

H. A. Kostash

School Handbook

2024-2025



Strength in Knowledge - Power in Unity

4815-54 Avenue
P.O. Box 630
Smoky Lake, AB T0A 3C0

Phone (789) 656-3820 Fax (780) 656-2122 Email hak@asperview.org

Mrs. B. Mykytiuk – Principal

Ms. A. Bodnar – Assistant Principal

Mission Statement

H. A. Kostash School is dedicated to working with students so that students become knowledgeable, healthy, civically engaged, prepared for self-sufficiency, and ready for the world beyond formal schooling.

Mission: to provide an engaging education that focuses on learning goals, skill development, character building, and life-long learning.

HAK's Vision

This vision includes classrooms with students being actively engaged, teachers and Educational Assistants planning for differentiated needs, and staff involved in their own, ongoing professional development.

Our Commitments:

Student Learning: Students will focus on relevant learning experiences that lead to high quality student achievement.

Staff Learning: Staff will continue to be reflective, life-long learners, who strive to improve their practice.

Communication: We will commit and continue to improve open, active, ongoing and honest communication with students, staff, parents and the Aspen View community.

Culture and Climate: Promote and model safe and caring schools that demonstrate respect for our diverse community.

Social Emotional Needs: Help all students develop self-awareness and decision making skills to achieve school and life success.

Physical Needs: Promote and model active and healthy lifestyle choices.

Principal's Message

Dear Parents and Guardians,

The H. A. Kostash School community extends a warm welcome.

This handbook outlines school procedures. Individual teachers may have specific rules that pertain to their own classrooms; however, many of the H. A. Kostash School's procedures have been designed so consistency and fairness are qualities that can be found throughout the school. The procedures outlined in this handbook are based on students' needs, Aspen View Administrative Procedures, and, the Education Act.

H. A. Kostash School has students from as young as 3 years in Great Beginnings to 18 years of age in grade 12. We also have a daycare facility in our building. We will use this handbook to guide our practices to ensure that everyone is part of our safe, welcoming, and caring environment.

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 child. Clear communication, clear expectations, and working together are key to success.

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

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 H. A. Kostash School at 780-656-3820 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 cannot be resolved a meeting with the student, parent, teacher, and principal can be arranged.

If you have any questions or concerns regarding this handbook please contact me at the school at 780-656-3820 or email me at brenda.mykytiuk@aspensview.org.

