

# STUDENT HANDBOOK 2019-2020



ÉCOLE SECONDAIRE  
ARGYLE  
SECONDARY SCHOOL

1131 Frederick Road  
North Vancouver, British Columbia  
V7K 1J3

Telephone: 604-903-3300  
Fax: 604-903-3301  
Attendance: 604-903-3314  
[www.ArgyleSecondary.ca](http://www.ArgyleSecondary.ca)

Ms. Kim Jonat - Principal  
Mr. John Crowley - Vice Principal  
Ms. Caren Hall - Vice Principal

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

*Cover photo by Argyle Student Matthew Johnston*

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### ARGYLE MISSION STATEMENT

The primary role of Argyle Secondary School is to assist students in the ongoing process of becoming an educated person by providing a nurturing environment and engaging learning opportunities.

An educated person is thoughtful and capable of making independent and informed decisions. This individual is curious, interested in lifelong learning, respectful of others, capable of acquiring, evaluating, sharing, and communicating information and able to draw from a broad spectrum of knowledge. The individual is self-motivated, has a sense of self-worth, pursues excellence, strives to be physically healthy and derives satisfaction through achievement.

This person is a responsible citizen who respects others, accepts the importance of the family, community, nation, and the world, and is aware of Canada's cultural heritage. This individual has the skills necessary to function in and adapt to a changing world.



**ÉCOLE SECONDAIRE  
ARGYLE SECONDARY**  
Ph: 604.903.3300  
Fax: 604.903.3301  
argyle@sd44.ca

	Week 1					Week 2					Late Start Wednesday	
	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday		
7:20-8:25 AM Early Morning Classes												
8:35-9:55 AM	1	5	2	6	3	7	1	5	2	6	Staff Collaboration 8:35-9:50 AM	
10:00-11:20 AM	2	6	3	7	1	5	2	6	3	7	2 or 5 9:55-10:55 AM	
11:20-11:35 AM								Break			3 or 6 11:00-12:00 PM	
11:35-12:55 PM	3	7	1	5	2	6	3	7	1	5	1 or 7 12:15-1:15 PM	
12:55-1:40 PM	LUNCH					LUNCH					LUNCH 1:15-2:00 PM	
1:40-3:00 PM	4	8	4	8	4	8	4	8	4	8	4 or 8 2:00-3:00 PM	

**Late Start Wednesday Dates:**  
( 5 per year )

September 25, 2019  
November 20, 2019  
January 29, 2020  
April 29, 2020  
May 27, 2020

5,6,7,8

5,6,7,8

5,6,7,8

2,3,1,4

2,3,1,4

**2019-2020**

## ADMINISTRATION

Ms. Kim Jonat – Principal (Grade 12) [KJonat@sd44.ca](mailto:KJonat@sd44.ca)  
Mrs. Caren Hall –Vice-Principal (Grade 8 & 10) [CHall@sd44.ca](mailto:CHall@sd44.ca)  
Mr. John Crowley – Vice-Principal (Grade 9 & 11) [JCrowley@sd44.ca](mailto:JCrowley@sd44.ca)

## COUNSELLING SERVICES

Sarah Gordon	Grade 8	<a href="mailto:SGordon@sd44.ca">SGordon@sd44.ca</a>
Katherine Sigurdsson	Grade 9/Choices	<a href="mailto:KSigurdsson@sd44.ca">KSigurdsson@sd44.ca</a>
Paul Ruben	Grade 10	<a href="mailto:PRuben@sd44.ca">PRuben@sd44.ca</a>
Erin Malone	Grade 11	<a href="mailto:EMalone@sd44.ca">EMalone@sd44.ca</a>
Vikki Dashkevich	Grade 12	<a href="mailto:VDashkevich@sd44.ca">VDashkevich@sd44.ca</a>

## STAFF LIST

A current list of all staff and their contact information is available on the Argyle website, [www.ArgyleSecondary.ca](http://www.ArgyleSecondary.ca) Click “Staff Info” from the top menu and then “Staff Contacts and Links” on the left side. It includes names, departments, e-mail contacts, and in some cases, websites.

## HOURS OF OPERATION

### MAIN OFFICE

The school office is regularly open from 8:00 AM to 4:00 PM Monday to Friday. The office staff is always ready to assist you.

School phone: 604-903-3300

Attendance: [argyle@sd44.ca](mailto:argyle@sd44.ca) (preferred) or 604-903-3314

Fax: 604-903-3301

Email: [Argyle@sd44.ca](mailto:Argyle@sd44.ca)

Please leave messages for teachers via email.

### SCHOOL

Classes are in session from 8:35 am until 3:00 pm (subject to change). The building is open from 7:30 am until 4:00 pm. Because the school is closed at 4:00 pm, students should take homework, equipment and clothing with them before that time. Students participating in extracurricular activities after 4:00 pm can access the building only through the doors assigned by the sponsoring teacher. Custodians do not let students into the school after hours.

## COMMUNICATION

### **SCHOOL WEBSITE: [www.ArgyleSecondary.ca](http://www.ArgyleSecondary.ca)**

Our website is our first line of up to date information for students and parents. Student achievement, special events, and activities are highlighted. We encourage all students and parents to check the school website often for informational updates and celebratory messages. Please follow our school Twitter account @argyleschool

### **SCHOOL ANNOUNCEMENTS**

P.A. notices are read every morning and are also posted daily on our school website. We do not interrupt classes during the day with student messages; only very urgent messages are hand delivered to students.

