

MOUNTAIN VIEW ACADEMY  
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STUDENT HANDBOOK

Revised August 2018

## GENERAL SCHOOL OPERATION

### GENERAL INFORMATION

#### OFFICE HOURS

Monday to Friday 8:00 am to 4:00 pm

#### SCHOOL TIMES

Homeroom	8:20 am
Class begins	8:30 am
Lunch starts at	12:05 pm
Lunch ends at	12:45 pm
Classes end at	3:15 pm

Welcome to Mountain View Academy. This “Handbook” has been designed to help you, our students, make the best of your school experience. The goal of the school policy is to help students behave in ways that contribute to academic achievement and school success. It is also intended to support a school environment where all **students are responsible and respectful**. MVA expects all students to be active learners and responsible members of their learning community.

As a student, you are expected to practice **self-discipline**. This means that you are responsible for your behaviour. That behaviour should reflect the rules and regulations at MVA. Common sense should govern all of your actions. If unsure about a rule, ask one of the school staff. Do not act first and then hope that your action will be overlooked because it is not specifically listed within this handbook. The image of the student body and the school, as an organization, is dependent upon the behaviour of each student.

Thank you for choosing Mountain View Academy. We hope this is a year of growth and accomplishments for you.

### ATTENDANCE

The responsibility for regular and punctual attendance, which is necessary for satisfactory school progress, rests with the student and parents. Unsatisfactory attendance, including tardiness, will be dealt with according to school policy. This can include refer to the District Attendance Officer.

#### Procedures to follow when absent

Any time a student is away for a day, extended time, or part of a day, the parent or guardian must **phone the school**. A **written notice** for extended absences must be provided by the parent upon request of the student to the school. Students are responsible for making up missed class time and assignments.

## **Procedures to follow when late**

Students arriving late disrupt the teacher and their classmates; therefore lateness is taken very seriously.

Students who are late in the morning or afternoon:

- must report to the school office;
- sign in;
- parents should send a written note explaining the lateness, and
- a record of all lates is kept for the year.

In the event of excessive tardiness, parents will be contacted to meet with the administration and a solution to the problem will need to be developed.

## **Permission to leave school**

Students wishing to leave the building during school hours due to illness, doctor's appointment, etc., **must obtain permission from their homeroom teacher and sign out at the front office prior to leaving.** Written notification regarding appointments must be sent to the school or parents **must** be contacted before students are released. Students in grade nine to twelve have the privilege of signing in/out at the office to leave campus during the lunch period providing their parent(s)/guardian have signed the Permission to Leave Campus form.

Students in ECS to grade eight may not leave the school grounds during school hours unless accompanied by a teacher or parents. Parents must sign their child out at the office prior to leaving the school with their child during school hours. **Offenders will face disciplinary action.**

## **Alberta School Act – Compulsory Education**

- (1) An individual who
  - (a) is eligible to be enrolled in a school,
  - (b) at September 1 in a year is 6 years of age or older, and
  - (c) is younger than 16 years of age, shall attend school.

.....

- (5) Notwithstanding subsection (1), a student is excused from attending school on a day on which the school is open if
  - (a) the student is unable to attend by reason of sickness or other unavoidable cause,
  - (b) the day is recognized as a religious holiday by the religious denomination to which the student belongs,
  - (c) the principal of the school has suspended the student from school and the suspension is still in effect,
  - (d) the student has been expelled from a school and has not been given permission to enroll in another school, or
  - (e) the board or, if the student is enrolled in a private school or resides in an unorganized territory, the Minister

- (i) determines that the parent of the student has shown sufficient cause as to why the student should not be required to attend school, and
  - (ii) excuses the student from attending school for a prescribed period of time.
- (6) Where a student is excused from attendance at school under subsection (5)(e), that student is excused from attendance at school only during the period of time prescribed by the board or the Minister, as the case may be.

### **Alberta School Act – Enforcing school attendance**

- (2) If an attendance officer has reasonable and probably grounds to believe that a student is not attending school in accordance with section 13,
- (3) If
  - (a) an attendance officer has reasonable and probably grounds to believe that a student who is not attending school as required under this Act is located in a place or premises, including a dwelling place, or
  - (b) a student does not comply with a proper direction given by an attendance officer; the attendance officer may act under subsection (4).
- (4) If subsection (3) applies, the attendance officer may make an ex parte application to a judge or, if a judge is not reasonably available, to a justice of the peace for either or both of the following orders:
  - (a) if the judge or justice of the peace is satisfied that the student may be found in the place or premises, an order authorizing the attendance officer named in the order to enter the place or premises without force and search for the student;
  - (b) an order requiring the student to comply with the directions of the attendance officer.
- (5) On hearing an application under this section, the judge or justice of the peace, as at the case may be, may grant the order applied for subject to any terms or conditions that the judge or justice of the peace considers appropriate in the circumstances.

### **Alberta School Act – attendance at school**

If a student who is required to attend school does not attend school, and attempts to enforce school attendance have, in the opinion of the board, not been effective, the director of MVA may refer the matter to the Attendance Board.

