

2021 - 2022

Studio9

Independent School Of The Arts



Mission Statement

The Studio9 Mission Statement is "Through the Arts I Learn" which reflects our belief that learning is just far more creative integrating the arts in school and, that the arts teach so many of the current Ministry Core Competencies that help students become better at learning and at life.

We are a Ministry recognized Independent School successfully integrating an arts-based education into a broad pedagogical framework. We are a program that fosters an environment where the unique talents and perspectives of individual students can emerge and flourish.

Studio9 School of the Arts is founded on the belief that art is a fundamental force in local, national and international culture, and that one of the primary standards by which societies are judged is the quality, creative freedom, critical insight, innovation of the art they produce.

Michael Guzzi

Parent/Student Handbook

Welcome to Studio 9 for the 2021-22 school year!

We are sincerely excited to have your family join our family, and invite you to actively be a part of our growing community.

At Studio 9, students LOVE coming to school each day and IMAGINATION is key to personal and school growth.

***Please note that in the case where this document contradicts our Studio9 Communicable Disease Prevention Plan 2021-22 policies and procedures, please defer to the rules in the Studio9 Communicable Disease Prevention Plan 2021-22.**

Office Hours	8:00 am – 3:30 pm
Contact Information	250-868-8816

Mike Guzzi **Executive Director** mike@studio9.ca

Cadence Trites **Principal** cadence@studio9.ca

Patricia Rockwell **Office Manager** office@studio9.ca

Zack Mader **Office Assistant** office@studio9.ca

Studio9 Communicable Disease Prevention Plan

Due to COVID-19, Studio9 has created and will be following the *Studio9 Communicable Disease Prevention Plan* for 2021-22, unless otherwise instructed by the B.C. Ministry of Education/Interior Health. It is **extremely important** that parents/guardians/students read this thoroughly and adhere to all instructions within. This plan can be found on our website.

Should we receive updated information from the B.C. Ministry of Education and/or Interior Health regarding changes in protocol, operations, and/or learning environments this information will be communicated to you in a timely fashion.

Prior to students entering the school building on September 8, parents/guardians must fill out and return to the office (office@studio9.ca) the *Confirmation of Understanding and Agreement of Daily Health Check Screenings for the 2021-22 School Year* form. This form can be found at the end of this document. We CANNOT ALLOW any students into the building prior to having this completed form.

Update Your Contact Info

It is **very important** for you to keep us updated with accurate contact information, including parent contacts and also the student's emergency contacts. **Please review the Student Information Verification Form and return it to the school office with your current information.**

A connection to your school is vital. As such, www.studio9.ca is the provider of news, updates and the events calendar. The calendar is continuously updated as new events are booked or created. There are also pictures videos etc. as well as links to events, ticket sales, product sales and more!

Our events calendar is available online at www.studio9.ca/events. The Year-At-A-Glace School Calendar is also online under Documents > Forms.

Goals

The ideals defined in the Studio9 mission statement are achieved by:

- Operating a School of the Arts, where students can explore arts passions with a feeling of support and confidence, and where expression, creativity and imagination are cherished;
- Maintaining an environment of respect, acceptance, honesty and accountability;
- Providing a full range of academic courses preparing students for success in their post-secondary studies;
- Providing arts and academic programs where appreciation, participation, teamwork and skills development are accomplished;
- Providing opportunities for leadership and character development involving the whole person including mind, body and spirit;
- Promoting a community spirit and civic responsibility that stretches beyond the personal to include a global perspective and understanding;
- Providing a system of natural and logical consequence and accountability that is positive and respectful (teaching the art of making good choices); and
- Establishing an effective system of communication between all members of Studio9 society.



The Studio9 Parent Group (POSSE)

The **POSSE** is the parent group supporting Studio9 through fundraising, community enhancement, spirit building and family building. In the past it has raised money for a new playground, musical instruments, furniture, and computers. Annually the PAC gaming grant goes to subsidize the Yearbook, so that it is a quality publication for your children to enjoy.

This group normally meets once a month and then as needed to get projects and events done. They also run the 50/50 and silent auctions at performances and in the past have held other events like golf tournaments, school open houses, and school potlucks.

Search “Studio9 POSSE” on Facebook to join the private FB group for parents!



