



**Redwater School Handbook
2024-2025**

Redwater School

Principal- Mr. Kevin Dorosh

Vice-Principal- Mrs. Amber Atcheson

PO Box 790, 5023-50 Ave, Redwater, Alberta

(780) 942-3625

Website : www.redwaterschool.ca

Office Hours : 8:00 a.m. to 3:30 p.m.



Welcome to Redwater School!

Welcome to the 2024-2025 school year at Redwater School!

This handbook holds our most common practices here at our school, as well as other information students and families need to know throughout the year.

We are looking forward to an excellent school year!

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Operational Day Schedule - Grade 5 to Grade 12

Office Hours

Generally, the school office is open between the hours of 8:00 a.m. and 3:30 p.m. Before and after these times, an answering machine is available to receive calls. The school day begins at 8:15 a.m. for staff, with operational days ending for staff at 3:15 p.m. Redwater School doors open at 8:15 a.m.

Bell Schedule

<u>Elementary</u>		<u>Junior High</u>		<u>High School</u>	
8:29 am	Warning Bell	8:29 am	Warning Bell	8:29 am	Warning Bell
8:30 am- 9:12 am	Period 1	8:30 am- 9:12 am	Period 1	8:30 am- 9:54 am	Block 1
9:12 am -9:54 am	Period 2	9:12 am -9:54 am	Period 2	9:54 am - 9:58 am	Class Transition
9:54-am - 10:11 am	Morning Recess	9:54-am - 9:58 am	Class Transition	9:58 am - 11:22 am	Block 2
10:11 am- 10:40 am	Period 3	9:58 am- 10:40 am	Period 3	11:22 am - 12:02 pm	Lunch
10:40 am - 11:22 am	Period 4	10:40 am - 11:22 am	Period 4	12:02 pm- 1:26 pm	Block 3
11:22 am- 11:42 am	Lunch	11:22 am- 11:42 am	Lunch	1:26 pm - 1:30 pm	Class Transition
11:42 am - 12:02 pm	Lunch Recess	11:42 am - 12:02 Pm	Lunch Recess	1:30 pm - 2:54 pm	Block 4
12:02 pm - 12:44 pm	Period 5	12:02 pm - 12:44 pm	Period 5		
12:44 pm - 1:26 pm	Period 6	12:44 pm - 1:26 pm	Period 6		
1:26 pm- 1:30 pm	Class Transition	1:26 pm- 1:30 pm	Class Transition		
1:30 pm - 2:12 pm	Period 7	1:30 pm - 2:12 pm	Period 7		
2:12 pm - 2:54 pm	Period 8	2:12 pm - 2:54 pm	Period 8		

Sturgeon Public School Division and Redwater School Calendar

The Redwater School Calendar and the Sturgeon Public Division Calendar is also available on our website at: <https://www.redwaterschool.ca/about/calendar>

2024-2025

**Final
March 22, 2023**

School Offices Open - NO CLASSES	August 19 - 23
Division/School PD/Collaboration; Staff Meeting	August 26
Division/School PD/Collaboration; Staff Meeting	August 27
Operational Non-Instructional (K-12) - No Classes	August 28
Classes Begin	August 29
Labour Day - No Classes	September 2
Division/School PD/Collaboration; Staff Meeting	September 16
National Truth & Reconciliation Day - No Classes	September 30
Thanksgiving Day - No Classes	October 14
Division/School PD/Collaboration; Staff Meeting	October 15
Remembrance Day - No Classes	November 11
In Lieu of Parent/Teacher Interviews - No Classes	November 12
Fall Break	November 13-15
Classes Resume	November 18
Division/School PD/Collaboration; Staff Meeting	December 2
Christmas Break	Dec. 21 - Jan 5
Classes Resume	January 6
Division/School PD/Collaboration; Staff Meeting	January 31
First Day of Classes - Semester Two	February 3
Teachers' Convention - No Classes	February 6 - 7
Family Day - No Classes	February 17
Division/School PD/Collaboration; Staff Meeting	March 10
In Lieu of Parent/Teacher Interviews - No Classes	March 21
Spring Break	March 22 - 30
Classes Resume	March 31
Good Friday - No Classes	April 18
Easter Monday - No Classes	April 21
Division/School PD/Collaboration; Staff Meeting	May 16
Victoria Day - No Classes	May 19
Division/School PD/Collaboration; Staff Meeting	June 2
Last Day of Classes	June 27
Operational Non-Instructional (K-12) - No Classes	June 30
Summer Vacation Begins	July 1

