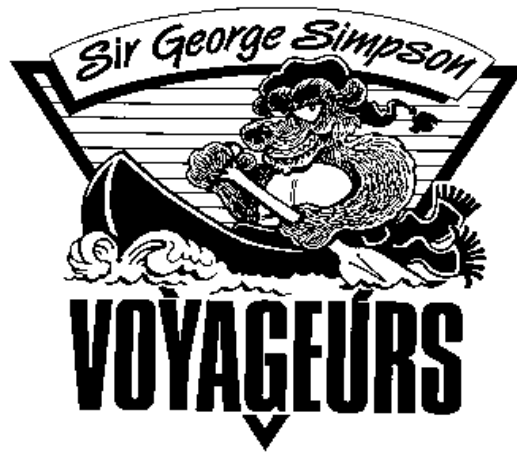


**ECOLE SIR GEORGE SIMPSON SCHOOL**  
50 Grosvenor Boulevard  
St. Albert, Alberta T8N 0X6

**Phone:** (780) 459-4456

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**STUDENT HANDBOOK**  
2017-2018

**SPIRIT ✎ GROWTH ✎ SUCCESS**

**Principal:**

**Email:**

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## **2017-2018 STUDENT HANDBOOK**

### **WELCOME TO SIR GEORGE SIMPSON!**

The uniqueness and strength of our school lies in the programs offered. Our school houses English, French Immersion and Late French Immersion, Knowledge & Employability, Learning Assistance, Opportunity, Academic Challenge, and Behaviour Improvement. While learning in their different programs, all students rally around our school motto "Spirit, Growth, Success".

#### **Spirit**

Courage, determination, enthusiasm, sharing, appreciation of self and others; this is SGS spirit. At Sir George Simpson School, spirit is celebrated and promoted as an important component of our character education program.

#### **Growth**

Growth is the process of becoming the very best you can be. At Sir George Simpson, we provide growth through a wide range of educational and recreational activities.

#### **Success**

At Sir George Simpson, we recognize that all students can experience success. Every single student is talented in his or her own way. We celebrate personal and collective success in all areas: academic, sports, extra-curricular, literacy and music.

### **BEAR RULES:**

- **From 12:25 to 12:50, please go outside or in a supervised area.**
- **Refrain from using any electronic communication devices in the classroom (cell phones, i-pods, etc.).**
- **Keep the school clean: lockers, classroom, hallways, playground, etc.**
- **Treat your fellow students and staff with dignity and respect. Smile! Be grateful! Be welcoming!**



### **CORE COURSES**

The Junior High Core Program includes, Language Arts, Social Studies, Mathematics, Science, and Physical Education/Health. The student time is divided 75% among the core subjects. Our French Immersion program includes a double Language Arts component as Language Arts is offered in both French and English. While all students receive the core instruction in their program of affiliation, they are fully integrated in our complementary courses.

### **COMPLEMENTARY COURSES**

Depending on the grade level and program, two choices will be made from a wide array of complementary courses offered, including Academic Coaching, Art, Band, Career & Technology Studies (Industrial Arts and Foods/Fashions), Drama, Fit for Life, French, Girl Power, Guitar, Leadership, Marine Biology, Multimedia, Outdoor Education, Outdoor Pursuits, Performing Arts and Sport Climbing. Please check the Complementary Course handbook for full details.

### **LEADERSHIP TEAM**

Sir George Simpson has a leadership team with students selected from our Leadership Complementary Course Program for the 2016-2017 school year. Students will be involved with projects that develop leadership qualities for all our students. Under the guidance of Teacher Advisors, the students are responsible for serving the needs of the school and our community by offering social and recreational activities to the entire student population, performing charitable functions, and providing student leadership in the school.

## **2017-2018 STUDENT HANDBOOK**

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### **COMMUNICATION**

Parents/guardians are encouraged to keep in contact with homeroom and subject teachers during the school year. A cooperative effort by the home and the school is required for student success. You may access your child's progress and attendance on line with Power School. Please visit the schools website at [www.sgsjh.spschools.org](http://www.sgsjh.spschools.org).

### **NEWSLETTERS and SPECIAL EVENTS**

S.G.S. newsletters are published the first week of each month. A monthly calendar is included with the newsletter to help keep you informed of upcoming school events. The newsletter is on our website [www.sgsjh.spschools.org](http://www.sgsjh.spschools.org). Parents are also notified of special events through field trip permission forms and information letters sent home with students. You are strongly encouraged to give your email address to your homeroom teacher as soon as possible to receive most of the information by email.