Teaching Staff

K/1: Ben Moody (ben@studio9.ca)
 2/3: Marsha Ivany (marsha@studio9.ca)
 4/5: Roxann Bocking (roxann@studio9.ca)
 6/7: Jenny Yu (jenny@studio9.ca)
 8/9: Laura Dunwoody (laura@studio9.ca)
 10-12: Heather Crown (heather@studio9.ca)

Music: Sandi Mottle (sandi@studio9.ca)
 Dance/Drama: Lucy Hazelwood (lucy@studio9.ca)
 Visual Art: Kristin Woolhead (kristin@studio9.ca)
 Digital Art: Mike Guzzi (mike@studio9.ca)

Daily Timetable



8:10-8:30 AM	Supervision Outside
8:30 – 9:05 AM	Check In
9:05 – 10:20 AM	Block 1
10:20 – 10:35 AM	Recess
10:35 AM – 11:50 PM	Block 2
11:50– 12:35 PM	Lunch
12:35 – 1:50 PM	Block 3
1:50 – 2:05 PM	Recess
2:05 – 3:20 PM	Block 4
3:20 – 3:30 PM	Check Out
3:30 PM	Dismissal
3:30-3:45 PM	Supervision Outside

Important Information

Report Cards

Formal report cards come out four times per year, with one informal report in between. Around October 1st you will be able to view student progress online with a username and password supplied by us. It will let you see a progress mark, attendance and all assignments completed, missing or upcoming. This way student progress is never a surprise. Your teachers are also available via email when you have questions about marks or assignments. Printed copies are available upon request from the office.



Permission Click

Our permission forms for field trips and other events are paperless in that they are handled via a secure online service called **Permission Click**. You can digitally sign permission forms by following the link sent by staff as field trips and other events are planned. This eliminates the anxiety and stress of lost forms. It is simple and easy to use. As well, any fees required for events or trips can be paid online at the time permission is given.



Field Trips

Field trips and tours are taken to enhance and complement academic and extra curricular activities as well as being part of instruction, particularly in project based learning. Students must abide by all the school rules, health and safety rules, and districts by-laws while on the trip and are expected to be responsible and behave properly at all-times. Specific field trips may have other additional conditions. There may be additional costs/expenses for field trips, tours and/or trips.



Social Media

Follow us on Facebook, Twitter, Pinterest and more! Links are on our website, but in most cases we can be found at @studio9kelowna. We update these almost daily with pictures, ideas, resources or contests, and as such, they are great places to see or download pictures of your children at various events, in class, practicing or maybe even just hanging out.

UR Store The UR Store is an online Studio9 store to purchase clothing and various other gear. The choices of colours, logos, topics, slogans, styles and quality are almost endless. Just search and find ladies, mens or children's clothing, bags, hats, umbrella, and many other unique items. You can show the world that you are a proud Studio9 mom, dad, grandma or gramps on your t-shirt, golf shirt, sweater, pants, hoodie or jacket. <http://urstore.ca/schools/ca/british-columbia/kelowna/studio-9-independent-school-of-the-arts>



Events Tickets

Most of our events are public which means tickets are purchased by anyone who wishes to do so. Once sold out, there are no more seats available for these events. Avoid disappointment and get your tickets as soon as you are notified. As Studio9 families, you will be notified first before advertising and social media blitzes begin. In the case of the RCA Mary Irwin Theatre, tickets are through the RCA ticket office. For others we will use Permission Click event forms.

School Supplies and Fees

Parents are required to supply school supplies for their child/children. The supply lists for each grade are posted online at www.studio9.ca under "Documents" and then "Forms". All supplies must be labelled. **Please note** that proper clothing and footwear are considered essential school supplies for dance, performance and technical theatre. If students do not wear appropriate attire to these classes, they may not be able to participate and this could negatively impact his/her grade. Please note that all fees and tuition payments are expected to be up to date. Your child will no longer be able to attend school if your account is in arrears for 60 days or more until full payment is received.



Student & Parent Parking

Parents/students are NOT allowed to park in the school parking lot or in front of school, even for short periods of time. Houghton Road in front of Studio9 is closed to all public parking. **Parking and stopping is allowed on Hein Road and Kneller Avenue**, however please **DO NOT** stop or park in our neighbour's driveways. Illegal parking may result in a parking ticket issued by the City of Kelowna.

A peek at some of our programs...

Theatre - Our Theatre Program shows are very important to the students, the school and the Studio9 community. It is important for students to participate because we provide an authentic theatre experience for the students that flows through auditions, rehearsals, stage crew, choreography, the main event itself. There is an expected commitment to the process from each student to ensure success for all. The mental, physical, and educational benefits for each student who participates in the show are countless. Required dress, shoes and make-up items like pure black clothing are essential for students participating in our shows. Please ensure your child has the needed items early on in the process.

Band - While we have a few donated and purchased instruments, students are expected to have their own so they can practice at home. These can be purchased new or used, or alternatively students may wish to participate in rental programs within the community. Band is about coming together as a group to produce contemporary and/or original music, and is **not designed to be a series of private lessons**. Students are encouraged to take additional lessons beyond theory and instrument instruction given in class. Original student songs will be distributed on behalf of Studio9 via NoiseTrade.

Dance - Dance is our physical education program and appropriate dance wear should be likened to proper gym strip or team uniforms. Dance class requires students to change so they can maintain proper hygiene after class. Students also need clothing that is breathable and flexible. Black pants or tights plus a Studio9 Dance t-shirt are required wear along with black dance shoes.