◻	Operational Day - No Classes
◴	Operational Day - Day In Lieu - No Classes
■	Non-Operational Day - No Classes
○	Division/School PD/Collaboration; Staff Meeting - No Classes



Frank Robinson Education Centre
9820-104 Street
Morinville, AB T8R 1L8
Phone: (780) 939-4341

Vision, Mission, and Values

A warm “Welcome Back” to all parents, students, and staff. Working together, we will provide our students with a variety of educational opportunities and extracurricular activities from which to choose, as well as a safe and positive climate in which they can learn and grow as young adults.

Effective communication between home and school is essential. Together we will help enable our students to be engaged learners who become ethical citizens with

an entrepreneurial spirit. We look forward to working with parents, staff, and students as we strive towards these goals for the school year.

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.

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 Public Schools. 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

Safe and Caring School

For the safety of our students all visitors must enter through the front doors of the school. During school hours all doors are locked. Please call ahead, or ring the doorbell and someone will come shortly to assist you.

Transportation and Fees

Sturgeon Public Schools provides safe, dependable, and efficient transportation for students. The division operates over 60 yellow school buses, depended on by roughly 4,000 students to get to and from school each day. Sturgeon Public School Division provides transportation for all school-aged children who meet the eligibility requirements.

Transportation fees, attendance maps and online application is available at the following link; <https://www.sturgeon.ab.ca/transportation>

Only students registered as passengers and obtained a bus pass 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 removal 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.

Visitors & Parking

Please park in the front parking lot while visiting the school. Do not park in the bus lanes, or directly in front of the school. Students who drive to school, please park in the south parking lot. Please note that while parked in the school parking lot, you do so at your own risk. The school is not responsible for any damage, or theft that may incur. We also ask that when entering and exiting the parking lot that you **do so at a slow speed**, and be aware of other students on foot or on bikes.

Students Leaving the School

To ensure the safety of our children, students leaving the school for any reason during school hours must sign out at the school office. Children will only be released to their parents or guardians. Should an alternate drop off, pick up, etc. be

necessary parents must state their request in writing and send it to school with their child.

Lunch, 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. All teachers exercise appropriate discretion when crafting the most effective learning environment for the students in their classrooms.

Grade 5 and 6: Will eat lunch with their grade cohort in their assigned area. **This year Gr. 5 and 6 students will be allowed to go off campus with parent permission only.**

Grade 7, 8, and 9 : Students will eat lunch in their designated areas. If students go home for lunch, or to purchase something in town, they **MUST** have a written note from their parents indicating where they are allowed to go during this time. Otherwise **Grade 7, 8, and 9 students will not be allowed off campus during the lunch period.** Please provide the note to the first period teacher in advance. We will keep these for the school year. Phone calls will not be accepted to give permission. **Please plan ahead.** If students return to school late, or are not behaving appropriately, the school will revoke the privilege and contact parents.

Grade 10, 11, and 12: Students will eat their lunch in their assigned area. **Senior high students will have off campus privileges during the lunch period.** They must return on time for the afternoon classes.

Keeping Safe

THROUGHOUT THE YEAR, STURGEON PUBLIC SCHOOLS CONDUCT TRAINING AND DRILLS to help better prepare students and staff for possible emergency situations. When a school is confronted with an emergency, staff will assess the situation and then decide on a course of action.

Schools conduct drills throughout the year to rehearse emergency procedures. These exercises prepare students and staff to act quickly and help to minimize a child's fear during a real emergency.