### **PARENT-TEACHER INTERVIEWS**

Parent-Teacher interviews are arranged on a school wide basis twice a year taking place following the first two reporting periods. Arena style interviews occur on November 21-22, 2017 and March 20-21, 2018. Other interviews may be held on a need basis.

### **REPORT CARDS & PROGRESS REPORTS**

It is very important for all parents to remain informed about their child's progress in all areas. In addition to many other teacher-initiated means of communication, progress reports and report cards will be sent home over the course of the year. You can access your child's attendance and grades online with Power School. Parents are invited to take note of the following dates.

<b>TERM I</b>	
October 13, 2017	Printed Progress Report
November 17, 2017	Progress Update on Power School
November 21 & 22/17	P-T- Interviews
December 8, 2017	Progress Update on Power School
January 19, 2018	End of Term I
January 26, 2018	Report Cards
<b>TERM II</b>	
March 2, 2018	Progress Report
March 20 & 21, 2018	P-T Interviews
April 6, 2018	Progress Update on Power School
May 11, 2018	Progress Report on Power School
June 8, 2018	Progress Update on Power School
June 29, 2018	Report Card

The Progress Report is an update on your child's achievement in each subject. It provides information on each of the assignments, exams, etc. If an assignment is not completed, the comment INCOMPLETE will appear on the progress report and the parents will be informed. Within reasonable time limits, students are allowed to complete missing assignments to improve their mark. At the time of the Report Card, INCOMPLETE assignments will be counted as zero.

## **2017-2018 STUDENT HANDBOOK**

The Report Card is a summary of your child's progress. It indicates the final percentage obtained in each subject. The Report Card is a very important document. It is kept in your child's cumulative file and it is used to determine your child's program placement, as well as High School placement. In each of the core subjects, the Report Card is broken down in the following categories to determine the final mark in each subject:

TERM I	40%
TERM II	40%
Final Exams	20%

"Honors with Distinction" is awarded to all students who have achieved an average of 90% in all core subjects.

"Honors" is awarded to all students who have achieved an average of 80% in all core subjects.

### **PROMOTION/RETENTION AND APPROPRIATE PLACEMENT**

Decisions regarding promotion and retention are made on a case by case basis in consultation with parents, teachers, school counselor and administrators shall take into account a variety of factors including achievement, performance, attendance, educational history, age, emotional maturity, ability, attitude and other factors that may be pertinent.

### **COUNSELLING**

Mrs. Marg Hansen is our school counsellor. She can provide assistance in the areas of personal counselling, program selection and referral (Junior and Senior High), career and educational counselling. Do not hesitate to call regarding personal difficulties, program questions, or any concerns.

### **FAMILY SCHOOL LIAISON PROGRAM**

This resource, available to families in St. Albert, was established in 1982 as a joint project between the city and its school systems. The program assists families whose children may be experiencing difficulties in school or at home. The primary focus of this community program is to provide individual and family support through a variety of means such as counselling, referrals and coordinating case work with school personnel and social agencies. For further information contact the school counsellor or the School Liaison Workers, Sharon Mills at (780) 459-1699, [smills@stalbert.ca](mailto:smills@stalbert.ca) or Tonia Koversky at 459-1749, [tkoversky@stalbert.ca](mailto:tkoversky@stalbert.ca)

### **AWARDS**

Sir George Simpson acknowledges the great successes and outstanding accomplishments attained by many students. An Awards Presentation is held at the end of June. Awards are presented to students who have achieved excellence in their final standings in academic and complementary courses.

Other special awards are as follows:

- John E. Arnot Award for Academic Excellence
- Dennis Haworth Voyageur Award
- Excellence Academique Bernie Poulin
- Roman Scharabun Science Award
- Norm Elicksen Academic Challenge Award
- Carla Yaciuk Award
- Bernie Poulin Principal's Award

### **SCHOOL COUNCIL**

All interested parents/guardians are invited to attend any of our meetings during the school year. Please contact the school Principal if you would be interested in joining our school council. Your input is truly valued. The School Council meets 6 times a year to discuss and share ideas dealing with education and our school.

## 2017-2018 STUDENT HANDBOOK

### PARENT VOLUNTEERS

Parents/guardians are encouraged to involve themselves in school activities, such as field trips, special events, School Council, Music Society, and library. Parent/guardian volunteers can contact the office for information.

