



**Redwater School**  
“...making a difference”

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# Parent and Student Handbook

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Redwater, Alberta T0A 2W0  
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**Where to find the information you need:**

Attendance... p.12  
Awards... p.18  
Bell Schedule... p.4  
Bus/transportation fees... p.13  
Calendar (School year 2015-16)... p.5  
Cell phones... p.11  
Computer access... p.12  
Counselling services... p.16-17  
Course challenge... p.20  
Course selection... p.17  
Credit load... p.17  
Diploma exam schedule... p.5  
Diploma requirements... p.21  
Dress code... p. 10  
Emergency school closure... p.16  
Evaluation appeals... p.20  
Exams... p.18-19  
Extra-curricular... p.15  
Fees (IMF and other fees)... p.14  
Food and drinks... p. 12  
Graduation... p.21-22  
Health insurance... p.16  
Healthy Interactions... p.22  
Interviews (P-T)... p.17  
Lunch... p.15  
Newsletter... p.15  
Office hours... p.4  
PAT schedule... p.6  
Plagiarism... p.20  
Progress reports... p.17  
Prohibited substances... p.8, 10  
School Act... p.7  
Student conduct... p.7-8  
Suspension and expulsion... p.9  
Telephone... p.11  
Withdrawal from classes... p.17  
Vision, Mission and Values... p.3  
Visitors to the school... p.15



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## **I. VISION, MISSION & VALUES**

**Welcome to all parents, students and staff.**

Redwater School is a small school with...

### **Big programs:**

Our **vision** is for students to receive a well-rounded, student-centered education that prepares them academically, socially and ethically to be community-minded citizens in a global society.

### **A big heart:**

Our **mission** is to create a safe and respectful learning environment where all students, staff, parents and community members feel valued and work together as a collaborative team.

### **Big opportunities:**

Our **values** reflect those of Sturgeon School Division. We value...

**Excellence in teaching:** We want students to feel engaged, excited and connected to their learning.

**Shared Responsibility:** We expect both students and staff to abide by a code of conduct and to work toward the same educational goals.

**Mutual respect:** We operate in an environment based on reciprocal respect.

**Belonging:** We want families and the community to feel welcome at Redwater School because we are an extension of them.

**Learning Choices:** We strive to meet the learning needs of all students by offering a full complement of academic courses and a wide, vibrant range of optional and extra-curricular choices focused on athletics, fine arts and technology.

**Communication:** We value open, honest and timely communication between home, school and community.

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## II. SCHOOL DAY AND SCHOOL YEAR

### Office Hours

Generally, the school office is open between the hours of 8:30 am and 4:00 pm. Before and after these times, an answering machine is available to receive calls.

### School Time Schedule

#### Regular Day

School day begins for staff at 08:20

Doors open at 08:30

#### **Morning (Warning Bell 8:35)**

|         |              |
|---------|--------------|
| Block 1 | 8:38 – 9:21  |
| Block 2 | 9:23 – 10:06 |

**Elem. Recess 9:55 – 10:11**

|         |               |
|---------|---------------|
| Block 3 | 10:11 – 10:54 |
| Block 4 | 10:56 – 11:39 |

**Lunch 11:39 – 12:15**

**(Elem. Lunch/Recess 11:30-12:15)**

#### **Afternoon (Warning Bell 12:15)**

|         |              |
|---------|--------------|
| Block 5 | 12:20 – 1:03 |
| Block 6 | 1:05 – 1:48  |
| Block 7 | 1:53 – 2:36  |
| Block 8 | 2:38 – 3:21  |

**Dismissal 3:21**

Operational Day ends for staff at 3:30 P.M.

**Staff Meetings** occur on professional development days which generally take place on the second Friday of every month (see calendar below).

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## School Year 2016-2017

(All dates are inclusive unless otherwise specified)

### AUGUST

Thurs. 25 School offices open  
Fri. 26 Professional Development Collaboration – No classes  
Mon. 29 Professional Development Collaboration – No classes  
Tue. 30 Operational Non-Instructional Day (K-12)  
Wed. 31 Operational Non-Instructional Day (K-12)

### SEPTEMBER

Thur. 1 First day All classes – all day  
Mon. 5 Labour Day No school  
Fri. 16 PD-staff meeting- No classes

### OCTOBER

Mon. 10 THANKSGIVING DAY - No classes  
Fri. 14 Division/School PD/Collaboration and Staff Meeting – No classes

### NOVEMBER

Thur. 10 Division/School PD/Collaboration and Staff Meeting – No classes  
Fri. 11 Remembrance Day – No classes  
Thurs. 25 Non-instructional day for teachers and students

### DECEMBER

Fri. 9 Division/School PD/Collaboration and Staff Meeting – No classes  
Mon. 26 Christmas recess begins

### JANUARY

Mon. 9 Classes resume  
Fri. 31 Division/School PD/Collaboration and Staff Meeting – No classes

### FEBRUARY

Mon. 1 First day of Semester 2  
Thurs 9 Teachers' Convention - No classes  
Fri. 10 Teachers' Convention - No classes  
Fri. 17 Division/School PD/Collaboration and Staff Meeting – No classes  
Mon. 20 FAMILY DAY - No classes