Lock-Down

Lock-Downs are usually used in response to acts or threats of violence to students and/or staff directly impacting the school. During a Lock-Down all doors to and within the school are locked. No one is permitted in or out of any area once it has been locked. Students and staff must respond very quickly to a Lock-Down command to get to a safe location before doors are locked. **No one, other than law enforcement, is permitted access to the building until the Lock-Down is over.**

Hold and Secure

Hold and Secure is used in response to security threats or criminal activity outside the school. During a Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building. **No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared.**

Shelter-in-Place

Generally, Shelter-in-Place is used during an environmental emergency, such as severe storms or chemical spills. During a Shelter-in-Place, students and staff retreat to safe zones to seek shelter. This includes having students or staff who are outdoors come back into the school. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from hazardous conditions. **Students will not be released or dismissed until the situation has been resolved.**

Evacuation

An Evacuation requires all students and staff to leave the school and go to an alternate location. This may mean only going outside and away from the building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation center. Parents will be informed of the alternate location through the school's Crisis Notification Network.

Dismissal

Under some circumstances it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised.

Reuniting with your Child

We recognize that when an emergency occurs, parents will be worried and want to be reunited with their child as quickly as possible. It is our intention to make this happen, however, to ensure every child's safety and the safety of staff, specific procedures have been established for releasing students. These procedures may be modified depending on the circumstance.

Parents are asked to adhere to the parent-child reunification procedures listed below. Staff will work hard to ensure these procedures take place without delay. However, please understand the process will take some time: we ask for your patience when you arrive at the Parent-Child Reunion Area.

Parent-Child Reunion Procedures

1. A Parent-Child Reunion Area will be established. Parents will be notified at the time of the emergency of the Reunion Area's location. The location may not be at the school — the location will depend on the specifics of the emergency.
 2. Students will only be released to an individual designated as legal guardian or emergency contact on the student's Emergency Form, which is completed at time of school registration. Please be sure to keep this information current with your school, as the school will only release a child to someone listed as an Emergency Contact — there will be no exceptions.
 3. Valid identification is required to pick up your child. This is required to protect your child from any unauthorized individuals attempting to pick up students. Even if school personnel know you, you must still present I.D. as the school may be receiving assistance from other schools or outside agencies.
 4. You will be required to sign for the release of your child. This is extremely important, as it ensures your child, along with other students, is accounted for at all times. Please do not just take your child from the school or evacuation center without signing for his/her release.
 5. Once you have been reunited with your child, please leave the area immediately. This is for your own safety and that of your child.
- If you are unable to pick up your child, he/she will be kept at the Parent-Child Reunion Center until alternate arrangements can be made. Your child will be supervised at all times.

When an Emergency Occurs

Although your natural instincts in an emergency may be to go to the school to safeguard your child, please understand that doing so could impede the response to

the situation. Going to the school may interfere with emergency crews and school personnel efforts to deal with the emergency. Extra vehicles and people at the site make the task more difficult. Please follow the instructions provided to you through the communications channels outlined below. **Please do not come to the school to pick up your child unless requested to do so.**

If you arrive at the school in the midst of an emergency, please respect the protocol in progress. While we understand personal circumstances or initial reactions might move you to do something contrary to the school's established procedures, we cannot compromise the safety of students or staff to accommodate individual requests that could put anyone at risk.

Please **DO NOT CALL THE SCHOOL and DO NOT CALL YOUR CHILD'S CELL PHONE.** Parents are asked **not** to call the school or their child's cell phone during an emergency. Phone systems need to remain available for handling the actual emergency. Overloading the system may mean the school cannot communicate with first responders. Calling your child's cell phone during an emergency may be putting them at higher risk by disclosing their location or drawing attention to them during a lock-down.

Keeping Informed during an Emergency

During an emergency, it is unlikely you will be able to reach the school by phone. We will, however, make every effort to contact parents directly or by one of the methods noted below.

Crisis Notification Network and/or the Media

Parents will be alerted to emergency situations via the School's Crisis Notification Network (phone or electronic notifications) and local media. Stay tuned to local TV and radio stations for news alerts.