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

Brenda Mykytiuk
H. A. Kostash School Principal



School Staff

Administration

Principal Mrs. Brenda Mykytiuk

Assistant Principal Ms. Ashley Bodnar

ECS – Grade 6

ECS Miss Rianna Coutts

Gr. 1 Mrs. Cortnee Cunningham

Gr. 2 Mrs. Shelby Kwasny and Mrs. Lisa Melnyk

Gr. 3 Mrs. Tracy Cherniwchan

Gr. 4 Ms. Tanya Pelech

Gr. 5 Mrs. Jennifer Ziprick

Gr. 6 Ms. Courtney Cherniwchan

Junior and Senior High

Mr. Dryden Lalonde

Miss Sarah Feledichuk

Mrs. Kaitlin Mykyte

Mrs. Leah Johnson

Mr. Murray Lalonde

Ms. Meagan Ponich

Mr. Craig Stinson

Ms. Cassandra Ostashek

Mr. Hal Ziprick

Mrs. Jennifer Ziprick

High School Success Coach

Ms. Ashley Bodnar

Administrative Assistants

Mrs. Donna Ketsa

Mrs. Lori Tychkowsky

Librarian/Virtual Coordinator

Mrs. Karen Chipchar

Educational Assistants

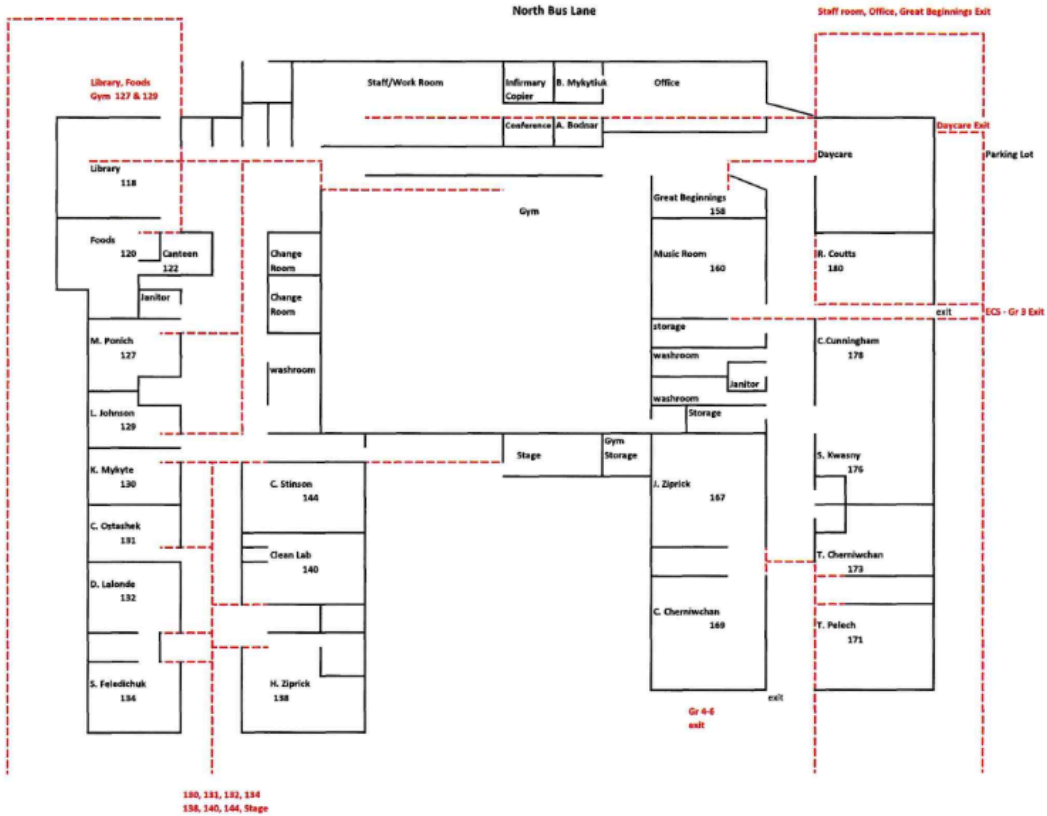
Mrs. Susan Arsenault

■
Mrs. Karen Chipchar
Ms. Jade Fedirchuk
Mrs. Christine Fleming
Mrs. Bev Jarema
Ms. Kristin Magnusson
Mrs. Carrie Melnyk
Mrs. Lisa Melnychuk
Mrs. Kim Pritchard
Mrs. Donna Richards
Mrs. Brittany Turko
Mrs. Peggy Zatorski

Colony School Teacher
Ms. Karen Holowaychuk

Custodial
Mrs. Jacqueline Smith

H. A. Kostash School
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MUSTER AREA

Assessment Reporting

H. A. Kostash has moved to paperless recording of marks. At any time, parents may access PowerSchool. This is a web based program that tracks attendance and student progress. If you have not signed up, contact the school office for access to PowerSchool.

Grade twelve students who are enrolled in courses, requiring them to write a diploma exam, will be able to access their marks on MyPass. Please contact the school office for more information.

Student appeals of teacher awarded marks should be made in writing within one week of regular reports being issued, or within 30 days of the final report card for that course.

Accident or Illness

In the event of a minor accident or illness which doesn't require moving a student to a medical facility, the student will be treated at the school and parents will be contacted if necessary. Examples of minor injuries include bumps, small cuts and nausea.

If the student's condition warrants further medical treatment, parents will be contacted and asked to take the student to a medical facility.

If the need for medical attention is immediate, the student will be taken to the nearest hospital, and parents will be contacted. Examples of injuries requiring immediate medical attention include broken limbs, severe cuts and severe allergic reactions.


If the need for medical attention is immediate, but the student should not be moved without professional medical help, an ambulance will be called. Examples of these injuries include unconsciousness or back injuries.

Administering Medication

Aspen View Schools administrative procedure 316 is summarized below:

While administering medication to students is not a responsibility of schools, staff members may be requested to do so. The administration of medication may be done only after:

- a) the use of the medication is prescribed by a physician; and
- b) other reasonable options, such as self-administration or parental administration, are determined to be impracticable; and
- c) a properly completed and signed Request for Administration of Medication to Student and Release form (Form 316-1) has been received from the parent and approved by the principal; and
- d) the principal has determined that sufficient resources are available in the school.