### MARCH

Fri. 10 Division/School PD/Collaboration and Staff Meeting – No classes  
Thurs. 24 Non-instructional day in lieu of Parent-Teacher Interviews  
Tues. 28 Spring recess begins

### APRIL

Tues. 3 Classes resume  
Thur. 13 Division/School PD/Collaboration and Staff Meeting – No classes  
Fri. 14 GOOD FRIDAY – No classes  
Mon. 17 EASTER MONDAY – No classes

### MAY

Fri. 19 Division/School PD/Collaboration and Staff Meeting – No classes  
Mon. 22 Victoria Day

### JUNE

Fri. 9 Division/School PD/Collaboration and Staff Meeting – No classes  
Thurs.. 29 Last day of classes  
Fri. 30 Operational Non-Instructional Day

**Diploma Examination Schedule  
2016-17 School Year**

**January 2017**

|            |  |         |  |
|------------|--|---------|--|
| January 16 | 9:00 am-12:00 pm<br><b>English 30-1/30-2 Part A</b>        | June 15 | 9:00 am-12:00 pm<br><b>English 30-1/30-2 Part A</b>        |
| January 17 | 9:00 am-12:00 pm<br><b>Social Studies 30-1/30-2 Part A</b> | June 16 | 9:00 am-12:00 pm<br><b>Social Studies 30-1/30-2 Part A</b> |
| January 23 | 9:00-12:00 am<br><b>English 30-1/30-2 Part B</b>           | June 22 | 9:00 am-12:00 pm<br><b>English 30-1/30-2 Part B</b>        |
| January 24 | 9:00 am-11:30 am<br><b>Social Studies 30-1/30-2 Part B</b> | June 23 | 9:00 am-11:30 am<br><b>Social 30-1/30-2 Part B</b>         |
| January 25 | 9:00 am-12:00 pm<br><b>Math 30-1, Math 30-2</b>            | June 26 | 9:00 am-12:00 pm<br><b>Math 30-1, Math 30-2</b>            |
| January 26 | 9:00 am-12:00 pm<br><b>Biology 30</b>                      | June 27 | 9:00 am-12:00 pm<br><b>Chemistry 30</b>                    |
| January 27 | 9:00 am-12:00 pm<br><b>Chemistry 30</b>                    | June 28 | 9:00 am-12:00 pm<br><b>Biology 30</b>                      |
| January 30 | 9:00 am-12:00 pm<br><b>Science 30, Physics 30</b>          | June 29 | 9:00 am-12:00 pm<br><b>Physics 30</b>                      |
|            |  | June 29 | 9:00 am-12:00 pm<br><b>Science 30</b>                      |

**June 2017**

**PAT Schedule  
2016-7 School Year**

|                     | <b>Grade 6</b> | <b>Grade 9</b>             |
|---------------------|----------------|----------------------------|
| May 9, 9:00-11:00   |                | ELA Part A, K&E ELA Part A |
| May 11, 9:00-11:00  | ELA Part A     |                            |
| June 19, 9:00-10:00 | ELA Part B     |                            |
| June 20, 9:00-10:15 | Math           |                            |
| June 22, 9:00-10:00 | Social         |                            |
| June 23, 9:00-10:00 | Science        |                            |
| June 26, 9:00-10:15 |                | Social, K&E Social         |
| June 27, 9:00-10:30 |                | ELA Part B, K&E ELA Part B |
| June 28, 9:00-10:15 |                | Math, K&E Math             |
| June 29, 9:00-10:20 |                | Science, K&E Science       |

\*All Students are permitted an additional one-half hour to complete a provincial achievement test and are required to stay a minimum of one hour.

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### **III. STUDENT EXPECTATIONS**

#### **Student Conduct**

Redwater School behaviour expectations are aligned with the **School Act of the province of Alberta**. The most relevant sections are:

Part 1, Section 12:

“A student shall conduct himself or herself so as to reasonably comply with the following **code of conduct**:

- (a) be diligent in pursuing the student’s studies;
- (b) attend school regularly and punctually;
- (c) co-operate fully with everyone authorized by the board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to the student’s teachers for the student’s conduct;
- (f) respect the rights of others.”

Part 1, Section 16:

“Liability for **damage to property** by student:

16(1) If property of a board is destroyed, damaged, lost or converted by intentional or negligent act

- (a) of one student, the student and the student’s parent are jointly and severally liable to the board in respect of the act of the student, or
- (b) of 2 or more students acting together, the students and their parents are jointly and severally liable to the board in respect of the act of the students.

Part 1, Section 24:

“Suspension:

24(1) **A teacher or a principal may suspend a student** in accordance with subsection (2) or (3) if in the opinion of the teacher or principal

- (a) the student has failed to comply with section 12, or
  - (b) the student’s conduct is injurious to the physical or mental well-being of others in the school.
- (2) **A teacher** may suspend a student from one class period.
- (3) **A principal** may suspend a student
- (a) from school,
  - (b) from one or more class periods, courses or education programs, or
  - (c) from riding in a school bus.”

