

**RELEVANT HIGH SCHOOL**

**STUDENT  
HANDBOOK**



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1. *Hours:* School begins at 8:55 AM and ends at 3:00 PM
2. *Attendance:* You will LOSE points for poor attendance at Relevant School. Each reporting period your attendance will be calculated in accord with the following system:

1.	<i>Late</i>	Lose a half-point
2.	<i>Unauthorized Absent</i>	Lose a full point
3.	<i>Asked to Leave</i>	Lose a full point
4.	<i>Authorized Excuse</i>	No points lost

- Juniors (Grades 8-9) may lose up to four points; for Seniors (10-12), there is no limit to the amount of points that may be lost.
  - No student should be out of class without the permission of the chairperson. You will be given an unauthorized absence.
  - No more than one student should be out of class at one time.
  - No student will be allowed out of class more than once during the period.
  - If you must leave school owing to illness or an appointment, you must notify the office secretary.
  - Students who are late for class in the first period should report to the office secretary.
3. *Academics:* Academics at Relevant are handled a little differently than at other schools. We try to give you every opportunity to succeed in the classroom. We believe that if a student is prepared to put in an HONEST effort, and attend classes with regularity, she or he will be successful. Assignments are marked in the following manner:

1. <i>In Class Assignments (ICA)</i>	These assignments are completed in class. They are usually worth one to two points.
2. <i>Independent Work (IW)</i>	These assignments are given once or twice a week in most subjects and are worth two points.
3. <i>Study Assignments (SA)</i>	This is a quiz that is given once per cycle. It is worth up to four points
4. <i>Review Worksheets (RW)</i>	This is an examination that is given at the end of a unit. Reviews are worth up to six points
5. <i>Projects</i>	Projects are subject-specific: they might be an essay, or some other presentation. They carry the same weight as a Review Worksheet
6. <i>Book Checks (BC)</i>	You are expected to keep your books in order. They will be checked once a month. These are worth two points.

Marking is managed differently in certain grades:

**Grade 8:** The subject specialist (a teacher) or marker marks all types of assignments. If the assignment is done correctly, you will receive "(1) Sat Comp." On the other hand, if you have made some errors, you will see "1C" written at the top of your assignment. This means you must correct your mistakes and hand the assignment back. If all is done correctly, you will now receive full points for the assignment. If you do not return these assignments to your subject-specialist by the next day, you will receive "o" or "x" for your work.

**Grade 9:** For the first half of the year, the Grade 9 class is marked the same as the Grade 8; for the remaining half of the year, the Grade 9 class is marked in the same manner as the Grades 10 through 12).

**Grades 10-12:** The subject specialist (a teacher) or marker marks all types of assignments. Check with your subject-specialist to see the marking scale for course work.

**Note:** Check with your subject-specialist for variations on the above.

#### 4. Class Organization

**A. The Subject Specialist:** At Relevant High School, a teacher is called a subject specialist, and, while in the classroom, should be treated as you would a guest. The responsibilities of the subject specialist are:

- To encourage success in the classroom
- To create an effective learning environment
- To mark assignments promptly
- To prepare meaningful assignments

**B. The Chairperson:** On the first day of classes, two chairpeople are elected in each class.

- To call the class together in the following manner: "I call this class to order. Anyone coming in after this point is late. No talking during the attendance. All clothing codes are now in effect. May I have the attendance please?" If a student talks during, the attendance, he or she must be given a warning by the chairperson.
- To observe and give warnings to those who display anti-social behaviour in the classroom. The following are examples of this behaviour:
  - Chewing gum
  - Swearing
  - Throwing objects
  - Vandalizing the collective property of the school
  - Discussing matters unrelated to the lesson

