

Two Hills School Handbook

Home of the Tigers



2022-23

4806 – 51 Ave.
Box 427
Two Hills, AB T0B 4K0

Phone: (780)657-3383

Fax: (780)657-2227

E-mail: ths@sperd.ca

Principal: Mr. Collin Kupchenko kupccoll@sperd.ca

Assistant Principal: Ms. Kara Matiaszow matikara@sperd.ca

Trustee: Mrs. Jan Rajoo (780)657-2210 (H) rajojan@sperd.ca

Link to Website for SPERD Administrative Procedures Manual

<http://www.stpauleducation.ab.ca/>

Facebook: Two Hills School SPERD

Two Hills School Website: www.twohillsschool.ca



St. Paul Education

Learning Together, Growing Together

Division Goals: Improving Student Achievement and Building Quality Relationships.

St. Paul Education covers a large rural/urban area in Northeast Alberta. We serve the communities of Ashmont, Elk Point, Heinsburg, Mallaig, Myrnam, St. Paul and Two Hills. We also serve students from Saddle Lake Cree Nation, Whitefish Lake First Nation, Frog Lake First Nation and Kehewin Cree Nation. The Division's religious, linguistic, and cultural diversity is a source of strength and pride.

The Division serves approximately 3900 students (K-12) in eighteen definable school sites staffed by some 255 FTE teaching staff and approximately 378 support staff (includes secretaries, educational assistants, custodians, librarians, maintenance personnel, liaison workers, and technicians).

It's our job to ensure that you and all other children in this division receive a quality education. Specifically, the board's responsibilities include:

Communicating, informing and involving parents, staff and the community-at-large about school board decisions and activities. An example is attendance at School Council meetings throughout the year.

Adopting an annual budget that achieves division priorities.

Setting goals and priorities for the jurisdiction that achieve provincial education standards, meet the needs of students and reflect the community's wishes.

Making and enforcing policies that set out standards and expectations regarding the actions of administration, teachers and students.

Lobbying the provincial government on education issues of importance to the jurisdiction.

Adjudicating policy or decision appeals.

Hiring and evaluating the superintendent.

The school board is made up of six trustees elected every four years from five wards in the jurisdiction. For contact information please visit www.stpauleducation.ab.ca.

A key responsibility for trustees is to stay in touch with students, staff and the community so that we understand, and reflect in our decision-making, what all citizens value and want for children living in this community. Examples of board policies that are affected by community input include when schools will be open, and what happens when students misbehave at school.

Parents and students should always try to resolve concerns with their teacher, principal and/or superintendent before consulting a trustee.

More information on the St. Paul Education school board can be obtained from the school office, the division office or from our website at www.stpauleducation.ab.ca. More information on school boards in Alberta can be found at the Alberta School Boards Association's website at www.asba.ab.ca.

| MISSION OF TWO HILLS SCHOOL |

Our purpose is to ensure that every student achieves success every day! In a safe and nurturing environment, the ability of students to think, relate and commit will develop in order that they become productive citizens.

| BELL SCHEDULE |

Elementary School

8:43 - 8:45	Warning Bell	
8:45 – 9:30	Period 1	45
9:30 – 10:10	Period 2	40
10:05 – 10:20	Recess 1a (4-6)	15
10:20-10:35	Recess 1b (K-3)	15
10:25 – 11:05	Period 3	40
11:05 – 11:45	Period 4	40
11:45 - 12:25	Lunch	40
11:45-12:05	Recess 2a (4-6)	20
12:05-12:25	Recess 2b (K-3)	20
12:25 – 1:05	Period 5	40
1:05 – 1:45	Period 6	40
1:40 – 1:50	Recess 3a (4-6)	10
1:50-2:00	Recess 3b (K-3)	10
1:55 – 2:35	Period 7	40
2:35– 3:15	Period 8	40
3:15	End of Day Bell 1	
3:17	End of Day Bell 2	

Junior/Senior High

8:43 – 8:45	Warning Bell	
8:45 – 9:30	Period 1	45
9:30 – 10:12	Period 2	42
10:12 – 10:18	Recess	6
10:18 – 11:00	Period 3	42
11:00 – 11:45	Period 4	45
11:45 - 12:25	Lunch	40
12:25 – 1:07	Period 5	42
1:07 – 1:49	Period 6	42
1:49 – 1:53	Recess	4
1:53 – 2:35	Period 7	42
2:35 – 3:17	Period 8	42
3:15	End of Day Bell 1	
3:17	End of Day Bell 2	

| TWO HILLS SCHOOL GENERAL OFFICE (PARENTS) |

The General Office is open from 8:00 a.m. to 4:00 p.m. to receive calls, make appointments and to answer student and parent inquiries.

