

École Secondaire  
Earl Marriott  
Secondary School

**STUDENT HANDBOOK 2016-2017**

*“Proud to be a Mariner”*

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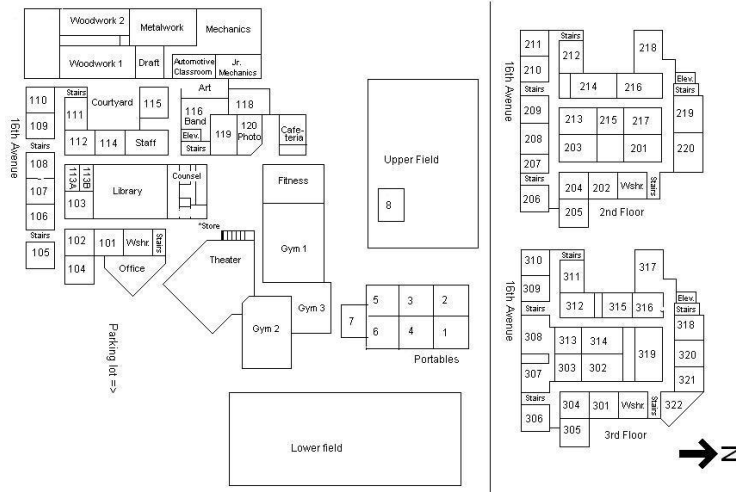
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# Earl Marriott Secondary School Map



# Code of Conduct 2016-2017

**Earl Marriott Secondary School's Code of Conduct** is designed to provide guidelines for appropriate student behaviour while under the jurisdiction of the school, while at any school-sponsored function or where engaging in the activity will impact a Safe, Caring and Orderly School environment.

Students have a responsibility to respect the rights and dignity of others and to become actively involved in their own academic learning and social growth.

## **Conduct Expectations**

### **Acceptable conduct is demonstrated by:**

- respecting oneself, others and the school's facility and grounds
- engaging in responsible behaviour in all learning and school activities (*attend classes regularly, be seated in your seat by the second bell, be prepared for class, complete all assignments, and use good manners and good common sense*)
- modeling respectful and responsible behaviour to their peers and younger students, in the community and while acting as school ambassadors
- Conducting oneself in a manner which in no way compromises the safety or well-being of others

### **Safe & Caring School Environments:**

#### **Are Free From Acts Of**

- bullying, cyber-bullying, harassment, threat, intimidation
- violence in any form
- abuse in any form

- discrimination in any form
- theft
- vandalism
- retribution against a person who has reported incidents

**Do Not Tolerate the Presence Of**

- intoxicating or banned substances
- weapons or replica weapons and explosives
- intruders or trespassers (Note: All visitors to the school must first report to the office.)

**Or Misuse Of**

- *Cyberspace/Cell Phones/Electronic Devices/Computers* - students are to be aware that they may be subject to discipline (or, if applicable, confiscation of personal property) for misuse of technology if it negatively impacts the school environment

***Forms of unacceptable conduct cited above are only some examples and not an all-inclusive list.***

**Consequences**

Consequences will be applied to unacceptable conduct in accordance with Surrey School District Safe & Caring Schools Reg. 9410.2 Disciplinary Guide. Progressive discipline methods, based on the severity and the frequency of the behaviour and age of the student, will be implemented to alter the inappropriate and/or unsafe behaviour.

### **Notification**

As circumstances warrant, administrators have a responsibility to advise other parties following an incident:

- parents/guardians of the student offender(s)
- parents/guardians of the student victim(s)
- Surrey School Board officials will be contacted as required by School District Policy, (i.e. Level I, II and III suspensions)
- police and other agencies as required by law
- school staff and school community as deemed appropriate by the school administration and/or District administration

**Earl Marriott Secondary School** Code of Conduct has been structured to align with and adhere to the standards outlined in:

The *School Act* 85(1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007  
*B.C. Human Rights Code, as depicted in School District No. 36 (Surrey) Anti-Discrimination & Human Rights Policy No. 10900 and Regulation No. 10900.1*

B.C. Ministry of Education: *Safe, Caring and Orderly Schools A Guide (Nov. 2008) and Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007)*, both found at

<http://www.bced.gov.bc.ca/sco/>

Surrey School District Safe & Caring Schools Policy 9410, Reg. 9410.1 and Disciplinary Guide 9410.2, found on the District website at <http://www.sd36.bc.ca/Board/Policies/>

## **Vision Statement**

At Earl Marriott Secondary, we embrace learning that challenges students to become critical thinkers, creative problem solvers, and dynamic innovators.

