

# **POLICIES**



## **FAMILIES TO RETAIN**

**These policies can also be  
found online.**

# **Bring Your Own Device Policy**

As of September 2019 each student at Archbishop Carney will be required to have their own computing device to bring with them to each of their classes. The minimum device requirements are listed below. It is important that each child has their own device as many assignments will be distributed and submitted electronically. It is our hope that this will give the students greater flexibility in completing their assignments, during the school day, at home and wherever else their busy lives may take them.

## **Minimum Device Requirements**

- Must have an attached keyboard (Cell phone, Ipad are not acceptable)
- A tablet is acceptable but must have a physical keyboard
- A Google Chromebook, Apple Macbook, or a PC Laptop are all acceptable
- Must be able to run Google Chrome browser

If you have any questions or concerns regarding this policy please do not hesitate to contact the school's Principal Mr. De Julius [idejulius@acrss.org](mailto:idejulius@acrss.org).

## **POLICY AND PROCEDURES FOR OVERDUE ACCOUNTS**

**PURPOSE:** To ensure families have a clear understanding of the tuition payment schedule, including requirements when withdrawing from the school and procedures for handling overdue and delinquent accounts.

**POLICY:** Tuition for the school year is due as follows:

**ANNUAL PAYMENT** – tuition for the entire year must be submitted with registration (post-dated to August 1<sup>st</sup>). Payment may be made by cash, cheque or money order.

**MONTHLY PAYMENTS** – each monthly payment is due on the 1<sup>st</sup> or 20<sup>th</sup> of the month starting in August and ending in May of the school year, as per your choice of date on the Pre-Authorization Form. These payments must be made by pre-authorized debit. In the event that the pre-authorized debit is rejected by the family's financial institution, a \$25 service fee will be charged.

**If tuition payments are not received according to the time schedule indicated above, the school will communicate with the family as follows:**

1. An initial email notification will be emailed outlining amount owing and service charges.
2. A letter will be emailed requesting payment and if payment is not possible the party concerned will be instructed to contact the school to discuss a payment plan. If this letter is ignored the account will be forwarded to the Education Committee for review.
3. If the agreed upon payment plan is not adhered to, the account will be forwarded to the Education Committee for review and to determine further action.
4. After all reasonable efforts have failed to get a satisfactory response; the REC reserves the right to refer the outstanding amount to a collection agency for action.

**One of the requirements for timetable and yearbook availability, participation in graduation, school trips, re-registration, and other school-related services is that all school fees and any other monies due for the present or prior school year be paid according to schedule.**

**NOTE:**

- Tuition is paid one month in advance. When a student voluntarily withdraws from school, written notice must be provided 21 days prior to the next tuition due date for all remaining months with the exception of:
  1. July 8<sup>th</sup> for September's tuition, which is due in August.
  2. December 8<sup>th</sup> for February's tuition, which is due in January.
- When a student leaves the school for any reason, and after graduating, all unpaid amounts remain due to the school. All processed fees are non-refundable.
- Once tuition payments have been processed they are non-refundable, with the exception of lump-sum payments, which will be prorated.

Students will not be re-admitted until all financial obligations to the school are met.

## ACADEMIC HONESTY POLICY

All members of the school community share the responsibility for maintaining academic standards. Academic honesty is one of the values that this school feels is important in developing academic standards. Each student has a responsibility to understand, follow, and achieve the academic standards of the school. Parents share in the responsibility to understand the school's expectations regarding academic honesty.

Academic dishonesty is misrepresenting one's work as being original. Each student is responsible to understand this definition and adhere to its role and function in the classroom. Ignorance of the policy is not an excuse for being dishonest. Academic dishonesty, in whatever form, is ultimately destructive to the values of the school; and furthermore, unfair and discouraging to the majority of students who pursue their studies honestly.

The following examples are a representative but not an exhaustive list of activities that constitute academic dishonesty:

- plagiarism (presenting the work of others as your own),
- copying of other students' assignments or examinations,
- stealing or destroying work of another student,
- submitting work as original when not substantially completed by the student,
- destroying books or other library materials, and
- unauthorized or inappropriate use of computers, calculators and other forms of technology in course, work assignments or examinations.

