

STUDENT HANDBOOK 2023-2024



ÉCOLE SECONDAIRE ARGYLE SECONDARY SCHOOL

1131 Frederick Road
North Vancouver, British Columbia
V7K 1J3

Telephone: 604-903-3300
Attendance: 604-903-3314
www.argylesecondary.ca

Ms. Kim Jonat - Principal
Ms. Laura Ames - Vice Principal
Mr. Tim Ireland - Vice Principal

Student Name: _____ **Grade:** _____

The cover art for this agenda is a photo by Grade 11 student Jackson Spence, from their participation in Photo 11 with Ms. Uphoff in 2022-2023.

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ARGYLE MISSION STATEMENT

École Argyle Secondary provides students opportunities to learn and grow by fostering resilience, building self-efficacy, and developing critical and creative thinking. As a vibrant, flexible, and connected learning community, we prepare students to become respectful and collaborative citizens who are stewards of the land and its people.

ARGYLE VISION STATEMENT

To engage and empower an inclusive community of learners for the opportunities of today and tomorrow.

We will promote and develop the attributes of an Argyle Learner.

ATTRIBUTES OF AN ARGYLE LEARNER

RESILIENT

I embrace challenge. I persevere, pushing through perceived limits and taking risks to grow as a learner. I see my setbacks not as failures, but to drive improvement in the future.

INQUISITIVE

I seek different viewpoints and ideas. I ask questions which challenge and support the development of my own knowledge and understanding.

COMMUNITY MINDED

I value the contributions of others and respect differences. I strive to make ethical decisions that positively impact my community.

COLLABORATIVE

I communicate effectively to work with and integrate the ideas and skills of others into my learning, and share mine effectively, to the benefit of all.

CREATIVE & CRITICAL THINKERS

I analyze and solve problems in a variety of ways to make connections for learning. I apply what I have learned in new circumstances.

RESPECTFUL

I conduct myself in a polite and positive way. I seek to include others and I act with purpose to ensure my school community is a safe and welcoming place.

ADAPTABLE

I reflect on my experiences and move forward incorporating new actions and ways of thinking.

PRACTICE WELLNESS

I create and sustain a lifestyle that supports physical, mental, and emotional health. I practice self-care and contribute meaningfully to the welfare of others.

DEMONSTRATE SELF EFFICACY

I take responsibility for my choices. I am learning to identify my strengths and weaknesses. I can ask for help; I see this as reflective of my strong sense of who I am and who I want to be.

ENVIRONMENTALLY AWARE

I act in a manner that respects and protects the environment and I endeavor to learn more ways to reduce my impact on the natural world.



**ÉCOLE SECONDAIRE
ARGYLE SECONDARY**
Ph: 604.903.3300
Fax: 604.903.3301
argyle@sdd4.ca

Semester 1						Semester 2						Late Start Wednesday
	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday		
Flex Time 8:31-9:10 AM											Staff Collaboration 8:30-9:50 AM	
9:10-10:20 AM	1	2	3	1	2	5	6	7	5	6	3 or 7 9:55-10:55 AM	
10:30-11:40 AM	2	3	1	2	3	6	7	5	6	7	1 or 5 11:05-12:05 PM	
11:50-1:00 PM	3	1	2	3	1	7	5	6	7	5	2 or 6 12:15-1:15 PM	
1:00-1:50 PM	LUNCH					LUNCH					LUNCH 1:15-2:00 PM	
1:50-3:00 PM	4	4	4	4	4	8	8	8	8	8	4 or 8 2:00-3:00 PM	

Late Start Wednesday Dates: September 27, 2023 3,1,2,4
 (4 per year) October 25, 2023 3,1,2,4
 February 28, 2024 7,5,6,8
 April 24, 2024 7,5,6,8