Our vision celebrates citizens who are civically engaged, globally aware, and sensitive to environmental challenges and cultural diversities.

As Mariners, we strive to be effective communicators, respectful and informed collaborators, and self-directed learners.

As a community, we encourage young people to critique and to manage information, media, and technology, and to be capable of leading healthy lives and rewarding careers.

At Earl Marriott Secondary, we strongly believe that students need to acquire these skills in order to meet the demands of our changing world and to lead successful lives.

## **Be A Proud Mariner**

# Sois Marin De Coeur

## Be Respectful

Treat people, places, and things as if they are the most important thing in the world.

## Sois Respectueux

Accorde aux gens, aux lieux et aux choses l'importance qui leur revient.

## Be Responsible

Accept that your choices and actions have consequences.

## Sois Responsable

Accepte qu'il y ait des conséquences à tes actions.

## Be Safe

Use your common sense to solve problems peacefully to create and maintain a safe and comfortable environment.

## Sois Raisonnable

Sers-toi de ton bon sens pour résoudre tes problèmes et pour maintenir un milieu paisible.

## Be Prepared

Be on time with all your materials, ready to learn.

## Sois Prêt

Arrive à l'heure avec tout le matériel nécessaire, prêt à apprendre.

## STUDENT RESPONSIBILITIES

### INTELLECTUAL HONESTY



We expect academic integrity from all students. Intellectual dishonesty will be dealt with seriously. Cheating occurs when a student deliberately uses another person's work (written, electronic, visual) and presents it as his or her own with the intent to deceive. Cheating also occurs when a student allows his or her work to be used in this way. Plagiarism, a form of cheating, is using other people's words, works, and/or ideas, completely or partially, without proper acknowledgement.

Both cheating and plagiarism are dishonest and unethical, and as such they violate the value of learning and the integrity of our school community. Any form of intellectual dishonesty, including helping others to cheat or plagiarize, will not be tolerated.

Examples of cheating and plagiarism include, but are not limited to:

- Using ideas or words from books, magazines, song lyrics, internet, or other.
- Submitting someone else's work as your own.
- Using unauthorized notes, books, or other materials during an exam.
- Writing or taking an exam for or as another student.
- Obtaining or providing unauthorized information prior to or during an examination through verbal, visual, or any unauthorized use of books, notes and other materials.
- Altering or changing answers after the exam has been submitted.
- Altering or changing grades after the grades have been awarded.
- Borrowing and/or copying another student's homework and presenting it as your own.
- Use of internet or other translators to complete assignments, unless authorized by a teacher.
- Submitting work completed for another course (or the same course previously taken) without the approval of the teacher.

#### **Consequences of Intellectual Dishonesty**

- Students will not receive credit or a mark for work falsely submitted, or falsely obtained in an exam or test.
- Parents will be informed.
- Students will be referred to the administration.
- A written record of the infraction will be filed in the office.

- Depending on the circumstances (including a second offence), suspension may occur.

#### **DIRECT DISOBEDIENCE**

Students are expected to behave with cooperation and respect. When students are wilfully disobedient to a teacher or administrator or any other school employee carrying out responsibilities approved by the School District, a suspension may occur.

#### **SEAT WARMING**

Students are expected to apply themselves to their studies. When students fail to apply themselves to their studies after repeated warnings by teachers, parents, and school administration, the students' academic program will be reviewed and students may be required to leave the school to start a more appropriate academic program.