Teachers will take into account the extent, motivation, as well as all extenuating and mitigating circumstances of the dishonest behavior when determining a consequence for actions of academic dishonesty. The penalties imposed may include one or more of the following:

- a verbal and/or written reprimand (recorded on the student's record),
- reassignment of work,
- failure of an assignment and/or failure of a course,
- denial of readmission,
- denial of future awards or financial assistance, and/or
- suspensions from the school.

A formal letter will be issued to the student and parent if a teacher discovers that a student has been academically dishonest. The letter will indicate the type of dishonest action and the penalty given by the teacher. All letters will be kept on file and monitored by the Principal or designate. The student will be suspended if more than three letters are received until a parent conference can be arranged. The conference will determine a more permanent consequence for such offenders.

## ATTENDANCE PROCEDURES

### FULL DAY ABSENCES

- A parent/guardian must call and inform the school if their child will be absent from school.
- Any time that a student is absent from school, the student **must bring a note** signed by the parent explaining their absence, as per Ministry requirements.
- If a student is going away on holidays, the parent/guardian must submit a note to school before the absence.
- All notes must be submitted to the school office.
- When parents/guardians are absent from home and the student is left at home under the care of another guardian, the school requires a written letter specifying the guardian's name and contact numbers.
- **Failure to comply with the Ministry requirements for school attendance can result in loss of the student government grant and parents may be subsequently billed.**

### LATE ARRIVAL

- When a student is late, the student **must come to the office** to sign in and explain the reason for the lateness. The student may:
  - come in with a parent/guardian,
  - bring a note from a parent/guardian, or
  - the parent/guardian can call ahead to inform the office that the student will be late.
- Accepted reasons for an **excused late arrival** include doctor's appointments, sickness or other reasonable excuses.

**NOTE:** Oversleeping is not a valid excuse.

### SIGNING OUT / EARLY DEPARTURE

- A student must have a written note signed by a parent in order to leave school early.
- A parent/guardian can give verbal permission for a student to leave school early in the event of an unexpected medical appointment. All students must sign the "Sign-Out Form" at the office before leaving the school.
- **No student will be allowed to leave the school without the above criteria being met. In the absence of a written note a parent/guardian must come in and sign out his/her child or give verbal permission. Only a parent/guardian can sign out his/her own child.**

### RELAYING OF MESSAGES AND DELIVERY OF PERSONAL ITEMS

In order to minimize classroom disruptions, the office will only relay messages of a family emergency nature. All calls regarding changes in carpooling arrangements, pick-up times, or delivery of personal items to students are deemed to be non-emergency.

## **PROCEDURE FOR ELECTRONIC DEVICES USE (Cell phones, music players)**

Cell phones and I-Pods/MP3's are not to be carried in the school building at any time between 8:00am to 4:00pm. During school hours, they are to be locked in the student lockers.

### **The following exceptions exist:**

- Grade 12s on study blocks may listen to their I-Pods/MP3s in the MPR.
  
- Students may only use their cell phones at break, lunch and before and after school outside the school buildings. When students need to use their phone at these times, they are to get their phone from their locker and then proceed immediately outside, use the phone and then replace the phone in their locker.

### **Consequences:**

- ***First Offence:***  
The cell phone or I-Pod/MP3 will be confiscated from the student, turned into the office and then returned to the student at the end of the day.
  
- ***Second Offence:***  
The cell phone or I-Pod/MP3 will be confiscated from the student, turned into the office and then returned to the student at the end of the week. If the device was confiscated on the last day of the week it will be returned to the student at the end of the day on the following Monday.
  
- ***Third Offence:***  
The cell phone or I-Pod/MP3 will be confiscated from the student and turned into the office. The parents of the student will be asked to come to the school to claim the phone.
  
- ***Fourth Offence:***  
The cell phone or I-Pod/MP3 will be confiscated from the student and turned into the office. There will be a meeting between a School Administrator, the student and the student's parents. Further disciplinary consequences may be assigned as a result of this meeting.