Website, Social Media and Community Hotline

The Division will also keep parents informed by posting information regarding the emergency on the Division website, through social media and recordings on the Division Community Hotline Website www.sturgeon.ab.ca

Buses and Inclement Weather Policy

Schools shall remain open to students when school bus services are suspended by the Superintendent. Parents who have brought their children to school on days when school bus services are suspended will be responsible for picking up their

children at the end of the school day. On days when the Superintendent suspends school bus services, teachers shall not conduct examinations, nor introduce new material in their courses. A direct link to obtain daily bus information and cancellations is posted on the Sturgeon Public Schools website under Transportation.

Information regarding bus cancellations is also broadcast on local radio stations and is available on local media websites. A weather bulletin is also placed on the Sturgeon Public Schools website at www.sturgeon.ab.ca or www.sturgeontransport.ca. The final decision to send a child to the bus stop or to school rests with the parents, even though buses may be operational.

If road conditions warrant or in the event that students are sent home early buses may bring students home without prior notification. PLEASE ARRANGE FOR A SAFE PLACE FOR YOUR CHILD TO GO if this happens and if there is not normally someone at home. Please ensure that you have filled out and returned to the bus driver the Student Emergency Card given to you at the beginning of the year and that you update the bus driver with any changes in your emergency contact information. All students riding on school buses are required to wear winter footwear and to carry with them winter headwear and gloves or mitts during winter months. A bus driver may refuse transportation to a student who is not appropriately dressed as provided in this regulation.

Students will be kept inside the school on days when the temperature is below -25° C including wind chill. Absences by students on days when school buses do not operate whether as the result of bus failure, a decision of a contractor not to operate, or suspension of transportation services by the Superintendent, shall be deemed to be excusable.

Student Sensitivities

When preparing your child's lunch please be reminded of our efforts to maintain Redwater School as a "Nut Sensitive" school. We request that students **DO NOT** bring nuts, peanut butter, or nut products to school. Please be reminded that eating is not permitted on buses due to the number of students that have food allergies. Also please be reminded that products like Nutella, peanut butter, granola bars (unless they are labeled nut free), and baked goods containing nuts or nut products are some examples of foods to be avoided.

Please be cognizant of the types of foods packed in your child's lunch, and we will do our best to ensure that we are "Nut Sensitive". If your child carries an Epi-pen or any type of medical device or medicine to be used in case of a medical emergency please remember to check the expiration date on the medicine or device and to ensure that your emergency contact information kept at the school is updated regularly.

Attendance Policy

Regular attendance and punctuality is a necessary component of success in school. The Education Act requires that every child who is six years of age at school opening date and who has not reached the age of sixteen years must attend school. When your child is absent, parents are asked to email the school at redwater@sturgeon.ab.ca or call the school at 780-942-3625 to confirm your child's absence.

PowerSchool Parent Portal

To stay up-to-date with your child's progress, assignments and test results, visit the PowerSchool Parent portal.

For more information visit <https://sps.powerschool.com/public/> or use the direct link from our Redwater webpage www.redwaterschool.ca

PLEASE NOTE: At Redwater School we make every attempt to send correspondence home with the name your child wishes to be known as, however, on correspondence directly printed from PowerSchool, such as report cards, interim mark reports, your child's legal name will be used.

Communication

Redwater School makes every effort to communicate with parents/guardians through the following methods:

Redwater School Website – Please utilize this website as a means of information about Redwater School. The website address is: www.redwaterschool.ca. On our site you will find a wide range of information from our School Mission Statement, minutes of School Advisory Council meetings, fieldtrip information, newsletters etc. Our website is new this year, so please we ask for your patience as we upload new material.

E-mail – Each staff member at Redwater School has been provided with an e-mail address. Parents are welcome to contact any staff person through their email. All staff e-mail addresses are listed in lower case letters and consist of the first name.last name of the staff person’s name followed by @ sturgeon.ab.ca. i.e. jack.jones@sturgeon.ab.ca. Note if there is an urgent matter please call the school directly.

Power Announcements –Power Announcement is a quick communication tool that sends information via email. Parents/guardians will receive regular communications such as our newsletters via email. Please provide the school with any new or changed email address.