#### **ATTENDANCE**

##### **Expectations**

- Attend all your classes regularly, and provide your teachers and the office with explanations for absences.
- If you are ill and will not be attending school for the day, we expect your parent/guardian to notify the school in the morning.
- Whenever possible, medical, dental or other appointments should be scheduled outside of class time.
- If you are absent from any class without a valid reason, you may not be permitted to participate in any of that day's extracurricular activities or school-sponsored events.
- If you leave the building during class time, you **must sign out** at the office. A note or phone call home will be required.

#### **Consequences of Truancy / Unexcused Absences**

Progressive consequences for truancy / unexcused absences may include but is not limited to:

- Teacher contacting parent / guardian

- Classroom level consequences (may include making up time with a particular teacher for their course)
- Student meeting with a school counselor
- Student meeting with a Vice-Principal
- Attendance letter sent to parent / guardian from school administration
- Vice-Principal issued consequences (may include lunch or after school detention(s))
- Attendance / program review with student, parent/guardian and Vice-Principal
- Attendance card
- Referral to Compass program (after-school homework club)
- In-school suspension
- Referral to district iR3 alternate to suspension program
- Out of school suspension
- Program Review (may include an alternate education program or being withdrawn from the school)

## **LATES**

Students are expected to be on time for class, ready and willing to work. This means that all students should be in their class by the time the bell sounds. Any student that arrives late to school or is late for a class should report to their class and they will be recorded as late.

### **Consequences of Lates**

Repeated lates to school and class interfere with learning. Progressive consequences for repeated lates may include but is not limited to:

- Teacher contacting parent / guardian
- Classroom level consequences (may include making up time with a particular teacher for the course they are repeatedly late for)
- Student meeting with a school counselor

- Student meeting with a Vice-Principal
- Vice-Principal contacting parent/guardian
- Vice-Principal issued consequence (may include lunch or after school detention(s))
- Meeting with student, parent/guardian and Vice-Principal
- In school suspension
- Out of school suspension

### **HALL PASS**

Students are expected to have a hall pass whenever students are not in their classrooms. Failure to comply with school policy may result in office detentions or other appropriate consequences.

### **DRESS CODE**

Earl Marriott recognizes the importance of your style and choice of clothing; however, please show respect so that everyone in our school community feels comfortable and safe as we all work and learn together. What exactly is appropriate dress for school? School is a place where students come to learn and teachers come to teach. In that sense, school is a place of business. It is expected that students will dress appropriately for the educational activities in which they participate so as not to interfere with their health, safety, welfare, of themselves or others, or cause a disruption to the educational process. Clothing worn is to be appropriate for a public secondary school.

These are the EMS guidelines for appropriate school attire:

- Wear footwear at all times for both health and safety reasons.
- Avoid clothing with slogans or pictures using inappropriate/offensive language or advertising of drugs/alcohol.
- Avoid clothing that is revealing.
- No hats, as requested in classroom, assembly, and Office policies.

Please be aware that if you are inappropriately dressed, you may be asked to change clothing before attending classes.

### **VACATIONS DURING SCHOOL TIME**

Students away on extended vacations (4 or more days) during school time must complete an extended absence form, available in the office, before departure. The school is not in a position to grant permission to any students to miss school for an extended holiday period, and it is important to be aware of the possible effects on achievement. Further, it is not required that teachers provide work for students on vacation.

### **STUDENT ILLNESSES AT SCHOOL**

Whenever you feel ill while at school, please report to the office. Accidents and emergencies should also be immediately referred to the office. The office staff will make sure that your parents are contacted in cases where you should be sent home or to the hospital. The school does not provide medication to students.

## **STUDENT ASSESSMENT AND REPORTING**

Earl Marriott has four formal reporting periods during the school year: Two mid-term reports (October and April), and two final reports at the end of each semester (January and June). In addition, subject teachers will send out interim reports approximately six weeks into each semester. Letter grades provided on mid-term and final reports are based on classroom work, assignments and tests.

### **Letter Grades and Percentages**

Only Grades 10-12 students will receive both percentages and letter grades. Grades 8 and 9 students receive a letter grade only.