School doors are unlocked in the morning when buses start arriving (8:15 am). If buses arrive early, students will remain on the bus until 8:15. Parents are always welcome in the school as open communication is essential for student success. Please be aware of, and adhere to, the following guidelines:

Check in at the front office upon arriving at the school.

Call to set up an appointment if a meeting with a teacher or administrator is desired.

If volunteering, fill out a volunteer registration form and log-in sheet for WCB purposes which are both available at the office.

| SCHOOL POLICIES |

| ATTENDANCE |

School attendance as stated in the School Act, is compulsory for all children between the ages of six to sixteen years of age. Regular attendance and being on time are two factors that help children experience success in school.

It is very important that the school be notified by parents/guardians as soon as possible if a child will be absent. Parents, please call the school.

| BUSSING |

It is the responsibility of parents to inform the driver when their child/children do not require bussing for the morning or afternoon runs. If a bus student will not be taking the bus home, the classroom teacher must be notified, preferably, by way of a signed and dated note in the student agenda. For special, last minute circumstances, a phone call to the School office will suffice. Special requests to ride a bus other than the student's own must be directed to St. Paul Education for approval (780-645-3323).

| CELL PHONES and ELECTRONIC DEVICES |

If used responsibly, electronic devices can be very useful tools. At Two Hills School, we are fortunate to have one-to-one devices for grades 4-12 students. Therefore, students are not to use cell phones during class time. Phones should be left in student lockers or out of sight with student belongings. They may use their personal devices during breaks and lunch hours. If parents need to contact their child, they are encouraged to contact the school.

If a cell phone is inappropriately used and therefore is confiscated:

- 1) first time – taken by teacher and returned after class
- 2) second – given to the office to be returned at the end of the day
- 3) third – given to the office to be picked up by parents.

| FAIR NOTICE |

We are committed to creating, providing, and maintaining a school environment in which students feel safe. In the event of an act or threat of violence, the St. Paul Education student Threat Assessment Protocol will be initiated.

| ILLNESS AND ACCIDENTS AT SCHOOL |

A child who is ill will not be sent home until it is determined that someone is at home to care for the child. Otherwise, the child is kept under supervision in the office until the parents have been contacted. Therefore, it is important to enter work and emergency phone numbers on the registration forms. Despite all precautions, accidents can occur at school. In the event of an accident, parents will be contacted. If parent contact cannot be made and it appears that further medical treatment may be required, the student will be taken to the hospital by a member of the THS staff, for medical attention. If an injury requires immediate attention and the student should not be moved without professional medical help, an ambulance will be called.

| LIBRARY/ELEMENTARY PASSES |

Library passes will be used by all teachers when requiring students to use the library.

Elementary passes will be given out from the office when junior high or high school students need to speak with elementary siblings.

| OUTDOOR RECESS |

Elementary students will be asked to go outside during morning recess, noon play time and afternoon recess unless the weather dictates otherwise. When the temperature drops below -25 degrees Celsius, recess will be indoors.

| PARKING |

Student parking is on the east side of the school. The main parking lot is for staff, parents, and guests.

| REPORT CARDS / PARENT TEACHER INTERVIEWS / STUDENT LED CONFERENCES |

Students from Kindergarten to grade six will be issued report cards in November, March and June. Students in grades 7-12 will receive four report cards, which will be issued in November, February, April and June. Parent/teacher/student interviews/conferences will be held twice per year. Parents are encouraged to come to the school and discuss their child's progress at this time. Dates and details of scheduling appointments will be communicated to parents via newsletter, website, and Facebook.

| RESTRICTED SCENTS |

Due to the health concerns arising from exposure to scented products, Two Hills School has instituted this policy to provide a scent-free environment for all staff, students and visitors.