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1. Requests to administer medications to students during school hours shall be in writing, using the forms available at the school. The medication must be in the original prescription container, clearly labeled and specifying the name of the medication, instructions regarding the dosing schedule, method of administration and storage information (including any expiry dates).
 2. No employee shall administer medication unless condition #1 has been met.
 3. All medications shall be kept in a secure location.
 4. The principal shall keep a record of all medications administered.
 5. The parent shall advise the principal immediately, in writing, of any changes in medication or medication scheduling.
 6. It is the responsibility of the parent or guardian to make arrangements for the transportation and dispensing of medication if the child is on a field trip or extracurricular activity. Please make these arrangements prior to the activity.

Bringing Personal Property to School


Please refrain from bringing any extra items other than what is listed below.

Students are welcome to bring computers, or chromebooks from home; however, the child is ultimately responsible for the care and supervision of his or her property. It is not the school's responsibility to replace or repair any damage to an individual's computer, tablets, chromebooks, etc.

Bus Rules and Regulations

Because of the number of students riding school buses, standards are necessary for the well-being and safety of all bus passengers. The following rules and regulations are a summary of Aspen View Schools administrative procedure 356 and its appendix.

1. Students riding on a school bus shall be under the immediate supervision and authority of the driver from the time they are loading until they are discharged at the school and similarly on the return trip.
2. Students are expected to comply with the "Rules of Conduct" displayed in each bus for view by all riders.
3. Students must obey the bus driver. The driver has full authority.
4. Bus drivers shall review the rules with students on their route.
5. Students have a right to ride on the bus to and from school in a safe and quiet manner.
6. Students will be assigned to a seat by the bus driver, and will sit in their assigned seat when riding the bus.
7. There are some items that cannot be transported on buses. The following are examples only, and should not be viewed as the total list of those items; skates without blade protection or appropriate casing, hockey sticks, hockey bags, skate boards, skis, large band instruments, large school projects, curling brooms etc. It should be recognized that the intent of restricting these items is directly related to safety concerns, as well as, the space and comfort of all students.
8. Students are expected to be on time for loading and discharge.

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9. Students are expected to exhibit behavior that would be acceptable in a classroom.

For more detailed information see the following link:

<https://docushare.aspenview.org/docushare/dsweb/Get/Document-213395/AP%20356%20Discipline%20on%20School%20Buses.pdf>

Student Misconduct Form

If a student displays unacceptable conduct on the bus, the bus driver has the right to demand better behavior from the student. If the actions of the student are more serious, a Misconduct Form will be completed and discussed with the principal or assistant principal. The principal or assistant principal may suspend any student from the bus who misbehaves while on the bus. Section 36 (3)(c) of the Education Act.

Career Counseling Services

Our career counselor, Ms. Bodnar, is available to meet with students. Due to timetabling constraints, students are required to book an appointment to discuss their needs.

Cellphone and Device Use

1. Cellphones 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.
2. Cellphones must be kept turned off or silent, and stored out of students' reach and view, such as in a locker.
3. The definition of "cellphones" includes cell phones, Smartwatches and any peripheral devices that connect to them.
4. K-6 students will not be permitted to interact with cellphones during break times or at any time during the school day.
5. Students in Grades 7-12 are only allowed to use their cellphones during lunch break.
6. Cellphone use is permitted on buses and during bus rides.

7. All staff will abide by the same administrative procedures and lead by example; cellphones are only to be used as part of their work assignment and/or to secure a safe school environment.

Failure of students to comply with this Administrative Procedure shall result in:

8.1. First offense: student's personal mobile device shall be confiscated and stored securely in the school office. The student's parent/guardian will be advised via phone or email.

The student will be able to retrieve the device at the end of the school day.

8.2. Second offense: student's personal mobile device shall be confiscated and stored securely in the school office. The student's parent/guardian will be advised via phone or email. The student's parent/guardian will be able to retrieve the device at the end of the school day.

8.3. Third and subsequent offense: As per section 8.2 above, plus progressive discipline as per Administrative Procedure 355: Student Code of Conduct and Discipline.

Network Acceptable Use

The use of the internet at school is a privilege granted to students. It is not a right; therefore, the use of the internet may be removed if students violate the terms of the agreement. Students at H. A. Kostash School will adhere to the following guidelines:

1. Technology is defined as all electronic devices, telecommunications, networked services and cloud services.

2. Acceptable use is defined as a responsibility of each user of Division or school technology to ensure that such use supports educational activities consistent with the Division's mission and goals, and complies with the information security requirements of the Division.