Monthly newsletters – Our monthly newsletter is sent home via Power Announcement. This newsletter lists monthly school activities, upcoming events and happenings within the school. The newsletter can also be accessed on the Redwater School website.

Classroom Newsletters – These newsletters provide information that is specific to the teachers’ classroom activities and are sent out on an as needed basis.

Focused and Effective Communication
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To maintain safe, caring, healthy and respectful learning and working environments, open communication between all parties is essential. The success of all students is the guiding principle resolution at the school and division level.

When differences of opinion occur, the most effective method to achieve resolution is direct communication between the parties involved. It is in the best interest of all parties to resolve disputes respectfully and in a timely manner. This procedure establishes the Division's process for open communication and dispute resolution.

The policy link: <https://www.sturgeon.ab.ca/board/procedures/5720>

Parent/Guardians as Partners

At Redwater School we highly value working with families to plan for the success of all students. We encourage parents to speak directly with teachers and administration on any issues that may arise.

Parent/Teacher Interviews

Parent/teacher interviews are held two times per year in November and March. Prior to parent/teacher interviews parents can book their interview online at <https://www.schoolinterviews.ca>. Information on how to book your interview will be distributed prior to interview bookings. Please watch for this important information. Student progress is updated regularly and can be checked through the Parent Portal in PowerSchool. Should concerns regarding student progress arise during the school year parents are encouraged to contact their child's teacher directly or the school at any time.

Equity, Diversity, Inclusion & Human Rights

Redwater School staff, students and families are to share responsibility in being proactive in maintaining a welcoming, caring, respectful, safe and inclusive learning environment that acknowledges and promotes understanding, respect and the recognition of diversity, equity, inclusion and human rights of all students and families within the school community.

Redwater School- Student Code of Conduct

(Student Code of conduct is defined under Section 31 of the Alberta Education Act).

Redwater School recognizes its responsibility to maintain a welcoming, caring, respectful, and safe learning and working environment. Students will be treated with fairness, dignity and respect by staff and other students. Students, while in school or participating in school sponsored activities, are expected to behave in an appropriate manner that does not interfere with the rights and privileges of other students. The school is a location where there is a joint effort to learn, relate and grow. Our quality of success in educating all the children is determined by parent support and student acceptance of his/her own responsibilities. To facilitate this environment, please take a moment to familiarize yourself with our student conduct policy.

Students have the responsibility to:

- attend school regularly and punctually

- show respect for fellow students, teachers and visitors
- be ready to learn and actively engage in and diligently pursue the student's education, including completion of assignments and homework
- comply with the rules of the school and the policies of the board
- ensure that the student's conduct contributes to a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging
- be accountable to the student's teachers and other school staff for the student's conduct
- utilize technology appropriately for the school setting
- fully cooperate with school authority and personnel authorized to provide educational programs and other services throughout the school day, during all school-sponsored activities, and beyond the hours of school operation if that behavior or conduct has a connection back to the school
- refrain from, report, and not tolerate bullying or bullying behaviour (physical, verbal, cyber) directed toward others in the school, whether it occurs within the school building, during the school day, or by electronic means.
- positively contribute to the student's school and community.

General School Rules:

- students will conduct themselves in an appropriate manner in the hallways. They are expected to walk quietly and safely from all activities.
- Use respectful language
- Staff are responsible for students therefore we ask students to always remain in class. Students may leave with the permission of teachers are informed of their whereabouts and have permission to be elsewhere under supervision
- Students are expected to be prepared for class by having those available. Materials that are lost or need replacement are the responsibility of the student
- School desks, lockers, and classrooms are used by individual students and may be used by multiple students the day. Students are expected to show respect for the property as they are being used by others.
- Vandalism, damage, and criminal acts affect all of us at Redwater School. We expect students to report these incidents to the school office.

Beyond school hours students will be held responsible for unacceptable behaviour, whether it occurs during the school day or by electronic means if that behaviour has a connection back to the school and has a demonstrated detrimental impact on the welfare of other students or staff.

