



# STUDENT HANDBOOK 2024-2025

## September

- 3 First Day of School (Gr. 8s & new students)
- 4 First Day for all students (Gr. 8-12)
- 10 School Photos
- 11 Opening School Mass †
- 16 Welcome Back BBQ & Meet the Teacher Night
- 19-20 Gr. 12 Retreat at Loon Lake
- 23-27 Truth & Reconciliation Week
- 30 Truth & Reconciliation Day (school closed)

## October

- 2-4 BC Catholics Boys Soccer
- 4 Final Add/Drop Course Change date
- 7 Gr. 12 Parent Information Evening
- 14 Thanksgiving Day (School Closed)
- 18 Walkathon (no regular classes)
- 25 No School (Provincial Pro. D. Day)
- 26-27 Carney Garage Sale
- 29 3-Way Parent Conferences (no regular classes)

## November

- 4 Gr. 8 Retreat at Timberline
- 7 Remembrance Day Prayer Service †
- 8 No School (Pro. D. Day in lieu)
- 9-10 Carney Christmas Craft Fair
- 11 Remembrance Day holiday (school closed)
- 12 Q2 Block Rotation 5 2 3 4
- 20-23 Grad Portraits by Artona
- 22 No School (Pro. D. CISVA Networking Day)
- 22 CISVA Band Day
- 27 OPEN HOUSE for prospective families (evening)
- 28-30 Drama METfest

## December

- 5-7 Carney Classic – JR Boys/Girls Basketball
- 4 School Mass (Advent) †
- 10 Term 1 Reports Posted (Learning Update #1)
- 11 Gr. 9 Retreat at Timberline
- 12-13 Carney Classic – SR Boys/Girls Bball
- 16 Music Dept. Christmas Concert
- 20 Last day of school prior to Christmas Break
- 23-Jan. 3 School closed for Christmas Break

## January

- 6 School Re-opens after Christmas Break
- 16 Re-registration sent home
- TBC Carney Classic – Gr. 8 Basketball
- 27 Q3 Block Rotation 4 5 2 3
- 29-30 Mid-year assessment days

- 31 No school (Professional Development Day) †

## February

- 11 Course Planning Video posted (25-26 courses)
- 13-14 No School (Catholic Educators' Conference)
- 17 Family Day Holiday (school closed)
- 20 3-Way Parent Conferences (no regular classes)
- 20-21 Re-registration forms to be returned to office
- 27 Gr. 10 Retreat at Timberline

## March

- 2-9 School Play Week (Fine Arts)
- 5 School Mass (Ash Wednesday) †
- 13-22 New York Service Trip
- 14 Last Day of School Before Spring Break
- 17-28 Spring Break (school closed)
- 31 School Re-opens after Spring Break

## April

- 1 Term 2 Reports Posted (Learning Update #2)
- 2 Gr. 11 Retreat
- 7 Literacy Assessments (Gr. 10 & 12) Early dismissal
- 8 Annual General Meeting 7pm (REC)
- 9 Lenten Penitential Service †
- 9-11 BC Catholics Girls Soccer
- 13 Palm Sunday (Holy Week begins) 🌿
- 17 Holy Thursday Para-Liturgy †
- 18 Good Friday holiday (school closed) †
- 21 Easter Monday (school closed)
- 22 Q4 Block Rotation 3 4 5 2
- 24-28 Music Trip to San Francisco
- 29 New Parent Info Night

## May

- 7 School Mass (Mother's Day) †
- 9 Grade 12 Capstone Presentations (no reg. classes)
- 13-14 ARTSFest in MPR
- 16 No School (Pro. D. Day in lieu)
- 19 Victoria Day Holiday – School Closed
- 27-28 Spring Concert @RCC

## June

- 4 School Mass (Graduation Mass) †
- 6 Graduation Commencement Ceremony
- 13-18 Final Assessments & Reassessment Days
- 18 Night of Shining Stars (2024-25 Academic Awards)
- 19 Last day of school for students (TBC)
- 24 Final Reports Posted (Summary of Learning)
- TBC Graduation Dinner-Dance & Dry Grad
- 26 CISVA Date for Schools to Close



## 2024/2025 ACRSS Bell Schedules

Q1 SEPTEMBER 4 - NOVEMBER 8

Regular Schedule (Mon-Thurs)			Friday Schedule		
Block 1	7:10-8:15	65 min	Block 1	7:10-8:15	65 min
Block 2	8:20-9:30	70 min (Prayer)	Block 2	8:20-9:30	70 min (Prayer)
Block 3	9:35-10:45	70 min (Announcements)	Block 3	9:35-10:45	70 min (Announcements)
Break	10:45-10:55	10 min	Break	10:45-10:55	10 min
Block 4	11:00-12:10	70 min	Block 4	11:00-12:10	70 min
Lunch	12:10-12:50	40 min	Lunch	12:10-12:45	35 min
Block 5	12:55-2:05	70 min	Block 5	12:50-2:00	70 min
Advisory	2:10-2:45	35 min	<i>Early dismissal to facilitate staff meetings.</i>		
Block 7	2:50-4:30	100 min			

*\*Block 1 and Block 7 are "outside the schedule" elective classes offered within the Fine Arts department*

Mass Day Schedule		
Block 1	7:10-8:15	65 min
Block 2	8:20-9:20	60 min (Prayer)
Block 3	9:25-10:25	60 min (Announcements)
Break	10:25-10:35	10 min
Advisory	10:40-10:50	10 min
Mass	10:50-12:05	75 min
Lunch	12:05-12:45	40 min
Block 4	12:50-1:45	55 min
Block 5	1:50-2:45	55 min
Block 7	2:50-4:30	100 min

### BLOCK ROTATION SCHEDULE

#### Q1

Sept. 6-Nov.8



Block Rotation  
2 3 4 5

#### Q2

Nov. 12-Jan. 24



Block Rotation  
5 2 3 4

#### Q3

Jan. 27-Apr. 18



Block Rotation  
4 5 2 3

#### Q4

Apr. 22-June 19



Block Rotation  
3 4 5 2

## Archbishop Carney Regional Secondary School

### Faculty and Staff LIST

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# ACRSS POLICIES AND PROCEDURES

**\*Please note, please see Parent Handbook on school website for additional information**

## INTRODUCTION

Archbishop Carney is a Regional Secondary School of the Archdiocese of Vancouver and the primary purpose for which it exists is to educate students and to challenge them to excellence in all aspects of their life in a Catholic environment. Though committed to academic excellence as the means to its end, Archbishop Carney, unlike other schools, is not primarily an academic institution. Rather, it is a Christian community dedicated to:

1. Bearing witness (in word and deed) to Jesus Christ as revealed through Scripture, and tradition.
2. Forming a Christ-centered faith community whose mission it is to make the Kingdom of God present in the world and to fully express itself in prayer, in sacrament, in joyful celebration and in service to others.

The Religious Education program, the Academic program, the co-curricular program, and the extra-curricular program are all designed to help each member of the Archbishop Carney Community to take a greater part in the Christian community of the school.

## MISSION STATEMENT

Archbishop Carney Regional Secondary School is centered in Christ. The school's primary commitment is to educate students in a Catholic environment, to challenge them to excel in all virtuous aspects of life, and to encourage them to use their gifts in the service of the community. (Updated June 2016)

## RESPECT FOR ALL

Archbishop Carney Regional Secondary School strives to ensure every child feels safe, accepted and respected. We understand the various dimensions of respect to include the following:

- .. Accept and respect yourself.
- .. Respect the diversity of ethnic and racial mix at Archbishop Carney.
- .. Respect our various religious backgrounds and practices.
- .. Respect personal and school property, both here and at neighboring schools.
- .. Respect the authority of all school staff.
- .. Respect the rights of other persons. There is no place for threats, possession of weapons, fighting and violence.
- .. Refrain from personal harassment\*\*

\*\*Personal harassment means verbal or physical conduct, directed at a specific person which causes substantial distress in that person, and serves no purpose but to cause such distress. Such behavior includes, but is not limited to:

- 1) words, gestures, or actions, the natural consequence of which is to humiliate alarm or abuse another person.
- 2) discriminatory conduct based upon a person's race, colour, ancestry, place of origin, political beliefs, religion, physical or mental disability, gender, sexual orientation, gender identity or expression, physical appearance or health.