While we acknowledge that the medical community is uncertain if there is a direct cause-and-effect relationship between scents and disease, we respect the symptoms experienced by staff and students (asthma, allergies, sinus problem and migraine headaches). The use of scented products will not be allowed within the building at any time. Application or re-application of scented products during the school day is not allowed.

Students, staff, parents and visitors will be informed of this policy through signs posted in the building, our policy handbook, promotional materials and our website. Visitors will be informed of this policy through signs. Any violations of this policy will be handled by warning the person of the scent-free policy requesting the person in violation make an effort to wash the scent off asking the person to leave the premises until they are scent-free.

| STUDENT EXPECTATIONS |

1. Be on time.
2. Follow directions.
3. Demonstrate respect for self and others.
4. Use appropriate language.
5. See [AP 350- Student Conduct](#) for a full list of expectations.

| SCHOOL PROGRAMS |

| ATHLETICS PROGRAM|

Two Hills School athletics delivers a dynamic program that caters to both individual and team sports. Students participate in a program which focuses on developing the whole athlete in year round competition. Athletes receive quality opportunities in an environment fostering sportsmanship, leadership, fitness, and team building through competitive league and tournament play.

| FOOD PROGRAMS / PIZZA WEDNESDAYS / HOT LUNCH |

Breakfast Program – Breakfast snacks are provided every morning between 8:30 and 8:45 am., which is funded through local donations, Cornerstone Co-op, and the Alberta Government's Nutrition Program

Snack Program – Morning snacks are provided daily, with funding from Alberta Government's Nutrition Program

Pizza Wednesdays – Pizza from Burger Palace or Two Hills Pizza & Wings (program suspended due to COVID-19)

Hot Lunch – Students pre-order meals for Mondays

Concession – Available for grades 7-12 students to buy prepackaged lunches and snacks

| GRADUATION EXERCISES |

1) Eligibility for participation in the formal graduation exercises and diploma presentation (i.e. the "cap and gown" part) is as follows:

a) A student must be in the position of meeting the basic Alberta Education requirements for graduation (Diploma and Certificate of Achievement) which include all compulsory or required courses. According to Board Policy, a student should accumulate at least 100 credits in his/her three high school grades.

b) It is assumed that students will pass their Alberta Education or departmental exams which will be written in June. A passing grade in diploma examinations means 50% or better on the blended mark.

2) Grade 12 students (a grade 12 student is defined as a student who has more than 65 credits at the start of the school year) who DO NOT meet the requirements for graduation as described above may be excluded from the ceremonies but may attend the banquet and dance.

The decision to allow participation will be based on whether the student is in good standing or if the non-graduating student chooses to not participate in grad activities throughout the year.

** NOTE: Non-qualifying students will not be permitted to participate in the "cap and gown" ceremony or diploma presentations.

3) Consideration for participation in graduation exercise will be extended to students enrolled in approved alternate education programs.

| GREEN CERTIFICATE FARM APPRENTICESHIP PROGRAM (16 credits) |

Co-requisite: CTR1210-Personal Safety Management

The Green Certificate Program is operated by Alberta Agriculture, Food & Rural Development in partnership with the farming industry. It provides an opportunity for young people to gain experience and training in the farming industry (e.g. dairy, equine, cow-calf, field crop, sheep). Students who wish to get involved with this program and earn credits towards their high school diploma should contact the Work Experience Coordinator.

| Dual Credit/ Locally Developed Courses |

St. Paul School Division has partnered with several local universities and colleges to provide dual credit courses. Dual Credit is an authorized Alberta Education program that allows students to obtain post-secondary and secondary credits while still in high school. SPERD has also created locally developed courses, specific to the students and their context in our division. For a full list of courses, please contact the school career counsellor or administration.

| GUIDANCE/COUNSELLING |

The FLSW counsellor is available to assist students with personal and group counselling. A teacher counsellor is available for academic programming, registration, career exploration, and special program placements. A SPERD career counsellor is at THS approximately 6 days per month. Counsellors also refer students and parents to community agencies and other appropriate resource people. Information about post-secondary programs, scholarships, loans, awards or bursaries, is maintained in the Career Corner.

| KNOWLEDGE & EMPLOYABILITY (K&E 8-12) |

K&E courses are designed for students who learn best and achieve success through concrete learning experiences that can be provided by integrating academic skills in occupational contexts. Two Hills School offers K&E (grade 8-12) courses through inclusive classroom settings. Our Coordinator of Student Supports will explain this specialized program to interested applicants.