The shoes and pants or tights double as theatre stage wear. The t-shirt depicts Studio9's logo and doubles as required gear when students participate in field trips and public events.

Exclusion in dance for medical reasons requires a valid and recent doctor's note, which describes the amount of time that the student will not be able to/require adaptations in order to participate.

Fine Art - Studio9 may display student art within the school or in public galleries, or sell student art depending on the circumstances and projects. Galleries are usually open for a period of time with an opening evening to start off the event. You are invited and may be asked to volunteer for the opening event. In addition to galleries, we hold an annual Art Auction where students produce at least one piece of art for auction. This is a demonstration of true artist altruism and raises money for our expensive arts programming. Although parents often want their child's art for their own. However, as it is an auction, the items go to the highest bidder. In the past, some student work has sold for hundreds of dollars at auction.

Digital Art - Digital Art students design and create the school Yearbook as well as other digital projects in video, photography or audio depending on the class. Digital Art students must have their thumb drives listed on the school supply list.

Creative Writing - Students produce stories spoken word poetry or musical lyrics on themed project and perform this live. These ticketed events are at various venues.

Attendance

PARENTS/GUARDIANS MUST NOTIFY THE SCHOOL OFFICE AT **250-868-8816** or office@studio9.ca BEFORE 8:30 AM IF A STUDENT IS GOING TO BE **ABSENT**. DUE TO SAFETY PROTOCOLS, WE ARE **ENCOURAGING PROMPT ARRIVAL OF STUDENTS** THIS YEAR.

Project-based learning is severely negatively impacted without regular attendance. Please do not be absent for any reason other than illness or family emergency. Always try to book medical/dental appointments after dismissal. We recognize that in some instances (personal or family crisis, illness, injury) extended absences are necessary, but please try to schedule any extended times away around the Winter, Spring and Summer vacation times. *Requests for extended vacation absences are to be submitted to the Principal at least THREE weeks in advance and can not be longer than two weeks in length.*

In the case of absences, teachers will supply lessons to be completed at home for up to a **maximum of two weeks**. This is to ensure that learning outcomes prescribed by Ministry of Education and that are essential to the course are met, allowing the student to receive credit for the course. Please keep in contact with your child's teacher to arrange pick-up and drop off of this material. In most cases, lessons will be available one day after notice, and will be emailed to the parent on file.

Please note these lessons cannot replace the learning that occurs in the classroom and as project-based learning is assessed on its progress as well as its results, absent students may miss valuable opportunities and marks reflecting the process and/or completion of such projects.

Attendance Policy for Middle and High School Students (grades 6 to 12)

In a semester, if a student misses 10 class blocks (non-core courses) or 20 class blocks (core courses) in a particular course for any reason, even if it is due to illness, vacation, etc., the student may be withdrawn from the course for the semester. As this equates to 25% of the course, it is too great an amount of class time to allow for the student to receive credit from Studio9. If the student has missed 7 (non-core courses) and/or 15 (core courses), both the student and parent will be notified (verbally or via email) that the student is approaching the maximum allowable class absences for the semester. Students who are withdrawn from a course, due to the above reason, will be required to either a) enrol in the course via a B.C. Ministry of Education distributed learning school and complete the course independently during the class that they were withdrawn from or b) work independently on missing work/assignments or studying for other subjects during the class that they were withdrawn from and completing the course that they were withdrawn from using a B.C. Ministry of Education distributed learning school prior to the beginning of the next school year.

Our first class begins promptly at 8:30 am, so arriving late for class means that essential core learning is disrupted. Please arrive on time!

SUPERVISION BEGINS AT 8:10 AM
For liability reasons, **do not drop off children before 8:10 am** as they will not be supervised by staff.

SUPERVISION ENDS 15 MINS AFTER DISMISSAL
Students should not remain on campus unless they are attending Studio9 extracurricular programs.

Due to health and safety protocols, students will NOT be allowed in the building before 8:30 am and after 3:30 pm unless participating in a Studio9 extracurricular program. Students dropped off before 8:10 am and not picked up by 3:45 pm WILL NOT BE SUPERVISED.



Lunch Hour, Hot Lunches & Recess

Lunch Hour: 11:50 – 12:35 pm

Gr K-5: In classroom for eating and then outside.

Gr 6-12: In designated lunch spot, then outside.

(students in grades 10-12 will be allowed to leave the Studio9 campus, provided that they have signed in and out at the office)

Optional Daily Hot Lunch Program

Our middle and high school students help prepare healthy hot lunches each day as a part of their Foods course. Hot lunch order instructions will be sent home in early September. These meals **must be ordered in advance, and late orders will not be accepted.**

Recess: 10:20-10:35 AM & 1:50-2:05 PM

All students are required to remain on campus during the recess breaks unless otherwise instructed by their teacher. Staff supervise the school grounds during all breaks. Please send your children to school with appropriate outdoor clothing.