All people have the right not to be touched, teased or humiliated.

Archbishop Carney Regional Secondary School recognizes that every person has the right to be in a school environment free from discrimination, harassment, abuse and violence; one in which the dignity and self-esteem of all individuals are upheld. Archbishop Carney Regional Secondary School prohibits and will not condone any form of violence, abuse, bullying or harassment towards any employee of the CISVA. Archbishop Carney Regional Secondary School follows the CISVA Policy on Harassment/Bullying Prevention of employees that can be found at: <https://cisva.bc.ca/home/policy-manual/#tab-id-4>



Please refer to CISVA Parent Code of Conduct (Policy 412) and CISVA Student Code of Conduct (Policy 407) which can be found at: <https://cisva.bc.ca/home/policy-manual/#tab-id-5>

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

The Christian Education program at Archbishop Carney Regional Secondary School is designed to foster growth in the students' faith and in the knowledge of their faith and the teachings of the Catholic Church. As well, the program teaches how, as Catholics, the students are called to play a unique role in society. This is achieved in a variety of ways.

Christ is the focal point of school life at Archbishop Carney Regional Secondary School and students are encouraged to proclaim Jesus Christ as our Lord and Saviour. The first facet of the Christian Education program is to develop a Catholic community within the school. Mass is celebrated regularly throughout the year. In addition, we take part in seasonal prayer services according to the liturgical calendar. We offer the Sacrament of Reconciliation (Advent and Lent) and Chapel Mass. In doing so, we affirm that a sacramental life, the second facet of the program, is indispensable when building our Catholic community. It is incumbent upon all members of the community in conjunction with the Pastors, staff, students and parents to work together to organize a year-long liturgical environment.

The third facet is the retreat program which seeks to give the students an opportunity to engage in faith sharing outside the regular day to day school life. The approach taken with the retreat program may vary from year to year depending on the needs of the students and the desire to provide a variety of experiences for the students.

The final facet of the Christian Education program is classroom instruction. While it is important to recognize that classroom instruction is only part of the religious life of the school, it is a vital part. It is in Christian Education courses that we give students the opportunity to study and learn the history and content of the Catholic Faith so as to lead them to a stronger commitment to their faith and a deeper relationship with Jesus Christ. Assessment in the Christian Education classes is based on knowledge of the faith content and in no way tries to "grade" the faith commitment of students.

There are many opportunities at our school to participate in outreach and service programs in the greater community. This voluntary service to others gives the students practical experience of how to live out the Christian way of life in the world around them.

## **CHRISTIAN EDUCATION COURSES**

Participation in the Christian Education courses is an integral and vital part of the education and formation of each student in the school. As these courses lead them to study and learn the history and content of the Catholic Faith, students can expect to be assessed on what they are studying and learning. The objective remains to create in them a deep and life-long love for the Church, its Sacraments and prayer life, by which they are drawn to love God and their fellow human beings to the fullest.

## **SCHOOL MASSES**

The importance of the Mass is recognized at Archbishop Carney both as a way of increasing the Faith of the individual and helping in the building of Christian community. Regularly throughout the school year Masses are offered in the MPR (multi-purpose room) for grade-level masses and in the gym for the whole school. Students are given an opportunity to share in the preparation of these Masses and attendance at these masses is mandatory.

## **STUDENT LIFE**

Students should participate in the community of the school by developing an attitude of cooperation and charity. The attitude of the students towards the staff should be one of trust, realizing that the staff is dedicated to their best interests. Only within the framework of this relationship will our desired educational goals be reached. Students must be willing to create an environment of charity within the school. They must develop a sense of respect, honesty and justice. Students should be striving to develop their own ideas and act in a way that reflects the respect they have for themselves and the pride they have in their school. Students will have a voice in school life expressed through the Student Council.

### **Attendance**

Regular attendance is essential for success in school. Students will find that missed class work can never fully be made up. A much greater standard of industriousness is required in school for students who miss class too often. It is, therefore, advised that students avoid being absent whenever possible.

Nevertheless, students will miss classes due to illness, medical appointments, or family reasons, and for extracurricular activities. Whenever possible, parents are requested to make medical and dental appointments outside of school hours. Parents, students and teachers are asked to do what they can to minimize student absence from classes.

Students will be held responsible to make up all the work missed when absent from class. All assignments and quizzes should be completed within a period time negotiated between the teacher and the student. Generally teachers will be

available after school to help students who have extended absences for an appropriate reason. However, a teacher is not obliged to give a make-up quiz or test.

The practice of taking family vacations during the school year is discouraged. Families should plan for summer trips to begin no earlier than June 26. Students have the opportunity to use the teachers' scheduled tutorials to complete missed work. Teachers are not obliged to provide individual teaching sessions before or after the student's absence due to family vacation.

Any student who has been absent for a school day may not participate in or attend any intra-school or extra-curricular activities that same day.

Parents are expected to report the absence or delay of a student by going to our website and using the Absence/Late/Early Dismissal form on the front page of the website. The absence should be reported to the school using this method before 8:45 AM on the morning the student is away. Parents who do not email the absence are also required to send a note with the student when he/she returns to school. The note should include the reason for the absence; the date of each school day missed, and is signed by the parents. These notes are filed and inspected by an attendance auditor in May of each year.

Guidelines for absences: a student who misses seven classes for a term or twelve classes for a year should expect that academic standing in that course will deteriorate appreciably and will probably result in a grade of "IE" for insufficient evidence.

**Guidelines for lates: a student who has more than four lates within a calendar month will be required to attend "Lunchtime Detention" on the 5th and subsequent lates. Our hope is that this will deter students from arriving late to school.**

## **OFFICE PROCEDURES**

### Office Hours

Monday - Thursday from 8:00 am to 4:00 pm  
Friday - 8:00 am to 3:30 pm

### Summer Hours

Monday – Friday 9:00 am to 3:00 pm  
*(generally first week of July, last 2 weeks of August)*

## **Student Attendance/Absenteeism – NEW PROCEDURES**

- A parent/guardian must inform the school that their child will be absent.
- Any time that a student is absent from school, parents/guardians must use the NEW ABSENTEE/LATE/EARLY DISMISSAL form which is linked on the front page of our website, explaining their absence, as per Ministry requirements. The office will not be accepting phone calls or emails any more. You will be directed to the form if you try to email or call in. This new procedure is in effect this 2024/2025 school year.
- If a student is going away on holidays, a parent/guardian must also use the NEW ABSENTEE/LATE/EARLY DISMISSAL form prior to the absence.
- The NEW ABSENTEE/LATE/EARLY DISMISSAL FORM must be used for all absences, lates and early dismissal requests.
- When parents go away, and the student is left at home under the care of a guardian; the school still requires a written letter specifying the guardian's name and phone number.

## **Arriving Late**

- When a student is late, he/she must come to the office to sign in. Prior to the students arriving, parents/guardians must use the form on the website to inform the office of their student being late. Please do not call the office to inform the school that your child will be late, please use the NEW ABSENTEE/LATE/EARLY DISMISSAL form.
- Accepted "Excused Late" is: Doctor's appointment, sickness or other reasonable excuses.
- Guidelines for lates: a student who has more than four excused or unexcused lates, within a calendar month, will be required to attend "Lunchtime Detention" on the 5th and subsequent lates. Our hope is that this will deter students from arriving late to school.

### Signing Out or Early Dismissal

- When a student needs to leave the school due to an appointment, parents must use the NEW ABSENTEE/LATE/EARLY DISMISSAL form to notify the school. This will serve as permission to leave early. Students must come to the office if they are leaving early to receive an early dismissal slip to give to their teacher, so that they may be allowed to leave their classroom early. Students must always sign out when leaving the school.
- All students must sign out at the office before leaving.