K & E is for students who have experienced difficulty learning. Students may take academic courses (English Language Arts, Mathematics, Social Studies and Science) at the 10-4/20-4/30-4 levels. These courses reflect the content of higher level courses but within a functional, life skills and applied vocational context. Through the occupational component of the program, students are provided with practical experiences which will allow them to explore occupational choices and acquire employability skills.

| OFF CAMPUS EDUCATION / WORK EXPERIENCE 15/25/35 |

1. Work experience is a program in which the school and the community combine resources in order to provide opportunities for students to familiarize themselves with the world of work. The expectations for the Work Experience Program are that students will have an opportunity to explore career interests, participate in meaningful work, receive assistance in making the transition from the school environment to the world of work, and develop acceptable work habits and positive attitudes for getting along with people.

2. Work Experience hours are from 7:00 am to 10:00 pm Monday through Sunday. Students must seek out their own work station in cooperation with the coordinator. Transportation is the responsibility of the student. A maximum of 15 Work Experience credits can be counted toward the High School Diploma.

| REGISTERED APPRENTICESHIP PROGRAM (RAP) (10-40 credits) |

What is the Registered Apprenticeship Program?

RAP is a program in which students spend part of their time in school and part in industry as registered apprentices. Participants in this program are considered full-time students and registered apprentices. Students are required to complete courses that lead to the Alberta High School Diploma.

What is the purpose of the Registered Apprenticeship Program?

RAP offers students a chance to attend high school and train as a registered apprentice at the same time. It allows students to complete credits for the high school diploma and to gain hours towards a journeyman certificate.

Students must gain prior approval and seek out their own work placement before registering for this program. For more information, please contact the Work Experience Coordinator.

| SCHOOL COUNCIL |

The School Council provides an opportunity for parents and the school community to give input and advice to the principal on matters pertaining to the school. While the primary function of the School Council is to act in an advisory capacity, it may carry out other functions as delegated to it by the Principal or the Board of Education, i.e. organize events, recruiting volunteers, etc. The first meeting is held in September.

| DIVISION ADMINISTRATIVE PROCEDURES |

For a full list of St. Paul School Division Administrative Procedures, please visit their website:
<https://stpauleducation.ab.ca>

| INCLEMENT WEATHER AND SCHOOL CLOSURES |

Administrative Procedure 131

1. Occasionally, cancellation of bus services occurs. If a decision to close transportation services for the whole community is required, announcements of the closures will be made on Country 106.5, 840 CFCW, 97.7 The Spur, the SPERD website (transportation- bus routes), the ALERTUS app (instructions on how to sign up on the division website) and THS Facebook. The decision for cancellation of transportation services will rest with the bus drivers/contractors in consultation with the Principal. If a decision to close transportation services is made for the whole community, the Principal shall advise, before 6:30 a.m., the Director of Transportation or designate who will be responsible for coordinating announcements of closure(s) for a particular community or several communities or the whole jurisdiction.

2. If early departure is necessary due to a blizzard or unforeseen events, parents or alternates will be contacted to make arrangements for pickup of town students and to ensure that rural students will not be dropped off at an empty house.

| ACCEPTABLE TECHNOLOGY USE |

Administrative Procedure 140

Background

New technologies are shifting the ways that information may be accessed, communicated and transferred. Those changes may also alter instruction and student learning. St. Paul Education offers authorized user access to the electronic information highway through its networks. Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. On a global network, it is impossible to control all materials. Ultimately, the school staff, parents and guardians of minors are responsible for setting and conveying the standards that students should follow when using media and information sources. St. Paul Education supports and respects each family's right to decide whether or not to allow their child to apply for access to St. Paul Education's networks.