Peanut Allergy Policy

Studio9 is NOT a peanut-free school.



Students should be aware that if they have severe peanut allergies they would be best suited in a Peanut Free Environment. We believe in preparing students for the uncontrollable environment of the real world. Students with mild allergies are taught the importance of hand washing and not using/eating something that they did not pack/bring to school themselves. Likewise, students who do not suffer from allergies are taught how to interact with students with allergies by ensuring they wash their hands after snacks/lunch/activities and that they do not share snacks/lunches with other students.

Please inform your the front desk staff and your child's teacher if your child has allergies that might put them at risk.

Awards, Monthly Assemblies, & General Info

All students and staff attend our monthly STAR and Imagineer Award assemblies.

Star Awards

Teachers nominate students showing: **S**ervice, **T**eamwork, **A**ltruism & **R**espect

Imagineer Awards

Students & staff nominate *each other* for creative use of imagination in work, play and in the arts. At the end of the year, all the Imagineer nominees are entered into a cash draw for both student & staff categories.

Daily Screenings- Parents/guardians **are required to assess their children daily before sending them to school every morning**

using the B.C. K-12 Health Check website/app at <https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e1s1> .

Parents/guardians must assess their child each morning for symptoms of illness before sending them to school, and students who are sick **MUST STAY HOME**.

IEP Meetings – All students who are on Individual Education Plans are monitored by teaching staff to assess and change IEP goals as needed. Parents will be offered a choice of scheduled collaborative IEP meetings or written updates. Opportunities for meetings will occur in October, February, and June of each school year.

First Aid – All students requiring medical aid must report to a staff member. Office staff will provide non-emergent care & inform parents as required. A first-aid trained staff will monitor those ill or injured. In emergency cases, students will be taken by ambulance to Kelowna General Hospital and every effort will be made to contact the parent/guardian with information regarding the emergency. *KEEP YOUR CONTACT INFORMATION UP TO DATE!*

Medication – Medications CANNOT be administered without written permission from parents. Prescription medication must include doctor's instructions, and must come in the original container with dosage information and the conditions in which medication is to be administered. Non-prescription medication must include parent's instructions, must come in the original container with the dosage information and parents must state the conditions in which medication is to be administered. Non-prescription medication purchased by Studio9, such as Tylenol, will not be provided to students. A "Request to Administer Medication Form" is available at the office.

Visitors – For safety reasons, ALL visitors MUST call for an appointment prior to coming on the Studio9 campus and sign in at the office as soon as they enter Studio9. Visitors ability to enter the building will be extremely limited this year. All parents/visitors must wear masks and abide by the Studio9 Communicable Disease Prevention Plan while in the building.

Student Phone – A phone is available for student use at the office for urgent reasons only. Phone calls to make social arrangements should be made before or after school. *Should students get ill at school, they are required to inform office and the office staff will contact parents directly.*

Bikes, Scooters, Skateboards & Rollerblades – Students arriving on this equipment must be wearing helmets and are to walk them to the school bike rack for lock-up. Skateboards (and smaller equipment) are to be locked in the student's locker. Equipment that cannot be locked up at the school bike rack or fits in the student's locker may not be brought to school. These items must be locked up during all school hours.

Requirements for Enrolment & Code of Conduct

The following questions are guidelines that the teachers and staff use to determine continued enrolment and/or continued tuition support at Studio9.

Is the student positively contributing to and/or participating in their school environment?
Is the student contributing to his or her own learning?
Is this school the best fit for the student?

If the answer to the above is "no", then continued enrolment at Studio9 will be need to be re-evaluated.

The school is open to young men and women of good character. Children with disruptive, uncooperative or otherwise disreputable records will usually not be invited back at year's end or may be asked to leave immediately if behaviours negatively affecting other students and staff cannot be controlled.

We at Studio9 believe that everyone has a right to function in a safe, happy and orderly environment. This allows students the maximum opportunity to learn and to succeed. While we understand that no one is perfect or free from making poor choices, we believe that students must use this as an opportunity for learning and positive change. An earnest, continuing desire to be a positive and pro-active member of Studio9 is an essential condition of membership.

Every student who accepts membership into Studio9 agrees to follow the Code of Conduct found below

CODE OF CONDUCT

The Code of Conduct applies whenever the student is in/on school property, travelling to and from the school in school affairs, and when students are attending a school-organized function or representing the school in any fashion. It also applies to off-school property (including the school's neighbours and their property), their behaviour during "off campus" spares and breaks, as well as with regard to the care and welfare of the other students.

BEHAVE SAFELY

I will leave potentially dangerous objects at home, and move safely and responsibly around the school property, I will not bring or be under the influence of any drugs, alcohol or tobacco products and will not push, shove, hit or behave in any way that may hurt or cause injury to others or myself.