### **Interim/Final Reports**

A	(Excellent)	86 – 100%
B	(Very Good)	73 – 85%
C+	(Good)	67 – 72%
C	(Satisfactory)	60 - 66%
C-	(Minimally Acceptable)	50 – 59%
I	(Incomplete/Insufficient Progress)	
F	(Failure)	below 50%

## **HOMEWORK AND HOME STUDY**

What is homework? Homework is the word that describes the out-of-class assignments given to students by teachers. Homework may be assigned for a number of reasons:

- a. to check students' understanding of new concepts taught in class
- b. to provide practice
- c. to serve as preparation for future classes
- d. to complete work not completed in class

Home Study is: regular study which is essential for success at the secondary level.

What should be done during this time? There are essentially four things you can and should be doing at home in order to complement the work you are doing at school:

1. COMPLETE homework assignments (specific due date)
2. PREPARE for upcoming tests (specific due date)
3. REVIEW/STUDY notes and ideas discussed in class, and
4. READ (almost anything in order to improve reading skills)

Numbers 3 and 4 are considered home study techniques. Therefore, when you say, "I have no homework tonight," your parent would do well to reply, "Good, then you'll have time for home study." It is recommended that parents post a copy of the student's timetable at home and that they monitor notebooks and the course work regularly.

## **GRADE 12 GRADUATION PROGRAM EXAMINATION SCHOLARSHIP**

To receive a \$1,000 Examination Scholarship, students must:

- 1) be a Canadian citizen or permanent resident.
- 2) achieve at least a "B" in English 12, Communications 12, or Francais Langue 12
- 3) achieve at least one "A" (86% or higher) and three "B"s (73% or higher) on four of his or her best provincial exams (can include the Language Arts 12 provincial exam)
- 4) fulfill graduation requirements.

To receive a \$2,500. Examination Scholarship, students must:

- 1) qualify to receive an award (above).
- 2) rank among the top 20 scholarship students (based on their percentage score).
- 3) any student who achieves a perfect score (100%) in each of three provincial exams from grades 10 - 12 (exam mark) will also be awarded an Academic Award of Excellence.

## **DOGWOOD DISTRICT/AUTHORITY AWARDS - \$1,000 Award**

To reward graduating students for excellence in their chosen non-

academic field. Students must:

- 1) be a Canadian Citizen or permanent resident
- 2) demonstrate superior achievement in any of the following areas:
  - ◆ Fine Arts; Applied Skills
  - ◆ Physical Activity
  - ◆ Second Languages
- 3) fulfill graduation requirements

**EMS SCHOLARSHIPS:**

Students must complete 6 senior courses from September to June in their Grade 12 year to be eligible to apply for EMS scholarships. EMS scholarship information is available in the Mariner GPS, a bi-weekly publication produced by the counselling department with the latest information about Graduation, Post-Secondary and Scholarships (GPS). It is available on line at [www.earlmarriott.com](http://www.earlmarriott.com) under Grad Info. Hard copies can be found on the easel outside the Counselling Centre. Bi-weekly meetings for Grade 12's are held in the Career Centre every second **Thursday** at lunch to coincide with the latest edition of The Mariner GPS.

## **AWARDS – ACADEMIC AND ATHLETIC**

To encourage excellence in many areas, Earl Marriott recognizes outstanding performance through the annual presentations of awards in the areas of Scholarship, Athletics, Citizenship and Service. The Awards Ceremony is primarily for Grades 8-11 as most awards for Grade 12 students are part of the Commencement Ceremony.

**a) Scholastic Awards**

To achieve a scholastic award, students must have a grade point average of 3.5 or better in Grades 8-10, and 3.0 or better in Grades 11 and 12 in their academic subjects. Grade points are determined from final letter grades and are assigned as follows:

**A = 4    B = 3    C+ = 2.5    C = 2    P = 1**

**A single failing grade results in ineligibility for a scholastic award.**

**Honour Roll**

Students on the honour Roll must obtain a G.P.A of 3.5 to 4.0. The list of qualifying students is compiled at the end of each semester reporting period. Students are recognized in a school newsletter.

**b) Special Achievement Awards**

These awards are presented by departments to those students whose achievements have been outstanding in those particular subject areas.

**c) Service Awards**

Outstanding School Service Awards.