Procedures

Students, staff and administrators of St. Paul Education have the opportunity to access networks to facilitate the need to prepare themselves to be computer literate in an increasingly technological world and to foster educational and personal growth in technology, information gathering and communications skills. It is understood that the St. Paul Education does not have sufficient resources to monitor every aspect of use to the networks. However, the purpose of these guidelines is to foster the independent use of networks, subject to compliance with procedures and standards for appropriate network behaviour and communication. The following guidelines apply to all users when they access any school division network connection. It is understood that cooperation is critical in the use of the networks within the St. Paul Education. Anyone who accesses the network is subject to the procedures and standards for appropriate network behaviour.

1. Violations of these Guidelines may result in disciplinary action, subject to guidelines adopted by the school division.
2. Network use is restricted to only those with authorization.
3. Transferring copyrighted materials to or from any St. Paul Education networks without the express consent of the copyright owner is a violation of federal law and is expressly prohibited. All unauthorized software is prohibited on the networks.
4. Any use of the networks for defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive and illegal material or other inappropriate activities shall not be permitted. The St. Paul Education will use any and all efforts available to it, within the confines of the law, to prevent such material from entering the school networks. Individuals are encouraged to report any abuse of the networks to the appropriate authorities.
5. Use of e-mail and other network communications facilities to harass, defame, offend, or to disseminate defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, illegal material, or otherwise annoy other users of the networks is forbidden. Each user has the responsibility to report all such violations. Only those contacts leading to appropriate educational and personal growth on the networks are permitted.
6. All users must recognize that e-mail or network messages may contain thoughts, conclusions and certain biased perceptions that were never intended for publication. There may be liability for defamation by spreading false and disparaging information about third parties, particularly comments on students, personnel or various vendors. Such discussions or use on the network is expressly prohibited.
7. No personnel or student information that is protected by the Freedom of Information and Protection of Privacy Amendment Act shall be disseminated through the networks.
8. St. Paul Education prohibits the unauthorized interceptions or disclosure of e-mail

messages by third parties, as well as inappropriate materials being transmitted on the networks. The St. Paul Education does permit interception or disclosure if either the sender or the receiver of the communication consents. Further, the FOIP Act recognizes that the Superintendent or designate may monitor an employee's e-mail messages.

9. Users of the network must recognize that the Superintendent or designate does have the authority to intercept e-mail messages for the purposes of monitoring appropriate network behaviour.

10. Users of the network are encouraged to not store extensive e-mail messages in the network. Any e-mail messages that have attachments are required for future use should be stored in designated storage areas such as external hard drives, memory sticks and or local server hard drives ("H" drives). Deletion of Division records to follow Records Retention and Disposition Admin Procedure 185.

11. The Division does not accept liability for third party intrusion.

12. Network users may not allow any other person to use their password/key or to share their account. It is the user's responsibility to protect e-mail accounts from unauthorized use by changing passwords/keys periodically and using passwords that are not easily guessed. A user may find it difficult to establish the identity of the e-mail perpetrator who stole a password/key and sent harassing letters under the user's name.

13. Any attempt to circumvent system security, guess passwords or in any way gain unauthorized access to local or network resources is forbidden.

14. Use of the networks for personal gain or profit during instructional hours by students and employees are not allowed from an educational site.

15. Users may not move, repair, reconfigure, modify or attach external devices to the networks.

16. The Superintendent or designate reserves the right to use monitoring software to determine whether or not the employee or student is using the system for items of true "educational value".

17. Students or employees who violate the network guidelines of the Division may be denied future network privileges for a defined period of time and be subject to disciplinary action.

Reference: Sections 31, 32, 33, 52, 53, 196, 197, 222 Education Act

| SMOKE/TOBACCO FREE ENVIRONMENT |

Administrative Procedure 165

Background

There are health issues related to smoking and use of tobacco and there is a need to provide smoke/tobacco free environments. All staff and community members have a responsibility to act as positive role models for the students.

Procedures

1. Smoking, tobacco, water pipe, hookah, and vapor product (e-cigarette) use shall be prohibited in all school facilities, division vehicles, property, and during school events.

Tobacco may be used for Indigenous traditional or ceremonial use.