### **SCHOOL MESSAGING**

We will be sending home important messages via phone message and email. Please ensure that your email address is up to date so that you will receive these important updates.

### **SCHOOL NEWSLETTER**

Our newsletter will be emailed to all households and posted on our website. For email changes/updates please contact the Main office.

### **STUDENT TELEPHONE**

A student phone is available in the Main office.

## LEARNING SUPPORTS & INFORMATION

### **TEXTBOOKS**

Students are responsible for textbooks and learning resources loaned to them. If a textbook is lost or damaged, students are required to pay for the cost of a replacement book. Textbooks should be returned to the assigning teacher only; this will ensure proper credit for all books returned. Students should record the number stamped on the textbook as students must return the textbook assigned to them.

### **LOCKERS**

The school provides locker and a combination lock for each student, by request. Students have the option to pick up their locker combination during the first homeroom. If you take your locker combination, you are responsible for returning that lock in June. In order to provide security for your belongings, you must keep your lock combination a private matter. Similarly, there is no sharing or changing of lockers permitted. Please note that lockers are the property of the school and the Argyle Administration reserves the right to open and inspect lockers. Locks not issued by the school found on lockers will be removed without warning unless the student has been granted permission by the Main office to use

a different lock. Locks must be returned on the final day of classes or students will be charged \$5. During PHE classes, it is recommended that students lock items in day use lockers provided, with their own personal lock.

### **VALUABLES**

Students are encouraged not to bring large sums of money, electronic devices or valuables to school. Students are responsible for the care and safety of all their personal belongings. It is highly recommended not to leave any valuables in pockets, purses, backpacks, or unlocked lockers during PE class. **Argyle is not responsible for loss, damage, or theft of students' personal items such as electronic equipment, clothing, calculators, or money that they choose to bring to school.**

### **LOST AND FOUND**

Our "Lost and Found" is located at the entrances to the small gym. Any questions you may have should be directed to the office staff in the Main office.

### **PARKING**

Students bringing cars to school must park in the parking area adjacent to the large gym only. Any vehicles blocking fire access or parked in reserved spaces will be towed at the owner's expense. Please note: student parking is very limited and where possible students should make alternate travel arrangements (transit, cycle, walk, carpool etc.)

## **ARGYLE LIBRARY LEARNING COMMONS**

The Library Learning Commons is an extension of the classroom and as such, it is an integral part of Argyle's educational system. The focus of the Learning Commons is the acquisition and promotion of materials, both English and French, which support the curriculum. Current resources promote and encourage leisure reading and learning activities.

In addition, another important objective of the Learning Commons is to promote information technology skills. This enables students to locate, gain access to, retrieve, evaluate and synthesize vast amounts of information. Computer work stations, laptops, and e-readers are provided to give students online access for educational research throughout the day.

The Learning Commons also provides quiet study and reading areas for use during students' unstructured time: before and after school, and at lunch.

## STUDENT SERVICES

### Counselling

The school counsellors provide a wide range of services to students. These services include course planning, career education, post-secondary information, interest inventories, scholarship and bursary information, new student orientation, and personal counselling support and referrals to individuals and families. Although each counsellor is assigned specific grade responsibilities, students may seek the assistance from any counsellor. Counselling offices are located near the Main office. Appointments are made by the individual counsellor.

Grade 8	Sarah Gordon	604-903-3638
Grade 9	Katherine Sigurdsson	604-903-3618
Grade 10	Paul Ruben	604-903-3628
Grade 11	Erin Malone	604-903-3617
Grade 12	Vikki Dashkevich	604-903-3629

### Educational and Academic Counselling

- selection of courses and program planning
- graduation requirements
- college or university entrance requirements
- student concerns regarding courses

### Career Counselling

- exploration of values, interests, abilities, needs
- establishing career goals
- exploration of related occupations

### Personal Counselling

- confidential discussion of personal concerns

### Referrals

- counsellors will provide appropriate referrals after consultation with other school system services or non-school agencies.

### Learning Services

Some students require additional support in order to be successful in school. These students receive a variety of services depending upon their learning needs. All students are welcome to attend teacher organized tutorials if they need help completing their homework. For further information about the support available, please see your teacher or counsellor.

## SCHOOL FEES

Grad Fee - \$65.00

- used to defray graduation activities
- approved by Argyle PAC

Student Activity Fee - \$45.00

- reviewed by the School Board
- used to support student activities

Yearbook - \$ 50.00 (optional)

- **Please ensure you purchase your yearbook online before the purchase deadline** we cannot accommodate late orders

Supplemental Course Fees – (optional)

- for materials supplementary to what is required to sufficiently meet the general requirements for graduation
- reviewed by the School Board
- used for goods and services associated with optional enrichment activities and take-home items that extend learning outcomes for students beyond the basic educational program
- fee is variable depending on the course
- Please see individual teachers for a list of items included
- Please contact the Admin Assistant, Mr. Peake, if you need more information or assistance with School Fees

## ABOUT GETTING INVOLVED

Your stay at Argyle will be most enjoyable if you take initiative and get involved with some of the great extra-curricular opportunities. Meet new people and become an active member of the Argyle community by engaging in your choice of the sports, clubs, events, and other activities.