- Fighting
  - Disrespect
  - Drinking any beverage in the computer lab
  - Eating in the computer lab
  - Abusing materials made available to students in the science lab (i.e., chemicals, cutting instruments, etc.)
- To ask students to leave the class when warnings have not been heeded.
  - To give, once per class hour, permission to other students to leave the class to go to the washroom.
  - To implement new rules created by the Chairpersons' Committee
  - To inform module coordinator, or director when a subject-specialist leaves the class due to collective anti-social behaviour.
- C. The Student:** The responsibility of the student is to demonstrate an honest effort in the classroom and to attend classes with regularity. You must:
- To arrive in class before the bell has completed ringing
  - To submit assignments on time
  - To do your best effort when given an assignment.
  - To respect the decisions of the chairperson
  - To demonstrate a desire to help other students to feel comfortable in the school's environment.
5. *Classroom Behaviour:* Anti-social behaviour is monitored in the classroom by chairpeople.
- *Warnings:* Students receive warnings for inappropriate or disruptive behaviour. They are asked to leave after 2 warnings (Grades 10-12) or three (Grades 8-9).
  - *ATL's<sup>1</sup>:* It is not the sole responsibility of the subject specialist to ATL students; however, the subject specialist may recommend that a warning be given to a student who is behaving immaturely. Students may be asked to leave the classroom without any prior warnings for zero tolerance behaviour such as physical rowdiness, offensive language or rudeness, arguing with the teacher or eating.
  - *Walkout:* if the subject specialist believes that the classroom does not respect the position of the chairpeople, he or she may WALK-OUT. If a subject specialist leaves a classroom, the following must occur: the Director (or representative of) will come to the class for a meeting, and the class will be redone at lunch.
6. *Campus Behaviour:* Every student is expected to behave respectfully and courteously towards others while at school, as well as when coming to school

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<sup>1</sup> Asked to Leave

and going home. We expect our schools to be safe, friendly places where all students and staff can have a sense of belonging. We emphasize that students accept responsibility for their behaviour. Students who are behaving inappropriately at break times will be asked to see a school coordinator who will determine the consequences

7. *Discipline Policy:* There are times when a student's behaviour may require the school to take action in the form of suspension and/or expulsion. Serious infractions may include:
  - a. habitual behaviour which makes learning difficult for students
  - b. flagrant disrespect for teachers and students
  - c. the use of or bringing of alcohol or drugs on the school property
  - d. weapons of any type on the school property
  - e. chronic lack of attendance or tardiness
  - f. unsafe behaviour such as tampering with fire or security equipment or endangering anyone
  - g. theft, which includes "borrowing" anything from anyone or the school without permission
  - h. deliberate defacing or damaging of school property or property belonging to others
  - i. bullying (see below)

**Suspension:** A student may be required to be absent when his/her behaviour constitutes a serious infraction within the stated guidelines for student conduct. This absence is termed a suspension and is decided upon by the principal and school coordinator after investigating the infraction.

**Expulsion:** Any student who acts in a way that would be considered gross misconduct may be expelled. This decision will be made by the principal, in conjunction with the Administrative Committee and a representative from the Board of Directors.

8. *Anti-Bullying Policy:* Bullying will not be tolerated at any level within the school. Students and parents are advised to report any incidence of bullying to either the school coordinator or the principal. If a bullying incident occurs, the perpetrator(s) will be issued a warning by a module coordinator or the principal, and a letter pertaining to the incident will be forwarded to the parents. If a second incident occurs the perpetrator(s) parents will be asked into the school and advised that if any further bullying occurs the student will be asked to leave the school. If a third incident occurs the student will be asked to leave the school. For cyber-bullying, see *Special Rules: Media* in Section 13.
9. *Staff Members:* The tradition at Relevant High School is to address a subject-specialist by his or her first name. All staff members are available at lunch and after school for academic help.

10. *Groups and Committees:* Every student at Relevant High School belongs to a GROUP organized by GRADE. A group meets once per cycle. Along with GROUPS, the school is organized by COMMITTEES. At the beginning of the school year you must choose to be involved with one of the following committees:
- The Social Committee is responsible for planning events
  - The Community Relations Committee is responsible for interacting with communities in and outside of the school.
  - The Chairperson's Committee is responsible for in-class policy and grievances.
  - The Newspaper Committee is responsible for writing and publishing the school's newspaper.
  - The Yearbook Committee is responsible for the written and photographic record of the school year.
  - The Beautification Committee is responsible for the attractiveness of the school.

Groups and Committees are designed to allow you to help in the running of the school; to comment upon your own behaviour and that of others; and to evaluate the success of existing programs at Relevant. At times, students will be asked to resolve problems connected to the following anti-social behaviour:

- Bullying
- Teasing
- Rowdiness
- Littering
- Selfishness
- Vandalism
- Swearing
- Sexist or racist remarks
- Insensitivity

Students may also be required to propose positive incentives to improve the anti-social behaviour listed above. At our school, every person is a member of the student council. Take advantage of this strength

11. *Conferences:* During the school year, at least one School Conference is held to deal with the proposals generated by Groups and Committees, as well as Administrative and Staff Modules. Voting procedures are provided in the Conference Handbook, and are condensed from *Robert's Rules of Order*.
12. *Special Rules:* There are special rules for both the computer and science labs; there are also things you need to know about audio-visual equipment. Read the following so that you do not make a mistake: some of the rules are for your safety and the safety of others; others have to do with moral issues related to what behaviours are appropriate in a school environment.

