

SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)
ADMINISTRATIVE PROCEDURE

STUDENT CODE OF CONDUCT – See SD73 Administrative Procedure 350

BULLYING INTIMIDATION HARASSMENT AND DISCRIMINATION – UNIVERSAL – See SD73 Administrative Procedures 170, 171

STUDENT DEPORTMENT – See SD73 Administrative Procedures 330, 350, 351, 353, 356 and 359

STUDENT ATTENDANCE – See SD73 Administrative Procedure 330

ALCOHOL AND OTHER DRUGS – See SD73 Administrative Procedure 356

ALCOHOL AND OTHER DRUGS – STUDENT ATHLETES – See SD73 Administrative Procedure 356.1

SEARCH OF SCHOOL LOCKERS – See SD73 Administrative Procedure 353

STUDENT DRESS CODE – See SD73 Administrative Procedure 350.2

GRADUATION COMMENCEMENT AND PARTICIPATION

Who is eligible to participate?

Academic Expectations:

1. Students who will complete the graduation program with a minimum of 80 credits (Foundation Studies: 56 credits; Selected Studies: 24 credits) by the end of the school year in June are eligible to participate in the graduation ceremonies.
2. Students who have more than four courses left to complete at the end of semester 1 **may** be placed back in grade 11. Administration will send a letter to the parents.
3. On the last Friday of March, any grade 12 student who is failing or at risk of failing will be put on academic probation until May 1st. A letter will be sent home to the parents by administration or counselling, outlining the conditions to be met in order to be taken off academic probation.
4. On the first Wednesday of May the graduation list will be determined by the grad panel (counsellors, administration, FNSW, CEA, and Special Ed). If the panel determines that the student will not be allowed to participate, the gown, diploma, diploma case and dinner will be cancelled. Administration will telephone the parents and send a letter outlining why the student will not be participating in the graduation ceremonies.
5. Students who are four credits short of eligibility **may** appeal to the principal.
6. Students who are not eligible to go through the ceremonies may appeal to the Principal. Their counsellor will act as an advocate in a formal meeting with the Principal.
7. A list that will appear in formal commencement program will be posted for edit purpose. This list will include all awards the student has earned.

RACE RELATIONS

ANTI-DISCRIMINATION AND HUMAN RIGHTS – see SD73 Administrative Procedure 170

NORKAM DRESS CODE

STUDENT DRESS CODE – see SD73 Administrative Procedure 350.2

TECHNOLOGY: USE OF PERSONAL ELECTRONIC DEVICES

TECHNOLOGY – STUDENT ACCEPTABLE USE – see SD73 Administrative Procedure 350.1

TECHNOLOGY: USE OF PERSONAL ELECTRONIC DEVICES – see SD73 Administrative Procedure 145

STUDY BLOCK POLICY

Students assigned to a study block (XAT) or spare block will:

- a. Sign-out and not be in attendance during the block
 - i. Letter to parent outlining graduation requirements, agreeing to leave property and will not transport students.
- b. Be assigned to one of the following: regular classroom; LAC; credit recovery; library
- c. Student must be in regular attendance
 - i. Students agree to stay on campus in the assigned area
 - ii. Cap for library is five (only if other options are full)

Students assigned to a support block (XSPBK) will:

- a. Be assigned to one of the following: credit recovery; LAC; library
- b. Maintain regular attendance, report comment and effort grade assigned
- c. Cap for library is five (only if other options are full)

SMOKING POLICY – see SD73 Administrative Policy 162

GUEST SPEAKERS

Please check with administration before inviting guest speakers who are not talking about curricular topics. All guests need to sign in at the office.

Teachers should inform office of the date and times of the visit so guests can be directed to the correct location.

PROMOTIONS AND ADVERTISING

Anyone from the community wanting to display posters or events must receive administration approval. Generally schools do not advertise for profit events.

LOCKER USE

NorKam recognizes that under the Charter of Rights and Freedoms (section 8)"...everyone has the right to be secure against unreasonable search or seizure." However, because school administrators act as delegates for students' parents, their authority includes their common law right to discipline. Therefore, students' rights must be balanced against the school administrators' responsibility to maintain order in the school.

The Student Handbook contains the following information:

Student use of our lockers is based on the following expectations:

1. Students will be assigned lockers at the start of the year. This assignment will be done through homerooms.
2. Teachers will submit a list of locker assignments and lock combinations; these lists will be kept on file in the main office.
3. The Principal or designate may search the locker at any time without notice to the student in order to ensure compliance with the conditions of use and other school policy and rules.
4. Students should clearly understand that even while they are permitted to use lockers during the course of the school year, the locker itself remains the possession of the school and the school administration.
5. Students are expected to look after their locker and not damage or deface lockers. The cost of cleaning or repairs may be charged to the student in extraordinary circumstances.

COURSE OUTLINES

All staff members must submit their student evaluation policies and course outlines to the Principal or designate by the second week of September. These should be reviewed and updated annually.

Each Classroom should have the evaluation policy and practices clearly posted for student referral. A course outline should be given to each student and placed in the front of his or her notebook at the start of every course each semester. It would also be helpful to post these course outlines in the rooms where these courses are being taught.

Course outlines must explain how effort grades are obtained for that course.

EARLY FAILURES

The staff at NorKam supports the belief that students grow and gain knowledge even in a course in which they may not be successful.

Therefore, it is expected that students remain in registered classes and attempt all assignments and projects with the support of the classroom teacher.

If the student wishes to apply for LAC time, he or she must follow the routine referral process.

If there are any extenuating circumstances, contrary to the above guidelines administration and counselling will meet to discuss each individual case to determine a plan for the student.

NUTRITION IN THE SCHOOLS – see SD73 Administrative Procedure 164

VOLUNTEERS IN SCHOOLS – see SD73 Administrative Procedure 490

SCHOOL FEES – see SD73 Administrative Procedure 505

AFTER HOURS USE OF DISTRICT FACILITIES – see SD73 Administrative Procedure 549