2023-2024

ADMINISTRATION

Ms. Kim Jonat – Principal (Grade 12 & International) kjonat@sd44.ca
Ms. Laura Ames – Vice-Principal (Grade 8 & 10) lames@sd44.ca
Mr. Tim Ireland – Vice Principal (Grades 9 & 11) tireland@sd44.ca

COUNSELLING SERVICES

Katherine Sigurdsson	Grade 8 & Int'l	ksigurdsson@sd44.ca
Jessa Peers	Grade 9	jpeers@sd44.ca
Erin Malone	Grade 10	emalone@sd44.ca
Vikki Dashkevich	Grade 11	vdashkevich@sd44.ca
Shawn White (Sept-Jan)	Grade 12	swhite@sd44.aca
Sarah Gordon (Jan-June)	Grade 12	sgordon@sd44.ca

STAFF LIST

A current list of all staff and their contact information is available on the Argyle website, www.argylesecondary.ca Click “Staff Info” from the top menu and then “Staff Contacts and Links” on the left side. It includes names, e-mail contacts, course outlines, 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_attendance@sd44.ca

School email: argyle@sd44.ca

Please leave messages for teachers via email. Teacher emails are listed on the Argyle website under top tab “Staff”.

SCHOOL

Instructional periods are 8:31 AM until 3:00 PM daily. First class begins at 9:10 AM and flex time is offered daily 8:31-9:10 AM. Please refer to the daily schedule for more detailed information. 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 staff. Custodians do not let students into the school after hours.

COMMUNICATION

SCHOOL WEBSITE: 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. Also check out our school Twitter page @argyleschool.

SCHOOL ANNOUNCEMENTS

P.A. notices are read every day 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 and email. **Please ensure that your email address is up to date so that you will receive these important updates.**

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 library 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 during checkout.

LOCKERS

All grade 8 students are issued a locker and combination lock. Grade 9-12 students have the option to request a locker during the first two weeks. If you use a locker, you are responsible for returning the assigned 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 at any time. 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 \$10. Changeroom lockers are for class use only during PHE classes or during practice times. It is recommended that students lock items in changeroom lockers provided with their own personal lock. PHE locks will be removed at the end of each day.

VALUABLES

Students are encouraged not to bring valuables to school. Students are responsible for the care and safety of all their personal belongings, including personal electronic devices. It is highly recommended not to leave any valuables in pockets, purses, backpacks, or unlocked lockers during PHE 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 near the entrance to the library. Electronics, jewelry and wallets that are found are handed in to the office. Any questions you may have should be directed to the office staff.

PARKING

There is no student parking available in the main parking lot. Students may park in the upper parking lot; if this is full, students must follow all street signage in the community around the school. Any vehicles parked in staff spots or in fire lanes/exits will be towed without warning and at the owner's expense. Charging stations are for short-term use only and students using charge stations must register their vehicle with the office.

ARGYLE LIBRARY

The library is an extension of the classroom and as such, it is an integral part of Argyle's educational system. The focus of the library 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 library is to promote information technology skills. This enables students to locate, gain access to, retrieve, evaluate and synthesize vast amounts of information. Computer workstations, laptops, and e-readers are provided to give students online access for educational research throughout the day. The library 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. Although each counsellor is assigned specific grade responsibilities, students may seek assistance from any counsellor. Counselling offices are located near the office. Appointments are made by the individual counsellor.

Katherine Sigurdsson	Grade 8 & Int'l	ksigurdsson@sd44.ca
Jessa Peers	Grade 9	jpeers@sd44.ca
Erin Malone	Grade 10	emalone@sd44.ca
Vikki Dashkevich	Grade 11	vdashkevich@sd44.ca
Shawn White (Sept-Jan)	Grade 12	swhite@sd44.aca
Sarah Gordon (Jan-June)	Grade 12	sgordon@sd44.ca

Services available to students include:

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. For further information about the support available, please see your teacher or counsellor.