## SCHOOL CLUBS & PROGRAMS

Best Buddies

Book Club

Cancer Awareness

Duke of Edinburgh

Physics Club

Tabletop Club

Environmental Club

Grad Council

Model UN

Schools for Africa

Student Council

Vancouver Sun Run

Wellness Club

Knitting Club

Philosophy Club

Art Club

Book Club

Wish Youth Network Society Club

District Student Leadership Council (DSLCL)

Gender Sexuality Alliance (GSA)

\*\*\* Clubs are coordinated through Student Council with Staff sponsorship and Administration approval. The list above is subject to change; please refer to School Website for up-to-date information.



## **STUDENTS' COUNCIL**

The Students' Council is a group of elected and non-elected representatives of the student body who work to create Argyle traditions that promote school spirit. As student leaders, their focus is to build positive, constructive relationships within the school and local community.

The council acts as a platform for students' voices. It provides opportunities for students to share their ideas, interests and concerns with the student body, staff and administration of Argyle. Working together, we can all help to build a positive school culture. By participating in Students' Council, Argyle students develop leadership skills such as role modeling, communication, organization and problem solving. These skills can be transferred to all aspects of life.

There are many ways to be involved in Students' Council. Executive members hold elected positions. Students seeking a position on the executive are expected to have obtained a satisfactory academic standing in the school year prior to the Students' Council election. As leaders of the school, it is also expected that they model the school Code of Conduct. Election details are set out in the Students' Council constitution. Any member of the student body is welcome to participate as a member at large. Being a member at large is a year-long commitment. Members at large are active members of the council. They participate in weekly meetings, head internal committees, and volunteer to run events.

Student Council members names and information will be posted in the Library Foyer.

Staff Sponsors:                      Ms. Avefjall & Mr. Boljuncic

## **ARGYLE EXCELLENCE**

The acceptable expectations for student conduct at Argyle are summarized in the following Argyle Excellence visual. We ask students to strive towards Argyle Excellence in the areas of attendance, citizenship, and learning.

### **Excellence in *ATTENDANCE* means:**

- Attending all classes
- Following proper procedures when absent for an excused reason
- Being on time and prepared for all classes
- Being responsible to see their teacher(s) when absent for all or part of any class
- Being attentive and ready to learn in all classes

### **Excellence in *CITIZENSHIP* means:**

- Treating all staff, students, community members, and neighbours with respect
- Helping to sustain a safe school environment for yourself and others
- Following all school and class rules, policies and expectations that detail student conduct and complying promptly with any Argyle staff member's reasonable requests
- Being honest, considerate, and caring of others at all times
- Using language free of profanity, hatred and/or discrimination
- Informing an adult when incidents of bullying, harassment or safety are impacting oneself or others within our community
- Respecting all public and personal property
- Promoting a Green environment by maintaining a clean school and community
- Complying with all local bylaws, Provincial, and Federal laws

### **Excellence in *LEARNING* means:**

- Being prepared to learn with all required materials for each class
- Using organizational skills to plan for and complete school work
- Having a positive attitude and curiosity towards learning
- Consistently trying one's best to practice good work habits and trying to learn
- Actively engaging in purposeful learning in all classroom activities and lessons
- Completing assigned schoolwork effectively and on time
- Always producing your own quality work and not cheating or plagiarizing work
- Using Mobile devices to enhance learning when teacher gives explicit and prior permission

## STUDENT EVALUATION AND REPORTING PROCEDURES

### Reporting to Parents

Formal reports to parents are issued three times during the school year. In addition to these formal reports, teachers may issue Interim Reports at any time. Learning Connections Conferences are held in November and April to provide parents with an opportunity to meet directly with teachers. If at any time you would like to contact your child's teacher please we encourage you to do so via email. Argyle Secondary uses the following prescribed provincial grading system:

Term Reports	Percent (%)	Work Habits
A = Excellent	86 - 100	E = Excellent
B = Very Good	73 - 85	G = Good
C+= Satisfactory	67 - 72	S = Satisfactory
C = Satisfactory	60 - 66	N = Needs Improvement
C- = Minimal	50 - 59	
F = Fail	0 - 49	

I = In-progress or incomplete. The student is not demonstrating minimally acceptable performance.

W = Withdrawal

Gr. 8 & 9 courses: progress is reported through letter grades only.

Gr. 10-12 courses: students will receive a percentage, letter grade, and work habit mark.

## PROVINCIAL EXAMS AND ASSESSMENTS

At the time of publication, we understand from the Ministry of Education that there will be significant changes to Provincial Exams & Assessments required for graduation. Updated information can be found at: <http://www.bced.gov.bc.ca/exams/>

## STUDENT RECOGNITION & AWARDS

Please see updated information regarding celebrating student learning & achievement on Argyle's website on Argyle's Website > top tab "Students" > side tab "Recognition"  
<https://www.sd44.ca/school/argyle/Students/Awards/Pages/default.aspx>

## ATHLETICS

Argyle takes pride in offering a comprehensive athletic program that promotes excellence in terms of participation and performance. With the largest athletic program on the North Shore, Argyle has an average of 900 student-athletes competing in 19 different sports each year. Last year we hosted 46 student teams. In order to achieve such great success, we depend on three groups to participate actively in our program: coaches, athletes, and parent/spectators.

Argyle encourages students to get involved in a number of extra-curricular activities. Staff volunteer their time as sponsors and coaches because they know how beneficial extra-curricular activities can be in the total education of the student. However, the formation of any teams, intramural or school events during a given year depends on student interest and the availability of staff, coaches, or sponsors. Please take the time to familiarize yourself with the expectations below. We look forward to your participation in our program.