**No student will be allowed to leave without a parent informing the school by using the NEW ABSENTEE/LATE/EARLY DISMISSAL form. In the absence of a note, a parent must come in and sign out his/her child. A parent may only sign out his/her own child.**

### ACADEMICS

The course of studies at Archbishop Carney Regional Secondary School will follow that which is prescribed by the Ministry of Education.

### COMMUNICATING STUDENT LEARNING / ASSESSMENT

At Archbishop Carney, we believe that the best practices regarding assessment create a culture of learning within the classroom. This culture holds students accountable for learning and aids them in understanding that learning is a process. In addition, teaching best practices support assessment practices that are student-centered and identify the inconsistencies in student learning to inform further forms of instruction. This provides us with evidence of learning that is a recent and authentic reflection of students' skills, ability and understanding.

Students will be provided with opportunities to demonstrate mastery of the Learning Standards after showing evidence of engagement in the learning process as determined by the educational professionals and/or as prescribed by the B.C. Ministry of Education curriculum. Formative Assessment tasks that are constructed with the use of clear criteria and exemplars must be collected and recorded as evidence of learning that is shared with students (feedback). Evidence can include, but is not limited to, the following list:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Practice</li> <li>• Quizzes</li> <li>• Student conferences</li> </ul> | <ul style="list-style-type: none"> <li>• Verbal and numeric feedback</li> <li>• Portfolios</li> <li>• Test/Quiz analysis</li> <li>• Self and peer assessment</li> </ul> |
|--|---|

Summative Assessment tasks include all collected and recorded evidence of evaluated demonstrations of learning. Evidence can include, but is not limited, to the following list:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Quizzes/Tests</li> <li>• Projects</li> <li>• Performance tasks – verbal, written or skill demonstration (ie. language conversations,</li> </ul> | <p>music performance, speeches, physical skill assessment, writing assignments and oral presentations, science labs)</p> <ul style="list-style-type: none"> <li>• Exams</li> <li>• Participation Rubrics</li> </ul> |
|--|---|

### Re-Assessment Opportunities

Opportunities for re-assessment will be made available when there is an inconsistency between the performance achieved during formative and summative assessments. On a case-by-case basis, students may be given the opportunity to complete a re-assessment due to extenuating circumstances.

### Use of Zeros

Students who do not hand in their assigned work will be given a zero until that work has been completed and handed in. Once the work is submitted to the teacher, the assigned mark will replace the zero. All work must be completed by the Final Reporting Period Deadline at which point the zeros remain as such.

### Late Work Procedures

Late work will be accepted. However, there may be non-numerical consequences to work being submitted late. These consequences may include less formative feedback on the work handed in, completing an alternate assignment, and

other reasonable items as identified by the teacher. When a student has not submitted work by the published due date in any of their courses the following procedures will be followed:

1. The student will be assigned to Catch Up Club (see Catch Up Club guidelines below).
2. A late work deadline will be set for all students in all courses. In order for any late work to be assessed and included in the next reporting period, the work must be completed by this date. The work may be submitted after this date, but will not apply to the current reporting period. Not completing this work prior to the reporting period may result in the student receiving an “IE” on the reporting document (Insufficient Evidence). *Please note: this applies to late work only. Teachers may still assign work after this date to be included in the current reporting period. The late work deadline does not indicate the end of the term.*
3. The “IE” will remain in place until such time as the student is caught up. If the work is not completed prior to the next reporting period, the student will again receive an “IE”. This process will continue until the assignment is received or the school year ends.

### Catch Up Club

Any student who has not handed in an assignment on time may be sent to “Catch Up Club.” This will occur at lunch Monday – Thursday. The guidelines for students sent to Catch Up Club are the following:

1. The student’s teacher must confer with the student that their assignment is late, and they are required to attend “Catch Up Club” until such time as it is completed. The teacher will also ensure that the student has a copy of the required assignment.
2. The student will report to “Catch Up Club” immediately at the start of lunch. They may not purchase their lunch from the cafeteria or leave campus and will instead be expected to stop at their locker to get the required assignment and their lunch and proceed directly to Room 210.
3. The student will remain in Room 210 for the duration of that lunch period. There is no provision for a student to leave part way through “Catch Up Club.”
4. When the student has completed his/her work, it must be submitted directly to their teacher. Once the teacher has received the work and determined it to be complete, the student will no longer be required to attend “Catch Up Club.”
5. The supervising teacher in “Catch Up Club” will not:
  - Remove the requirement to attend “Catch Up Club,”
  - Accept any completed work
  - Phone the student’s teacher to see if work has been completed and turned in. The student must take care of all of this on his/her own.

The above procedures will be in place for all teachers in all departments throughout the school.

### Insufficient Evidence (IE) (formally I Reports)

An “IE” mark will be assigned to a student at a reporting period for one of the following reasons:

- The student has not demonstrated sufficient understanding of the key learning standards and is at risk of failing the course.
- The student has not completed core assessment tasks leading to insufficient evidence to demonstrate understanding of key learning standards in the course.
- The student’s standing in this course is In Progress due to extenuating circumstances.

An “IE Report” will include a support plan to identify the areas of concern and outline requirements needed to meet the expectations of the course.

### Homework

The following are the hours that should be spent by each student engaged in homework.

- Gr 8 and 9: 1.5 hours minimum per 5 evenings per week
- Gr 10: 1.5 to 2 hours minimum per 5 evenings per week
- Gr 11 and 12: 2 to 3 hours per 5 evenings per week

If a student is regularly doing many more hours of homework than this, the parent should contact Student Services. Students should never be in the position to say there is no homework during the course of an entire week. Parents should contact their child’s teachers (via email) for any homework assignments if a student will be away from school due to illness, vacation, or any other family matters.



### Learning Updates (Report Cards)


Communicating student learning provides an opportunity for students, parents and teachers to celebrate a student's growth and development in the school. Assessments continue to be based on student performance in relation to the learning standards including essential concepts and competencies (skills) and key learning standards in the classroom context.

Written Learning Updates will be issued in December, March/April, and June. An additional report may be sent in May only to students who have not yet been informed that they are "at risk" of failing in any given course. Before students receive a failing grade, parents will be notified through an IE Report indicating the required work for a successful completion of the course.

For **Grade 10-12 courses**, the following letter grades and percentages will be used, as prescribed by the Ministry of Ed.:

<u>Letter</u>	<u>Range</u>	<u>Letter</u>	<u>Range</u>
A	86-100	F	49-0
B	73-85	IE	Insufficient Evidence
C+	67-72	RM	Requirement Met (Graduation Transitions)
C	60-66	SG	Standing Granted
C-	50-59		

For **Grade 8 and Grade 9 courses**, the following levels of proficiency will be used to communicate student growth and understanding relevant to key learning standards in each curricular area:

Proficiency Scale				
	Emerging	Developing	Proficient	Extending
	The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.

#### EXTENDING

- The student consistently and independently demonstrates competence and sophistication in applying skills
- The student demonstrates extensive understanding, includes subtle details, shows relationships between concepts, and applies understanding to more complex situations.

#### PROFICIENT

- The student shows a complete understanding with increasing confidence, consistency and independence
- The student demonstrates a big picture understanding and can apply it to new and different situations, but lacks subtle details or explanations

#### DEVELOPING

- The student is learning to practice and apply skills, with some teacher support
- The student demonstrates a basic understanding, but may be unable to apply what has been learned to new situations
- Further support from both home and school may be required

#### EMERGING

- The student requires teacher direction and support to acquire skills
- The student has not yet demonstrated appropriate evidence of the curricular competency. The student demonstrates a limited recall of facts, but is significantly lacking in understanding.
- Intervention from home and school required

\* *In special circumstances, students may have insufficient evidence of learning. If this is the case, an IE will be reported and an "IE Report Support Plan" will be sent home which is intended to identify the areas of concern and outline requirements needed to meet the expectations of the course.*

## HONOUR ROLL

For Grades 10-12, the final percent average is determined by adding all the final percentages a student achieves and dividing by the number of courses. The percent average is used to determine Honour Roll Standing within the school. A student receiving an "IE Report" is ineligible for Honour Roll.