RESPECT MYSELF, OTHERS & ALL PROPERTY

I will respect ALL others (and their property) in a way that I would like to be treated. This includes all adults, students, staff, equipment, facilities and the environment at Studio9.

I will be honest and recognize that honesty is a clear expectation and that semi-permanent borrowing of possessions not mine, without the owner's knowledge and consent, is stealing.

I will dress according to the dress/hygiene requirements in this handbook.

I will not bully, intimidate, tease, name call, threaten, put down or cause hurt feelings in others.

I will refrain from inappropriate public displays of affection, including fondling & kissing.

I will refrain from the use of inappropriate and disrespectful language.

BE RESPONSIBLE FOR MY LEARNING

I will do my best in each activity in school and behave in a way that does not interfere with teaching or learning. I will arrive where I'm supposed to, when I'm supposed to, fully prepared. I will follow instructions and classroom/school rules, and leave potentially disruptive items at home. I will complete all assignments and exams, and will not cheat, plagiarize, or assist others in cheating or plagiarizing when doing so.

DRESS CODE

At Studio9 we require members of the school community to dress in a way that reflects standard professional practices of health, safety, and good taste while on campus or on school-sanctioned events. The following is a list of some specifics with regard to dress, but is by no means a complete list:

- Sunglasses, and/or other accessories that hide the face are not allowed in the school building
- Underwear, brassieres and their parts should be totally concealed
- Clothes should not display language or graphics which are sexual, explicit, prejudicial, defamatory, profane, or offensive to any members of a professional environment
- Any references to drugs/alcohol/violence are prohibited on clothing or accessories
- Beach clothing (for example bikini tops) cannot be worn at school
- Shorts and skirts must be long enough that when the wearer is engaging in daily activities, undergarments cannot be seen
- Shirts must cover enough midriff/back that when the wearer is engaging in daily activities, undergarments cannot be seen

Students who are not compliant will be asked to change into alternate, available clothing and/or parents/guardians will be asked to bring a change of appropriate clothing to school immediately.

Policies & Procedures

All behaviour must be governed by common sense, mutual cooperation and a respect and understanding for the rights and welfare of others. Students at Studio9 are expected to conduct themselves in a responsible manner at all times.

THEFT

Stealing may result in suspension, expulsion, police involvement, or a combination of these, as deemed necessary by the Principal or designate. Using an item you found without prior permission or borrowing an item without prior permission are both forms of theft and are unacceptable.

DRUGS & ALCOHOL

If an illegal drug, alcohol or prescription medication that is not prescribed to you is found in your possession (for either consumption or distribution) or if has been determined that you are under the influence of either, your parents/guardians and/or the police will be called in immediately. Serious consequence will be determined as appropriate and may include indefinite suspension, community service, the RCMP being notified, charges or fines levied, drug and alcohol counselling and/or treatment prior to return to school. If you are allowed back in to Studio9 and there is a second offence, the RCMP will again be called and this may result in automatic EXPULSION, with no exception.

BULLIES & FRIENDS

Bullying, which is a pattern of unwelcome or aggressive behaviour with the goal of making others uncomfortable, scared, or hurt can be a serious problem. At Studio9, we are here to listen and help. This also includes how treat others in a non-bullying fashion and how to solve problems in an appropriate way. As we believe education is the key in solving issues, Studio9 uses the ERASE Bullying program (www.erasebullying.com) in teaching students about bullying and how to get help. If you are experiencing problems with another student, please talk to your principal, teacher or school counsellor immediately.

VIOLENCE

Intent to injure another will immediately be followed up with parent contact and potential suspension. Repeat offenders will require an enrolment review by the administration, and may be permanently expelled.

HARASSMENT

Students may not persist in conduct that is not welcomed by the recipient. This includes conduct that the harasser knows, or ought reasonably to know, is not welcomed by the recipient. Unwanted physical contact, verbal abuse and threats, unwelcome jokes, innuendo, or taunting about a person's body, race, gender, attire, perceived sexual orientation, and religion are all forms of harassment. Parent contact, documentation of the situation, and appropriate consequences via the Principal will occur.

Social media or other harassment outside of school hours is not condoned. As students are not in our care and control, we are powerless to intervene, except that any information on such harassment will be reported to the RCMP, as it is illegal in most cases. Charges or fines can a result of online or phone texting harassment and all such activity can be tracked and recorded. We encourage parents to discuss this with their children and take action as they see fit.

If possible, we ask that the student who is being harassed let the harasser know privately that the behaviour is unwelcome and simply ask him or her to stop. This action provides the antagonist fair warning. If the problem persists, then write down what has happened and show this to any member of the Studio9 staff, who will intervene immediately. Enduring continued harassment or hoping it will go away are not positive solutions.

