning
- Responsibility for regular attendance rests with students and parents. All absences must be reported to the main office, by a parent phone call or signed parent note, within one week of the absence
- Medical documentation is required for ongoing absenteeism due to health concerns

- All unexcused absences from class will be recorded and will be reported to the home on a daily basis by an automated phone reporting system

Daily up-to-date summaries of student attendance are available on **SchoolZone** and upon request by phoning the school. Students are responsible for all course material missed while absent for any reason.

Medical and dental appointments should be made outside of school time if possible. Parents are requested not to schedule holidays or pull students out of school prior to, or during, major exam periods. Absenteeism will be addressed through communication between teacher, student, parent and administration. Excessive unexcused absences may result in withdrawal from classes.

M. E. LaZerte does not permit early dismissal for summer holidays. ***Missed exams and assignments could seriously jeopardize students' success.***

LOCKERS

Lockers are the property of M. E. LaZerte School. There will be no student selection of locker locations. Valuable items should not be left in backpacks, in rooms or in a student's locker or the physical education lockers. Students should not bring valuables or large amounts of money to school. THE SCHOOL CANNOT BE RESPONSIBLE FOR ANY LOCKER LOSSES OR UNATTENDED VALUABLES LEFT IN AN UNSECURED STATE. Lockers will be assigned by the Day 1 Block 1 teacher on the first day of regular classes. Students without a Day 1 Block 1 class will have their locker assigned to them by the main office. Teachers will register the student locker number and lock combination with the main office. Students are responsible for the cleanliness and care of their lockers and will be held responsible for any defacing or damage occurring during the school year. Students are not allowed to share lockers. Students can either purchase a lock from the school or use their own. If they use their own, they should make sure it is a strong, sturdy lock.

NOTE: School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. If school authorities have a reasonable suspicion that the locker

may contain materials that pose a threat to the health, welfare and safety of students in the school or the school environment, a student's locker may be searched without prior warning. If the student is not present for the search, and the locker combination provided by the student is incorrect, the lock will be cut off and the student will be responsible for replacing the lock.

FEES AND TEXTBOOKS

School fees should be paid in full on registration day. If families are unable to pay the full amount on registration day, they may setup a payment plan with the Accounts Department. Failure to pay fees may result in students not being able to participate in co-curricular activities such as sports teams and graduation commencement. Students are responsible for the care of the textbooks that are signed out to them. Textbooks must be returned at the end of the course. Students will be responsible to pay for lost or damaged textbooks. This ensures there will be textbooks available for all students.

VISITORS

All visitors must proceed directly to the main office upon arriving at the school. Students from other schools are not allowed on school property until after 3:30 p.m. Failure to report to the main office could result in a ticket for trespassing.

STUDENT DROP OFF

Students are to be dropped off in the public parking lot on the east side of the school, not the staff parking lot. The north side of the roadway in front of the school on 144th avenue is clearly marked as a **no stopping zone**. Parents wishing to drop off or pick up students in front of the school on 144th avenue must do so past the west crosswalk where parking and stopping is allowed.

PARKING

Student parking is available in the 66th street parking lot located on the east side of the school. Students and staff must not park in the visitor parking areas and must keep designated handicap parking stalls, no parking areas, and the handicap bus zone clear. During class times students are not to be in the parking lot.

LEAVING THE SCHOOL

Students needing to leave the school during regular class time due to illness or to attend an appointment must sign out through the main office. Office staff will need to speak with a parent/guardian by phone before the student can sign out.

INJURIES

Students must report any injuries immediately to the teacher in charge of the activity or to the main office. A written report of the accident will be completed by the teacher or administrator.

SURVEILLANCE CAMERAS

To enhance safety and security, M.E. LaZerte is monitored by surveillance cameras.

CAFETERIA

The cafeteria is operated for the convenience of students and staff. Full course meals, as well as soups, salad plates, sandwiches, desserts and snacks are available. Special event menus will be a regular feature.

Hours of Operation: Mornings: 8 a.m. to 8:55 a.m.

Lunch: 11:50 a.m. to 12:40 p.m.

Hot meals and sandwiches are served daily. This is your cafeteria so please keep it clean. The cafeteria is not open to students during class time. Studying is done in the library. Vending machines are not to be used during class time.

SCHOOL RESOURCE OFFICER

Our school is fortunate to have Constable Thomsen assigned to us as our school resource officer. He is here to answer questions and provide assistance on any issues regarding the police and the law. He has the authority to press charges under the Criminal Code and the School Act. If he is not in his office, he can be reached through the main office.