## **STUDENT GUIDELINES**

### **DRESS**

- Students must wear their **formal uniform** for one week after holidays, on field trips, during examinations and for special functions. **Regular uniforms** can be worn every other day.
- “Casual Friday” is the last Friday of each month and is a non-uniform day.

**Uniforms** are to be clean and pressed (no rips or missing buttons). Students not wearing their form uniforms will **not be allowed to participate in special school functions**. All uniform items are to be purchased from Elegant Design ([ed@elegantinc.ca](mailto:ed@elegantinc.ca)). Undershirts **must** be white. Black dress shoes are mandatory; ladies may wear dress sandals during the warmer months (no flip-flops please) and should not have shoes with heels higher than 5 cm. Skirts may be worn no higher than where the tops of the fingers fall when standing straight with hands at sides. Dress shirts **must** be tucked in.

- **Casual Friday/Dress-down apparel:** students are expected to dress in an appropriate manner for school. Cut-offs, short shorts, tank tops, spaghetti straps, immodest clothing or T-shirts with inappropriate pictures/phrases are **not** acceptable. Students wearing inappropriate apparel will be asked to change. No caps, hats, or coats may be worn after entering the building. They must be kept in the students' lockers or on coat hooks. Health regulations mandate the wearing of proper footwear in school at all times.
- **Physical Education Clothing:** middle school and high school students are required to wear appropriate physical education clothing (i.e. running shoes, t-shirt, shorts, sweatpants, graffiti is **NOT ACCEPTABLE**). It is the responsibility of the student to ensure that he/she has the appropriate P.E. attire to change into at school. Parents of elementary students are required to communicate with the teacher regarding "changing" policies for their child's grade. Please ensure that **running shoes are non-marking**.
- Facial piercings are not permitted, with the exception of a small stud.
- Hair is expected to be clean and well groomed. Hair colour must be a naturally occurring hair colour (no blues, greens, etc.).

## **FOOD AND DRINK**

**No nuts please!** We have students with extreme allergies therefore MVA is an allergy sensitive environment. Students are expected to eat and drink in their homeroom at lunchtime. Elementary students are encouraged to bring a morning snack to be consumed at recess. Only water in a clear container may be consumed during class times. Food and drinks are **not** permitted around the computers or in the library.

## **OFF CAMPUS PRIVILEGES**

Students in grade nine to twelve have the privilege of signing in/out at the office to leave campus during the lunch period providing their parent(s)/guardian have signed the Permission to Leave Campus form.

## **STUDY HALL**

Study hall times are **NOT** spares. Students in grades nine to eleven must remain on campus and work on homework or study. Students in grade twelve may earn off campus privileges if:

- (a) students are not late for the start of their morning class;
- (b) students maintain an acceptable academic standing;
- (c) students abide by school rules and are respectful to staff and others;
- (d) students sign in/out; and
- (e) students have the permission of their parent(s)/guardian (please refer to the letter on the last page of this handbook).

## **PERSONAL ITEMS**

As an educational institution, non-school related items are not allowed (i.e. toys, games, skateboards, etc.). All personal items should be labeled. Students who ride bicycles to school should ensure they are securely locked. All electronic devices should be secured at all times. MVA is not responsible for lost or misplaced items. Students who choose to bring their cell phone to school must use it responsibly. Before classes begin all electronic devices must be secured in the locker. Non-academic use of cell phones and I-pods may be used at the discretion of the classroom teacher and only during quiet work times or during study hall.

**Violation of this policy may result in the confiscation of the device.**

## **ACCIDENTS**

In case of accidents or injury, the circumstances must be reported immediately to the supervising teacher or to the office. A written report may be necessary.

## **RECESS/LUNCH HOUR**

Students up to and including Grade 8 will go outdoors at recess and during the noon break unless the weather is inclement. On particular occasions, students may be asked to stay in to complete assignments. These children will be supervised by the teacher concerned. At all times, students should be dressed appropriately for the weather.

## **STUDENT CODE OF CONDUCT**

**As legislatively mandated by section 45.1(5) of the *School Act*, the Code of Conduct herein set out has the following purpose:**

**The goal of the school policy is to help students behave in ways that contribute to academic achievement and school success. It is also intended to support a learning environment that is welcoming, caring, respectful and safe. MVA expects all students to be active learners and responsible members of their learning community.**

**In order to ensure that students conduct themselves in an appropriate manner at all times, the students attending Mountain View Academy shall be subject to this Code of Conduct.**

**Students shall conduct themselves so as to reasonably comply with the following Code of Conduct:**

- be diligent in pursuing their studies;
- attend school regularly and punctually;
- co-operate fully with everyone authorized by the board to provide education programs and other services;
- comply with school rules;
- be accountable to their teachers for their conduct;
- respect the rights of others;
- ensure that they contribute positively to the environment and culture of Mountain View Academy;
- refrain from, report and not tolerate bullying or bullying behavior directed to others in the school, whether or not it occurs within the school building, during the school day, or by electronic means

