



General School Information

Mountain View Academy
B-4 2452 Battleford Avenue S.W.
Calgary, Alberta T3E 7K9

Telephone: (403) 217-4346
Fax: (403) 249-4312
e-mail: mva@mountainviewacademy.ca
Website: www.mountainviewacademy.ca

Office Hours

Monday – Friday 8:00 am to 4:00 pm

School Times

Classes begin 8:45 am
Lunch starts at 12:00pm
Lunch ends at 12:45 pm
Classes end 3:15 pm

Welcome to Mountain View Academy. This “Handbook” has been designed to help you make the best of your school experience. The goal of 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 and staff 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 behavior. That behavior 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 behavior 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 referral to the District Attendance officer.

- **PROCEDURES TO FOLLOW WHEN ABSENT**

Any time a student is away for a day or part of a day the parent or guardian must phone the school and a WRITTEN NOTE must be provided by the parent upon the return of the student to school.

- **PROCEDURES TO FOLLOW WHEN LATE**

Students who are late, either in the morning or afternoon, must report to the school office and obtain a late slip. Parents should send a written note explaining the lateness.

A record of all lates is kept for the year.

Parents will be informed of excessive tardiness.

- **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 OFFICE PRIOR TO LEAVING.** Written notification regarding appointments must be sent to the school or parents will be contacted before students are released.

Students in ECS-Grade 8 may not leave the school grounds during school hours unless accompanied by a teacher or parent. **Repeat offenders will face disciplinary action, which may include an immediate suspension.**

Grade 9 to 12 students wishing to leave the school for a short time during the school day **must sign out at the office**, and sign in upon return.



Conduct of Students

DRESS

- Students must wear their **formal uniform** for one week after holidays, on field trips, during examinations and for special functions. **Casual 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 full uniforms will not be allowed to participate in special school functions. All uniform items are to be purchased from Alternative Apparel. 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 5cm. Skirts may be worn 4cm above the knee. Dress shirts must be tucked in.
- **Casual Friday apparel:** Students are expected to dress in an appropriate manner for school. Cut-offs, 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 student lockers or on coat hooks. Health regulations mandate the wearing of proper footwear in school at all times.
- All students must purchase school **gym strip for our Physical Education** and extra-curricular programs. Kindergarten students are not required to change for Physical Education. [verify grades]
- Facial piercings are not permitted.
- Hair is expected to be combed or styled. Hair color must be a naturally occurring hair color (no blues, greens etc).

FOOD AND DRINK

No nuts please! We have students with extreme allergies to nuts and therefore are a nut free school. 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.

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. Lost and Found is located in the library. Students who ride bicycles to school should lock them securely to the bike rack.

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

Children 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.

**MVA 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.
- respect the rights of others to study and learn.
- attend school daily unless ill or legally excused.
- 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 unfavorably on the school.
- use lockers for coats, cell phones, personal items and backpacks (Jr. and Sr. High).
- 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.) – 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 8:30 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.
- NOT have public displays of affection in school, on the grounds, on the bus or at school activities.



Section 1(7) of the **Alberta School Act** states that students:

- | |
|--|
| -be diligent in pursuing his/her studies |
| -attend school regularly and punctually |
| -co-operate fully with everyone authorized by the board to provide education programs and other services |
| -comply with the rules of the school |
| -account to his/her teachers for his/her conduct |
| -respect the rights of others |

Discipline and Student Behaviour

The school's primary goal is to educate, which implies ensuring acceptable levels of self-discipline are present. When the behaviour of individual students comes into conflict with the rights of others, corrective actions are necessary for the benefit of that individual and for the benefit of the school as a whole.

Students who become involved in unacceptable behaviour will be subjected to certain disciplinary action. Depending upon the behaviour and seriousness of the problem, one or more of the following actions will be undertaken by the school.

1. INFORMAL TALK

School personnel will talk to the student and try to reach an agreement regarding how the student should behave

2. DETENTIONS

After school, noon hour, or recess detention(s) may be assigned to a student to correct inappropriate behaviour.

3. LOSS OF PRIVILEGES

Student is denied the opportunity participate in school activities.

4. COMMUNICATION OF INAPPROPRIATE BEHAVIOUR TO PARENTS

School personnel will attempt to communicate the inappropriate behaviour to the student's parents. The goal will be to intervene and eliminate the behaviour.

5. PARENT CONFERENCE

A formal conference is held between the student/teacher/parent. During this conference, agreement is reached as to how the behaviour will be corrected.

6. SUSPENSION

Suspensions are made only when it is necessary to remove the student from class or school.



**THE FOLLOWING WILL RESULT IN IMMEDIATE
DISCIPLINARY CONSEQUENCES:**

Immediate Warning and/or Detention:

- Cheating
- Dishonesty
- Unexcused absence from school
- Disruption on the school bus
- Disruption in a class
- Writing or passing personal notes during class
- Refusal to complete a class assignment
- Failure to follow appropriate directives from a staff member
- Vulgar language, both oral and written, obscene gestures etc.

Suspension:

- Fighting
- Theft
- Vandalism
- Intimidation of a student /staff member
- Improper touching of another person
- Vulgarity directed at a staff member
- Open opposition to authority
- Willful disobedience
- Use of improper or profane language
- Physical violence
- Other conduct injurious to the moral tone or well-being of the school
- Possession of any item deemed a threat to safety
- Igniting explosive devices
- Possession of drugs/alcohol
- Being under the influence of drugs/alcohol

**A follow-up investigation will be conducted to determine the severity of
ANY action and an expulsion could result.**



Dear Parents/Guardians of Grade Twelve Students:

Welcome back to another school year! I am looking forward to being your child's homeroom teacher again this year.

Student schedules were handed out today. Please review the schedule with your child. As you know, last year, students completed some grade twelve courses in order to ensure a lighter course load this year. As a result, some students have no classes until later in the morning or are done their classes mid-afternoon. I have been approached by several students who are wondering if they would be allowed to come to school later in the morning and/or leave earlier in the afternoon. MVA administration is willing to provide students with this opportunity if:

- a. students are not late for the start of their morning class
- b. students maintain an average of 80% or higher in all subjects
- c. students abide by school rules and are respectful to staff and others
- d. students sign in/out
- e. students have the permission of their parents/guardians

Please sign the bottom portion of this letter and return it to me as soon as possible. If you have any questions or concerns, please contact me at 403-217-4346.

Sincerely,

Miss. Colleen D. Ryan
Vice Principal/Grade Twelve Homeroom Teacher

Please check **ONE**:

I give my child permission to come late/leave early on the days the schedule permits.

I DO NOT give my child permission to come late/leave early on the days the schedule permits.

Name of Child _____

Signature of Parent _____

Date _____