Up-to-date information on the sports and their associated mandatory fees and additional costs can be found at the beginning of each session on Argyle's website. Each team must provide a detailed budget clarifying the exact cost and what that payment covers. Students are required to pay team fees prior to participation in games.

[www.argylesecondary.ca](http://www.argylesecondary.ca)

We run our extra-curricular athletics program through the generosity of staff, parents, and community members who volunteer their time. Whether teams can be formed each year depends on these volunteer coaches and sponsors and is of course subject to athlete willingness to participate in sufficient numbers.

### **Fall (Sept – Nov)**

X-Country Running  
Field Hockey (Girls)  
Volleyball (Girls)  
Soccer (Boys)  
Swimming  
Rugby (Gr. 8)  
Football (Gr. 9-12)

### **Winter (Nov – Feb) Spring (Mar – May)**

Basketball  
Gymnastics  
Ski & Snowboarding  
Cheer & Dance  
Wrestling  
Football (Gr. 8)  
Soccer (Girls)  
Golf  
Mountain Biking  
Rugby (Jr./Sr./and Girls)  
Track & Field  
Ultimate  
Badminton

**Athletic Director:**

Mr. Alex Kelsch [akelsch@sd44.ca](mailto:akelsch@sd44.ca)

## **THE ARGYLE CODE OF CONDUCT**

At Argyle Secondary School, we believe our school should be a safe place for purposeful learning. The pursuit of appropriate conduct is a shared responsibility among the students, parents, and school staff. Every individual has the right to learn and work in a safe environment free from discrimination. The code balances the individual's rights and responsibilities with the needs of the collective Argyle community. Representatives of the staff, students, parents, and our family of schools, have developed a school code of conduct to establish clear guidelines for a safe and effective learning environment that allows each student to attain his or her goals and aspirations in a positive environment. Our code is continuously monitored and reviewed annually by staff, students and parents.

The establishment of a school code of conduct is required by the Provincial School Act and the North Vancouver Board of Education. The Principal of the school is responsible for administering and supervising the school in conjunction with the Code of Conduct. The Principal and their designates, are authorized, in accordance with School Board Policy 302, to exercise authority within the school on all matters concerning the discipline of students. The execution of discipline must be similar to that of a "kind, firm and judicious parent, but shall not include corporal punishment." (School Act, Section 76.3).

Students are required to read, understand, and follow the Argyle Code of Conduct as well as other applicable laws if they wish to be a learner in our community. Expectations regarding acceptable conduct are made known to all school staff, students, parents, and the Argyle school community through the Argyle Agenda book, Argyle Website, grade assemblies, newsletters, posters, and other forms of communication. The expectations for student conduct are taught, promoted, and reinforced by Argyle staff. Argyle students are expected to be good citizens and follow not only the Argyle Code of Conduct but also all other laws and rules within our jurisdiction. This includes the North Vancouver District School Board policies, North Vancouver District bylaws and rules, Provincial law including the B.C. Human Rights Code, and Federal law such as the Canadian Criminal Code.

The expectations for student behaviour explained in this Code of Conduct apply while at school, while traveling to and from school, while attending all school activities and functions whether at the school or on fieldtrips. Students are always expected to conduct themselves in a manner that will bring credit to themselves as well as the Argyle community. Parents and

students should be aware that there are rising expectations for student behaviour as students become older, more mature, and progress through the grades. Students are expected to accept increasing responsibility for their actions and can expect consequences reflective of their age. We rely on our more senior students to model good behaviour and be leaders in our community.

## **ATTENDANCE**

There is a direct relationship between attendance and academic success in school. Students absent from class are missing out on key learning opportunities and chances to work cooperatively with peers and teachers. Therefore, every attempt should be made by students and their families to minimize the amount of time absent from school. Please follow the process in place for excused absences and do not miss school for unexcused reasons (also known as “truancy”). **No matter what the reason for missing school, students are responsible for obtaining and completing class assignments and meeting course Learning Standards, content, and curricular competencies.**

The school will track attendance daily and will update the MyEd Parent Portal with this information. Parents should discuss attendance with their child and help reinforce the importance of attendance to learning. If the student insists a mistake has been made, please contact the student’s teacher directly. If you have any other concerns contact the school. If poor attendance or tardiness becomes a pattern, school staff will meet with students and in many cases communicate and seek the assistance and support of parents.

### **EXCUSED ABSENCE – STUDENT ILLNESS**

A student who feels ill while at school is asked to report to the office. The office staff will ensure that parents are contacted in cases where a student needs to be sent home or to the hospital. Accidents and emergencies should be referred to the office immediately. Parent/Guardians are urged to try to schedule appointments for students outside of school time when possible. If possible, please let teachers and the Argyle office know in advance at [Argyle@sd44.ca](mailto:Argyle@sd44.ca) .

If a student is absent, parents are requested to:

- E-mail the school at [argyle@sd44.ca](mailto:argyle@sd44.ca) . If you are unable to access e-mail, please call Argyle on the morning of the absence and leave a message on the attendance line (604-903-3314). Prompt reporting of attendance by parents ensures proper communication to staff.

- Send a note with the student so that when they return they can take the note to the Main office.
- In either case the parent should spell the student's full name, and provide grade, date and times absent, and reason for absence.