The following activities do not meet acceptable use criteria:

- Committing illegal or unethical acts, including any use of technology to plan or carry out acts of fraud, theft, harassment or vandalism, or to damage or destroy digital information or information resources.
- Transmitting or gaining access to any material that breaks copyright or material protected

by trade secret, or committing plagiarism of information.

- Transmitting or gaining access to obscene or threatening material, written or pictorial, including but not restricted to material that contains or promotes pornography, racial supremacy or ethnic hatred or violation of human rights.
- Using Division technology for unauthorized commercial activities by for-profit organizations.
- Using Division technology for unauthorized product advertisement.
- Creating or uploading unlawful material using Division owned or accessible technology.
- Conducting activities that are wasteful of technology resources or that degrade or disrupt technology performance, including other technology accessed on the internet.
- Sending messages that include profanity, vulgarities, or any other inappropriate language, including sexual, racial, religious or ethnic slurs, or any abusive, threatening or otherwise offensive language.
- Revealing, without consent from the person(s) affected, any personal addresses, phone numbers or identifying information of other persons or otherwise invading their privacy.

Additional Information for network users

- All printing must have prior approval from the supervisor.
- All emails sent or received on a school computer are considered school division property and may be accessed by school personnel.
- All students must sign an “Aspen View Schools; Parent Permission Form and Technology Code of Conduct User Agreement.”
- Vandalism of computers or network systems through intentional damage; careless or neglectful use; or by the loading or viruses or unauthorized software will be paid for by the user. This will include parts and labor.
- The use of the school network and the Internet is a privilege, not a right. Any infraction of the rules may/will result in the loss of the use of the network.

TECHNOLOGY USER AGREEMENT

Each student and parent is required to sign a user agreement regarding the proper use of the internet.

Dress Codes and Requirements

It is appropriate for students to wear items that will enable them to feel comfortable throughout the course of the day; however, it is equally important for them to dress in a respectful and dignified manner. We are asking families to monitor the clothing selection to ensure that it is appropriate for school wear. Students deemed to be wearing inappropriate apparel will be asked to change, add layers of clothing, or arrange for replacement clothing. No undergarments should be shown. Clothing and accessories with wording or graphics, which are vulgar or clothing with the symbol or name of a substance deemed hazardous to one’s health, are unwelcome. Breaches

of any component of the dress code will result in the student being asked to change their clothes. Parents may be contacted to bring in appropriate clothing.

Headwear

Students may wear hats in the hallways during school hours or at after school events. Junior and senior high students are able to wear hats during classes excluding the gymnasium. Elementary students are only allowed to wear hats in the hallways. Students must remove their headwear during the National Anthem and Land Acknowledgment.

Clothes suitable for running and exercising should be worn during physical education. This would include T-shirts, sweat pants or shorts and shoes.

All shoes, jackets, mitts, etc. should be labeled with some form of identification that the student can use to identify lost or stolen property.

Suitable footwear should be worn according to weather conditions. All students are asked to remove wet or muddy footwear at the entrances. Shoes or slippers are to be worn at all times while in the building. This is not only for health reasons, as fire drills or real evacuations may occur at any time.

Fire Drills

Fire drills (6) and lockdowns (4) will be held throughout the school year. It is against the law for students to pull a false fire alarm. Suspension from school, criminal charges, and fines of \$500.00 could be the consequences of a false alarm.

During fire drills, students will calmly evacuate the building, move away from the building, and meet at a designated area away from the school. The teacher will take attendance. Under no circumstances will anyone return inside the building until an all clear signal is given.

During lockdowns, students will follow the instructions of their teacher and remain quiet until the all clear signal is delivered.

Students will keep their phones on silent or in the preferred space of the teacher or staff member. Staff will keep their phones on silent.

Graduation Requirements

In order to graduate from high school, a student must obtain 100 or more credits. The following criteria must be met:

- English 30-1 or 30-2

- Math 20-1, 20-2, 20-3, or 20-4
- Social 30-1 or 30-2
- Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20
- Physical Education 10
- CALM 20 or Life Skills
- 10 Credits in any combination: CTS; or Fine Arts or Second Languages; or PE 20 or 30; or Knowledge and Employability; or Registered Apprenticeship courses.
- 10 Credits in 30 level courses other than English and Social: courses can include CTS at the 3000 level; or 35 level work experience; or two 35 level Apprenticeship courses.