**d) Athletic Awards**

These are presented annually to the outstanding male and female athlete in each grade, and to the Junior Academic and Senior Academic Athlete.



e) **Major Awards:**

Outstanding Academic Student

*Presented to the top academic students in Grades 10-12.*

Governor General's Medal

*Presented to the top student in Grade 12 at Commencement the year following the student's graduation.*

Outstanding Athletes

*Presented to the top male and female athletes in the school.*

"Ulysses" Award

*Presented to a graduating student whose scholastic achievement, involvement in athletics, drama or fine arts, and service contributions have made him or her the most outstanding all-around student in the school.*

## STUDENT ACTIVITIES

### GETTING INVOLVED

Earl Marriott is much more than a building with rooms where teachers teach and students learn. It is a place where EMS students make things happen. Our athletic programs, clubs and school activities are successful because of student support and involvement. Mariner Pride comes from enthusiastic and motivated EMS students who participate positively in course work and school events. *So...* get involved with school activities to enrich your time at Earl Marriott with good friends and great memories as well as positive learning experiences!

### ATHLETICS AND CLUBS

Students are encouraged to participate in as many activities as possible, be it school teams, intramural games or school clubs.

#### Fall Sports

Cross Country  
Football  
Hockey (all year)  
Soccer (Boys)  
Swimming  
Volleyball

#### Winter Sports

Basketball  
Wrestling

#### Spring Sports

Badminton  
Golf  
Rugby  
Soccer (Girls)  
Track & Field

#### Clubs

Aboriginal Leadership Committee	Manga
Chess	Model UN
Club Marriott (Fitness Training)	Multicultural

Debate	Outdoor
Drama	Robotics
Empress Newspaper	Science
Environment (Green Giants)	Ski & Snowboard Club
Global Citizens	Travel/Tourism
Grad Council	“We Can” Club
Knitting	Website Building
LGBTQ – The “QUILT BAG”	Writing

### **STUDENT GOVERNMENT**

Student Government is an exciting committee led by students who wish to make a difference in their school, community and world. Government is geared toward developing leaders and fostering a sense of responsibility, self-worth, school pride and citizenship. The Government is open to any student at EMS who is interested in planning and running student activities such as dances, food drives, spirit weeks, fundraisers and volunteer initiatives. They meet once a week at lunch. Everyone is invited, so bring a friend and join Student Government!

### **GRAD COUNCIL**

Grad Council is one of the most active student groups at Earl Marriott Secondary. Over the years a number of very special grad traditions have been created as EMS grad fundraisers. These include a Mariners Baseball game in Seattle, the Pasta Dinner, Grad Fashion Show and the Duke of Earl. Grad Council is responsible for planning and organizing these events in addition to developing any new ones.

Members of Grad Council meet weekly at lunch time. An executive that includes a President and Vice President is chosen by the students who comprise the Council. Grad Council is an excellent way to develop leadership and organizational skills as well as to develop grad spirit. Please consider getting involved.

## **STUDENT SERVICES**

### **COUNSELLING SERVICES**

If you are having problems of any sort, see one of the four Earl Marriott counsellors. They can help when you're having difficulty planning your courses, making career choices, acquiring better study habits or resolving personal problems which might be influencing your school work.

To make an appointment, go to the counselling area before school, at lunch or after school, and sign up for a convenient time in one of the counsellor's appointment books on the counter. You are assigned a counsellor based on your last name, although you are welcome to see another counsellor of your choice.

#### ***Referrals to community organizations:***

Our counsellors work in close cooperation with community organizations such as Reconnect and Mental Health. They will provide information and can make referrals to agencies more specifically resourced to assist with particular issues.