### **EARLY DISMISSAL FOR THE DAY**

In some cases it becomes necessary for students to leave school before the end of the school day. Students wishing to leave school early must provide the office with parent/guardian's written permission for early dismissal and, if approval is given, the student must sign out at the office. In cases where written permission is not provided, the office staff will contact parents or guardians for verification. Students who leave the school without signing out are considered truant.

### **TRUANCY**

Truancy is defined as an "absence from school without valid reason". Students absent from class without permission are truant and can be a distraction to the learning process. If students cannot find their class, if they feel ill, or if they plan to be dismissed early, they should report directly to the office. A student who is found to be truant may be given detentions and other consequences. Continued truancy may lead to increased consequences.

### **LATES**

The School Act states that students are expected to be at school and in class on time. Being late is a distraction to the learning process for the student, the teacher, and the class; therefore, students who show a pattern of being late will be dealt with first by their teacher and then by administration. It is the students' responsibility to ensure that they are punctual.

### **EXTENDED ABSENCES**

If a student is unavoidably absent from school for medical reasons or because of serious family issues, parents are requested to contact the school office. The office or counsellors will ensure teachers are informed so that appropriate arrangements can be made for the student to make up assignments and missed tests.

While it is understood that some families may choose to vacation while school is in session, the Argyle staff does not condone such absences due to their impact on student learning. Missed class time and learning opportunities cannot be replicated and some activities and assignments may be impossible to "make-up." **Students are responsible for all course Learning Standards including those missed during their time**

**away; the student's mark may be impacted.** If a student is absent for family holidays or for other non-medical reasons, the school and teaching staff are not expected to make special arrangements for missed work and tests.

The responsibility for the decision to take a student out of school for vacation, and the consequences that result, rest solely with the student and their parent / guardian. While the school does not give approval for such absences, it is still necessary to complete an extended absence form to inform teacher(s). Forms are available in the Main office.

Provincial Assessments are required for Graduation. They are scheduled well in advance by the BC Ministry of Education and dates are published on their website. There are very strict rules regarding BC Ministry Assessments and they can only be written at the scheduled time. Students can read the rules and repercussions of missing an exam and re-writing on the Ministry website. If a student misses an assessment, the student and parent should contact the school to make arrangements to write at the next Provincial sitting.

### **CITIZENSHIP**

Argyle prides itself on fostering good citizenship in all members of its community in order to create a safe and positive learning environment. Students are expected to treat all staff, students, community members, and neighbours with respect, while being honest, considerate, and caring of others at all times. The following areas are some examples of behaviour that **does not** meet Argyle's citizenship expectations and will be dealt with accordingly.

### **SERIOUS OFFENCES**

Student behaviour must comply with the Criminal Code of Canada as well as the BC Human Rights Code in order for all school community members to feel safe at Argyle. Any person who threatens the safety of the school environment or safety of an individual will be subject to disciplinary action and, where necessary, RCMP involvement. This policy includes, but is not limited to:

- Acts of violence or threats of violence;
- Possession of a weapon, a replica, or an object that is being used as a weapon;
- Incidents of threatening, harassing, intimidating or confrontational language or behaviour which includes written or verbal harassment, misuse of computer communication, physical threats and telephone intimidation. Harassment includes the act of posting unwanted comments, pictures or



videos about people online (Facebook, YouTube, Snapchat, and all other social media);

- Discrimination against individuals or groups of people
- Possessing, using, distributing or being involved with illegal or restricted drugs or alcohol;
- Using safety equipment including fire extinguishers, fire alarms, smoke-heat detectors, and the fire sprinkler system inappropriately, or causing a false alarm.

## **VIOLENCE AND THREAT OF VIOLENCE**

The school staff expects all students to behave in a socially responsible manner and solve their problems with productive and safe conflict resolution. Violence is defined as the actual use or threatened use of physical, verbal, cyber or emotional power against individuals or groups that results in physical and/or psychological harm, or is harmful to the social well-being of an individual or group of individuals. Students who fight or encourage others to fight are putting themselves and others at risk and will be subject to firm consequences. Moreover, rough housing or consensual “play fighting” is not allowed at school or anywhere on school grounds. It can be difficult to distinguish from “real” fighting, and it can be dangerous around other students or near to school facilities and equipment.

## **WEAPONS OR REPLICAS**

A weapon is defined as any instrument designed to inflict injury or to intimidate another person, or any instrument that is used in this manner. The possession and/or use of weapons on or near school property is a serious threat to the safety and security of students and staff and will result in immediate consequences. The RCMP will likely be involved. Toy guns, weapons, and replicas are by their very nature intimidating, can be confusing, and are not allowed on school premises at any time. This includes things such as costume days or student skits.

## **INTIMIDATION AND HARASSMENT**

Harassment involves any unwelcome or unwanted act or comment that is hurtful, degrading, humiliating or offensive to another person. Sexual harassment is the same with a sexual nature. Intimidation is the act of instilling fear in someone as a means of controlling that person. Acts of intimidation and harassment will not be ignored nor treated lightly. Incidents such as verbal abuse, hazing, bullying, taunting, and/or inappropriate physical touching will not be tolerated. Students who incite others to engage in inappropriate behaviours, or who seek retribution against those who have reported incidents, may also face discipline. When any of these actions are carried out through electronic

communication (e.g. by phone or Internet), even outside of school hours and off school property, the school may still take action when the welfare and learning environment of Argyle students is potentially at risk. Students involved directly or indirectly in any of these behaviours can expect disciplinary action from the school, including referral to police and outside authorities.