Eligibility to graduate will be determined at the beginning of September each year once grade 12 diploma results have been received.

Green Certificate Program

Students may work on a farm, including the family farm for credits. This program must be registered for through the school.

There are several Safety Modules that must be taken in conjunction with this program.

Inclement Weather and School Closures

Buses will not run if the outside temperature reaches -40°C or less. The school will be open, unless the School Board makes a decision to close the school for safety reasons. School closures will be announced on the radio stations whenever possible.

If early departure is necessary due to a blizzard or unforeseen events, parents will be contacted if possible to make arrangements for the care of the child. No child under 12 will be allowed to return to an empty house. Bus drivers will ensure that someone is at home before dropping off the student.

In an emergency evacuation situation at school, students will be taken to the County Shop, Smoky Lake Complex, or another safe location. The buses will pick them up there. If students must be sent home, every effort will be made to contact parents, and no child under 12 will be sent to an empty home.

Leaving School Grounds

Students in grades 10 – 12 have permission to leave the school during lunch hours and are not required to sign in or out of the school. If a student must leave during regular school hours, he/she must sign in and out of the school as applicable. It is important that we have accurate attendance to ensure the safety of our students.



Grade 7 - 9 students must bring a note, signed by their parents, indicating that they have permission to leave school at lunch time.

Elementary students are not permitted to leave school premises without permission. If parents want their child to leave the school premises, they should call the school at 780-656-3820, or send a note with the child requesting permission to leave the school. The homeroom teacher must have confirmation of the parent's request before the student leaves the school grounds. During the beginning of school start up at the new H. A. Kostash location students will be using Kin Park for recess until the new playground structure is completed.

Parents assume responsibility for the safety and conduct of their child once they allow their son or daughter to leave the school premises.

Locker Agreement

Students may use lockers in the school for no charge. Lockers are the property of Aspen View Schools, and at no time become the property of a student; therefore, students may not write on or damage the lockers in any way. If lockers are damaged or defaced by the student, then the student will be responsible for any cleaning, repair work or replacement costs. Charges will be invoiced by the maintenance department. Each student is assigned one locker or cubby.

Lost and Found

All school supplies and items of clothing such as boots, mitts, and shoes should be labeled with the child's name. All items found will be displayed in the appropriate space for a few days and then held until the owner claims it, or until the end of the month. All items will be donated monthly if they have not been claimed.

Online Programs

Students are encouraged to take courses through the regular school program. If distance education courses are applied for by students, they can be arranged through the school. The student must pay for the course upfront (Performance Bond). If the student passes the course, the money will be refunded by the school.

If the student fails to successfully complete the course, the student will lose his or her money as no funding will be received by the school for credits earned.

Opening Exercises

As per Aspen View Schools administrative procedure 208, O'Canada will be played as part of the opening exercises on Mondays. Students whose family values or religious beliefs conflict with these exercises may be excused from participating. Please contact your homeroom teacher, who in turn will inform the principal, if you wish to make alternative arrangements. Once a week, administrators will acknowledge that our school is on Treaty land.

Outdoor Policy

Elementary students will be asked to go outside during their recesses and lunch break provided the weather is not inclement. Students should be dressed appropriately for the weather in order that they may play outside. The following temperatures, including wind chill, are used:

-20 C	Green – students will go outside
-25 C	Yellow – Students can stay inside if they choose
-26 C	Red – students will remain inside

Supervisors use the Weather Network, including wind chill, to determine the current temperature.

Prom Attendance Requirements

Students who plan to attend prom in their senior year must be registered grade twelve students. It is expected that a grade twelve student will have eighty credits at the end of his or her grade eleven year. School Administration may investigate and determine prom arrangements based on extenuating circumstances.

Promotion Policy

Grades K-9

Students are promoted to the next grade level at the end of each school year. If there are concerns regarding the mastery of outcomes, communication should be made between teachers and parents. If necessary, a student may be placed on an Individual Program Plan (IPP). This is a plan designed by teachers and approved by parents. It specifies approaches and modifications that may be used in order to help students achieve success. If parents decide on non-promotion, a written request must be submitted to the principal.

High School

At the high school level students must earn a mark of 50% or higher in order to get credit for the

Additional Fees

Fees may be charged for field trips, sports activities, yearbooks, picture plans, etc.