### **Community Phone Numbers**

Adolescent Crisis Response Program	(604) 585-5561
Alexandra Neighborhood House (youth and family programs)	(604) 538-5060
Crime Stoppers – (TIPS)	(604) 669-8477
Crisis Line	(604) 951-8855
Help Line for Children	1-800-668-6868
Hospital Homebound Program (SD 36)	(604) 595-5325
MCFD (Family and Children's Services - Including mental health)	(604) 542-3900
Peace Arch Hospital	(604) 531-5512
Rape and Assault (Women's Place)	(604) 536-9611
Sources - Community Resources	(604) 531-6226
Sources (Addictions & Counselling Services)	(604) 538-2522
South Surrey RCMP	(604) 599-0502
SPEAC (Suicide Prevention Education and Counselling)	(604) 584-5811
Vine Youth Clinic	(604) 542-3926
White Rock RCMP	(604) 531-5527
Youth Against Violence	1-800-680-4264

### **CAREER PLANNING AND INFORMATION (Room 322)**

Earl Marriott offers students a multi-purpose Career Centre. Two Career Education Facilitators and a Career Centre Assistant are available to assist you with work experience, Co-op, Partnership and Apprenticeship opportunities. Information on resumes, cover letter writing and interview techniques are also available. Check their Resource Library of Post Secondary Institutions or explore future career paths and programs online.

### **LEARNING COMMONS (LIBRARY)**

EMS has a large collection to support the regular and French Immersion curricula as well as a large variety of books satisfying various student interests. The Learning Commons also has a large video collection and computers with Internet access.

Books are loaned for two weeks. Because our collection is fully automated, you will need your student Go-card to sign out library materials.

The Learning Commons is open from 7:30 a.m. to 3:30 p.m. and during lunch period. You are expected to show consideration for other patrons by working quietly. Cell phones, food and drink are not allowed. As well, Internet access is primarily for research use. Other than Grade 12 students in a study block and classes booked in, students in the Learning Commons during class time should have a permission slip signed by their teacher and a description of their assignment.

### **LEARNER SUPPORT TEAM (Room 317)**

Do you have problems studying for tests? Getting organized? Doing your assignments? Reading your textbooks? At Earl Marriott there are five teachers who make up the Learner Support Team. They are available to give you support to help you succeed in school. You can refer yourself to them or be referred by a subject teacher, your parents, a counsellor or an administrator.

The LST teachers will be assisting students in the classroom as well as in the LST Room. Homework help is also available in the LST room. The LST teachers can help you develop strategies for learning better, make any necessary arrangements for test-taking, inform subject teachers about your particular learning needs, etc. They can also arrange for peer tutor assistance.

## **FOR YOUR INFORMATION**

### **FIRE DRILL/ EARTHQUAKE DRILL**

When the fire alarm sounds, proceed in an orderly and quiet manner to

the nearest exit as directed by your teacher or any staff member. Doors should be closed by the last student in line. Classes should proceed to the designated areas and then remain as a class unit. The teacher will take attendance. When the "All Clear" (three short rings) is sounded, classes will return to their rooms. **DO NOT UNDERESTIMATE THE IMPORTANCE OF FIRE AND EARTHQUAKE DRILLS.** In certain special circumstances teachers may be asked to lead their students to an emergency evacuation site (the Peace Arch Hospital overflow parking area, north on 16th Ave.).

### **Lock Down**

When a Lock Down is broadcast on the P.A., all students are to remain in their classrooms or proceed to the closest classroom until the all clear signal is broadcasted. Students are to refrain from using cell phones during a lock down because it may interfere with efficient communication by emergency personnel. Each year the entire school rehearses the procedures that student and staff must follow in the event that Administration deems there is a serious threat to personal safety. The following is a brief summary of what students and staff will do should they hear over the P.A. system "This is a Lock Down".

1. Any student or staff member located in an open area like hallways should proceed to the nearest safe location (i.e., a classroom).
2. Students and staff already in a classroom should remain there and do the following:
  - move to the safest area inside the classroom away from doors and windows.
  - lock doors and cover windows on doors.
  - consider it a serious situation and remain quiet and out of sight.
  - turn cell phones off.
  - police may access the classroom during the Lock Down.
3. Students and staff located in the cafeteria (the deck) will be directed by administration to move to a designated area (i.e., learning commons, counselling area, gym, office).
4. Designated staff will alert students and staff playing in the fields where to proceed (e.g., portable classrooms).
5. Students in washrooms should stay there.

When the school is considered safe, an "All Clear" message will be given over the P.A. indicating that staff and students are to resume regular activities.