## **DISCRIMINATION**

Acts of discrimination that fail to meet the standards set out in the B.C. Human Rights Code will not be tolerated. This includes the prohibited grounds of discrimination set out in Sections 7 and 8: “Discriminating because of the **race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons.**”

## **DRUGS AND ALCOHOL**

Students found using, possessing, supplying others, or being with others whom are involved with drugs or alcohol at school or at school-sponsored events will be suspended and will likely be referred to an outside agency and/or the police. Students must not be under the influence of drugs or alcohol at any time at school or a school event. Please note that if residual evidence or other indicators lead staff to suspect drug or alcohol use, students may still face disciplinary action as staff will not discriminate between direct and indirect exposure to prohibited substances. For this reason, students should not remain in the company of those using or involved with drugs or alcohol.

## **SMOKING**

**All persons are prohibited from any smoking or vaping on any school property** in accordance with policy North Vancouver School District Board policy and Section 2.2 of the Tobacco and Vapour Products Control Act. This policy applies to the use of tobacco products as well as e-cigarettes, electronic smoking products, and any related products. A person must not smoke or use tobacco/e-cigarettes, or hold lighted tobacco/ activated e-cigarettes on school property. This ban extends to all school property 24 hours a day, 7 days a week, regardless of whether or not school is in session. The ban also includes, parking lots, sports fields, driveways, courtyards and private vehicles parked on school property. Students found smoking or vaping on or around school property are subject to disciplinary action. Students who choose to smoke off site should not congregate in our neighbourhood and respect our neighbours;

## **FIRE**

The school is protected by a network of safety equipment that includes fire extinguishers, fire alarms, smoke-heat detectors, and a fire sprinkler system. Students must not tamper with this safety equipment nor deliberately cause false alarm as this can be dangerous to the safety of the entire school.

## **VEHICLE SAFETY / TRANSPORTATION**

Use of vehicles in a dangerous manner is a serious threat to student and staff safety. This includes the use of cars, bicycles, skateboards, and other transportation vehicles and equipment. Students must drive safely and must follow all Motor Vehicle Act regulations including L and N restrictions. Please respect the 30km/hr school zone speed limit.

For the safety of all students and staff, and to ensure the good condition of the facility, skateboarding, biking, and other similar recreational activities are not permitted on school grounds or inside the school. If students use these vehicles to get to and from school, the boards and bikes should be properly stored away during the day. Skateboarding is prohibited on school property. Bike racks are provided for students, please bring your own lock to safely secure your bike in designated areas only.

Argyle is not responsible for vehicle damage on or near school grounds. Students who drive in an unsafe manner around our school may be referred to the RCMP.

## **RESPECT AND RESPONSIBILITY**

We expect all Argyle students to treat staff, student peers, community members, and neighbours with respect. Lack of respect for others or their property will not be tolerated. Some examples of disrespectful or irresponsible behavior includes, but is not limited to:

- **Disrespect for the authority** of teachers and all other employees of the school, including defiance or failure to comply immediately with an authorized and reasonable direction;
- **Disturbance** at school, on school grounds, or at a school function or unsafe activities in and on school structures (e.g. the school roof, fences, storage containers, stairwells, railings, blocking entranceways, etc.);
- **Unauthorized gatherings** on or adjacent to the school grounds, specifically those that disturb the privacy of nearby residents or that reflect poorly on the public image of the school;

- Incidents of **theft, vandalism** and/or **damage** of the school's or others' property. Students may be required to pay for losses or damages. Deliberate destruction of or damage to school property, including graffiti, may result in suspension and police involvement. If a student should damage something by accident they should report it to a staff member or the office immediately;
- **Misuse of school equipment** or school property;
- Possessing, distributing and/or discharging **firecrackers or fireworks**. Students involved with these dangerous items may be suspended and referred to the R.C.M.P.;
- Contribution to **garbage or litter** build up in the school and community;
- Encouraging guests to visit Argyle without permission. For the safety of all, **all visitors** are required to check in at the Main office upon arrival at the school. Those visitors with a legitimate purpose for being at Argyle will be asked to sign in and will receive a visitor badge. Students should not normally "visit" other schools, including Elementary schools, during instructional hours.
- Use of the **school name or logos** without written permission or in association with unsanctioned activities.
- Using skateboards, longboards, hoverboards, scooters, rollerblades, bicycles, hacky-sacks, etc. in the hallways is not permitted.

## LEARNING

Student behaviour is expected to support a productive learning environment in classrooms and school at all times. Interference of a positive learning environment includes, but is not limited to:

- Disturbing the learning opportunities of other students in classrooms;
- Not completing assignments, schoolwork, or other learning tasks as requested;
- Dressing in a manner disruptive to an educational environment including offensive or suggestive slogans, or inappropriate coverage;
- Disrupting classes, school routines or activities by inappropriate use of electronic devices including mobile phones or portable gaming or music devices;
- Participating in any form of cheating, plagiarism, or academic dishonesty.

## DRESS AND APPAREL AT SCHOOL

Staff and students at Argyle believe maintaining a respectful, business-like atmosphere is important to academic achievement and citizenship. The school's dress code is not meant to stifle freedom of expression, but to foster a supportive, respectful learning community in which each student's self-esteem is reflected in their behaviour, growth, and achievement. Students wearing inappropriate dress and apparel will be asked to cover up, change, or go home to change.

Apparel at school **should**:

- allow for individual difference, style, and expression,
- demonstrate respect for a school / business environment,
- be appropriate for the intended activity,
- demonstrate respect for the rights and perspectives of others.