On Two Hills School grounds and in the building, tobacco and smoke products, as well as any other prohibited or illegal substances are strictly prohibited 24 hours a day and 7 days a week.

| VIDEO MONITORING |

Administrative Procedure 181

The maintenance of the health, welfare, and safety of the students and staff, while on Division property, and the protection of Division property are important functions of the Division.

Video cameras may be used to supplement proactive staff supervision. The monitoring of individuals who enter upon the school grounds or school property is a significant factor in maintaining order and discipline and in protecting students, staff, visitors and property.

This Division recognizes the value of video surveillance systems and monitoring activity on school property or on school grounds, and its use in the maintenance of order and discipline within the school setting. Therefore, the Division authorizes the use of video surveillance practices in accordance with the procedures established herein.

| ADMINISTERING MEDICATION TO STUDENTS |

Administrative Procedure 316

Background

No children shall be denied an education on medical grounds. This includes some students in schools who may require prescription medication on a regular basis and prescription medication either orally or by injection (i.e. administration of an auto-injector device for an emergency situation such as life threatening allergy (anaphylaxis). The Division also believes it has a responsibility (in loco parentis) to ensure the health and safety of students when medication is administered to students at school.

Procedures

The primary responsibility for training staff shall rest with the parents of the student with the medical conditions. Parents are the link between their child, the physician and the school.

Parents need to ensure that accurate, complete information about their child's medication management is shared with all partners.

The student is also a partner in managing their medication needs within the school.

The Division further believes that medical treatment of students, including the administration of medication, is to be limited to that which can be provided when the resources are available in the school. These include the staff members who have received explicit instructions from the attending physician and/or parents of the child with the medical condition.

The Division also believes that students with life threatening allergy reactions are to be dealt with as extraordinary and special circumstances in accordance with the procedure as per AP 318 Students with Severe Anaphylactic Allergies.

The Division reserves the right to reject requests for the administration of medication/treatment to students. The following shall be observed:

I. A Request and Consent for the Administration of Medication to Students Form ([Form 316-1](#)) must be in place and updated annually for all students with medical conditions.

As students mature, they develop an increased ability to be responsible for their own medical needs. Ongoing guidance and support from parents and school staff is beneficial and required.

2. The Principal shall require an annually signed request from the parent authorizing the type of medication to be administered, required dosage, time, and action to be taken in the event of possible hazards or side effects. A doctor's statement verifying the medication will be requested of the parent (See Form 316-1 – Administering Medication to Students Form).
3. If the Principal feels the request is reasonable, and is prepared to undertake the implied responsibility, the Principal shall make appropriate arrangements with a reliable adult willing to administer the prescribed medication and to undertake its safekeeping.
4. An alternate shall be identified and taught to administer the medication in the regularly designated individual's absence.
5. A record of medication instructions and arrangements is to be retained in the school office.
6. Medication shall be kept in a secure location.
7. Students at risk of anaphylaxis will carry an auto-injector on his/her person at all times (e.g. recess, lunch, field trips, on school grounds, school bus) when age appropriate (e.g. 6 or 7 years). Staff should assist younger children by having auto-injectors readily accessible (if severe, possibly in the classroom), but out of reach of other children, if they are not mature enough to carry them.
8. A record shall be kept for each occasion medication is administered to a student ([Form AP 316-2 Medication Administered Record](#)) including the time of administration. The staff member or members assigned to this task shall immediately sign, on every occasion, to confirm that medication was administered.
9. Schools that have students who may experience a medical emergency due to anaphylaxis, diabetes, epilepsy or other serious or life-threatening conditions shall have written procedures (medical plans) for responding to emergency situations involving students with identified serious or life-threatening conditions. Schools shall establish a method of informing staff of students with life-threatening conditions using photographs displayed in private, but visible locations.
10. The Principal and parent shall be responsible for confidentially informing all personnel having direct responsibility for the student (including bus drivers, substitute teachers, volunteers, etc) and alerting them to the student's medical condition and the appropriate emergency procedures.

| PEDICULOSIS (HEAD LICE) |

Administrative Procedure 317

Background

The Division recognizes the concern represented by the transmission of parasitic insects such as head lice, bed bugs and scabies in schools and therefore encourages close communication between school staff, parents and public health nurses regarding detection and resolution. Care will be taken to protect the individual from undue invasion of privacy in all instances.