### SCHOOL TEAMS AND ATHLETIC CLUBS

Junior High students have the opportunity to try out for school teams that compete against teams from other Junior High Schools. The following opportunities are available:

Cross-Country .....	Sep – Oct	Running Club.....	Sep – Apr
Volleyball .....	Sep – Nov	Badminton .....	Mar – May
Basketball.....	Dec – Mar	Track & Field .....	May – Jun
Journal Games.....	Feb – Mar	Rugby.....	May – Jun
Outdoor Ed. Club..	Sep – May	Ski Trip.....	Dec, Jan & Feb

### PHYSICAL EDUCATION

All students are expected to be appropriately prepared and dressed for their Physical Education class. This includes being changed out of their street clothes. Depending on the activity and the weather conditions, proper attire can consist of a T-shirt, sweatshirt, light jacket, shorts, sweat pants, socks and proper athletic footwear (not sandals). Students are encouraged to buy a P.E. shirt for their Physical Education classes. P.E. shirts will be available at the beginning of the school year for \$10.00.

Change rooms in the gyms have limited locker spaces available. **Students should NOT bring valuables into the change rooms. The school will not be responsible for items that go missing. Valuables should be left at home or locked in individual school lockers.**

### THE SCHOOL LIBRARY

The library provides curriculum material and recreational reading material until 3:30 p.m. daily. Two weeks is the loan period for most books, although some material is on overnight loan only. Other material, such as chrome books, kits and videos, are also available for in-school use. **Students are responsible for overdue, damaged or lost material signed out in their name.**

### LOST/DAMAGED TEXTBOOKS

**Students will be required to pay replacement and damage charges for lost or unduly damaged books.** In assessing such charges, the book condition at time of issue will be taken into consideration. **Students must purchase a new textbook if they lose the one assigned to them. If the book is found, the student will be reimbursed.**

### LOST AND FOUND

Please label all your student's possessions including clothing. A great number of articles turn up in the "Lost and Found Box". Parents/guardians are asked to check this box regularly during the school year. Unclaimed articles will be given to a charity on a quarterly basis.

### LOCKERS

Individual lockers will be provided for all students. Students are required to purchase a school lock for \$8.00. We emphasize to all students that the lock combination should be kept confidential. Only the student and his/her teacher should be aware of the combination.

A limited number of lockers in the Physical Education change rooms can be rented through arrangement with the Physical Education department.

Please remember that your locker belongs to the school, not you. This means that when you sign your license to use the school locker, your locker is subject to search at any time without notification by any personnel associated with the school or by persons representing other authorities, including the police.

**Locker Searches** may be conducted by the Principal or the Assistant Principal according to School Board policy. A student's consent to search their locker will be sought whenever possible, but it is not mandatory.

## 2017-2018 STUDENT HANDBOOK

### LUNCH HOUR

A \$60.00 fee will be charged to all students who stay at school for lunch. Students are expected to eat their lunch in the designated lunchroom. Students can stay in the lunchroom until 12:25 p.m. at which time they can go outside, make use of the library, computer room or take part in intramural or club activities.

Students may have their lunch privileges withdrawn for failing to follow the directions of the lunchroom staff or for abusing or misusing school property.

### BELL SCHEDULE

8:20 .....	Warning Bell	12:03 - 12:50.....	LUNCH
8:25 - 8:30 .....	Registration	12:50.....	Warning Bell
8:32 - 9:21 .....	Period One	12:55 - 12:57.....	Registration
9:25 - 10:14 .....	Period Two	12:59 - 1:48.....	Period Five
10:14 - 10:21 .....	BREAK	1:51 – 2:40.....	Period Six
10:21 - 11:10 .....	Period Three	2:42 - 3:00.....	DEVOIR
11:14 - 12:03 .....	Period Four	3:00 .....	Dismissal

### STAFF MEETING DATES

Staff meetings are held on the first school Wednesday of the month. **Students are dismissed at 12:03 p.m. on these days.**

No Staff Meeting in September

October 4, 2017	November 1, 2017	December 6, 2017
January 10, 2018	February 7, 2018	March 7, 2018
April 4, 2018	May 2, 2018	June 6, 2018

### 2017-2018 CALENDAR

The following are important dates for the 2017-2018 school year:

Aug 29 .....	Grade 7 Orientation 1:30 p.m.
Aug 30 .....	First Day of classes
Sept 4 .....	Labour Day
Sept 7 .....	Meet the Teacher Night
Oct 9 .....	Thanksgiving – no classes
Oct 10 .....	Staff PD Day – no classes
Nov 13 & 14 .....	Fall Break – no classes
Nov 21 & 22 .....	Parent Teacher Interviews (Wed. & Thurs)
Nov 24 .....	No classes
Dec 22 .....	½ day – Early Dismissal
Dec 25 – Jan 5.....	Christmas Break
Jan 8 .....	First Day Back after Christmas Break
Feb 8 & 9 .....	Teachers' Convention
Feb 19.....	Family Day
Mar 20-21 .....	Parent-Teacher Interviews
Mar 23.....	No Classes
Mar 26 & Mar 30 ..	Spring Break
Apr 2 .....	Easter Monday
Apr 3 .....	Lieu day for Good Friday - no classes
May 21 .....	Victoria Day
June 29.....	Last Day – Early dismissal