CARE OF SCHOOL PROPERTY

At Studio9 we take pride in our school. Our custodian, students and staff take the extra care needed to keep it clean and attractive, so we ask that you treat the school the way you would treat your home. Wipe your feet before coming into the building (particularly after PE, or on rainy or snowy days). Pick up anything that you drop, and use the garbage or recycling bins. Be sure not to mark any furniture or walls with pencils, pens or sharp objects and do not leave your belongings lying around. Any intended damage of school property will result in parents being charged for the cost of repairs or replacement of items.

REPORTING OF ABUSE It is our legal duty to report abuse. Anyone who has reason to believe that a child has been or is likely to be physically or emotionally harmed, sexually abused/exploited or neglected will follow the government-regulated policies on reporting abuse. If a student is in imminent danger, the RCMP will be notified immediately.

Conflict Resolution/Discipline

When problems and/or conflicts arise, we deal with them quickly by working together to transform them into something positive. The parties involved, with staff supervision as needed, must go to a private area to discuss their differences in a calm and rational fashion. All parties will be given time to provide their viewpoint. If an amicable resolution cannot be achieved, the appropriate Administration /management personnel or the Executive Director must be consulted to assist in the following resolution process:

1. Individuals involved jointly establish the fact of the situation: what happened and is still happening.
2. Each individual separates his or her emotions from the facts and deals with these emotions.
3. Jointly, the individuals find a process to solve differences and make the situation right again
4. Timeline is set and review scheduled to see if the agreed upon goal has resolved the conflict.
5. Failing success, a second attempt can be made and agreed upon.
6. Still failing success, a person in higher authority (principal) should be contacted for assistance. The facts need to be stated in writing and must include attempts at resolution.

PROCEDURES FOR PARENTS REGARDING DISCIPLINE

After hearing the Principals report, a parent/guardian may contact the involved staff member for her/her perspective on the issue. Please realize that the school has reasons for all rules and it is important that they be enforced consistently. Try to resolve the problem at the lowest level of authority: teacher, then the Principal, and the Executive Director as a last resort. Please note that all staff members conduct their behaviour in grist guidance with the Privacy Act, and as such, names of other students involved will not be disclosed.

METHODS OF DISCIPLINE

The methods used depend on each individual situation and generally follow the progression below:

DISCUSSION BETWEEN TEACHER AND STUDENTS WITH POSSIBLE CONSEQUENCES GIVEN> DISCUSSION BETWEEN PRINCIPAL AND STUDENTS WITH POSSIBLE CONSEQUENCES GIVEN > NOTIFICATION OF MORE EXTREME STUDENT BEHAVIOUR TO PARENTS BY PRINCIPAL>MEETING WITH PARENTS, TEACHERS AND PRINCIPAL > SUSPENSION> VOLUNTARY WITHDRAWAL > PERMANENT EXPULSION

Suspension and expulsion will only be pursued when other alternatives have failed or when an action is severe enough to warrant removal of the student. This could include a situation when student/staff safety is put at risk or when a student refuses to be a contributing member of the school population. It is the Principal's duty to inform the student and parents of suspensions and expulsions.

APPEALS

Students/parents/guardians who are not satisfied with a disciplinary decision may choose to appeal this decision. Please see the Appeals Policy at www.studio9.ca under 'The Lowdown' top tab, and 'Documents/Forms'.

Academics

GRADE PLACEMENT

When you begin your education at Studio9, great care is taken to ensure that you are placed at an appropriate grade level to ensure the best opportunity for your success.

Research indicates that maturity gives a child distinct advantages in the classroom. It is important that parents who are registering children realize that a child's ability to succeed may improve with increased age. In other words, a child who is excelling academically may benefit by advancing a grade. However, the child may not be prepared with respect to their maturity. In some cases, parents of such children may delay grade advancement until all parties (teachers, parents, administration, outside experts) agree that advancement is the best solution. The school, in consultation with the parents and Ministry of Education policies, will determine grade placement of the student.

EVALUATION OF STUDENT PROGRESS

Grades K-9: Mastery of learning and standards-based assessment, as opposed to letter grades, will be provided on four formal report cards throughout the school year.

Grades 10-12: Percentages linked to letter grades will be provided on four formal report cards throughout the school year.

Grades K-12: Report cards will also document student progress with regard to skill level and effort demonstrated. Comments detailing what students have learned, strengths and areas of improvement will be included with each report card.

LATE ASSIGNMENTS

You are required to hand in all assignments and projects before or on the due date and complete work within the time scheduled by your teachers. Students who hand in assignments or projects after the due date may receive a reduced percentage or effort mark for lateness. However, all assignments are still expected to be handed in. Refusal to hand in assignments or projects may result in a mark of zero for that assignment/project.

ACADEMIC PROJECTS

Project work, both individual and team based, are an integral component of the school program. In order to best evaluate study skills, research skills, level of knowledge, ability to work together and individual contributions towards the completed project, all projects are to be completed at school and incorporated into the regular class timetable. Group or team project work completed in school enables the teacher to evaluate on an individual and group basis, allowing the teacher to see which students have adequately contributed or not.