Our Honour Roll Standings are as follows:

Principal's List	90% - 100%
Honours	80% - 89%

## Course / Grade Completion

If a student ends up failing a course, they are required to successfully complete that course before advancing to the next level. If a student fails more than two courses, they may jeopardize their ability to advance to the next grade. Students can attend Summer School or take a course online to meet the learning standards of any course they have failed. Students and families must communicate with the school how they plan to successfully complete any failed course. Upon successful completion of the course the student will have their standing recognized. Online courses taken over the summer must be completed prior to August 15 in order to be eligible for advancement to the next level at the discretion of the school administration.

## Full Time Studies

Archbishop Carney Regional Secondary School registers and enrolls full-time students and requires them to maintain their full-time status while at the school. This requirement is based upon our commitment to the education of the whole child, as reflected in the Attributes of a Carney Graduate. Education encompasses more than a student's academic timetable and includes a breadth of curricular, co-curricular, and extracurricular opportunities consistent with the mission, vision, and philosophy of the school. The ACRSS Course Selection book published annually, states the specific requirements at each grade level for students to maintain their status as full-time students. The school administration approves all student timetables that meet the school requirement for full time status and provides students with the best opportunity of successfully meeting the criteria for graduation.

## Course Selection Process & Required courses completed at ACRSS (updated February, 2024)

1. Courses required for graduation must be completed at Archbishop Carney. In order to maintain the integrity of the diploma that graduating students receive from Archbishop Carney Regional Secondary, all students must take the courses required for graduation at our school. This means that students will no longer be able to take courses that are required for graduation in British Columbia online or in summer school. Please find a list of the BC graduation requirement courses in the Course Selection Booklet.
  - While summer/online courses can provide opportunities not offered at Carney, we have found that, in the context of our English and higher level courses, they do not match the depth and breadth of what is offered, and often students are not prepared to take the next level course here at school or in post secondary institutions.
  - Summer/online courses do not count toward your ACRSS GPA for Awards and Principal's List and do not appear on your report card. These courses do appear on your BC Transcript and post secondary schools may ask why the course was taken online.
  - Students who choose to take courses that are required for graduation online or in the summer, will be enrolled in that same course when they return in September. Students may retake a graduation required course online, provided the first time it was taken was at ACRSS.
2. If you plan to take a summer or online course, students must speak with their Grade Level Advisor and complete a Summer Course/Online Permission Form that is signed by parent(s). Permission forms will be available in Student Services.
  - All forms will be reviewed by Student Services
  - Those students who are not granted permission by Student Services but still choose to take a required course online or in summer school, will be enrolled in that same course at our school.

We are committed to providing an environment where students can succeed and have all requirements for graduation. Getting ahead by taking summer/online courses is not necessary. We encourage students to enjoy other activities in the

summer such as volunteering, getting a job, or being involved in other activities. These opportunities allow students to develop passions as well as their soft skills of communication and social responsibility.

### **Academic Honesty and Plagiarism**

All members of the school community share the responsibility for maintaining academic standards. Academic honesty is one of the values that this school feels is important in developing this standard. Each student has a responsibility to know, follow and achieve the academic standards of the school.

Academic dishonesty is misrepresenting one's work as being original. Each student is responsible to understand this definition and adhere to its role and function in the classroom. In other words, ignorance of the policy is not an excuse for being dishonest. Academic dishonesty, in whatever form, is ultimately destructive to the values of the school; it is, furthermore, unfair and discouraging to most students who pursue their studies honestly.

**\*\* New Artificial Intelligence (AI) tools are generating much discussion within education because of their high level of sophistication and human-like abilities to research, write, problem-solve, create art, etc.. There is concern that use of generative AI tools (such as ChatGPT and GPT-3) will make it easier or more tempting for students to engage in academic misconduct. To promote clear and consistent practices, students are not authorized to use AI tools when completing their academic work unless explicitly permitted by a specific teacher in a particular course. Otherwise, using Artificial Intelligence (AI) tools to aid in academic work (in whole or part) that is submitted for credit could be considered to be cheating and plagiarism.**

The following examples are a representative but not an exhaustive list of activities that constitute academic dishonesty:

- plagiarism (presenting the work of others as your own)
- copying of other students' assignments or examinations
- stealing or destroying the work of another student
- submitting work as your own that was not substantially completed by the student
- destroying books or other library materials
- unauthorized or inappropriate use of computers, calculators, smart devices, and other forms of technology in course work assignments or examinations

When determining a consequence for actions of academic dishonesty teachers will take into account the extent, motivation, as well as all extenuating and mitigating circumstances of the dishonest behavior. The penalties imposed may include one or more of the following:

- a verbal and/or written reprimand (recorded on the student's record)
- reassignment of work
- failure of an assignment, failure of a course
- denial of future awards or financial assistance
- suspensions from the school

When a teacher finds that a student has been academically dishonest, a formal letter will be issued to the student and parent. The letter will indicate the type of dishonest action and the penalty given by the teacher. All letters will be kept on file and monitored by the Principal or his/her designate. If more than two letters are given to a student, he or she may be suspended until a parent conference can be arranged. The conference will determine a more permanent consequence for such habitual offenders.

## **RULES, PROCEDURES AND EXPECTATIONS FOR STUDENTS**

### **The Spirit of our Rules**

Our rules of behaviour reflect the influence Jesus Christ has had upon us. We follow Him and his apostolic community as we attempt to live out our beliefs in developing together a living Christian community. Respect for each other, and an evident caring and concerned attitude should guide our relationship with each other. We should be governed by the respect we ought to have for those around us. We should meet the challenge to care for each other. Archbishop Carney Regional Secondary School strives to ensure every child feels safe, accepted, and respected.

## Lockers

Students are provided with lockers. They are required to keep them locked with a school provided lock at all times. Lockers are private and intrusion into them or the collection of combinations by other students will be regarded as a serious offense. Locker displays should reflect our belief in the importance of modesty. Students may not go to their lockers when classes are in session because this often disturbs learning activities unless permitted by their teacher. For safety reasons, students are not permitted to carry large bags or roller-style bags.

Lockers are school property and are subject to search by the school administration at any time.

## School Property

Students are held responsible for textbooks, library books, school equipment, sports uniforms, etc. which are issued to them. Damage or loss will require that remuneration be paid. Any item left on the floor or desks will be collected for the lost and found bin. Students are also not permitted to chew gum at school. This policy promotes greater respect for the classroom environment and for school property. School equipment may be used only as directed by a teacher. Only properly trained students may operate specialized equipment under a teacher's supervision.

## **UPDATED! Personal Digital Device (cell phone) Restrictions as Per Ministry of Education amended order**

**Rationale:** The Ministry of Education and Child Care originally banned the use of cellphones at schools completely before deciding to hold off, for now at least. This has prompted us to review our policy and make changes that we hope will work for our students and staff. The learning environment at our school, and any school is vitally important for any educational goals to be achieved. It can be very disruptive when students are focused on their phones instead of the teacher or the activities occurring in the class.

**Procedure:** Cell phones and personal digital devices must remain locked in student lockers and must not be brought to class. **Students are restricted from using their device during instructional time**; however, are permitted to use their cell phones and personal digital devices only at the following times and in the following locations:

- Before the first morning bell, at lunch, and after school only in the MPR or outside only.
- The use of headphones/earbuds are included as part of the usage.
- Cell phones are not permitted in the classrooms, hallways, bathrooms and change rooms.