Apparel at school **should not**:

- be offensive or distracting to learning
- be sexually provocative and/or revealing
- promote the use of illegal drugs, alcohol, violence, weapons, or use offensive language or images
- promote values in conflict with school and community values (e.g.: discrimination of any kind)
- be unsafe for learning (e.g.: in a woodwork class)
- be unhygienic

## ELECTRONIC DEVICES

Staff and students at Argyle believe maintaining a respectful atmosphere is important to academic achievement and citizenship. Such beliefs apply to electronic devices as well. While mobile devices can be an enhancement to learning, the misuse of electronic devices can be a significant disruption to a student and the learning environment. During instructional time, students may use their devices with **explicit and prior teacher permission and must respect classroom rules outlined by the teacher**.

Electronics at school **may be** used for:

- learning purposes
- research
- note taking
- personal planning

During instructional time students **must not**:

- disrupt other students or staff members, or the learning environment

- become personally distracted from their own learning when using mobile devices
- bring mobile devices into exams (cell phones are **NOT** allowed in ANY test, exam, or examination room)

During non-instructional time students **may** use electronic devices as long as they:

- respect the rights of others
- do not disrupt the learning environment

**Students may NOT take photos, video, or audio recordings in any class or activity without the teacher's approval. Students may NOT photograph, video, or audio record any student or staff member without their permission. Images or recordings may not be shared/published/posted in any format without permission due to privacy concerns.**

Students who do not use electronic devices as expected will be dealt with by a staff member. If necessary, an Administrator may become involved.

School and/or network administrators have the right to inspect and monitor students' activities and files stored on the school server for security purposes or if misuse is suspected.

## **CHEATING, PLAGIARISM, AND ACADEMIC DISHONESTY**

Cheating, plagiarism, and academic dishonesty are serious concerns and are not acceptable at Argyle. Students should understand that taking these kinds of short-cuts does not help them to learn or achieve their academic potential. Moreover, it brings into question one's character and integrity. Students who are involved in cheating, plagiarism, and academic dishonesty demonstrate a lack of respect for the hard work of other students, their teachers, and ultimately for themselves.

The following are some of the actions that are considered academically dishonest. This is not an exhaustive list of all forms so please use common sense. If unsure whether or not a behaviour could be considered academically dishonest, students should check with their teacher or the administration in advance.

- Submitting assignments, homework, or other material which was copied, purchased, or acquired from another student as their own work,
- Failing to cite or document quoted or paraphrased material or ideas written by someone else, including the internet,

- Knowingly sharing your work with another student in order that they may copy it,
- Submitting the same schoolwork or assignment more than once, whether the earlier submission was at Argyle or someplace else, without the prior permission of the teacher,
- Any attempt to write an exam using unauthorized information or communication in any form to another person other than an exam invigilator,
- Allowing another student to view one's test or exam,
- Illegally obtaining or looking at an examination prior to, or during the exam,
- Altering or changing test answers after submitting the test,
- Texting answers or electronically copying parts of a test or assignment,
- Knowingly helping another student to cheat.

### **Consequences for Academic Dishonesty**

Students who are involved in any form of cheating, plagiarism or academic dishonesty will be subject to discipline. This discipline may include the following consequences:

- No credit for the work or assignment,
- Student may be required to show how they meet course Learning Outcomes (own initiative),
- A written or telephoned notification by the teacher to parents or guardians,
- A record of the incident in the student's school discipline file,
- Possible disqualification from receiving awards and other recommendations or references.

Other classroom level consequences may be assigned by the classroom teacher. Repeated offences will result in more severe consequences and could include suspension or withdrawal from a course and even the school.

### **DISCIPLINARY CONSEQUENCES FOR MISBEHAVIOUR**

Student misbehavior and contravention of the Code of Conduct falls on a continuum of seriousness: the less serious end is exemplified by an occasional lateness to class; the more serious end by violence with a weapon. These two extremes imply a graduated range of misbehaviour and necessitate a corresponding range of disciplinary consequences.

Argyle's disciplinary consequences will:

- be rational and reasonable,

- be consistent and fair to both the offender and the victim,
- be preventative and restorative rather than merely punitive,
- consider factors such as:
  - the severity and frequency of the offence(s),
  - the age, maturity, and ability of the student. Over time there is the expectation of increased responsibility and self-discipline; therefore, progressively increasing consequences for misbehaviour may apply.

Disciplinary consequences may include, but may not be limited to:

- Verbal discussion, review of student expectations, and or warning
- Parental contact,
- Written and/or in-person apology to victims,
- Written behaviour learning packages,
- Detention,
- Restriction of privileges such as extra-curricular involvement or optional school events
- Ineligibility for awards or other accolades,
- School or community service,
- School suspension (in or out of school),
- Referral to an alternate educational program as determined by the board.
- In the case of contraventions of the Criminal Code (such as involvement with drugs and alcohol, violence, and other serious offences) consequences will involve suspension, a re-entry plan, and in most cases a referral to outside authority or police.

## **SUSPENSION AND RE-ENTRY PLAN**

In the case of a suspension from school, a student's continuance at Argyle is contingent upon the successful completion and commitment to the school Re-Entry plan. The purpose of the Re-Entry plan is to provide meaningful consequences in an educationally purposeful way that will impress upon the student the importance of taking responsibility, and being accountable for his or her actions. It is hoped that an outcome of the successful completion and commitment to the Re-Entry plan will be personal growth as a function of learning from one's mistakes. Details of Re-Entry plans are determined on a case-by-case-basis and will be communicated clearly to the students and parents involved.