## **2017-2018 STUDENT HANDBOOK**

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### **ABSENTEEISM**

**We ask that parents/guardians report student absences to the office (459-4456). A student's parent/guardian will be contacted by phone at home or at work in order to verify reasons for non-attendance when no other communication has occurred.** A student is considered "absent and inexcusable" unless a phone call or note is received at school. Homeroom Teachers are responsible for maintaining an accurate account of attendance for each student in their class. The school will require verification of absence by way of telephone contact or a written note from a parent/guardian. Inexcusable lates or absences can result in making time up at lunch, or after school.

If a student is coming to school late he/she **must** sign in at the office. In order to leave the school early he/she **must** sign out at the office (with a note); otherwise the office will contact the parent/guardian to obtain approval for the student to leave. Illness at school requires that the parent/guardian be contacted **before** the student is allowed to go home. If we are unable to contact the parent/guardian, the student must remain in the school until contact has been made.

All days on which students are not to be in school are listed in the student agenda and our website [www.sgsjh.spschools.org](http://www.sgsjh.spschools.org). Students are expected to be in school on all instructional days. **Special activities such as Track and Field Day and the Terry Fox Run are part of the school curriculum and are not optional.** If your child cannot take part in physical activities for health reasons, there will be arrangements made for them to take part by helping in other areas such as scorekeeping, etc.

Chronic lates and absenteeism are disruptive to the learning of both the individual student and the classroom, and can result in a letter of concern being sent home, referral to and involvement of the Provincial Attendance Board.

### **SIR GEORGE SIMPSON DRESS POLICY**

At Sir George Simpson, we want to provide a positive learning environment. Students are encouraged to dress with modesty and to abide by the school dress code.,

The following items are examples of dress considered inappropriate for school:

- Clothing that reveals undergarments and/or a student's stomach, chest, upper thigh or buttocks
- Clothing with inappropriate or negative language, symbols that condone or promote drugs, alcohol, sexually suggestive or aggressive behaviour or obscene language or phrases
- Blouses or shirts that show the belly button or any other part of the bare stomach or back and low slung pants which allow underwear to show
- Muscle shirts, halter tops and tank tops. Clothing with shoulder straps of less than 4 cm in width (ie: spaghetti strap tops) or inappropriate cut outs (with sports bra showing is not allowed)
- Fish net stockings
- Spandex short shorts
- See through blouses, skirts or pants
- Inappropriate low cut blouses or shirts

When a staff member identifies that a student may be inappropriately dressed, the student will be asked to change and their parents will be contacted. If necessary, school t-shirts or sweat pants will be supplied for the day to students whose attire is inappropriate. Repeat offenses may result in the student receiving progressive discipline interventions.

Parents we appreciate your support!

## **2017-2018 STUDENT HANDBOOK**

### **CELL PHONE USE AND PERSONAL LISTENING DEVICES**

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For reasons of safety, privacy and maintaining a proper learning environment, the use of cell phones and personal listening devices are **not allowed** in the classroom unless directed by the teacher. This policy extends to the use of telephones, personal cameras, iPods, and any text messaging devices.

Using these devices may result in a staff member confiscating the device until the end of the school day. A second confiscation may require that a parent retrieve the device. **The school will not be held responsible for any personal electronic communication devices if lost or damaged.**

### **SCHOOL EXPECTATIONS AND POLICIES**

#### **Student Behaviour**

Maintaining proper student conduct is essential to maximizing student learning. The emphasis is not on a list of rules but rather on students behaving in a responsible manner. Students receive certain privileges for appropriate and mature behaviour.

Students who are sent to the office will be dealt with on an individual basis. Consequences will vary with the incident and number of times school administrators have had to deal with that student.

#### **Fighting/Intimidation/Harassment**

Physical or verbal intimidation (including on-line intimidation) violates individual students' rights. At the discretion of administration, the parents of any student identified as intimidating another will be contacted. Consequences could include loss of privileges, in school suspension, community service, out of school suspension or referral to the RCMP.

### **SCHOOL ACT - STUDENT CODE OF CONDUCT**

#### **Responsibilities of Students**

*Opportunity:* Students understand and demonstrate the active role they play in their learning and the environment of those around them.