Part 1, Section 27:

“**Prohibited activities**

27(1) No person shall

- (a) disturb or interrupt the proceedings of a school,
- (b) disturb or interrupt the proceedings of a school meeting or board meeting, or
- (c) loiter or trespass in a school building or on property owned by a board.

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## **Responsible Behaviour**

Redwater School believes that **all** students have the right to learn and that the school environment guides students towards responsible behaviour. It is expected that students, while in school or participating in school-sponsored activities, behave in an appropriate manner that does not interfere with the rights and privileges of other students. Home and school alike must share the responsibility for acceptable behavior. It is the mission of Redwater School and the Sturgeon School Division to strive for and to expect to have a safe, respectful and collaborative working environment for all.

### **Students are expected to...**

1. Store electronic equipment or other items that could interfere with the learning environment securely in student's lockers, unless required for the classroom.
2. Treat all fellow students with respect, tolerance, dignity and humanity
3. Walk quietly and safely to and from all activities.
4. Use language and gestures appropriate for a school setting.
5. Be in classrooms during regular class times, on time, and leave only with teacher's permission.
6. Bring all required materials to class and ensure that all supplies are replaced as needed.
7. Keep school desks, lockers and classrooms in good order.
8. Report acts of vandalism, damage and criminal acts to the office.
9. Adhere to School dress code – see page 9.
10. Ride bicycles and skateboards off of school property. Place bicycles in the supplied bike rack and secured with a lock until departing the school grounds in a safe manner at the end of the school day. Use an approved CSA helmet.
11. Keep weapons, or items deemed to be weapons under the Criminal Code, off school property.
12. Keep tobacco, alcohol, drugs and /or drug paraphernalia off school property.
13. Follow School Board regulations relative to student conduct on school buses.

### **Consequences**

Sturgeon School Division and Redwater School promote values of shared responsibility, mutual respect and belonging. It is our intent to develop a school culture where those values can flourish. Each individual in a position of authority at Redwater School is responsible for using the Healthy Interactions approach when addressing inappropriate behaviour and conflict.

**The focus of discipline at Redwater School shall be to:**

- 1. Help the student identify the inappropriate behaviour(s)**
- 2. Help the student solve the problem(s) created by these behaviour(s)**
- 3. Leave the student's dignity intact**

In keeping with this philosophy, a **range of consequences** may be imposed to help correct inappropriate behaviour, prevent the reoccurrence of the behaviour and restore the culture of responsibility, respect and belonging.

Consequences may include, but are not limited to, written or verbal apologies, written assignments related to the nature of the misbehaviour, quiet time-out, school or community service, removal of privileges, suspension from class, suspension from school, and for the most severe infractions, recommendation for expulsion from school (see page 8).

In determining appropriate consequences, factors such as age, grade, nature and degree of misbehaviour, emotional stability and history of misbehaviour will be considered.



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## Suspension and Expulsion

A student may be suspended or recommended for expulsion for:

1. **A single deliberate misbehaviour** or
2. **Repeated misconducts** committed either at school or while involved in a school sponsored activity or while being transported on Board supervised vehicles

Sturgeon School Division Board policy dictates that **students who possess drugs and/or drug paraphernalia or traffic in drugs** while under school supervision **must be recommended for expulsion.**

Sturgeon School Division Administration Practice dictates that “consequences including intervention suspension and/or recommendation for expulsion, from school or bus, depending on individual circumstances, may be imposed when a student fails to meet the expectations for student conduct articulated in the School Code of Conduct and or *School Act* (Suspensions 24: 1(a) or (b)). Some examples of unacceptable behaviours include but are not limited to:

- conduct which verbally, physically or emotionally threatens the safety of students or staff;
- possession of a weapon, or anything used, or intended for use in causing injury to any person, or for the purposes of threatening or intimidating any person;
- assault;
- possession, distribution or use of illegal drugs, alcohol, inhalants or any other illicit substances in school or on school property;
- willful damage to school or other’s property;
- discrimination or harassment;
- participating in frothing or hazing activities;
- extortion;
- disruptive behaviour, willful disobedience or defiance of authority;
- interference with the orderly conduct of classes or the school;
- tampering with items such as fire alarms, or safety equipment;
- criminal activity;
- contravention of the school code of conduct;
- bystander encouragement or involvement in instigating or escalating aggressive behaviour (e.g. taunting, fighting).”

## Violence/Harassment

Students have the right to an environment that is free from threats and violence; where all students feel welcome and safe. In its broadest sense threats and violence are forms of harassment. Harassment consists of any unwelcome conduct, either verbal and/or physical that has the effect of interfering with an individual’s work performance or creates an intimidating, hostile, or offensive learning environment. Students who engage in violent, aggressive or harassing types of behaviour face a variety of discipline actions which may include, but are not limited to, the following: warnings, parental involvement, suspensions, expulsions and counseling. **It should be noted that students who are spectators or encouragers during these types of behaviour will be subject to the same or similar consequences.** Students who have been involved in harassment behaviours may appeal the results/consequences of any investigation under this policy first to the school principal, secondly to the Superintendent of Schools and finally the Board of Trustees.