Procedures

1. School staffs may work with public health authorities and School Councils to describe and then communicate to parents both preventative and remedial procedures for dealing with and preventing the spread of parasitic insects. <https://myhealth.alberta.ca> is recommended as a reference.
2. Students affected by pediculosis or scabies may not be permitted to return to school until they have undergone a recommended course of treatment. Personal belongings of students known to be affected by bed bugs, such as school bags and coats, may be quarantined.

3. If there are ongoing concerns about particular cases not responding or being compliant with therapy, then the Principal or designate may consult with the Public Health Authority regarding the concerns.

Reference: Sections 11, 33, 52, 53, 196, 197, 222 Education Act, Public Health Act

| DRESS CODE |

Administrative Procedure 351

Background

The expectations of society in the area of propriety in dress and deportment must be reinforced.

Procedures

1. All students and school personnel shall remove their headgear when entering a classroom, when entering a room in which an official gathering is being conducted or according to school regulations.
2. All students and school personnel appearing in dress deemed unacceptable and/or offensive may be sent home and permitted back into class once appropriately attired.
3. All staff are to consult with the Principal where there is doubt about the propriety of an individual's appearance/dress, before taking action.
4. The safety aspect of wearing appropriate clothing and/or headgear in Career and Technologies studies programs must be taken into consideration.

In accordance with SPERD Administrative Procedure 351, student dress must meet a certain standard. At THS, students have the right to express their individuality through patterns of dress and grooming, provided that such dress and grooming does not interfere with the health and safety of themselves or others, and does not interfere with the educational process of the school. Good judgement when selecting clothes for school is expected. Students appearing in unacceptable and/or offensive attire will be asked to change into school appropriate clothing.

All students and school personnel shall remove their headgear when entering a room in which an official gathering is being conducted or according to school regulations or classroom and teacher rules.

Reference: Sections 18, 20, 45, 60, 61, 113, 117 School Act

| STUDENTS' LOCKERS, LOCKS AND DESKS |

Administrative Procedure 353

Background

School lockers, locks and desks are the property of the Division, which they provide. Therefore, the Division believes that students are to be responsible for their proper upkeep.

Procedures

1. At the beginning of the school year, students will be assigned lockers/locks/desks by school personnel, and they will be held responsible for the proper upkeep.
2. Lockers are Division property and random clean-ups and locker monitoring may occur. Therefore, there is to be no expectation of privacy.
3. The Principal and/or designate and another adult will be empowered to search any lockers or desks at anytime, if in their opinion the situation requires this course of action.
4. A record of the students' lockers and locks will be kept in the school.
5. Students, not the school or agents of the Division, are fully responsible for the contents contained in lockers.
6. Principals will inform students and parents through school newsletters, School Council meetings and school assemblies of school procedures regarding lockers.

Reference: Sections 11, 33, 52, 53, 197, 222 Education Act
Child, Youth and Family Enhancement Act

| STUDENT SUSPENSION AND EXPULSION |

Administrative Procedure 356

2. An automatic five (5) day suspension will be given to a student who:

2.1 Is found to possess, consume or be under the influence of alcoholic beverages or illicit drugs on school premises, or while attending a school-sponsored activity.

A suspension may be given to a student who:

2.2 Willfully damages any property of significant value in the eyes of the Principal that belongs to the Division, Division employees or other persons;

2.3 Enters illegally into premises belonging to the Division;

2.4 Steals or is found in the possession of any property of significant value that belongs to the Division, agents of the Division, employees or other students;

2.5 Threatens the physical safety of or assaults another student or agent of the Division.

| VOLUNTEERS, GUESTS AND VISITORS IN SCHOOLS |

Administrative Procedure 491

Background

The Board encourages, supports and values the involvement of parent/guardian and community volunteers in its schools in order to enhance school based activities and academic learning and to increase communication and positive relationships amongst the school, parents and the community. The School Board shall, for the safety of students and the integrity of programs, ensure, through the school administration, that appropriate procedures are in place for the screening, selection, orientation, training, supervision, recognition and evaluation of volunteers is in effect at the school level.