### **LITTER**

Ecology is a personal and a group concern. If we look after our school and grounds, we will have pleasant surroundings in which to spend our time. Students are expected to keep books, lockers, school and grounds clean and presentable. We also strive to be good neighbours in our immediate community. Please do your part to keep parks both tidy and safe. Students are asked to respect the property of our neighbours by not using the property as a "short-cut" or by loitering on or around the property. We value the Mariner school community and its surrounding areas.

## **LOCKERS**

Students will be assigned through our online locker registration system. The school lock is already attached to the lockers. Locks will be collected from the students at the end of the school year.

You must remain in your assigned locker the entire school year. You and your partner are responsible for your locker and the contents in it. If lockers are damaged or extremely messy, you may be charged. **Do not leave valuables in your lockers; the school cannot compensate students for lost or stolen items.** Be sure to remove all contents of the locker by last day of classes or your belongings may be thrown away or be donated to charity.

**NB:** Students should be aware that locks and lockers are school property and are only on loan to students. Lockers can be searched by school administration at any time and without prior notice in instances involving health, safety, and security.

## **LOST AND FOUND**

Turn in any articles you find to the office. All inquiries for lost items should be made there. Articles of clothing are stored in the bin outside the Learning Commons. Smaller articles, such as cell phones, jewellery and glasses are kept in the display case outside the theatre doors. Unclaimed items are donated to charity at year-end.

## **SMOKING**

Smoking ie. cigarettes or Ecigarette use is forbidden on school property. Smokers may smoke off campus before school, at lunch, and after-school only.

## **STUDENT PARKING**

Only registered parking is allowed in the school parking lot, and vehicles must display an EMS parking decal. A limited number of decals will be distributed to Grade 12 students. Due to the limited number of parking stalls in the student parking lot, daily parking is based on a first-come first-served basis.

Students are not to park in Visitors, Staff, or Teacher-On-Call spaces. Violation of the school parking lot rules may result in vehicles being towed away at the owner's expense and/or loss of parking privileges. Students are not permitted to sit in cars, loiter, or smoke in the parking lot. Safe driving habits are to be practiced at all times. Students who drive carelessly or speed on or around school property may lose their parking privileges. The police may also be contacted. In short, student parking is a privilege.

### **STUDY PERIODS**

Grade 12's who have successfully applied for an independent study period have the following options:

- study in the Commons Area (aka the Deck) or Learning Commons
- study at home
- attend extra classes (with teacher permission)

Please do not loiter in the hallways, gymnasium, parks or parking lot during this time. **Students are not to be loitering in the hallways during their lunch hours. Classes are still in session throughout both lunch hours.**

### **TELEPHONES**

As school telephones are in constant use, please do not request to use office phones except in urgent cases. There is a free phone at the receptionist's window, that can be used when classes are not in session.

### **VALUABLES AND PERSONAL PROPERTY**

A reminder that you are responsible for the care and safety of all your personal belongings. The school cannot accept responsibility for lost or stolen items and we recommend that you do not bring valuables to school. Please be aware that there is no school insurance to compensate you should things go missing.

### **VISITORS**

Legitimate visitors who come with an important purpose are always welcome in our school and need to sign in at the Front office. People who arrive with no particular purpose in mind, however, are asked to leave. *Do not invite people to visit you here - meet them away from school.*

### **VISITING OTHER SCHOOLS**

No students are to be on or around the property of other schools unless under the direct supervision of a teacher or unless permission has been obtained prior to going to the school. Do not visit other schools on Professional Development Days. A Mariner who disrupts the operations of another school may be suspended.

### **CELLULAR PHONES AND ELECTRONIC DEVICES**

Many students at EMS now carry cell phones. It is important that they

use them properly. Mobile devices can be used as a powerful learning tool; however, if students are unable to use their cell phones in an appropriate manner, administration may, at their discretion, confiscate them or ban a student from bringing them to school. Mobile devices should only be used to enhance learning and should not interfere with the learning environment. The use of these devices during instructional time is at the discretion of the teachers in each class. It is important that students turn them off, remove earplugs, and put them away when asked to by their teachers. Failing to respond to a teacher's request could result in consequences given by an administrator and potentially the confiscation of the device.