**Note:** Harassment may be an assault. In that case, a formal complaint to the RCMP may be placed.

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### **Smoking/Tobacco Products or use of tobacco products**

Sturgeon School Division has a smoke-free environment policy that applies to all staff, students, parents and visitors. Sturgeon School Division and Redwater School have a responsibility to ensure the creation of a healthy work environment. Smoking or using tobacco products is not permitted on the school grounds or at any school-sponsored activities. Under current Alberta legislation, it is an offence for any person under the age of 18 years to smoke in public places or be in possession of tobacco products. Students using tobacco products on school grounds may face school sanctions and/or may be referred to the RCMP.

### **Drugs/Alcohol**

Students who are found to be in the possession of or under the influence of drugs or alcohol or are in possession of drug paraphernalia face **immediate suspension and/or recommendation for expulsion. The matter may be referred to the RCMP.**

### **Weapons**

Students who are found to be in the possession of a weapon, or anything used, or intended for use in causing injury to any person, or for the purposes of threatening or intimidating any person may face immediate suspension and/or recommended for expulsion. **The matter may be referred to the RCMP.**

### **Dress Code**

In keeping with the philosophy of Alberta Education, we strive to help our students become responsible and respectful citizens.

As a result, students are expected to conduct themselves in a manner that demonstrates respect and to dress appropriately for a school/work place setting.

- (a) Footwear must be worn at all times in the school. Outside footwear is not permitted inside the gym during PE classes.
- (b) Students must not wear clothing or accessories that have sharp points or edges.
- (c) Students must not wear clothing or accessories that are offensive or depict illegal or immoral behavior.
- (d) Undergarments should not be visible.
- (e) Shorts and skirts must be a reasonable length.
- (f) Clothing must be appropriate for the work place.
- (g) Hats are allowed in classrooms and work spaces at teachers' discretion.
- (h) Students must have their faces visible at all times.

\*\* The final determination about modesty and/or appropriateness of dress lies with school staff.

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## **Student Use of School Telephone**

Students will only be allowed to use the office phones for emergency purposes. A phone is located near the main office for personal use. The student telephone is paid for by Student Council.

Students will only be called from class for phone calls of an emergent nature. If possible, please leave a message with our office staff if you need to contact your child.

**Please do not call or text your child during school hours.**

## **Cell Phones and Electronic Devices**

### **Definition:**

Electronic devices such as (but not limited to) cell phones, laptop computers, tablets, and iPods are intended to be used as instructional devices in a school setting.

### **Responsibility:**

If a student brings such a device to school, **the student accepts full responsibility for the device.** The student must ensure that he or she adheres to school policy and locks the device in his or her locker and does not bring it to class unless permission has been granted by the teacher.

### **Use:**

The use of any such electronic device in the classroom will be with the permission of the classroom teacher. Students may be asked to store their devices in their locker. Appropriate use of cell phones may include: calculators (but not during exams), timing devices, translation applications, student response applications, dictionaries or internet access.

The use of such devices to promote academic dishonesty or illegal activities is strictly prohibited. Ringtones must be turned to silent or on vibrate mode during the school day.

It is the classroom teacher who will decide whether the use of an electronic device is disruptive to the working environment of their classroom.

Parents may be contacted by the classroom teacher if students do not respect the electronic devices rule of the classroom.

### **Misuse:**

Students will not engage in activities with electronic devices that could result in invasion of privacy and/or harassment.

**No photos, videos or audio recordings will be taken of students or staff members without the subject's permission.**

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## Computer/Internet Access

Teachers make use of computer technology to assist with instruction. Students must adhere to guidelines on usage and are restricted to Internet use for authorized educational use only. See web site [www.sturgeon.ab.ca](http://www.sturgeon.ab.ca) for the school division expectations. Students may bring their own laptops or electronic devices that can log on to our wireless internet if they sign an Acceptable Use Form.

- **Educational Purpose**

Redwater School's computers and Internet available for educational purposes. This includes teacher-directed classroom activities, career exploration activities and research activities

- **Suspension of Privileges**

Students who violate Sturgeon School Division practices may have their access suspended.

- **Monitoring of Activity**

Sturgeon School Division and/or Redwater School may monitor at any time computer activity occurring on Division equipment or accounts.

## Food and Drinks

At Redwater School we take pride in maintaining clean learning environments. In computer labs and science labs, students are not allowed to bring in food or drink. In classrooms, it is recommended that students consume only water during class time. All teachers exercise appropriate discretion when crafting the most effective learning environment for the students in their classrooms.

**No nuts please:** It is imperative that **no nuts or nut products** are brought into the school. These items could cause a medical crisis for some students. Thank you for adhering to this rule.

## Attendance

Regular attendance is essential to success in school and is expected of all students. If for some reason your child must be away please: Contact the school prior to the date of the absence:  
**(780) 942-3625 or leave a message at (780) 942-3625.**

Student attendance is monitored in the morning and afternoon for elementary students and by block for junior and senior high school students. If we have not heard from a parent/guardian, we will contact you at work or at home. Repeat absences may result in a letter or meeting between school, parents and the student. Students are accountable for assignments and work missed during absences. Chronic attendance concerns may result in the involvement of the Attendance Board.