#### Computer Lab

- 1) No eating or drinking in the lab.

- 2) No running or horseplay.
- 3) Do not upload or download programs from the computer network.
- 4) No pirated software.
- 5) No violent games.
- 6) No destructive behaviour.
- 7) No arguing about these rules.

#### Science Lab

- 1) Always maintain a business like attitude
- 2) No food, drink, or gum allowed in the laboratory.
- 3) No contact lenses in the lab.
- 4) No loose fitting clothing.
- 5) No dangling jewellery
- 6) Tie back long hair.
- 7) Wear protective eye goggles and gloves if required.
- 8) Do not touch chemicals until told to.
- 9) Do not smell chemicals unless told to.
- 10) Use the wafting technique for smelling chemicals.
- 11) Do not perform unauthorized experiments or leave flame unattended.
- 12) Keep flammable liquids away from flames.
- 13) Notify the teacher if an accident occurs.
- 14) Know the location of the eyewash and fire extinguishers.
- 15) Before leaving the laboratory, tidy and clean the lab bench.
- 16) Wash your hands.

#### Media

- 1) Students may not broadcast or cause to be broadcast information that is offensive in nature.
- 2) Students may not use media within the school unless given permission by a subject specialist or administrator.
- 3) Harmful remarks posted on social networking sites must be removed immediately. Depending on the nature of the remarks, the holder of the page in which the remarks were posted, may be subject to further discipline by the administration of the school.
- 4) Photographs taken within the boundaries of the school, or on a school field trip, must not be posted on a website unless the permission of all individuals in the photograph has been obtained. Failure to do so will require that the photograph be removed from the webpage involved.
- 5) Room 2 is designated as a music room and music of a suitable nature may be played there, unless the coordinator of Room 2 insists on silence.

#### Sports Equipment

- 1) All sports equipment must be returned to Arthur, or Doug.
- 2) Do not remove equipment without asking first.

#### Hand-held Devices/Cellphones/Laptops/Netbooks

- 1) Cellphones may not be used within the boundaries of the school or on a field trip without the express permission of the director, or the teacher-in-charge.
- 2) Cellphones must not be used within the boundaries of the school between 8:55 am and 3:00 pm.
- 3) Handheld devices are left to the discretion of the subject-specialist. Again, their use must be academic in nature. For example, they may be used when doing research for a class project.

#### Academic Honesty

- 1) Work that is submitted for marking must be the original effort of the student who submits that work. Students caught in academic dishonesty will lose up to a minus amount of the value submitted. If that assignment is out of 2 points, the student will receive -2. Cheating means copying from another source, faking illness in order to avoid an examination, and rewriting someone else's ideas and presenting them as your own. We understand that some students are under pressure to achieve high marks, but it is better for you to see your subject-specialist to discuss any problem that you might be having rather than choosing a path that will almost guarantee disappointment in the future. Remember that we guarantee success, as long as a student puts in an "honest effort."
13. *Tobacco Use:* This unhealthy activity is illegal on all school grounds in British Columbia . Anyone caught indulging in this practice which creates a danger for others as well as themselves, shall be sent home.
  14. *Boundaries:* Do not leave the school grounds unless you have the permission of the director of the school. No. 10 Highway is extremely dangerous. For your safety, do not leave the grounds.
  15. *Textbooks:* Textbooks must be treated with the understanding that they are expensive, and will be used by other students in the future. If you damage a book, you will pay for a replacement so that another student will have a textbook. You will be assigned a numbered textbook. You are responsible for the book with that number. If you get your book mixed up with another student's and, subsequently, that student loses your textbook, YOU will pay for the replacement. In our records, we keep track of the number, not that you were given a textbook. This is the only fair method to guarantee that someone doesn't steal a textbook in order to avoid paying for his/her own lack of organization. Some textbooks cost over 100 dollars. Report cards are not issued until payment for missing or damaged texts is made.
  16. *Personal Information Privacy Policy:* Safeguarding personal information of students is a fundamental concern of the school. The school is committed to meeting or exceeding the privacy standards established by British Columbia's Personal Information Protection Act and any other applicable legislation.