The following exceptions exist:

- Grade 12s on study blocks may listen to music on their cell phones and personal digital devices in the MPR.
- With administrative approval, teachers may request use of digital devices during instructional time for instructional purposes and digital literacy.
- With documentation, such as an IEP or safety plan, students requiring accommodation needs and/or medical and health needs

## Consequences:

- First Offense: The cell phone or personal digital device will be confiscated from the student, turned into the office, and then returned to the student at the end of the day.
- Second Offense: The cell phone will be confiscated from the student, turned into the office, and then returned to the student after a meeting between the student and an administrator.
- Third Offense: The cell phone will be confiscated from the student and turned into the office. For the next five school days, the student will be required to hand in his/her phone to the office at the start of the day and pick it up at the end of the day.
- Fourth Offense: The cell phone will be confiscated from the student and turned into the office. The parents of the student will be asked to come to the school to claim the phone. There will be a meeting between a School Administrator, the student, and the student's parents. Further disciplinary consequences may be assigned as a result of this meeting.

### Bring Your Own Device Requirement

As of September 2019, each student at Archbishop Carney will be required to have their own computing device to bring with them to each of their classes. The minimum device requirements are listed below. It is important that each child has their own device as many assignments will be distributed and submitted electronically, through Google Classroom.

#### Minimum Device Requirements

- Must have an attached keyboard (Cell phones are not acceptable)
- A Google Chromebook, Apple MacBook, or a PC Laptop are all acceptable
- Must be able to run Google Chrome browser
- A tablet with a physical keyboard is acceptable, but not encouraged

### PERSONAL ELECTRONIC DEVICES AND TECHNOLOGY ACCEPTABLE USE AGREEMENT

#### Based on *CISVA Policy 430: Personal Electronic Devices and School-based Technology*

*Full ACRSS agreement, which is included in registration and must be signed by both parent and student, is [linked here](#).*

Personal electronic devices (PEDs) and school-based technology have the potential for positive communication and enhanced student learning. Along with these benefits come associated risks and concerns. The use of PEDs and school-based technology should in no way interfere with the safety, security and privacy of students and/or staff. In addition, the use of PEDs and school-based technology should not interfere in any way with student learning and school operations. The unregulated use of PEDs or school-based technology may facilitate illegal and/or unethical activities in the school environment. Thus, the use of PEDs and school-based technology needs to be regulated by the school. The use of school-based technology and PEDs in a school is a privilege, not a right. This privilege may be revoked when it is shown to have been willfully abused.

This agreement applies to all electronic devices whether owned or leased by the school or the user. This also applies to all users of PEDs and school-based technology including, but not limited to, students, staff, parents, and volunteers.

#### A. Rules for the use of both PEDs and School-based Technology:

1. All individuals are expected to use PEDs and school-based technology for educational purposes only and in a courteous, respectful, and otherwise appropriate manner consistent with school and CISVA policies, and the guidelines and expectations outlined in the school code of conduct.
2. The electronic transmission or posting of digital content relating to staff or students, either through the use of school-issued PEDs, school-based technology or personal PEDs while on school property, is prohibited without the express permission of the person or persons involved. In cases where a student is below the age of 19, the consent of the parent/guardian is required.
3. Prohibited uses of PEDs and school-based technology include, but are not limited to, the use of PEDs or school-based technology that:
  - a. compromises the academic integrity of the school or an individual within the school.
  - b. interferes with or disrupts the academic day or the teaching/learning environment.
  - c. violates a person's reasonable expectation of privacy (including, but not limited to, taking, distributing, or posting photos, videos, or audio recordings of other persons without their consent).
  - d. compromises personal and/or school safety (including, but not limited to, cyber bullying, and posting information about themselves or others that may put them at risk).
  - e. facilitates illegal and/or unethical activities, including but not limited to:
    - i. transmitting materials in violation of Canadian laws;
    - ii. receiving, viewing, duplicating, storing, or transmitting pornographic materials;
    - iii. transmitting or posting threatening, abusive, or obscene messages or materials;
    - iv. duplicating, storing, or transmitting any material that contravenes the Copyright Act;
    - v. installing or reproducing unauthorized or unlicensed software;
    - vi. sending, linking to, or otherwise making available material likely to be offensive, objectionable, or pertaining to criminal skills or activities with a criminal application and intent.
    - vii. utilizing applications to facilitate the downloading or exchange of music, movies, games or other materials in contravention of the Copyright Act;
    - viii. forging any document or message; obscuring the origin of any message, transmission, or file;
    - ix. using programs that harass users, prevent access, investigate, or infiltrate computer systems /or software components;
    - x. promoting commercial uses or product advertising; and
    - xi. participating in online gambling sites.

4. The RCAV, CISVA and school will not be held responsible for any damage that may occur to a PED as a result of connecting to any school-based technology or any electrical power source.
5. The parents and/or guardians of any student bringing PEDs to school are responsible for and will reimburse the school for any damage, either physical or digital, that their child may cause through the use of school-based technology with his/her PED.

#### **B. Rules for the use of School-based Technology:**

1. Users are responsible for their own individual account and must take all reasonable precautions to prevent others from being able to use their account. Users shall change their password, seeking assistance from a staff member if necessary, if they believe that others may know of their password.
2. Users will not attempt to gain unauthorized access or go beyond their authorized access. This includes attempts to enter another person's account password, access another person's files, or 'hacking' into any unauthorized accounts.
3. School-owned or leased electronic devices are not permitted to be taken out of the school building without permission of school administration and internet capabilities of the device must be disabled or appropriately filtered.
4. Users shall not intentionally disrupt, or attempt to disrupt, school-based technology or any other computer system, or destroy data by spreading computer viruses or by any other means.
5. Users shall not disable or otherwise interfere with or modify the virus scanning, security or network settings installed in any school-based technology.
6. Users shall immediately notify a teacher upon discovery of a possible security problem.
7. Users shall not download or attempt to run or store any app and/or program file not authorized by the school.
8. Students shall not attempt to install any software applications on school owned devices. All software is to be installed and configured by school staff.
9. Users shall not take actions that place an excessive load on the School's network as to restrict or inhibit other Users from using school-based technology or impacting the efficiency of the network.
10. ACRSS maintains an active filter system/firewall which both monitors and attempts to block a user's access to inappropriate materials while using our internet services. However it is not possible for ACRSS to monitor and supervise all internet activity within the building. In particular, Carney cannot be responsible for filtering and monitoring users within the building who use their own, or other's shared data.
11. Users shall not make any intentional (with knowledge that access to such materials they are seeking are blocked) attempt to bypass the school's filters or access any blocked materials.
12. The school Principal, or his or her delegate, has the right to monitor any network activity that utilizes school-based technology in order to maintain its operation and appropriate function.

Each ACRSS student has signed that they certify that they have carefully read the **ACRSS PERSONAL ELECTRONIC DEVICES AND TECHNOLOGY ACCEPTABLE USE AGREEMENT**. They fully understand the above terms and conditions and agree to follow them and understand that if they violate any of the conditions that they may lose my computer account and may also face other disciplinary action. They agree to use electronic devices and Internet for academic use only and also agree to report any misuse of the Technology to the teacher, the Librarian, Principal or Vice-Principal. They will use the school's technology at their own risk and hereby release the school from any claims arising from my misuse of these services. They are also aware that the terms and conditions can change at any time and that it is their responsibility to check the school website for any updates.

#### **Miscellaneous Rules pertaining to students:**

##### **Gymnasium**

The gym may be used only when supervised by a teacher. Individuals or groups of students are not to use the gym without authorization from a teacher. Students may not enter the gym office or storage rooms without permission of a teacher.

##### **Confidential Areas**

There are private and confidential areas in the school accessible only to those responsible. Lockers are private, as are teacher's desks, mark books and teacher's manuals and computers.

**Tuancy**

Skipping school or classes and leaving the school grounds without permission fall within the category of truancy. Because of our concern for the safety of our students and because of our liability under the law, we must state clearly that students who are presumed by parents or guardians to be at school and in class must in fact be in school and in class.

Any student who is not in class or on the grounds when expected to will be considered truant. This is a serious offense which will be dealt with by the principal. School time missed through truancy must be made up.