## Late

Students registering late must report to the office prior to going to their classes, otherwise the office records will indicate an absence and a call will be made to parents. Students will be given a late slip to present to their teacher upon asking permission to be allowed into class. Initially, classroom teachers will take disciplinary action for habitual tardiness. If students continue to arrive to classes late, administration will take further action.

## Early Sign Out

Students who, for whatever reason, must leave the school prior to the end of the school day **MUST** sign out at the office.

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## **IV. FEES AND GENERAL INFORMATION**

### **Busing**

- Only students registered as passengers may ride on their assigned bus; If students are not properly dressed for weather conditions, they may be denied permission to ride a bus.
- Disruptive and/or destructive behaviour is prohibited and subject to disciplinary action which may include removable from riding the bus.
- Most luggage and equipment should be stored under the bus seat and stored in a durable case/bag.
- Other bus rules apply, as provided by the driver at the beginning of each school year.
- Bus concerns should first be directed to the bus driver. If necessary the Director of Transportation should be contacted at 1-888-459-4062 or 780-939-4341. School personnel generally respond to busing issues after being informed by the driver and/or Director of Transportation.

### **TRANSPORTATION FEES:**

The following fee schedule has been approved for the 2015-2016 school year.

|                              | Before June 30 | After June 30 |
|------------------------------|----------------|---------------|
| Eligible                     | \$175          | \$225         |
| Ineligible                   | \$200          | \$250         |
| School of Choice             | \$200          | \$250         |
| Non Resident                 | \$250          | \$300         |
| Eligible Family Rate         | \$525          | \$675         |
| Ineligible Family Rate       | \$600          | \$750         |
| School of Choice Family Rate | \$600          | \$750         |
| Non-resident Family Rate     | \$750          | \$900         |

For an explanation of these terms, please see below and next page. For more information, please visit the Sturgeon Transportation website: <http://www.sturgeontransport.ca/>

Explanation of transportation fee terms:

**Eligible** - any student that resides more than 2.4 km to their designated school is **eligible** for transportation funding by the Alberta Government

**Ineligible** - any student that resides less than 2.39 km to their designated school is **ineligible** for transportation funding from the Alberta Government. This applies to most of the students who live in the towns of Bon Accord, Redwater and Gibbons

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**School Of Choice-** any student who is attending a school other than the one designated by the established boundaries and are not enrolled in a SSD directed program. The Sturgeon School Division directed programs are; French Immersion, LOGOS, Special Education or a CTS course (welding, construction, mechanics and cosmetology).

**Non Resident-** any student that lives outside of the Sturgeon School Division boundary and attends a Sturgeon school

**Family Rates-** the family rate applies to families with more than three children in the same category. If your family is a blend of two or more categories the fees reflected in your Parent Portal account will be the fees for your individual family rate

### **Fees/Textbook Rental**

Students are charged fees, depending upon program requirements and involvement in various activities. For example, students will be assessed additional fees for CTS courses, extra-curricular involvement, Music, Art, field trips and locks. Textbooks are rented to students for a nominal fee.

Payment of Instructional Material Fees (IMF) is required at the beginning of each school year. Families experiencing financial hardship are asked to make arrangements with the Principal for alternative payment possibilities. Non-payment of IMF will result in a collection agency obtaining payments. Non-returned materials (library books, texts, etc.) and damaged materials will result in student/parent notification and the cost of replacement being assessed against the student/family.

Students may be ineligible to participate in extracurricular activities such as graduation exercises and athletic competitions if any school fees are outstanding.

### **Lockers**

Lockers are provided for the convenience of students. The lockers are the property of Sturgeon School Division and Redwater School and therefore, may be entered by school personnel at any time. Locks are required for each locker and students are expected to keep their assigned locker neat and tidy. Students using the locker will be held responsible for any damage to the locker. Switching of lockers is not allowed unless approved through the School Administration. Combination locks may be purchased at the office. If your child is using an old combination lock it must be registered at the office. Personal locks not registered or unable to be opened by school officials may be cut off if the need arises. Situations where lockers may need to be entered include lockers no longer in use, odors coming from lockers, food left in lockers, or concerns of inappropriate activities

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## Newsletter

Newsletters are posted on the Redwater School Website: [www.sturgeon.ab.ca/rw/](http://www.sturgeon.ab.ca/rw/) or [www.redwaterschool.ca](http://www.redwaterschool.ca) on the last day of each school month. If you would like a paper copy of the newsletter sent home with your student please let the office know.

## Visitors and Volunteers

All visitors and volunteers are to report to the General Office. Visitors are allowed only during the noon break at the discretion of the School Administration and must sign in at the Office. Volunteers are an important part of offering opportunities to our students. We appreciate the support of our many parent volunteers. For purposes of liability and safety, we require that all volunteers working with our students register at the school office. Please sign in on your arrival to the school. Students wishing to have a guest visit must ask the administration 3 school days prior so that a back ground check can be made.

## Library

The purpose of the Redwater School Library is for quiet study, individual and class research and computer based learning.