PARTICIPATION EXPECTATIONS

All students are expected to participate in school-organized events including scheduled activities, field trips, community work, school projects, clean up, presentations, assemblies, performances, rehearsals or other similar events. All activities have ties to the school curriculum. While most events will occur during regular school hours, some events may be scheduled outside of this timeframe.

While attending Studio9, students are expected to participate fully and to the best of their ability in all subjects, including arts blocks. A positive outlook, the desire to learn, and using constructive feedback from teachers in order to better oneself academically are all important qualities embraced by Studio9 students.

Academic Honesty Offences

We hold academic honesty to the highest standards. If it has been determined that a student has chosen to cheat or plagiarize any school work severe consequences will ensue.

The following summary of offences is not exhaustive nor is it limited to the descriptions and/or examples provided:

- Taking a test or examination for another student, or having a student take a test or examination for oneself.
- Doing assignments for another student, or having assignments done for you by another individual and stating that it is your own work.
- Giving students answers to exam questions during the exam or while leaving the examination room, or telling other students in a later sitting of the questions that appear on the exam.
- Possessing unauthorized material or electronic devices during a test or exam.
- Knowingly helping another student to commit an act of cheating by purposely or accidentally letting him or her view your answers, by lending your work, or by working together on a project not specifically deemed a group effort. All students involved will receive the same penalties under the Academic Honesty policy.
- Obtaining an exam or test, in whole or in part, before its administration, without the permission of the teacher.
- Changing grades or answers on an assignment.
- Forging a signature or altering an assessment or report.
- Deliberately damaging an academic work of another student
- Submitting any work copied, in whole or in part, from another source, such as the Internet, journal articles or textbooks, without appropriately referencing the original author or source.
- Allowing your essay, report, assignment or computer files to be copied by another student.

Other Important Information

WHAT NOT TO BRING TO SCHOOL

- Weapons of any kind including toy versions, matches, lighters, cigarettes, firecrackers or caps.
- Cigarettes, tobacco and vape products.
- Drugs or alcohol or replicas.
- Any item that is expensive, fragile or dear to you that might be lost or broken.
- Any printed, video, graphic or audio material, or clothing, that is offensive to others, pornographic, depicts/encourages the use of drugs or alcohol or illegal.

LOCKERS & PERSONAL ITEM SEARCHES

Grades 4–12 will have a locker to use for the school year to be used to store outerwear, backpacks, hats, skateboards and other personal items taken to school but not needed during class time. A \$10.00 lock replacement fee is charged to your account at the end of the school year if the lock is not returned. Only locks provided by Studio9 are allowed. For safety reasons, staff may conduct unannounced random locker searches as the need arises. The search of personal items can include, but is not limited to purses, bags and backpacks. Students may refuse searches, but parents are to remove students from campus immediately if this occurs.

LOST & FOUND

The Lost and Found is located in the main hallway. Students are responsible for their own belongings. Lost and Found items will be displayed for students every two months, and unclaimed items will be donated.

CLOSED CAMPUS

All K-9 students are expected to remain on school grounds from their arrival in the morning until they are dismissed at the end of the day. With permission, Grades 10-12 may sign in & out at the office for **lunchtime only**.

CELL PHONES

We discourage students in grades Kindergarten to five from bring a cell phone to school. Students in grades six to twelve may bring a cell phone to school, but responsible use of the cell phone is an expectation. Students may not use social media or respond to texts/calls during class time (**including texts/calls from parents**). When requested by a teacher/teaching assistant, students may use the Internet during class time, and may do so using their cell phone or a device provided for them. Students may use their cell phone before/after school, and at recess/lunch breaks. Please see the next two pages for expectations as to appropriate Internet use for more information on this.

Appropriate Use of the Internet & Network

Studio9 provides a computer network for instructional purposes. This includes technology links, where applicable, and a connection to sites outside Studio9 including the Internet. Electronic information is often much more current, less expensive, and easier to access than conventional sources. The Internet has provided a vehicle for students to create and share projects on a global scale.

The primary purpose of the Studio9 network is to enhance student learning in school. Students can use electronic tools to access current information in international libraries and databases.

At the same time, there are potential hazards. While we have a state-of-the-art firewall and network protection system, and though our staff makes every effort to avoid misuse of Internet services, the possibility exists that students may receive, access and distribute offensive communications and inappropriate material. In such situations, any inappropriate internet use by the student will result in appropriate disciplinary action by the school and possible RCMP involvement. Parents are also responsible for any repair and replacement of

Users may not use Studio9's networks or computing equipment to:

- Transmit any materials in violation of Canadian laws
- Duplicate, store, or transmit pornographic materials
- Transmit or post threatening, abusive, obscene or harassing material
- Duplicate, store, or transmit copyrighted material that violates copyright law
- Participate in pyramid schemes or the chain mail harassment of other users

Users may not violate, or attempt to violate, the security of Studio9's computers, data/network equipment or services. Any attempts at unauthorized access of Studio9 data will result in termination of the user's computer and network privileges. Any attempt to vandalize Studio9 network accounts or systems will result in termination of the user's computer and network privileges, parents responsible for paying for damages and possible RCMP involvement. Vandalism is defined as any malicious attempt to harm or destroy data of another member, the district, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses. Use of another individual's password-protected account is prohibited. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Studio9's networks and services.