A student has the responsibility to:

- Attend school regularly and punctually,
- Be ready to learn and actively participate in and diligently pursue the student's education program,
- Ensure that the student's conduct contributes to a caring, respectful and safe environment,
- Respect the rights of others in the school,
- Refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- Comply with the rules of the school and the policies of the Board,
- Co-operate with everyone authorized by the board to provide education programs and other services, and
- Account to the student's teachers and other school staff for the student's conduct.

*Education Act reference:* Section 31

#### **Suspensions and expulsions**

- The new act explicitly states that if a student's conduct is injurious to the physical or mental well-being of others in the school, he or she may be suspended or expelled, whether or not the conduct occurs within the school building, during the school day, or by electronic means.
- Expulsions are one of two areas where a parent may request a Ministerial review of a board decision. The other area is the board's provision of specialized supports and services to a student.



## **2017-2018 STUDENT HANDBOOK**

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- The new act clarifies that an expulsion or any role or condition related to an expulsion may apply to a student beyond the school year in which the student was expelled.

*Education Act Reference:* Sections 31, 35, 36, 40

### **Suspensions**

- Parents will receive verbal and/or written notification if their child receives an **in school or out of school suspension**.

## **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (F.O.I.P.)**

When school boards collect personal information directly from individuals about whom the information relates these individuals are entitled to be advised of:

The legal authority for the collection;

The purpose for which information is collected; and the title, business address and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

The information collected on the school registration form contains personal information covered by the FOIP Act. This information is collected pursuant to the provisions of the School Act, its regulations and the Charter of Rights and Freedoms. This information is required in order to properly register your child within St. Albert Public Schools, and is necessary and related directly to the school board's obligation to provide each student with an educational program that meets their needs, to provide a safe and secure school environment to protect the child's rights and to determine eligibility for programming and funding.

This information will be made available to employees of St. Albert Public Schools and the Board of Trustees within the scope of their roles and responsibilities and to individuals working with the children in schools and Alberta Education, on a need to know basis. Please read the following information about the types of activities for which personal information is collected. We realize that there may be occasions where you have concerns relating to the safety of your child with respect to any of the uses of this information. In such cases, please contact the principal of the school to discuss your concerns.

The uses to which the personal information collected on the registration form may be put, which are considered part of a vital, healthy and well-functioning school are listed below.

- The use of student's name, photograph or comments about the student in the school calendar, newsletter, yearbook, website, graduation book or other school publications.
- The taking of individual, class, club or team photos for school purposes and the use of student photos for school purposes and the use of student photos for the issuance of student identification cards.
- The use of student names on artwork or other creative work or material of students displayed at the school or district sites or at school or district sponsored displays within the community; provided that a copyright consent form has been signed respecting the works created by each student.
- The use of student names, related contact information and telephone numbers for absenteeism verification or for distribution to parents regarding field trips.
- The use of family name and address information for the purpose of satisfaction surveys.
- The use of student names for recognition purposes on honour rolls, at graduation ceremonies, and for scholarships or receipt of Hi-5 awards or for birthday recognition purposes within the school or jurisdiction.
- The use of student names on class lists posted for the purpose of class placement for the coming school year.
- The use of student names and academic information necessary for determining eligibility or suitability for provincial, federal, or other types of awards or scholarships in the event the board applies on the student's behalf.

## **2017-2018 STUDENT HANDBOOK**

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- The use of student's name, address, parental and emergency contact information for the provision of transportation services.
- The taking of photos and/or videos of classroom or other school sponsored activities and their use by the media or other organizations where students are not identified by name or face, or interviewed. Where individual students are identified or interviewed and the material will be used outside the school, a separate and specific consent will be required. You will be contacted prior to such events taking place. Please note that photos and/or videos of school activities that are open to the general public may be taken and used for purposes outside the school.
- The taking of photos or videos of classroom or other school activities by school board personnel or agents for non-profit and educational purposes, where the material will be used within the school. Where individual students are identified or interviewed and the material is to be used outside the school, separate and specific consents will be required. You will be contacted prior to such events taking place.
- The public may access school newsletters through the respective school website. The newsletters regularly include news items such as: student activities, sports clubs and recognition of students who have received awards. Students' names and/or pictures may also be included.

### **DRUG FREE PROTOCOL**

#### **Common Statement 2017 - 2018**

St. Albert Public Schools, Greater St. Albert Catholic Schools, and the local detachment of the RCMP are working together to ensure that St. Albert students feel safe in their schools. Together we have developed this common statement to remind parents and students of our zero-tolerance policies regarding drug use in schools.