## Lunch

Please provide a written note to the homeroom teacher if parents wish to allow students in grades 5-9 to leave the school for lunch. Students who are late due to leaving school during lunch may have this privilege revoked.

## Extra-Curricular Activities

A variety of extra-curricular activities are available throughout the school year. Activities range from sports to the fine arts and student council. Students are encouraged to become active in the area(s) of their interest. Students are reminded that being a member of an extra-curricular team is a privilege, not a right. As school ambassadors it is important that they display a positive attitude, behave in appropriate ways and maintain their academic standing to the best of their ability. **Students, who fail to act as positive role models, both academically and in behaviour, may forfeit the right to participate in extra-curricular activities.**

School policy specifically states that students must maintain satisfactory attendance, as determined by the school administration, in all courses, maintain good standing in all courses, at high school, be registered in a minimum of 30 credits, and display positive and responsible behaviour as per the Redwater School Code of Conduct to continue with extra-curricular activities.

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### **Health/Insurance Services**

The local Health Unit provides health education services, a program of health protection and promotion along with consultation services.

Any concern over a student's physical well-being should be directed to the Public Health Nurse. In addition, the services of a School Liaison worker (780 460-8903) are available. The role is one of working with residents of the area to resolve family problems, especially those related to school age children. Liaison workers operate independently of the school system but rely on teachers and counselors for the referral of clients.

Accident insurance is made available each year through a private company for students. School Board basic insurance is available for coverage under the following circumstances:

- a. school activities during the regular school day
- b. school sponsored off-premises, non-athletic volunteer activities year round
- c. work experience programs
- d. school sponsored field trips year round

### **Emergency School Closure**

School Board Policy dictates that schools remain open at all times regardless of weather conditions. However, at the bus driver's discretion during extreme cold, hazardous road conditions or blizzard situations students may be taken home early. Also, other emergency situations (i.e. sewer back-up, electrical or water outages, etc.) may necessitate school closure. Parents should ensure that alternate arrangements for emergency situations are in place and discuss them with their child. The Superintendent may suspend school bus operations to ensure safety of students when there is inclement weather, or other safety concerns. Announcements will be made through Power Announcement

## **V. STUDENT SERVICES**

### **Guidance Counselling Services**

A guidance counsellor is available to provide academic, social/emotional and career/post-secondary counselling services to students. Students may make appointments with the counsellor if they require assistance with social or emotional issues or to seek information or advice with academic, career or post-secondary questions. The counsellor will periodically meet with students individually to ensure they are on track to graduate.



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## **Course Selection, Minimum Credit Loads and Withdrawal from Classes**

To ensure that students are on target to graduate within three years and to provide a reasonable range of program offerings, all Redwater **students are required to earn and carry the following minimum credit load:**

Grade 10: 40-42 credits (**NO** study periods)

Grade 11: Earned 35 credits **AND** carry 35 credits

Grade 12: Earned 70 credits **AND** carry 30 credits;

Returning grade 12 students carry 15 credits unless an arrangement is made with administration.

**Note: If a grade 11 or 12 student has not earned sufficient credits, the minimum credit load for that particular student will be increased by adding a course(s) to the student's program.**

Significant problems arise when students stop attending a class or wish to change their course selections after the school has organized its timetable and hired staff. However, after the extensive registration process which begins in the spring with report cards, counselling sessions, Open House and registration requests, there shall be **no withdrawals from any class after ten (10) days without counselor and parental input**. If a student wishes to transfer from one class to another in the same subject, and it is reasonable to do so, (e.g. Social Studies 10-1 to Social Studies 10-2), every effort will be made to conduct this change.

**Students withdrawn from courses will be expected to maintain the appropriate credit load by enrolling in and completing distance education courses.**

## **Progress Reports**

Student progress is communicated through Power School. Students, parents/guardians have access to the Power School portal. Teachers use this reporting system to provide timely, clear and concise information on student achievement to students, parents/guardians. A variety of assessment techniques, both formative and summative, are used to measure student achievement.

## **Interviews**

Parents and students are encouraged to attend the scheduled interviews held each year in October and March. Although only two formal interview dates are set, parents should feel free to contact the school/teacher(s) at any time to inquire about their child's progress.

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## **Awards**

### **High School Merit Award**

The following agreed upon criteria are to be used for Merit Awards in grades 10 to 12:

1. An average of 74.9% to 79.9% in 25 credits (five of which must be English), excluding Special Projects, Work Experience, Sports Performance, RAP, Work Study, Green certificate and locally developed courses.

### **High School Honours Award**

The following agreed upon criteria are to be used for Honours in grades 10 to 12:

1. An average of 80% and above in 25 credits (five of which must be English), excluding Special Projects, Work Experience, Sports Performance, RAP, Work Study, Green certificate and locally developed courses.

### **Junior High Merit Award**

The following agreed upon criteria are to be used for Merit Awards in grades 7 to 12:

1. An average of 74.9% to 79.9% in the four core subjects (Language Arts, Math, Science, Social Studies)
2. A passing grade in all other courses.