Smudging

H.A. Kostash School provides opportunities for smudging for our students. This will be happening daily and is optional for students. Smudging is an Indigenous cultural activity that is part of Truth and Reconciliation and aligns with the Teacher Quality Standard 5, Apply Foundational Knowledge about First Nations, Metis, and Inuit, dedication to Indigenous learning and ways of being in the curriculum. This being understood, smudging as an act is optional and we do not impose this on our students but it is encouraged.

Sports Program

All sports will be determined using AHS and ASAA guidelines.

Any outside coaches and volunteers fall under volunteers and require a Criminal Record Check, Vulnerable Sector Check and Intervention Check. Coaches and volunteers must be approved by the principal before working with students.

Student Discipline

Philosophy

Student discipline is necessary for maintaining an effective learning environment, and to assist students in developing self-control and appropriate behavior. H. A. Kostash is dedicated to the overall vision of excellence for each student as well as providing an inclusive environment that is safe and conducive to learning. Individuals will not be allowed to interfere with this aim. This policy is in effect for all board sponsored activities in the classroom, on the buses, and during out-of-school events.

Supporting Documents

Section 31 of the Education Act states that, A student, as a partner in education, has the responsibility to

- a) attend school regularly and punctually
- b) be ready to learn and diligently pursue education
- c) ensure that the student's conduct contributes to a welcoming, caring respectful and safe learning environment that respects diversity and fosters, a sense of belonging

- d) respect the rights of others
- e) refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means
- f) comply with the rules of the school
- g) cooperate fully with everyone authorized by the board to provide educational programs and other services.
- h) account to his teachers for his conduct
- i) positively contribute to the student's school and community.

Section 36 of the Education Act gives the principal or designate the right to suspend a student from school for violations listed in Section 31.

Aspen View Policy

According to Aspen View Schools administrative procedure 355, 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) engages in bullying or harassing behavior
- g) willfully damages school property
- h) exhibits behavior that interferes with school or Division approved activities
- i) exhibits behavior prohibited by other administrative procedures
- j) exhibits behavior inconsistent with Section 12 of the Education Act

Discipline Procedures

The following procedures and steps are designed to offer a consistent framework under which to administer discipline. The steps are firm, but are not meant to be absolute. Each case must be weighed and acted upon according to the circumstances surrounding it, and the individual student's previous discipline record.

Minor Offences

Minor offenses include behaviors such as the following:

- a) showing disrespect for others
- b) disrupting class
- c) not working on assignments
- d) being late
- h) being unprepared for class or
- i) having incomplete assignments
- j) minor vandalism
- k) breaking basic classroom rules

- e) littering
- f) being in an out of bounds area
- g) play fighting

Consequences for minor offences, depending on circumstances and severity, may include one or more of the following results:

- discussion with student
- working cooperatively with parent(s)/guardian
- written letter
- loss of school privileges
- in school suspension

Major Offences

Major offenses include infractions such as the following:

- | | |
|---|---|
| a) dishonesty (lying or cheating) | l) insulting students, staff, parents, or guests |
| b) theft or other criminal offenses | m) fighting |
| c) vandalism | n) defiance |
| d) required withdrawal from class | o) harassment |
| e) intimidation or extortion | |
| f) smoking/vaping/chewing tobacco on school property/school sponsored events/busses | p) swearing at students or staff or swearing in general |
| g) making threats | q) not being in compliance with Section 31 of the School Act or Aspen View Public Schools AP 330 and/or 355 |
| h) carrying weapons | |
| i) false fire alarms | |
| j) improper use of vehicles | |
| k) possession or use of drugs/alcohol | r) obscene or insulting gestures |

Severity and history of student conduct will be considered when applying consequences. Students may be suspended. If behaviors are not corrected, a hearing before the discipline committee will be requested with a recommendation for expulsion. Counseling will be requested in an attempt to change behaviors.

Students must comply with the phone usage and internet as written in the technology agreement.

Vandalism

Students who vandalize school property or the property of other individuals will be required to make restitution for the cost of the damaged property. The vandal(s) will also be charged for any labor involved in repairing the damaged property. Criminal charges may result in more serious cases; however, all cases will be looked at on an individual basis.

Class Suspension

Section 36(2) states: A teacher may suspend a student from one class period.

Smoking/vaping/alcohol violators will spend the rest of the day on an in school suspension and a one day out of school suspension. Should a student be found selling cigarettes or vaping equipment and supplies, he/she will be placed on a 2 day out of school suspension. If a student repeats these offenses more severe consequences will be put into place.