#### **Protocol Respecting Drug Free Schools**

Be advised that all junior and senior high schools in St. Albert are committed to implementing Protocol Respecting Drug Free Schools. It states:

- Possession of or trafficking in illegal drugs in any form is an act utterly incompatible with the *School Act* which states that students are to comply with the rules of the school and respect the rights of others.
- School administrators and the RCMP, including canine members, will conduct cooperative patrols of the school when reasonable suspicion exists. If these patrols result in detection of illegal substances, recommendation for expulsion from the school may result.
- In all cases, parents or legal guardians will be notified.

### **STUDENT ACCEPTABLE USE OF TECHNOLOGY GUIDELINES**

In St. Albert Public Schools, we believe that technology can be a powerful tool to enhance learning, enabling students to access information and collaborate with others across the school, community, and the world. We believe that all students must be ethical digital citizens by following standards of acceptable use when using technology for school-related purposes.

We try to take every measure possible to ensure the safe and appropriate use of our technology and the internet. To complement this, we believe that all students, staff, and parents must adhere to the guidelines outlined in the attached Acceptable Use of Technology Guidelines and Agreement when using the school's technology or accessing the internet. In Section A of the Acceptable Use of Technology Guidelines and Agreement, we outline reasonable expectations for the general use of technology.

#### **Personal Computing Devices (Section B)**

For certain classroom activities, students will be encouraged to bring and use their own personal computing devices for educational purposes. The option to use personal computing devices at school is a privilege.

## **2017-2018 STUDENT HANDBOOK**

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In these situations, students will be expected to uphold the guidelines from Section A of the Acceptable Use of Technology Guidelines and Agreement that they have signed for the General Use of Technology. They will also be expected to use their own personal computing devices only when expressly permitted and for educational purposes only.

### **Using Google Apps with Students (Section C)**

Students at this school will have access to *Google Apps for Education* (email, online documents, document sharing, calendar, video, etc.) for educational purposes. Google Apps accounts and services are managed by school district personnel. Students will have access to their files, school email, calendars, and collaborative tools to create documents, presentations, and sites whenever they have access to the internet – at any time, from most types of devices. In order to access Google Apps for Education, students will be issued an email address. Students will be expected to uphold the Guidelines from Section A of the Acceptable Use of Technology Guidelines and Agreement in addition to the expectations outlined in Section C: Use of Google Apps for Education at all times when using Google Apps.

Please review with your child, the attached Acceptable Use of Technology Guidelines and Agreement and return the signed copies to school/classroom/office by September 11, 2017. If you require clarification, please contact your child's teacher or school principal.

### **Section A: General Use of Technology**

As a student of St. Albert Public Schools, I value having access to technology to support my learning. I know that along with this privilege goes great responsibility. To demonstrate my commitment and understanding of the level of responsibility that is required, I have read each of the expectations and guidelines listed below. I will abide by the rules and expectations laid out for technology use.

- I understand that having access to technology in school is a privilege. I understand that this privilege may be revoked if I fail to fulfill my responsibilities as a user of this technology and that many, but not all, of these responsibilities are outlined below.
- I will only use technology for educational purposes while in school, unless I have been granted permission by a teacher; and then I will only use the technology within the parameters or guidelines established by the teacher.
- When connected to the internet, I will never use my computer to reveal personal information such as my age, address or phone number, or those of other students or persons.
- I understand that St. Albert Public Schools uses a content filter on its internet access, yet I know it is possible that I may encounter inappropriate material, which includes images or text that are pornographic, violent, obscene or offensive to others. I will immediately close the window on the screen that depicts this material. I will then inform my teacher.
- I understand that my personal files and information about every web page I visit may be accessible under the provisions of FOIPP. I am aware that an individual search may be conducted if there is reasonable belief that I have violated the law or the District's Student Acceptable Use of Technology Guidelines and Agreement.
- I understand that my actions using the computer and accessing the internet reflect on me, my class and the school. I will conduct myself accordingly and exercise good judgment.
- I will not download or install any software, music, movies, or files of any nature unless I have been granted specific permission to do so by my teacher and the copyright holder grants permission.

## **2017-2018 STUDENT HANDBOOK**

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- I will not share my Student Network Logon password or any other user names and passwords provided by St. Albert Public Schools' personnel with anyone except my parents or legal guardians.
- I will always log out of the computer and any applications when I have finished using them, or when moving out of sight of my computer. Any actions done on a computer when I am logged in will be traceable to me.
- I will not create, use, display or store any offensive, obscene, inflammatory or defamatory language or images. I will not use the technology in any way that negatively affects any other student or person.