**Mountain View Academy Students are expected to:**

- obey the law, board policies, and administrative procedures (if a student breaks the law, he/she can expect the police to be notified);
- be polite and courteous at all times;
- respect the person and the property of others. (Students responsible for willful damage to any school property or that of fellow students will repair or replace the damaged property. Graffiti is classified as “Damage to School Property.”);
- respect school property and carefully use and return all materials and equipment;
- be on time for all classes (chronic absenteeism or lateness will not be tolerated).
- come to class with necessary books and materials;
- complete all homework and assignments and meet required deadlines;
- see to it that school information to parents reaches home;
- keep their possessions, lockers and classrooms in a neat, tidy manner. Any litter in or out of the school is unnecessary and can reflect unfavourably on the school;
- use lockers for coats, personal items and backpacks (Middle and Sr. High students);
- turn cellphones into homeroom teachers upon arrival to school, for pick-up at 3:15;
- NOT throw snowballs, rocks or other dangerous objects in the school or on the grounds (roughhousing or fighting will not be tolerated);
- NOT bring nuisance items (water pistols, etc. and non-instructional materials (knives, matches, etc.) as they will be confiscated;
- walk, not run, in all corridors and classrooms in order to avoid injury and disturbance;
- move from one area of the building to another in a quiet and respectful manner. Other classes and meetings are usually in session and this ensures that their learning is not being compromised;
- NOT loiter in the school, parking lot or school grounds, before 8:00 am or after school past 3:30 pm;
- respect that MVA is a closed campus – only MVA students and parents/guardians are permitted at the school during school hours;
- speak only English in class. Other languages are to be spoken in second language class only; and

- NOT have public displays of affection in school, on the grounds, on the bus or at school activities.

**Activities that constitute a violation of this Code of Conduct include, but are not limited to:**

- cheating;
- dishonesty;
- unexcused absences from school;
- disruption in a class;
- failure to follow appropriate directives from a staff member;
- open opposition or willful disobedience to authority;
- vulgar or profane language, both oral and written, obscene gestures, etc. directed at another student or staff member
- bullying, whether in person during the school day or by electronic means;
- physical harm or assault upon others;
- fighting (verbal or physical);
- harassment or intimidation of a student or staff member
- improper touching of another person;
- hazing,
- gang activities,
- possession of weapons or any other items deemed a threat to safety in school,
- drug and alcohol use;
- improper conduct on busses or fieldtrips
- theft;
- vandalism;
- other conduct injurious to the moral tone or well-being of the school;

**Unacceptable behavior may be grounds for disciplinary action, and provides the student with an opportunity for critical learning and reflection in the areas of personal accountability and responsibility, the development of empathy, as well as communication, conflict resolution, and social skills development.**

**In the assessment of the potential consequences of unacceptable behavior, Mountain View Academy shall also consider a student's age, maturity, individual circumstances, and frequency of the misconduct. In addition, the specific circumstances of the situation and of the student must be taken into account when determining appropriate responses to unacceptable behavior.**

**When a student engages in unacceptable behavior, consequences may include, but are not limited to:**

- discussion with the student in an attempt to help the student reach an understanding about how he/she should behave;
- temporary assignment of a student to an alternate supervised area within the school or temporary assignment of a student to an alternate learning location;



- short term removal of privileges including removal from school-related extra-curricular activities and/or groups;
- interventions such as positive behavior supports, contracts, counselling, restorative practices;
- student, parent and school personnel conferences to discuss how behavior will be corrected;
- replacement or retribution for loss of or damage to property;
- in-school or out of school suspension
- recommendation for expulsion

**Mountain View Academy will ensure that support is proved for students who are impacted by inappropriate behavior, as well as for students who engage in inappropriate behavior.**

**The *Personal Information Protection Act* governs the disclosure of personal information by the Board.**

Dear Sir/Madam,

Re: **STUDENT HANDBOOK**

I/we have read the document relating to the operations of the school and the expected behaviour of child/ward, \_\_\_\_\_, according to the Student Code of Conduct, while attending Mountain View Academy. We understand the contents, pledge our full support and co-operation and agree to uphold the regulations herein.

\_\_\_\_\_  
(parent/guardian signature)

\_\_\_\_\_  
(print name of parent/guardian)

\_\_\_\_\_  
(date)

**STUDENT:**

I give my full commitment to the school that I will display the proper form of behaviour expected of me as a student of Mountain View Academy, according to the Student Code of Conduct, and will do my best to attain the highest standards and fulfill my greatest potential. I will also comply with the procedures set out to ensure the proper and efficient operations of the school.

\_\_\_\_\_  
(student signature)

\_\_\_\_\_  
(print name of student)

\_\_\_\_\_  
(date)

Please complete this copy and return it to the school, a second copy will be given to you to keep for your records.

This agreement remains in force for the duration of the student's tenure in school.

Yours sincerely,

Miss. Colleen Ryan  
Principal