VOLUNTEER DEFINITIONS

A volunteer is an individual who agrees to undertake, without compensation, a designated task or assist in a school related activity. A volunteer supports a classroom, school program or service, or school event under the ultimate responsibility of the Principal.

Volunteers will generally fall into two categories:

LEVEL I Volunteer

Volunteers who do not have regular or direct one-on-one contact with students. This includes chaperones on most day trip excursions, volunteers assisting in the classroom, lunchroom and/or other school functions, or volunteer drivers of groups of students.

Level I volunteers will be required to complete and sign Volunteer Form 491-1 Level I at the start of their first volunteer activity and this form will be sufficient for the entire school year.

LEVEL II Volunteer

Volunteers who are involved in overnight field trip excursions, coaching, or in volunteer situations which might involve regular and/or direct contact with students which the Principal deems to have less/or limited teacher supervision parameters.

All practicum students will be required to complete and sign Form 491-2, Level II Volunteer Registration. Prior to commencing the practicum, practicum students must provide a current Criminal Record Check and Child Intervention Record Check dated within a year of the practicum start date. Level II volunteers will be required to complete and sign Form 491-2, Level II Volunteer Registration annually.

Guest or Visitor

A guest or visitor is a person who enters the school for a one-time event. This person shall have

no unsupervised regular or direct one-on-one contact with students. (Examples include guest speakers; parents, family, or friends who attend class/school for a specific event, performance or open house; parents dropping off items for their children; etc.)

NO BACKGROUND CLEARANCE IS REQUIRED

Procedures

1. Principals shall be responsible for volunteers present in the school or performing volunteer activities for the school while not on school premises. The principal shall be advised of and approve all volunteer positions in the school.
2. The selection, recruitment, screening and placement of volunteers shall be done at the school level, under direction of the Principal.
3. School employees shall never have Level I supervisors/volunteers in one-on-one situations with students where an employee is not immediately available.
4. Principals must provide volunteers with appropriate in-servicing opportunities regarding roles, expectations and safety procedures.
5. All volunteers, guests and visitors are required to report to the office /check-in each time they enter the premises.
6. Volunteers shall, at all times, act in accordance with District policies and regulations, school policies and rules, and endeavour to conduct themselves in such a manner to be in keeping with the District's core values. A volunteer must respect the privacy of students and staff. Any information about students or staff, personal or otherwise, learned through the course of volunteering is to remain confidential.
7. Where exceptional circumstances prevail, a principal may waive the requirements of this regulation, and as soon as practicable, inform the Superintendent of Schools, in writing, of the action.
8. All volunteer drivers must complete and sign the Transporting Students using Personal Vehicle ([Form 550-2](#)) if they are using a personal vehicle to transport students.
9. All volunteer drivers, whether driving District or non-District owned vehicles MUST sign a "Volunteer Driver Authorization to Transport Students" form ([Form 491-3](#)) that has been completed and signed by the principal.
10. All volunteer drivers must sign a "Volunteer Driver Checklist and Authorization Form ([Form 491-4](#)).
11. All volunteer Registration forms, Authorization to Transport Student forms, and Criminal Record and Child Welfare checks shall be kept for two years from the date of completion. The principal shall ensure that the records are kept in a secure location. Under no circumstance shall criminal record and child welfare checks be shared with individual school staff members.
12. Volunteers shall be considered agents of the Board while engaged in their approved tasks.

Reference: Sections 11, 33, 52, 53, 196, 197, 222, 256 Education Act
Freedom of Information and Protection of Privacy Act
AP 554 – School Bus Driver Hours of Service Regulations

| Two Hills Tigers – Showing Our Stripes |

CHORUS:

Two Hills – where we all work as one
At Two Hills – we can get the job done
At Two Hills – always reaching new heights...
We're the Two Hills Tigers and we're showing our stripes!

GRRRR....

There's nothing we can't do when we all work together
Sharing and caring, whatever the weather
It's-a fun place to be for you and me
At Two Hills we've got personality...

CHORUS

Everyday's a new adventure – having fun and learning
Every new idea gets our brains-a-turning
We're all unique like branches of a tree
But we're all connected like a family...

CHORUS

Plus repeat last line