### **Parent Endorsement (Grades K – 12)**

I have reviewed this document and each paragraph with my child. I have discussed the importance of this agreement with my child.

I understand that computer access is for educational purposes. I will instruct my child regarding acceptable use, including that which is set forth in the Acceptable use of Technology Guidelines and Agreement. I will emphasize to my child the importance of following the rules for personal safety.

I hereby release St. Albert Public Schools and its personnel from any and all claims and damages arising from my child's use of, or inability to use, the St. Albert Public Schools' computer systems.

### **Section B: Use of personal computing devices at school**

Students at this school may bring their own *personal computing devices* which may be able to connect to the school's wireless network. When using student-owned, personal computing devices at school, all of the General Use of Technology Guidelines (Section A) apply as well as the following:

- I will connect to the school's wireless network, and NOT to the school's wired network, or any visible network from the neighborhood. The guidelines below apply regardless of the wireless network used.
- In class, I will use the student owned device only with the teacher's expressed permission.
- The device I am using will have virus protection software which is up-to-date.
- I will turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on my device while connected to the school's wireless network.
- I understand the security, care and maintenance of my device is my responsibility. I will securely store my device when not in use.
- I understand that the school is not responsible for the loss, theft or damage of my device. I am fully responsible for my property while it is at school.
- I understand that personnel from St. Albert Public Schools may access my personal computing device if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the device would reveal evidence of that breach. This may include, but is not limited to, audio and video recording, photographs taken on school property that violates the privacy of others, issues regarding bullying, etc.

### **Section C: Use of Google Apps for Education**

Students at this school have access to *Google Apps for Education* services (email, online documents, calendar, video, etc.) for educational purposes. Google Apps accounts and services are managed by school district personnel. Student files (e.g. essays, presentations, email, etc.) are stored on Google servers which are located in various countries including the United States of America. Contents will be subject to the law of the jurisdiction. For example, St. Albert Public Schools cannot guarantee protection against possible

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disclosure of emails residing in the United States of America. Therefore individuals should make informed decisions about what kind of information they choose to transmit.

All of the General Use of Technology Guidelines (Section A) apply when accessing resources through Google Apps for Education accounts, as well as the following:

- I understand that my first name and last name will be used by St. Albert Public Schools to create a Google Apps account. I will be given rights to access this account.
- I will be provided with an email address (e.g. *firstname.lastname@students.spschools.org*) to use for school purposes. This address is what gives me secured access to my online file storage, documents, and sites.
- I understand that personnel from St. Albert Public Schools may access my Google Apps account if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the account would reveal evidence of that breach. This may include, but is not limited to, email messages, gadgets, archived chats, docs, sites, photographs, uploaded documents, etc.
- I understand that my parents or legal guardians also have access to my Google Apps account, including email, docs and sites. I can either log in and give them a tour of my files, emails, and sites, or I or the school personnel can share my logon ID and password with my parents.

### **LOCKDOWN PROCEDURES**

As part of our district policy to ensure students' safety we will practice a lockdown exercise. A LOCKDOWN exercise, like a FIRE drill, will help to ensure student safety in the event of an emergency.

Before the lockdown exercise occurs, our teachers will talk to our students about what to expect during the exercise and students will be given the opportunity to ask any questions they may have.

During the actual lockdown, students will participate in an organized exercise to secure the classroom and school from inside and will remain in locked classrooms or in a pre-established safe area until the administration determines it is safe to end the lockdown.

### **LOCK DOWN PROCEDURES FOR STUDENTS**

- The public address system will clearly state 3 times: LOCKDOWN, LOCKDOWN, LOCKDOWN which indicates that the school is now in a lockdown.
- Students in classrooms should remain there.
- Students in hallways and washrooms should proceed immediately to the nearest classroom or secure location. If unable to enter a classroom, remain in an enclosed space, such as a washroom, inside the stall and stay silent.
- The principal or designate will direct internal and external emergency communications procedures from the command center. **School phones are not to be used by students.**

#### **Teachers will:**

- Lock classroom doors and check for any students in the hallway that could enter your room safely. **Lights will be turned off.**
- Ensure that students are as safe as possible, create cover by moving furniture; keep students away from and below the level of windows (with blinds closed), doors and other exposed areas.
- Expect students to remain silent.
- Not respond to **any** knocking or requests for entrance.
- Not respond to the fire alarm.