USERS MAY NOT

- Use abusive, vulgar, profane, obscene, harassing, or other inappropriate language.
- Repost personal electronic mail received to public forums (e.g., list servers, news groups) without the permission of the author.
- Share password(s) with others;
- Distribute or use anyone else's account name and password;
- Reveal anyone else's personal address, phone number, or picture without parental consent;
- Use network access for business purposes or anything else not related to the individual's position in the district.
- Users must not bring food or drinks near computer equipment.
- Users must not abuse equipment in any way, including but not limited to damage, writing on it, setting or piling items on or around computer equipment, soiling equipment or unplugging equipment.
- Users will make attempts to keep equipment clean and clean equipment with designated cleaner as needed.

Student Internet Access Information

**THIS FORM MUST BE SIGNED & RETURNED TO
YOUR STUDENTS TEACHER**



Computer Use Policy

Studio9 endorses the provision of network and Internet services to support student learning. Studio9 wishes to inform parents of the benefits of Internet access for students and, at the same time, advise parents of the potential for misuse which may result from access to the network and Internet. In providing Internet access for students, Studio9 also affirms that it will not permit the creating, distributing, or accessing of any material that is not suitable for classroom learning or illegal for use. This policy also includes use of personal devices when used on school campus, including cell phones, laptops, and tablets.

Following is a list of guidelines and a list of specific behaviours that may lead to disciplinary action, suspension or limitation of network access privileges, or possible RCMP involvement:

1. Studio9's local and wide-area networks are intended only for educational purposes and for the business and administrative functions directly in support of the school's operation.
2. Access to network services shall only be used by authorized persons. Where password-protected accounts are used, users are personally responsible for all activity that occurs within their account.
3. When interacting with other users on the network or Internet, users are expected to behave as they would in any other environment where they represent their school. It is important that users conduct themselves in a responsible, ethical, and polite manner in accordance with the standards of Studio9.
4. Using Studio9's networks and the Internet for illegal, obscene, harassing or inappropriate purposes, or in support of such activities, is prohibited and may involve the RCMP being contacted.
5. Studio9's networks are shared resources and must be used in moderation. From time to time, users may be asked to limit or relinquish access for high priority processes.
6. Users are advised that computer systems are Studio9 property and may be inspected or monitored at any time if misuse is suspected.
7. All users of Studio9 computer systems are tracked and randomly monitored on an ongoing basis. We employ systems, Internet firewalls and monitoring equipment. All above rules apply whether Studio9 network access is gained from in school or in out-of-school settings.

STUDENT AGREEMENT – MUST BE RETURNED TO YOUR HOMEROOM TEACHER(S)

I have read and fully understand the policies outlined in the student handbook. I understand that by signing this handbook, I agree to comply and uphold Studio9's policies and procedures. I understand that disciplinary action may be taken if I am not abiding by these policies and in some instances I may be asked to leave Studio9 should the situation warrant such disciplinary action.

STUDENT NAME _____ STUDENT SIGNATURE _____

PARENT NAME _____ PARENT SIGNATURE _____

DATE SIGNED _____

Confirmation of Understanding and Agreement of Daily Health Check Screenings for the 2021-22 School Year

By signing below, I agree to screen my child/children (or self, for staff members) for symptoms of illness, including COVID-19, using the B.C. K-12 Health Check link/app at <https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e1s1> each morning prior to sending your child (or self) to Studio9. I agree to adhere to the instructions on the B.C.K-12 Health Check link/app and in the case that my child develops COVID-19-like symptoms at school, will pick my child up from school immediately (or have a designate pick up your child immediately). For staff who develop COVID-19-like symptoms at school, he/she must leave Studio9 immediately.

In the case where the parent/guardian is not with the child the morning prior to the child attending school, the parent/guardian agrees to inform the carer of the child the instructions above and have them complete the Daily Health Check for their child.

FOR PARENTS/GUARDIANS ONLY:

Name of Parent/Guardian #1: _____

Signature of Parent/Guardian #1: _____

Name of Parent/Guardian #2: _____

Signature of Parent/Guardian #2: _____

Name of child(ren): _____

Date signed: _____

Designate/emergency contact who will pick up my child in case she/he develops COVID-19-like symptoms while at school.

Name of Designate/Emergency Contact: _____

Phone number(s) of Designate/Emergency Contact: _____