FITNESS & LIFESTYLE CENTRE

If you wish to use the facility, there is a fee of \$25.00 per semester. If students are using the fitness centre during a spare they must be in the facility by the start of the period and must stay in the facility until the bell rings to end the period.

FIELD TRIPS

M. E. LaZerte recognizes field trips are valuable educational activities which enhance student learning and development. Throughout the school year, students will be invited to participate in field trips in order to enhance and complement course work through the use of facilities and sites outside of the school. In order to inform parents of the goals of the trip, as well as location, any special provisions, safety requirements and potential costs, a field trip consent form will be issued to the students involved. In all cases, a parental/guardian signature will be required in order for the student to participate. If you have any questions regarding any aspects of field trips we would welcome your inquiries at 408-9800.

RESPECTFUL LEARNING AND WORKING ENVIRONMENT

Edmonton Public Schools, in co-operation with its staff groups, is committed to creating a healthy, respectful learning environment for students, staff members, trustees, parents, volunteers and contractors. We recognize the worth of every person without discrimination. We are committed to working toward the elimination of objectionable behavior in our schools and workplaces, and to maintaining an environment that is respectful, safe, nurturing and positive for everyone. Please help us achieve this goal by interacting in a manner which respects the dignity and value of others.

MAIN OFFICE HOURS

The main office and the business office are open from **8 a.m. until 4 p.m.** The receptionist is available to provide information about the school and is the contact person regarding monitored attendance checks and any other concerns about the day to day operation of the school.

BUSINESS OFFICE HOURS

The business office (accounts window) hours of operation are from **8 a.m. until 4 p.m.** Payment of fees can be made by cash, cheque (post dated cheques are not accepted), VISA, Mastercard or Interac. If a cheque returns NSF a bank fee will apply and an alternate method of payment will be requested. **Students must provide their Student ID Cards when fee payments are made** as scanners are used with the receipting software.

An ATM machine is located beside the cafeteria entrance. The cash denomination available is in \$10 bills only. A fee of \$1.50

per transaction is applicable. The school receives a small monthly commission and all proceeds are used for student activities.

BUS PASSES

Bus passes for the month of September will be sold at registration. After registration, bus passes are sold two days before the last school day of the month and the first three school days in the new month at the “accounts window”. An alternate bus pass sale location may be added during peak times. Hours of selling will be 30 minutes prior to classes in the morning, during lunch hour and 30 minutes at the end of the day. Sale dates and times are posted and published in the Voyageur News.

STUDENTS MUST HAVE THEIR OWN I.D. CARDS WHEN PURCHASING A BUS PASS.

METHOD OF OPERATION

M. E. LaZerte operates with both 10-month courses and 5-month courses.

Semester 1:	August 29, 2011 to January 31, 2012 5-6 credit courses meet every day 3 credit courses meet every other day
Semester 2:	February 1, 2012 to June 29, 2012 5-6 credit courses meet every day 3 credit courses meet every other day
Full Year Courses:	August 29, 2012 to June 29, 2012 5-6 credit courses meet every other day for the full school year

TIMETABLE

M. E. LaZerte operates on a two-day cycle. This allows some classes to meet every second day (all year courses) and other classes to meet every day (semestered courses). The school calendar lists the Day 1 and Day 2 schedule for the entire year. There is a blank timetable on page 27 for you to fill your courses in.

GENERAL INFORMATION

ALBERTA HIGH SCHOOL DIPLOMA

To earn an Alberta High School Diploma, a student must:

Earn a minimum of 100 credits and complete and meet the standards of the following courses:

- English 30-1 or 30-2
- Social Studies 30-1 or 30-2
- Mathematics - 10 or more credits in Math (at least Math 24) Math 20-1 or Math 20-2
- Science - 10 or more credits in Science (at least Science 24, Science 20, Biology 20, Chemistry 20 or Physics 20)
- Physical Education 10
- Career and Life Management (CALM) 20 (3 credits)
- 10 or more credits in Career and Technology Studies (CTS), Fine Arts, International Languages or Physical Education 20/30
- 10 or more credits in any 30-level courses in addition to English and Social Studies.

ACCIDENT INSURANCE

Accident insurance forms are available to all students at registration and should be returned to the main office.