**Visitors**

Archbishop Carney Regional Secondary School is a closed campus. All visitors must have pre arranged permission by an Administrator to be allowed on campus. This includes before, during, and after school. All visitors are required to register with the School Office upon entering the building. All visitors to the school must wear a Visitors' I.D. tag. Students who are responsible for visitors are requested to make our behaviour expectations known to them.

**Detentions**

When giving after-school detentions, teachers must give the student 24 hours' notice of the detention.

**Student Valuables**

Students are advised not to bring large sums of money to school. During PHE classes items such as watches, and valuable jewelry should be locked in a secure locker. From time to time when a student must bring more than \$20 to school, we recommend that the money be left in the care of the office staff for the day. ACRSS accepts no responsibility for lost or stolen articles. Unfortunately stealing does occur in school; it usually occurs when valuables are not locked away. Stealing will be considered a matter of gross misconduct.

**Lunchtime Routines**

When food services are provided in the school cafeteria, only Grade 11 and 12 students may leave for lunch in the neighborhood eateries.

**Automobile Routines**

During school hours, the primary purpose for a student to drive an automobile to school is to have transportation to and from school. For this reason, a student may not access or use his or her vehicle at those times during the school day when he or she is out of class, ie. lunch or study block.

Students are not authorized as agents of this school to transport other students. When students transport others, this is a family matter, requiring the approval of parents from both families. Students who drive their vehicles are required to use the school parking lot.

**Smoke and Vape Free Environment**

As legislated by the Province of British Columbia, Archbishop Carney Regional Secondary School is designated as a Tobacco Free and Vapour-Free area. As such, the possession and or use of any form of tobacco products on school grounds are strictly prohibited. In addition, marijuana, e-cigarettes, vaporizers, or other similar products are strictly prohibited. Any student identified as using or in possession of any form of tobacco, e-cigarettes, and/or vapes will be suspended.

## UNIFORM POLICY

### 1. PURPOSE

The purpose of the ACRSS Uniform Policy is to ensure appropriate dress that is in keeping with the school's mission and values. It is our belief that appropriate dress by parents, teachers and students fosters:

- A sense of belonging and pride in the school
- A safe and respectful learning and teaching environment
- A confident, positive sense of self and respect for the dignity and welfare of others

### Responsibility

It is the responsibility of both students and parents to commit to understanding and following the ACRSS Uniform Policy.

### Governance

The ACRSS Regional Education Committee (REC) is responsible for the ACRSS Uniform Policy.

### 2. STUDENT POLICY

All students must dress within the policy guidelines as outlined below. Students must wear the school uniform each school day throughout the year, and at specified extra-curricular activities, with the exception of non-uniform days as designated by the principal.

### 3. UNIFORM

All items must be purchased from McCarthy Uniforms except as noted with an asterisk (\*) below. **Uniform items as supplied by McCarthy Uniforms will be available from their website & store throughout the year.** There is an online process for ordering. Visit their website: <https://mccarthyuniforms.ca/>

#### 3.1 GENERAL UNIFORM

BOYS	GIRLS
Golf shirt – white, long or short sleeved <u>or</u> Dress shirt - white (Must be tucked in and only the top 2 buttons may be left undone.	Golf shirt – white, long or short sleeved <u>or</u> Blouse - white (Must be tucked in and only the top 2 buttons may be left undone.
School pant - black (must be purchased from Neat/McCarthy Uniforms and must be worn appropriately at the waist)	Kilt <b>-not more than 8 cm above mid-knee. Kilt may not be rolled up. Navy/black "shorties" must be worn under kilt.</b> School pant – black
Carney tie (optional) - worn with dress shirt	Carney tie (optional) - worn with blouse
Pullover, Cardigan or Vest (optional) - navy with school crest (arm stripe on cardigan)	Pullover, Cardigan or Vest (optional) - navy with school crest (arm stripe on cardigan)
<b>Crew neck sweater</b> – navy with school lettering* ( <i>purchased through the school office</i> )	<b>Crew neck sweater</b> – navy with school lettering* ( <i>purchased through the school office</i> )
Socks*– white, navy or black	Socks* knee-highs* – white, navy or black Tights or Nylons* - navy or black, non-patterned, footed
Shoes* – shoes must be all black in colour including the rim of sole with a closed heel and toe. Athletic shoes and canvas shoes are not acceptable. Black dress or casual shoes are acceptable.	Shoes* – shoes must be all black in colour including the rim of the sole with a closed heel and toe. Athletic shoes and canvas shoes are not acceptable. Black dress or casual shoes are acceptable.
P.E. Strip – Navy shorts, grey t-shirt or any shirt obtained as a member of a Carney team or club. Carney fleece pants and hoodies are also acceptable. Athletic shoes* with non-marking sole and white athletic socks.* No board shoes or fashion runners.	P.E. Strip – Navy shorts, grey t-shirt or any shirt obtained as a member of a Carney team or club. Carney fleece pants and hoodies are also acceptable. Athletic shoes* with non-marking sole and white athletic socks.* No board shoes or fashion runners.
Grade 12: Golf shirt – dark navy, long or short-sleeved with Grad year logo on sleeve (optional)	Grade 12: Golf shirt – dark navy, long or short-sleeved with Grad year logo on sleeve (optional)



Crew neck sweater – with grad logo on sleeve*	Crew neck sweater – with grad logo on sleeve*
<b>Spring Uniform (optional)– Sept-Thanksgiving, April-June</b> School Shorts* - black Socks black* Dress shoes, all black, closed toes*	<b>Spring Uniform –Sept.-Thanksgiving, April-June</b> School Shorts* - black Socks black* Dress shoes, all black, closed toes*

### 3.2 MUSIC DEPARTMENT PERFORMANCE UNIFORMS

#### ACRSS MUSIC DEPARTMENT ([click here for more information](#))

Concert Band and Concert Choir Performance uniform (to be worn for ALL performances year-round):  
Black dress shoes, black dress socks, Black Carney dress pants (McCarthy Uniforms), Carney tie (McCarthy Uniforms)

- Blue Oxford dress shirt (Landsend.com)

Please see links here: [UNIFORMS: ACRSS MUSIC DEPARTMENT](#)

### 3.3 WEARING OF UNIFORM

- Dress Shirts: Must be tucked in and only the top 2 buttons may be left undone.
- **Kilts: Students may wear a fitting at not more than 8 cm above mid-knee. Kilt may not be rolled up. Navy or black “shorties” must be worn under the kilt.**
- **Pants: Must be from Neat Uniforms and must be worn appropriately at the waist.**
- Shorts: Only the school shorts can be worn. To be worn from September through to Thanksgiving and to resume again after Spring Break.
- Undershirts/Camisoles: The sleeve of the undershirt cannot be longer than the sleeve of the uniform shirt or blouse, and the undershirt/camisole must be tucked in at all times. White with no logos.
- Ties: Only the school tie may be worn with the uniform, with the exception of Jazz band ties.
- Extra Clothing: Only the school pullover, vest or crewneck may be worn; other jackets, scarves, hats and accessories are not permitted in class. Exceptions may be made, at the discretion of the principal, if cold weather affects classroom temperature.
- Miscellaneous: Accessories, make-up, jewelry, and hair: only modest styles are allowed, reflecting the values of Archbishop Carney School at all times. **Hair: Only human hair colours are allowed.**

### 3.4 PURCHASING OF UNIFORMS

As mentioned above, uniform items as supplied by McCarthy Uniforms will be available from their website & store throughout the year. There is an online process for ordering. Visit their website: <https://mccarthyuniforms.ca/>

### 3.5 UNIFORM EXCEPTIONS

The Principal and Education Committee may approve the conditional and short-term use of special optional uniform items by identified school groups such as Grads, Starliament, Link Crew, and Athletic Teams.

On Fridays, “Carney Gear” may be worn. This includes sweatshirts from extracurricular activities at Carney. i.e. as a member of the school tennis team, on Fridays a player may choose to wear their “Carney Tennis” sweatshirt.