### **Junior High Honours Award**

The following agreed upon criteria are to be used for Honours in grades 7 to 12:

1. An average of 80% or higher in the four core subjects (Language Arts, Math, Science, Social Studies)
2. A passing grade in all other courses.

### **Elementary Merit Award:**

Criteria: A mark of 4 in each of the four core subjects and a mark of 3 in the fourth core subject. No other subject would have a mark below 3.

### **Elementary Honours Award:**

Criteria: A mark of 4 in each of the four core subjects, or marks containing any combination of 5 and 4 in the four core subjects, or a mark of 5 in each of the four core subjects. No other subject would have a mark below 3.

## **Examinations**

Examination schedules are posted well in advance of final examination dates. It is the responsibility of the students to familiarize themselves with the pertinent dates. Students must conduct themselves in a mature and responsible manner and adhere to all exam rules during scheduled exam writing situations. Many exams at the end of January and June are diploma/achievement examinations and dates are set by the provincial government (See page 7 of this handbook).

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### **Final Exam Weightings:**

|               |     |                    |     |
|---------------|-----|--------------------|-----|
| Grade 6 (PAT) | 20% | Grade 10           | 30% |
| Grade 7       | 20% | Grade 11           | 30% |
| Grade 8       | 25% | Grade 12 (Diploma) | 30% |
| Grade 9 (PAT) | 30% |                    |     |

### **Missed Final Exams**

#### Non-Diploma Exams

- (a) Supervising teachers will take attendance during final exams and the office staff will phone home if a student is missing. The student must make an attempt to come in to write the exam within one hour of the start time. The student will not be allowed an extension of the writing time unless approved by school administration.
- (b) If the student is unable to come in on the day of the exam due to extenuating circumstances (illness – medical note required, bereavement), the student’s parent/guardian must contact the school as soon as possible.
- (c) If buses are not running, Sturgeon School Division and school administration must act in the interests of the health and safety of students in emergency situations. If students are not able to write a final exam, school administration and teacher(s) will meet and decide on a plan of action. The teachers will then phone their own students with the plan. If a student does not hear from his/her teacher on the exam day, it is the student’s responsibility to contact the school the day following the exam to find out when the makeup exam will be.

#### Diploma Exams

- (a) If buses are not running, Alberta Education, and Sturgeon School Division must act in the interests of the health and safety of their students in emergency situations. If a student is not able to write a diploma exam due to inclement weather the needs of the student will be addressed by the “Special Cases Committee” of Alberta Education subsequent to the recommendation of the school principal.
- (b) If a student is not able to write due to illness or another emergency (i.e. bereavement) a form (available from the Office) must be completed by the student/parent/guardian and principal. If the reason is due to illness, the form must be completed by a physician parent/guardian and principal. The principal will make a recommendation, based on the best interest of the student, and submit to the “Special Cases Committee” of Alberta Education for approval.

### **Alternate Writing Times (Diploma Exams and Provincial Achievement Tests)**

Administration must be very careful in allowing students to leave early as they are not receiving all of the instruction required to complete a course(s), and this may necessitate that teachers prepare an additional exam. Parents are required to complete an Alternative Writing Request form which is available in the Office. Because circumstances vary, each case will have to be considered on its own merit. The final decision will be made by Redwater School Administration

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## Plagiarism and Academic Dishonesty

Evidence of plagiarism or cheating on an exam or assignment may result in a mark of zero on the entire exam or assignment. Any student assisting another to cheat may also receive the same penalty.

## Student Appeals

To ensure that student evaluation procedures have been fair and just, a student or parent/guardian shall have the right to appeal his/her standings awarded in any subject. The right to appeal may be exercised in the following manner:

- a. Appeal of an assignment mark must be made to the teacher **not** later than 2 days after the assignment has been returned. Teacher response will be made within 5 working days of receiving the student appeal. In the event that no agreement is reached between the student and the teacher, the student may then submit in writing to the principal an appeal of the assignment mark along with the reasons for making the appeal. The principal will acknowledge receipt of the appeal and indicate the expected date of the decision.
- b. Appeals may also be made after a regular reporting period. The correct procedure is the same as in (a) above.
- c. Appeals on final marks must be made to the principal not **later** than 5 days following the receipt of the marks. The appeal must be in writing providing the reasons for the appeal. The principal shall advise the student within 5 days of receipt of the appeal of the decision regarding the appeal.
- d. Should the student not be satisfied with the outcome of the school level appeals, he/she may request a hearing from an appeal committee appointed through the office of the Superintendent of Schools. The Superintendent must receive the appeal request within 5 days of the school ruling. The Superintendent or his designate, shall advise the student in writing, within 10 days of receiving the appeal.

## Course Challenge Policy

Any senior high school student who believes that he or she possesses the knowledge, skills and attitudes for a senior high school course as specified in the program of studies, and is ready to demonstrate that achievement through a **formal, summative assessment process**, may initiate a request for course challenge to his or her principal. For diploma examination courses, this applies only to the school-awarded mark.

The course challenge process must assess a student's achievement of the **depth and breadth of the outcomes of the course**. Assessment procedures for course challenges must include a variety of formats and strategies.