## **NOTIFICATION**

Depending on the seriousness of a particular breach of the Code of Conduct and Social Responsibility, school administrators may have the responsibility of informing other parties:

- Parents of the offender,
- Parents of the victim(s),
- Applicable school staff,
- School district officials, as required by district policy.
- Police and/or other agencies, as required, or allowed, by law.

\* The process for appeal to disciplinary action undertaken by school authorities can be found in the School District Policies that can be accessed at the NVSD website (Bylaw 906 – School Act Appeals).

## **STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT**

Every North Vancouver student has access to the School District's technological resources, including an individual user account and internet service.

This use of technology agreement describes a responsible digital citizen at school, at home as well as in personal life.

### **Respect and Protect Self**

- I will show respect for myself through my actions, and will ensure that the information I post online will not put me at risk.
- I will select appropriate online names, and will consider how the information and images that I post could affect my present and my future.
- I will not publish personal details, contact information or a schedule of my activities.
- I will not post personal information about my life, experiences or relationships. I understand that once I share something online, there's no getting it back.
- I will not visit sites or download material that may be considered offensive or inappropriate. If I accidentally access a questionable site, I will leave it immediately and notify an adult of my mistake.
- If I am unsure whether a site is inappropriate, I will ask a parent or a teacher for help.
- I will immediately report any attacks or inappropriate behaviour directed at me.
- I will protect my passwords, accounts and resources.

## **Respect and Protect Others**

- I will show respect to others by not using electronic media to bully or harass other people.
- I will not make offensive comments or post images of others without their consent.
- I will not abuse my rights of access or enter other people's spaces or areas.
- I will protect others by reporting abuse, and by not forwarding inappropriate materials or communications.
- I will abide by the School Code of Conduct and District Policy 302: Student Conduct.

## **Respect and Protect Others' Property**

- I will respect the property of the North Vancouver School District, the school, and others.
- I will protect intellectual property by fulfilling all legal requirements to purchase, license and register all software, music and other media.
- I will request permission to use resources, where necessary, and will suitably cite any and all uses of websites, books, media, etc.
- I will act with integrity and responsibility.

By using these resources I agree that, I will act in a moral and ethical manner that demonstrates respect for myself and towards others. I agree to follow the principles that define a responsible digital citizen as outlined in this agreement, and accept that failing to follow these principles will result in appropriate disciplinary action by the school which may include, but is not limited to, loss of access to district technological resources.

## **Personally Owned Devices**

North Vancouver School District provides students access to a wireless network and the option of utilizing a personally-owned device as a means to enhance their education. The purpose of this document is to assure that students and their parents recognize the limitations that the School District imposes on their personal devices.

This personally-owned devices usage in school guidelines document is a supplement to the North Vancouver School District's Policy 609: Communication Systems and Policy 302: Student Conduct and School Code of Conduct. These guidelines and policies apply to the use of all laptop computers and other mobile internet devices.

## General Usage Guidelines

North Vancouver School District provides the opportunity for students to bring a personally-owned device to school to use as an education tool.

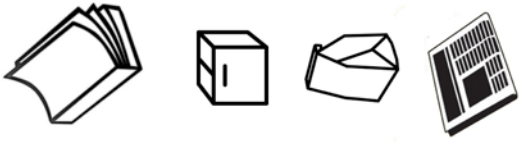
- Student use of personally-owned devices in the classroom will be at the discretion of the classroom teacher.
- Student use of a personally-owned device must support the instructional activities currently occurring in the instructional environment.
- Students should be aware that use of mobile devices could cause distraction for others in the classroom, especially in regards to audio. Therefore, audio must be muted.
- Students may use their personally-owned devices for instructional purposes before school, at lunch, and after school in adult supervised areas only. If an adult asks a student to put his/her mobile device away because of games or other non-instructional activities during these times, the student must comply.
- School District reserves the right to inspect, at any time, any personally owned devices.
- School District will not be held responsible for any damage that may occur as a result of connecting to the Guest wireless network or any electrical power source.
- School District will not be held responsible for any physical damage, loss or theft of the personally-owned device.
- The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse the School District for any damage that their student may cause arising out of and relating to the use of Guest wireless network with his/her personally-owned device.

## Maintaining a Clean and Green Environment

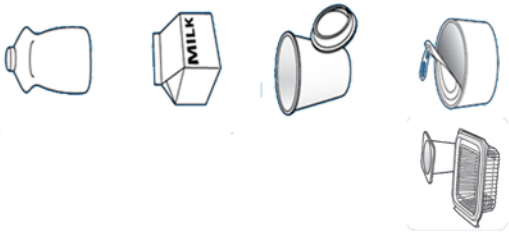
Please use the waste diversion stations to help reduce our environmental footprint. This visual will help you determine which of the bins to use. You can also use the big round blue bins for recyclables that we can return for deposit (pop cans, juice boxes, etc.)

### Waste Diversion Stations

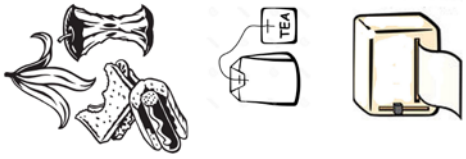
Mixed Paper



Container



Organic  
If it grew or you can  
chew it, toss it in!



Garbage