SCHOOL FEES

Grad Fee - \$67.95

- used to defray graduation activities

Student Activity Fee - \$47.05

- used to support student activities throughout the year

Yearbook - \$ 50.00 (cost is approximate and optional)

- **Please ensure you purchase your yearbook online before the purchase deadline February 1, 2024.** We cannot accommodate late orders.

Supplemental Course Fees – (optional)

- 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 your grade administrator if you need assistance with school fees.

All school fees are paid through **School Cash Online**. To setup or access your account, please visit our Argyle website.

GETTING INVOLVED

Your time 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 sports, clubs, events, and other activities.

SCHOOL CLUBS & PROGRAMS

School clubs are coordinated through Student Council with staff sponsorship and administrative approval. School clubs are listed on our website: Top tab “Students” > “Clubs”.

Students who wish to start a club can speak with their grade administrator.

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 Argyle 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.

Staff Sponsor:

Mr. Boljuncic

mboljuncic@sd44.ca

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
- Taking responsibility for one's actions
- 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

COMMUNICATING STUDENT LEARNING

Learning Updates are issued four times during the school year. In addition to these formal reports, teachers may issue Interim Reports at any time. Learning Conferences are held in October and March to provide parents with an opportunity to meet directly with teachers. If at any time you would like to contact your child's teacher, we encourage you to do so via email.

In line with the new BC Reporting Order (July 2023), students in grades 8 and 9 level courses will receive a standing on a performance scale with descriptive feedback about their progress:

Emerging
Developing
Proficient
Extending

Students in grades 10, 11 and 12 level courses will receive a percentage and letter grade in line with the following prescribed provincial grading system:

Term & Final Reports

A = 86 - 100

B = 73 - 85

C+ = 67 - 72

C = 60 - 66

C- = 50 - 59

F = 0 - 49

IE = Insufficient evidence of learning.

W = Withdrawal

GRADUATION ASSESSMENTS

Ministry of Education Graduation Assessments required for graduation are Literacy 10, Numeracy 10, Literacy 12, and French literature 12 (for French Immersion students). Updated information can be found at: <http://www.bced.gov.bc.ca/exams/>

Provincial Assessments are scheduled 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 scheduled Provincial sitting.

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 "Student Recognition & Awards".

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. In order to achieve such great success, we depend on four groups to participate actively in our program: coaches, staff sponsors, athletes, parents/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 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 outlined in the student athlete contract each student must sign before participating in a team. 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 at school cash online prior to participation in games.

Fall (Sept – Nov)

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

Winter (Nov – Feb) Spring (Mar – May)

Basketball
 Gymnastics
 Ski & Snowboard
 Cheer
 Wrestling
 Cheer

Football (Gr. 8)
 Soccer (Girls)
 Golf
 Mountain Biking
 Rugby (Jr/Sr Boys & Girls)
 Track & Field
 Ultimate
 Badminton
 Ice Hockey

Signups for each team take place at the start of each season. For more information listen to daily announcements, check the Athletics board, or contact the Athletic director.

Athletic Director:

Mr. Mark Pearce

mpearce@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 their 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 respect 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 and to not miss school for unexcused reasons (also known as “truancy”). Parents or guardians may excuse an absence by emailing argyle_attendance@sd44.ca. **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, they should contact their 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

Students who are ill must stay home. 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_attendance@sd44.ca

If a student is absent, parents are requested to:

- E-mail the school at argyle_attendance@sd44.ca. Only 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.
- 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

Students arriving late do not need to sign in at the office. Students can go directly to class and check in with their teacher. 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. **We ask that families notify teachers of an extended absence at least two weeks in advance.**

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 (Instagram, Tik Tok, 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 or associated paraphernalia;
- 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 who 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 a 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 from administration 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 in maintaining a respectful, business-like atmosphere conducive to learning. The school's dress guidelines are meant 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 / professional 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,
- 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 electronic devices into exams (cell phones and smart watches 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.

Staff will address any students who do not use electronic devices as expected. 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 Standards (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;
- 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 and/or involvement of the RCMP.

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 their 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.