### 3.6 NON-UNIFORM DAYS, JEANS DAYS, AND SCHOOL EVENTS

Neat, clean and appropriate clothing reflecting the values of Archbishop Carney School is expected at all times and during all school related activities. The school administration and staff will determine if a student’s dress is appropriate. Therefore, these guidelines must be followed:

- Students will wear appropriate clothing on non-uniform days and events. Short shorts, low cut tops, exposed undergarments, tube tops, muscle shirts or tops that reveal the navel or stomach are not permissible.
- Females should exercise caution when choosing a neckline. Visible cleavage is not permitted.
- Torn clothing and clothing that includes drug and alcohol designs, sexually explicit or suggestive designs, profanity, threatening derogatory and discriminating language or symbols are not permitted.
- Hats and head coverings are not permitted inside the school building.
- Administration and faculty reserve the right to determine what is appropriate.

### **Procedure for Non-Compliance of non-uniform days**

1. Student will be informed that their attire does not meet the expectations outlined in Non-Uniform Day dress code and be given a uniform infraction.
2. Student will be asked to immediately change their clothing to be in line with the dress code.
3. If the student is not able to find appropriate clothing, an administrator will make the decision as to how to best deal with the situation. This may include sending the student home.

### **4. POLICY FOR UNIFORM INFRACTION**

The following procedure will be used to deal with students whose dress is not in keeping with uniform policy.

- First Infraction - A warning will be issued and recorded, and the student will be asked to correct the noted problem immediately.
- Second Infraction – A warning will be issued and recorded, and the student will be asked to correct the noted problem immediately.
- Third Infraction – While in the presence of an Administrator the student must phone and inform a parent that if they receive another uniform infraction they will be suspended. The student will be asked to correct the noted problem immediately.
- Fourth Infraction – The student will be given an in-school suspension. The student must phone a parent in the presence of an Administrator and inform their parent that they have been given an in-school suspension. The student will be reinstated the next day if the student agrees to abide by the reinstatement conditions.

### **STUDENT CODE OF CONDUCT**

*In accordance with CISVA policy 407, the school has developed a school code of conduct and disciplinary policies which are reviewed annually.*

Students at Archbishop Carney are expected to (but not limited to):

- Respect those in positions of rightful authority.
- Follow instructions given by staff members and volunteers.
- Know and obey the school's student code of conduct and the school rules.
- Respect the rights and dignity of all persons in the school community.
- Refrain from participating in or promoting any behavior that would threaten, harass, bully, intimidate, assault (verbally and/or physically) or cause harm to any person.
- Report incidents of bullying or harassment that they witness in the school or at school activities.
- Refrain from abusive/suggestive language (e.g. language that degrades someone's dignity because of race, religion, ethnicity, culture, sexual self identity, disability and/or socio-economic background). Refrain from misuse of internet/computer technology, including personal digital devices.
- Work and socialize cooperatively and appropriately with everyone in the school community.
- Not be in possession or be under the influence of drugs and/or alcohol and not be in possession of weapons in school or at school activities.
- Respect all property

### **STUDENT DISCIPLINE**

Discipline at Archbishop Carney Regional Secondary School is meant to develop within the students' courtesy and respect for themselves, their teachers, and their fellow students. They should be learning to discipline themselves intellectually, socially, physically and spiritually. Self-discipline is best taught by example. Teachers should be an example at all times by demonstrating to students the qualities of a mature person. This example should carry over into all areas, especially those which are emphasized to the students.

## **ACRSS Discipline Policy**

The Discipline Policy has three levels of seriousness:

### **Level I - General Misconduct**

This level deals with the minimum behavior expected of a student; which are outlined in the student handbook and include but are not limited to: dress code, jewelry and hairstyles, attendance, and punctuality.

### **Level II - Serious Misconduct**

This level deals with infractions involving socially unacceptable behaviours which are disruptive to the learning environment within the school and deviate from the philosophy of ACRSS. Some examples are:

- a) habitual behaviour which makes learning difficult for fellow students.
- b) flagrant disrespect for teachers or students.
- c) malicious damage to the school or property belonging to employees and or visitors to the school.
- d) sexual harassment of a verbal or physical nature.
- e) association or involvement with gangs.
- f) bullying and intimidating behavior
- g) stealing

### **Level III - Grave Misconduct**

This level deals with the most serious of infractions. As such a Level III discipline situation may lead to a recommendation of expulsion. Some examples are:

- a) use or possession of a weapon (as defined by the Criminal Code of Canada) of any kind whatsoever.
- b) use, possession or trafficking in illicit drugs.
- c) consumption, possession or selling of alcohol before attending a school function, on the school property or at a school function.
- d) violent and/or dangerous behaviour directed towards oneself or others.
- e) bullying and/or harassing behaviour of a chronic or extreme nature

## **Suspensions and Expulsion**

Students can be required to be absent from school when their misbehavior constitutes a serious infraction within the stated guidelines for student conduct. This absence is termed a suspension and may lead to expulsion. Written notification of a suspension must be given to the parents or guardians of the student.

A student may be expelled if the Principal determines a student's actions are a threat to the safety of the school or are an impediment to either the quality of instruction or the learning process. ACRSS will follow CISVA Policy 426 regarding Suspensions and Expulsions.

In normal circumstances a suspension should be no longer than 24 hours. The suspension may be terminated after a reinstatement meeting between a School Administrator and the suspended student's parents. Conditions for reinstatement must be agreed upon by both parties.

Suspensions or expulsions from school may be appealed to the Regional Education Committee by concerned parents or guardians. The appeal process is dealt with by an Appeal Sub-committee of the Regional Education Committee and not the Principal. In order to proceed with an appeal, the parents or guardians must follow the guidelines as established within the ACRSS Appeal Process Policy. (see Student Agenda, Parents section – Concerns and Complaints)

The Principal has discretion to determine to which category the particular infraction falls under and will make the decision if it is suspension or expulsion.

There will be no tolerance for serious infractions of school or CISVA policy. Any misconduct deemed serious will always result in disciplinary action and may result in suspension or expulsion from the school. Archbishop Carney Regional Secondary School strives to ensure every child feels safe, accepted and respected.

### **Reinstatement Following a Suspension:**

For a student to be reinstated following a suspension, a meeting consisting of a School Administrator, the suspended student and one or both of the student's parents must take place. At the meeting, the following conditions must be accepted by all participants:

- the student must accept responsibility for their misconduct(s).
- the student must accept, and follow through with the consequences established by the school.
- the student must demonstrate firm purpose of amendment
- the parent(s) of the student must accept and support the school's disciplinary decision(s).

If each condition is accepted by all parties, the student will be reinstated.

### **CONCERNS AND COMPLAINTS POLICY AND PROCEDURES**

Should parents feel they have a complaint or concern they should observe the following procedures. First, they should approach the teacher in question. If there is no resolution, then they should speak to the Principal. If the matter is still not resolved they should approach the chair of the Regional Education Committee (REC), and if necessary, ask for a hearing by the Appeals Sub-Committee of the REC. Should the Committee not resolve the problem, the Superintendent of Catholic Schools and the CISVA Executive Committee are further avenues of appeal open to parents. There are two detailed appeal procedures available to parents at any time upon request. One procedure is our local appeal process; the second governs complaints which a parent may wish to forward to the Superintendent of Catholic Schools.

The parents or guardians may choose, but are not required, to ask a lawyer to assist them in their appeal process. The cost of such legal assistance will be the sole responsibility of the parents or guardians. If parents or guardians decide to have legal representation, they must communicate this to the Principal or his/her representative 7 days in advance of filing an appeal. This notification will provide the school with the opportunity to seek its own legal representation during the process. See [CISVA Policy 302: Major Complaints](#)

### **STUDENT SAFETY AND SECURITY**

#### **Weapons:**

A weapon is anything that is commonly used or designed to hurt someone or to put someone in fear. Our policy thus concurs with the definition of a weapon in the Criminal Code of Canada where a Weapon is defined as:

- a) anything used or intended for use in causing death or injury, or
- b) anything used or intended for use for the purpose of threatening or intimidating any person, and, without restricting the generality of the foregoing, includes any firearm.