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- Create a list of missing students and a second list of students not usually assigned to the particular classroom at the time.
- All staff will proceed to the nearest open room and lockdown, or join lockdown.
- Students who are out-of-doors will have heard LOCKDOWN, LOCKDOWN, LOCKDOWN.
- Unless otherwise instructed, outside students will go to Wild Rose School and enter through any of their front doors and remain in their main hallway until school authorities direct them to a secure area. Staff outside at the time of lockdown should direct the students and remain with them until informed that the situation is clear. Upon arrival at the Wild Rose site, the supervisor informs District Office of their whereabouts and status. District Office will then inform the command center.
- If lockdown is because of an external threat, the P.A. announcement that goes outside will order the students into the nearest entrance and proceed to their classroom. Follow all lockdown procedures from then on.
- Students in the gymnasium or any other open area:
  - Teachers in the gym direct students to the equipment room, locking the door and staying quietly inside.
  - Students in the hallway need to enter a washroom, sit inside a stall with feet up and be silent. They are to remain in the washroom until they hear “LOCKDOWN IS ENDED, LOCKDOWN IS ENDED, LOCKDOWN IS ENDED”.

In a real lockdown situation, at an appropriate time and in consultation with the police, parents will be informed as to when and how children may be picked up. If possible, a recording will be put on the school answering machine.

Once the lockdown order is lifted by the proper authority, the principal will announce through the public address system:

**LOCKDOWN IS ENDED, LOCKDOWN IS ENDED, LOCKDOWN IS ENDED.**

Teachers will then review the dismissal procedure already provided to parents to ensure it is followed. This procedure should provide guidance to parents who have made special arrangements for care in the event they are not home. If circumstances permit, when a student is released to an individual other than a parent, get a signed statement from that person including: the child's name, pickup time, pickup person's name, final destination and phone number at final destination.

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1 8:32-9:21					
2 9:25-10:14					
3 10:21-11:10					
4 11:14-12:03					
5 12:59-1:48					
6 1:51-2:40					
2:42 – 3:00	<b>Devoir</b>				
3:00	<b>Dismissal</b>				

**INTERVIEW/PHOTOGRAPHS/VIDEO CONSENT**

A student picture may be taken in school for several reasons, including the following:

- when interviews are undertaken or when photos or videos are taken by the media or an outside organization and where individual students are identified by name
- when photos or videos are taken by the district where individual students are identified and the material is to be used for purposes outside the school.
- when photos are taken by the district where individual students are identified and the material will be in the school newsletter on the school web site.

By signing this form, you give permission to the school to use your child’s picture internally. In the case of an interview with an outside agency, a separate consent form would be sent home. If you do not want your child’s picture to be posted on the school web site or on any public locations in the school, please contact the principal immediately.

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**LICENSE TO USE SCHOOL LOCKER**

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This document, when executed by the principal of Sir George Simpson School and a student, constitutes a license granted by the school to the said student to use a locker during the school year subject to the right of the principal to terminate this license for any reason that the principal considers reasonable.

The granting of this license does not confer any property right or interest in the locker to the student, and the student acknowledges that the locker is subject to search at any time without notification to the student by any personnel associated with the school or by persons representing other authorities, including police authorities. If necessary in order to affect such searches, such persons have full authority to remove any locks by any means required to gain access to the locker. The Board of Trustees has entered into a Protocol which permits police searches of lockers in accordance with that Protocol.

By signing this license to use the locker, the student agrees to be bound by all the rules of the school and the Board respecting use of lockers and respecting contraband or prohibited items. The student further acknowledges awareness of the notice on the back of this license.

**\*NOTE TO PARENT/GUARDIAN AND STUDENT:**

**Together, please ensure you have reviewed the documents listed below and sign at the bottom of this page. Return signed documents to homeroom teacher as quickly as possible.**

- **Sir George Simpson Dress Policy** (page 7)
- **Cell phone use and Personal Listening Devices** (page 8)
- **School Expectations/ Policies and Student Code of Conduct** (pages 8)
- **Freedom of Information and Protection of Privacy Act** (pages 9)
- **Drug Free Protocol** (page 10)
- **Student Acceptable Use of Technology Guidelines** (pages 10)
- **Use of Personal Computing Devices at School** (page 12)
- **Use of Google Apps for Education** (page 12)
- **Interview/ Photograph/ Video Consent** (page 15&16)
- **License to use School Locker** (page 16)

I hereby acknowledge that I have read and understand the information in this document. I have reviewed this document in its entirety with my child. My child understands the responsibilities and expectations outlined.

\*Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_

\*Parent/Guardian Signature \_\_\_\_\_

I have read, discussed and understand the expectations and responsibilities outlined in this document and will accept responsibility for my actions.

\*Student Name \_\_\_\_\_ Date \_\_\_\_\_

\*Student Signature \_\_\_\_\_