In School Suspensions will be spent in a supervised area in the school. The student will serve recess and lunch breaks in the same, supervised area.

Out of School Suspensions will be served at home. 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 under suspension who ignore these conditions will be charged with trespassing.

Discipline and Extra Curricular Trips or Field Trips

Field trips, including sports trips, and home and away tournaments are considered an extension of school. Students who participate in sports or field trips are expected to conduct themselves in a manner that conforms to regular school rules.

Students who show a pattern of inappropriate behavior in not conforming with the rules of the classroom may be required to have a parent or guardian attend the field trip with them.

Students who do not observe school rules, bus rules, or rules of the sport may be excluded from field trips or playing on school teams. A teacher or coach has the right to exclude a student from participating if that student has had previous disciplinary infractions.

Students who do not represent our school well and do things such as insult students from other schools, verbally abuse speakers, officials or audience members, etc. may be excluded from further sports trips or field trips for up to one school year.

Poor attendance may also result in a student being eliminated from any of these events. Classroom teachers will discuss attendance with students and a final decision will be made at the discretion of teachers and administrators.

Any student on a Board sponsored activity is subject to sanctions including suspensions for any inappropriate behavior. If a student is not passing courses, and it is deemed that the sport interferes with his or her studies, the student may be asked to withdraw from a team.

Searches and Interrogations

If suspected of wrongdoing, a student may be directed to empty pockets, knapsacks, purses, desks, lockers, etc. Any search which is part of a criminal investigation will be conducted by the police or in accordance with the Youth Criminal Justice Act.

Lockers are considered the property of Aspen View School Division and not the property of students; therefore, searches of lockers may be conducted.

Lockers will be made available on the condition that the school reserves the right to search and repossess the locker at any time without notice. The principal may direct a locker to be searched. It is desirable that the student be present when his or her locker is searched.


Student Transportation in Private Vehicles

Students may be transported in private vehicles to and from extracurricular activities as long as the following conditions are met.

1. A transportation form from policy 551-1 has been completed by the driver.
2. The driver is at least 21 years of age.
3. The driver holds a valid license for the class of vehicle to be used, and a copy of the license is left at the school administration office.
4. The driver's insurance company is notified of the driver's intent, and a minimum of one million dollars of coverage, although a minimum of two million is recommended, is covered in the policy.
5. The parents grant permission for their child to be transported by vehicle (Form 551-2).
6. The driver has a criminal record check on file.
7. The requirements outlined in Administrative Procedure 491 are followed.
8. Proper documentation must be completed in its entirety prior to departure.

Student Vehicles

Students who are licensed to drive may bring vehicles to school provided that all laws and school rules are obeyed. Students who break the law will be reported to the police.



Students using the parking lot must fill out an application and return it to the school with a parent/guardian signature.

There are legal implications with students who transport themselves to and from the school. Once the student leaves the school grounds in a vehicle, the parent assumes responsibility for the student. Buses have the right of way. No student vehicle shall cut in front of a school bus.

Students may not transport other students to school sponsored events/activities. Parental permission is required for students to transport themselves to any school sponsored events/activities. Failure to follow the rules may/will result in the loss of school parking privileges.

Parking is only allowed in the designated parking areas.

Inappropriate or dangerous driving may/will result in the loss of parking privileges.

Students who park on school property in areas other than the student parking lot may have their vehicle towed away and be charged for the towing fees.

Video Surveillance

H. A. Kostash School is under video surveillance.

Welcoming, Caring, Respectful and Safe Learning Environments

Please refer to the Education Act, Sections 31, 32 and 33.

Students are entitled to welcoming, caring, respectful and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self.

Section 1(1)(d) of the Education Act states that:

“bullying” means repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or

distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation.

Students

Section 31 of the Education Act states that a student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

(c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;

(d) respect the rights of others;

(e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means.

Parents

Section 32 of the Education Act states that a parent of a student has the responsibility

(d) to ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment.

Work Experience Programs

Students may earn credits through work experience in the school or at a place of business. The student must be registered as taking work experience and a suitable placement must be found. HCS 3000 is a prerequisite for Work Experience.



Subject to Change

Administrative Procedures, Policies and Rules are subject to change without prior notice.

**WE WISH EVERYONE A VERY SUCCESSFUL
SCHOOL YEAR!**

If you have questions, please contact the school office at (780) 656-3820.