#### **Consequences:**

Our students (and parents) should be advised that weapons of any kind are prohibited on any school premise and students who are found with knives or other dangerous objects on their person or in their lockers will be subject to severe disciplinary action. As well, carrying a concealed weapon is contrary to the Criminal Code of Canada. Anyone convicted of such a charge is liable to imprisonment.

Police will be called and parents notified when a principal has reasonable and probable grounds to believe that a student has:

- a) on either his/her person, or in a locker, or desk, a weapon or
- b) displayed or brandished a weapon in a threatening or intimidating manner, or
- c) assaulted another person with a weapon.

As soon as an arrest has been made or the police have had a reasonable opportunity to investigate, the principal will begin procedures leading to expulsion. All individuals under investigation for participating in a public or group altercation are subject to suspension at the principal's discretion.

## STUDENT SERVICES

Students work with the Grade Level Academic Advisor (GLA) for programming purposes but may see the GLA if they wish to discuss personal and academic concerns. Students wishing to see their GLA should book an appointment. Parents are encouraged to contact the GLA any time they have concerns about their child's progress. The GLA will make every attempt to keep parents informed whenever a situation arises which requires attention.

The Director of Student Services is Mrs. Sameera Fernandes and the current Grade Level Academic Advisors are:

- Grade 12 – Mr. Harris
- Grade 11 – Mr. Harris
- Grade 10 – Ms. Triveri
- Grade 9 – Ms. Contu
- Grade 8 – Ms. Historillo

Student Services at Archbishop Carney is designed to:

- Help students be successful in school
- Help with program and course selection
- Provide information regarding post-secondary education and careers
- Provide liaison between students, parents, teachers and administrators
- Help students understand and deal with personal and social problems
- Provide support in crisis situations
- Make referrals to specialized resources in the school or community

### Career Resources – Student Services

Information for students on careers and post-secondary education programs is provided in the Student Services Center. Calendars from all British Columbia post-secondary institutions plus information from major institutions across Canada and the Western USA will be available for student use. Opportunities for career exploration and career counseling are available as well.

## LEARNING SUPPORT

Archbishop Carney Regional Secondary School (ACRSS) is committed to the education of the whole child in the spiritual, emotional, social, intellectual, artistic, and physical development. It is, therefore, the long term goal of ACRSS to implement programs enabling it to accept and meet the needs of all students in the community.

We work hard to meet the learning needs of all our students. We offer the following supports:

- a fully staffed Learning Resource Centre (LRC) as well as ELL classes.
- a dedicated Student Services Centre with Grade Level Academic Advisors to provide academic support for high school completion, post-secondary planning and career and vocational exploration.
- teachers who conduct tutorial sessions, affording our students the ability to meet with their teachers on a regular basis outside of class time for extra assistance and mentoring.
- An after school Homework Club is run Monday to Thursday from 3:00-4:00 pm. Students who have fallen behind are encouraged by school staff to attend if they are struggling with completing homework or struggling with concepts being taught in class.
- on-site personal counseling services.

### LEARNING RESOURCE CENTER (LRC)

All students enrolled at Archbishop Carney Regional Secondary School will have equitable access to learning, opportunities for achievement, and the pursuit of excellence in all aspects of their educational program. Learning Support programs and services enable students with individualized needs to have equitable access to learning and opportunities to pursue and achieve the goals of their educational programs. Our commitment is rooted in the fact that we are all God's Children.

### Referral to the Learning Resource Center

Any student that is struggling may be referred to the LRC by teachers or parents. When a student is struggling, teachers will inform the grade level advisor and if necessary the LRC. Meetings will then take place (with parent involvement) and the group will decide what the intervention plan will look like. This can include adding a Support Block to the students'

schedule, further academic assessment (Psycho-educational Assessment, curriculum based assessments, etc), or the creation of an IEP.

### **Individual Education Plan (IEP)**

An Individual Education Plan (IEP) is a documented plan developed for a student with special needs that describes individualized goals, essential/universal supports, the services to be provided, and includes measures for tracking achievement. An IEP must have one or more of the following:

- the goals or learning standards set for that student for that school year where they are different from the learning standards set out in an applicable educational program guide; or
- a list of the support services required to achieve goals established for the student; or
- a list of the universal and/or essential supports to educational materials, instructional strategies or assessment methods.

Archbishop Carney Regional Secondary School ensures that an Individual Education Plan (IEP) is designed for a student as soon as practical after the need for a specialized plan is established.

. The only instances in which an IEP is may not be required are when:

- the student with unique needs requires little or no adaptations to materials, instruction or assessment methods; or
- the expected learning standards have not been replaced; or
- the student requires 25 or fewer hours of remedial instruction by someone other than the classroom teacher, in a school year.

The Learning Resource Centre (LRC) staff must offer the parent of the student, and where appropriate, the student the opportunity to be consulted about the preparation of the IEP.

The Learning Resource Centre staff, in consultation with the parent of a student, will consult with the student's teachers about the student's educational program.

Archbishop Carney Regional Secondary School will offer each student, who has an IEP, learning activities in accordance with the IEP designed for that student. When services are so specialized that they cannot be replicated in the school, the school will work to arrange to obtain them from community or other sources.

Development and delivery of LRC programs and services will involve meaningful consultation with the parents or guardians of students with individual needs, since they know their children and can contribute in substantial ways to the design of appropriate programs and services for them.

The student's case manager, along with members of their school team, will meet with the parent(s)/guardian(s) to develop individualized goals, supports, modifications and services to be provided. The IEP will be developed and shared amongst all parties who will assist the student in achieving their goals. A review of the IEP goals will take place throughout the year with an invitation extended to parent(s)/guardian(s) to meet to discuss updates to the IEP.

## EXTRA-CURRICULAR ATHLETIC ACTIVITIES

### Athletic Philosophy

The Archbishop Carney Athletic Department strives to enrich the lives of our students through athletic competition and to provide competitive opportunities for the student-athletes of our school. We will endeavor to have our student-athletes compete at the highest possible level and to the best of their God given ability. Our coaches will lead by example in teaching our student-athletes to work hard and play fair.

We will strive to uphold our philosophy by pursuing a number of goals. These include:

- Development of character through the mental, physical, and spiritual domains.
- Building of community amongst teammates, classmates, staff member, and parents by living out our school's mission statement.
- Creating servant leaders in the image of Christ through the actions and commitment of our coaches and volunteers.

### Fees

Athletic fees are invoiced to all participants at the start of the fall, winter, and spring seasons.

### Program Offerings

The athletic department will offer sports as sanctioned by BC School Sports in the fall, winter, and spring season. These sports will be offered based on student interest and ability to provide a viable sport opportunity for student-athletes. These traditionally include aquatics, volleyball, cross country, soccer, basketball, track and field, golf, tennis, and badminton.

### Procedures

1. Uniforms will be supplied to the players on most teams. Lost uniforms must be paid for. Uniforms will be returned in a clean condition at the end of each season.
2. Each coach will provide parents with a start of season email. This email should include an encouragement to parents to watch games, expectations for players, a schedule of practices and games, and an informed consent/risk acknowledgement form.

### Guidelines for Teams:

- Grade 8 Teams - Are composed of Grade 8's
- Grade 9 Teams - Could be composed of Grade 8 and 9's.
- Junior Teams - Could be composed of Grade 8-10's.
- Senior Teams - Could be composed of Grade 8-12's.
- Coaches will schedule sufficient exhibition games together with league games and tournaments to comply with athletic department guidelines.
- Student athletes are recommended to consider the commitments of a school sports team before joining a team.
- The coaches of these activities will realize and impress on the students that these activities are offered as part of their total educational needs. Students participating in these activities must keep a proper balance in their attitude toward their total education. Any student who neglects their studies may be denied participation in these activities until they show the proper balance. No student may be deprived of the privilege of participating in athletics because they lack the ability to achieve well in academic fields. Students must be judged on their efforts, not on their results.

### Archbishop Carney Regional Secondary Floor plan