The course challenge applies to non-diploma examination courses and only to the **school-awarded mark component of diploma examination courses**. Students challenging a non-diploma course will be given a final course mark, and, if successful, credits in that course.

Credit in diploma examination courses can be achieved only through a combination of the school-awarded mark (50%) and the diploma examination mark (50%). Course challenge in diploma examination courses **will NOT result in a final course mark or in credits until after the student successfully completes the diploma examination** for that course.

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In the assessment process for a **language course challenge**, students must perform a number of oral, written, listening and reading comprehension tasks as well as show samples of their work that demonstrate the expected outcomes being challenged. Student performance is to be evaluated by a teacher who has expertise in the language course being challenged.

The student who initiates the challenge shall take responsibility for providing **evidence of readiness** to challenge a course (e.g., a portfolio, other collection, documentation of work and/or experience, a recommendation from a junior high school teacher).

A student may not challenge a course in a lower-level sequence if the student has been awarded credits in a course in a higher-level sequence. For example, a student who has earned credits for Science 30 may not challenge Science 24. However, a student waived into a higher-level course in a sequence may challenge the lower-level course(s) in that sequence. For example, a student who is waived into Science 30 may challenge Science 20.

A student who challenges a course, either successfully or unsuccessfully, may subsequently choose to take the course.

Students are **not permitted** to challenge the following courses:

- All Registered Apprenticeship Program (RAP) courses
- Career and Technology Studies (CTS) courses completed in grades 7, 8 and 9
- Special Projects 10, 20 and 30
- Work Experience 15, 25 and 35
- Locally developed/acquired and authorized courses, with the exception of locally developed language courses.

### **Graduation/Promotion**

At the Junior High level, students are promoted to the next grade on an individual basis with regard to their effort and achievement in all courses taken during the year. In general, successful completion requires a 50% final average in the four core subjects. An average of less than 50% or failure in two or more core subjects may result in a recommendation for retention. Such a decision would be made in consultation with teachers, administration and parents/guardians.

High School graduation is based upon criteria outlined by Alberta Education.

### **Diploma Requirements:**

A minimum of 100 credits including:

- English 30-1 or English 30-2
- Social 30-1 or Social 30-2
- At least one of Math 20-1, Math 20-2 or Math 20-3
- At least one of Science 24, Science 20, Biology 20, Chemistry 20 or Physics 20
- PE 10
- CALM
- At least 10 credits from CTS, Second Languages, Fine Arts, RAP or PE 20 or PE 30
- At least 10 credits in any 30-level course (in addition to English and Social)

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## Participation in Graduation Ceremonies at Redwater School

The high school graduation ceremonies mark an important milestone in the lifetime of a person. To some students, it is a stepping stone to university, college or a technical institute. For others, it means the culmination of educational aspirations by which they are ready to assume an adult role in the community. Each high school student eagerly looks forward to participating in high school graduation ceremonies. In order to preserve the significance, participation in these ceremonies must therefore be the result of well deserving efforts on the part of the student.

At Redwater School, to be included in the high school graduation ceremony a student shall:

- Have completed a minimum of 80 credits toward a High School Diploma prior to the beginning of the second semester of their graduating year. (Exceptions to this requirement will be made in instances where the student is enrolled in full year courses at Redwater School which will result in a carryover of credits from term 1 to term 2).
- Be enrolled in sufficient courses through Redwater School to complete the requirements of the Alberta High School Diploma by the conclusion of semester 2.
- Be responsible to ensure that all credits from correspondence and Distance Education courses are completed and submitted for grading by May 21 of the graduating year.
- Be responsible for providing documentation by May 21 for any work experience and/or special project(s) in progress and filing a detailed timeline to fulfill requirements. Students must have demonstrated diligence towards completion of requirements.
- Have all school fees paid in full.
- **NOTE:** The onus is on the student to ensure they meet the graduation requirements and that all documentation regarding credits earned from outside the school. Each student's marks, attendance, attitude and number of credits will be monitored by the grad advisors and administration up to the date of the ceremony. Only students in good standing will be allowed to participate in the ceremony.

## Healthy Interactions: Resolving Interpersonal Conflict

In an organization like a school system, conflict occurs from time to time. It is part of human nature. However, if not handled carefully, all conflict comes with a very high human cost. Healthy Interactions is an interest-based, problem-solving approach to conflict resolution that creates and maintains open lines of communication. The program is intended to help staff, parents, and community members more effectively and efficiently resolve potentially difficult issues while minimizing unproductive conflict. Therefore, it is important that all possible participants be familiar with the process and understand that in Sturgeon School Division there is one standard and consistent manner in which complaints, problems and issues will be handled.

- a. *Consistency:* all people in all schools follow consistent procedures and use consistent terminology - people know what to expect.
- b. *Comprehensiveness:* the interests of all parties involved (parent, staff, student, others) will be considered every time a concern arises - nobody is ignored.
- c. *Credibility:* all people in the community must know that all concerns are handled in an interest-based manner that is fair to everyone.

Healthy Interactions meets the needs of staff, parents, students and community by building stronger relationships. It is an ongoing process within which all parties commit to making relationships work – a winning approach for staff, parents, community and especially for students.