ASSESSMENT RESPONSIBILITIES at M.E. LaZerte High School

To ensure our assessments are fair and accurate, staff will:

- Design assessments that fairly and accurately assess students' understanding of curriculum outcomes
- Schedule appropriate opportunities for students to demonstrate learning
- Maintain thorough and accurate records detailing student achievement
- Communicate, in a timely fashion, student progress and achievement in a variety of ways
- Provide opportunities for students to complete missed assessments
- Provide opportunities for students to replace assessments or show improvement

To show responsibility for their own learning and the learning environment, students will:

- Attend school regularly and punctually
- Come to class prepared to work and learn
- Engage in Learning Activities for practice and feedback
- Demonstrate pride in completed work by ensuring that all work is of high quality
- Demonstrate their highest level of achievement
- Exhibit respect for themselves and demonstrate self-discipline
- Put forth their best effort at all times
- Come to school everyday prepared to work – not only with the proper materials but also with an attitude that fosters success and achievement
- Ask for help when needed

To support student learning, parents will:

- Encourage son/daughter to get to school daily and on time
- Provide the time and place for daily homework
- Show support for school and district policies and regulations
- Actively participate in communicating with staff and reading school documents

Students are expected to be in class when assessments have been scheduled. In the event of excused absences, it is the responsibility of the student to arrange with the teacher an alternate time to complete an assessment. Staff aim to be fair and flexible with missing assessments. Student learning will be negatively impacted if students demonstrate a pattern of missing scheduled assessments and if students do not take responsibility for completing missed assessments. Furthermore, there are a limited number of opportunities for students to make up missing assessments.

ATHLETICS

VOYAGEUR ATHLETICS PROGRAM:

M. E. LaZerte's Athletics Program allows students the opportunity to participate and represent their school through a wide variety of teams.

To qualify for team participation students must:

- maintain a prescribed course load
- maintain a minimum 90% attendance record

- abide by the M. E. LaZerte Code of Ethics
- have all school and team athletics fees paid

Failure to comply may result in losing the privilege of representing M. E. LaZerte on an athletic team.

INTERSCHOOL ACTIVITIES:

M. E. LaZerte has many fine, successful, interschool athletic teams. The success of these teams is a reflection of the dedication and hard work of the players and coaches of M. E. LaZerte. Coaches at M. E. LaZerte are typically school staff. Each team must have a staff sponsor if the coach is a community volunteer.

All students who attend M. E. LaZerte are eligible to try out for school teams. Team size is restricted according to the regulations of each particular league. Should students make the team, fees may be associated with the program.

An extensive interschool athletics program is available for interested students. Junior and senior football, girls and boys junior and senior volleyball and basketball, track and field, swimming, soccer, and rugby are some of the popular sports and activities in which a student may compete. Last year's athletics program proved to be very successful with many students participating in the program. These are voluntary activities and team expectations will be set by individual coaches.

INTRAMURALS:

Intramurals play an important part in the lives of the students at M. E. LaZerte. Aside from providing friendly competition, they also give the opportunity to meet new friends, have fun and stay in shape. This year we will be offering an exciting program during lunch hours. Activities will include floor hockey, dodge ball, 3 on 3 hoops just to name a few. We will also be running fun-based student activities during various lunch periods.

We hope you have decided to get involved with intramurals. It is you, the students of M. E. LaZerte, who make intramurals happen!

CLUBS

School life is as interesting and rewarding as students, individually and collectively, are prepared to make it. There are many different clubs available to students at M. E. LaZerte.

Student activities are divided into three general areas: social, clubs and athletics. The Students' Union is responsible for some

social activities. Teachers and interested students form clubs in answer to general student interests.

Some examples of clubs that are operating or have operated during previous years include: Green Team, Social Justice Club, Yearbook, Golf Club, and many others.

Any new or old clubs become operational in the new school term if there is an indication of student interest and a staff sponsor is available. Some clubs do levy a special fee to cover additional expenses.

COMMENCEMENT

In order to be eligible to participate in commencement, a Grade 12 student must:

- have 90% attendance and punctuality (no more than 10% unexcused absences and 10% unexcused lates).

The school will only record an absence or late as excused if parents/guardians report the reason to the main office **within one week of the absence or late**. Medical documentation must be provided for chronic absenteeism. If parents/guardians notice any discrepancies in attendance, as communicated through SchoolZone or the automated phone system, they must notify the main office **within one week of the absence or late** in order for it to be corrected.

- be a student in good standing by abiding by all M. E. LaZerte's rules and behavior expectations.
- be on track to complete their high school diploma by the end of June.
- have no outstanding fees.
- have paid grad fees.

GRAD ACTIVITY DAYS

May 24, 2012 - Commencement exercises (Shaw Conference Centre at 7:00 p.m.). Caps and gowns will be worn at this time and commemorative certificates presented. Tickets go on sale in May and each participating grad is guaranteed 4 tickets for family and friends.

May 25, 2012 - Grad Banquet and Dance (Shaw Conference Centre at 6:30 p.m.)

Bookings for the grad banquet go on sale in April through an on-line booking website. If you want to have guaranteed seating for your family and friends, be sure to book early as tickets go quickly on a first come, first served basis.

Refund of Grad Fees:

After grad gowns have been ordered, for any student who is withdrawn from school or removed from the commencement list, only 50% of the grad fees will be refunded.

LIBRARY RESOURCE CENTRE

The library is open from **8:15 a.m. to 4:15 p.m.** daily. We encourage you to use our quiet, comfortable space to do research, homework, assignments or to relax and read. We offer wireless internet access as well as a wide range of print and electronic resources. Check out our huge fiction collection, popular magazines and lots of materials to help you succeed in high school. No food or drink other than water bottles please.

STUDENT EVALUATION AND PROGRESS REPORTS

- Students receive an overview of course objectives at the beginning of each course.
- Evaluation procedures and weighting for a given course are consistent within each department.
- Students will be made aware of the evaluation practices at the beginning of each course.
- The staff recognizes the need for using a variety of appropriate assessment techniques such as teacher observation, teacher-student discussions, assignments, projects and tests for measuring student development and learning.
- A scheduled exam week at the end of each semester is a part of the normal evaluation process at M. E. LaZerte. Students should not plan activities or appointments that

conflict with scheduled exams. All exams must be written as scheduled.

- Alberta Education Grade 12 Diploma Examinations will account for 50% of the final grade in English 30-1/30-2, Social Studies 30-1/30-2, Mathematics 30P/30A, Biology 30, Chemistry 30, Physics 30 and Science 30.
- Report cards will be posted to SchoolZone on the following dates:

Term 1 November 5, 2011

Term 2 March 1, 2012

Term 3 April 7, 2012

Term 4 June 29, 2012

Note: Grade 12 diploma exam results will be mailed by Alberta Education to students in late February and July.

APPEAL PROCEDURES

If students feel that a course mark was arrived at unfairly or an error has been made, they may appeal the mark.

The appeal should be made first to the classroom teacher. If the student is still not satisfied with the outcome, he/she may then contact the department head. The department head will check the mark, discuss the concerns with the teacher and make sure that it is correct according to the records. Should the student still need clarification, he/she may then appeal to the designated assistant principal.

SCHOOL ZONE

In order to facilitate ongoing and immediate communication with parents, the following are all available on SchoolZone: School News, Newsletters, Exam Schedules, Attendance Reports, Course Outlines, Marks Reports, and Progress Reports. The school can be contacted in order to obtain a SchoolZone account. (www.schoolzone.epsb.ca)

STUDENT SERVICES

Book an appointment with a secretary in Student Services to see one of our counselors.

Student Services offers the following services to students.

Educational Counseling

- selection of courses
- program planning

- graduation requirements
- college or university entrance requirements
- technical school apprenticeship

Financial Assistance

- scholarship information
- grant and loan information for high school, college and/or university

Personal Counseling

- confidential discussion of personal and family concerns
- conflict resolution/anger management
- counselors will provide appropriate referral to other school system services or non-school agencies

Career Counseling

- establishing career goals
- exploration of related occupations
- brochures and pamphlets on careers and post-secondary institutions
- career presentations

Tutors/MENTors

- see a counselor for more information

STUDENTS' UNION

At M. E. LaZerte, we believe that student leadership and involvement in school related events is vital to student and school well-being. To facilitate these opportunities our school has an active Students' Union as well as a wide range of student activities. We encourage each of you to get involved!

AWARDS AND SCHOLARSHIPS

ACADEMIC ACHIEVEMENT RECOGNITION

Second and Third Quarter Honour Roll Recipients

Students obtaining an average of 80% or higher in ALL courses taken will be recognized on an Honour Roll.

Year End Honour Award Recipients

Students with an average in the school year receiving an 80% in all courses taken in the school year will receive an Honours Certificate for the school year. Students that have an average of 80-89% for all courses taken at M.E. LaZerte for the school year will receive an honours certificate at the following autumn awards ceremony. Students whose average isx 90% or higher will be recognized as having honours with distinction.

Grade 12 Honour Cord Recipients

Students obtaining an average of 80% or higher in all courses taken at M.E. LaZerte in their grade 12 year (using teacher awarded 3rd quarter marks and/or final diploma marks) will wear an Honour Cord at the Commencement Ceremony.

The Top Grade 10, Grade 11 and Grade 12 Student

The top student for each grade will be selected using Alexander Rutherford Criteria.