Consequences including intervention, suspension, and/or recommendation for expulsion from school may be imposed when a student fails to meet the expectations for student conduct.

Equity, diversity inclusion, and human rights

All students, staff, parents, and guests share responsibility for proactively creating and maintaining welcoming, caring, respectful, safe, and inclusive learning environments that acknowledge and promote understanding, respect, and the recognition of the diversity, equity, inclusion and human rights of all students and families within the school community.

Any language or behavior that degrades, labels, stereotypes, incites hatred, prejudice, discrimination, and/or harassment towards students, staff, or families based on their real or perceived sexual orientation, gender identity or gender expression will not be tolerated. Student offenses will be dealt with as outlined in our Code of Student Conduct. Parents, community members, or other guests at the school who engage in this behavior or language will be dealt with directly by the school administration and may be asked to leave online gatherings or meetings.

Each year, Redwater staff will evaluate our website, learning resources, and common practices to ensure they support the safety, health, well-being, and educational needs of students who identify as, or are perceived to be, gender minorities. We will also strive to promote critical thinking and include age-appropriate materials that accurately reflect the diversity of Canada's sexual and gender minority families, cultures, and communities,

Dress

In keeping with the philosophy of Alberta Education, we strive to help our students become productive citizens who are ready to pursue careers in the workforce. As a result, students are expected to conduct themselves in a manner that demonstrates respect and to dress appropriately for a school/work setting.

Redwater's dress guidelines promote safety and learning at school and includes the following expectations:

- Images and text are suitable for children and are respectful of others

- Footwear:
 - Students require a separate set of indoor shoes. Non-marking running shoes are required in the gymnasium.
- Clothing covers undergarments, allowing students to be active and dignified.
- Please dress for the weather. Please choose clothing that allows students to participate in cold, wet, windy and warm weather. Students are expected to be outside on those days which are warmer than -25 degrees including windchill (unless involved in a supervised inside activity). Students are not allowed access to the school until 8:15 am (unless weather determines otherwise).

Technology and Cell Phones PEDs

Standards for the Use of Personal Communication Devices and Social Media

On June 17, 2024, Alberta's government introduced new restrictions on the use of personal mobile devices in classrooms and access to social media sites on school networks.

To maintain a focused and engaging learning environment, we ask that students keep their cell phones locked in their lockers during instructional time. In the event a student needs to make a phone call during instructional time, students are asked to arrange with their teacher an appropriate time and use the phone outside of the office.

We ask that parents take time to explain and reinforce the guidelines introduced. Students are to respect the limitations which are designed to increase student engagement and reduce bullying.

In order for our teachers to focus on the success of their students, it is important that students understand their responsibilities according to these guidelines. We want our staff to focus on teaching and supporting students, not enforcing the guidelines to the detriment of all students.

General Expectations for Students:

During instructional time, personal communication devices (PCD's) are to be either powered off or set to silent and stored in their locker. Your PCD is not permitted to be on your desk or person. Please make this a habit at the start of every class. Instructional time is the entire class period; students leaving class during instructional time are not permitted to access their PCD's.

PCD's include cell phones, smart watches and tablets. Students will not be able to listen to music on PCD's during instructional time. Chromebooks and laptops may be used when instructed by the teacher. The security and storage of these devices is the sole responsibility of

the owner or user. SPSD and Redwater School assumes no responsibility for the safety, security, loss, repair or replacement of these devices.

Students are not permitted to access Social Media during instructional time and at no time on school devices or on our network. Social Media access will be blocked on our network. Please refer to Administrative Procedure 901 for more information.

[Administrative Procedure 901: Student Conduct; Exhibit 1 – Social Media – Student Access](#)

Exceptions:

Students requiring the use of a PCD for health, medical reasons or special learning needs must provide a doctor's note detailing the need to the principal.

Teachers may allow students to use their PCD for educational purposes. Once the activity is complete, all PCD's must be returned to silent or powered off and be stored back in the locker.

High School students on spare may use their PCD; they won't have access to social media on the school network and are not to access social media while in the school.

Students on field trips may use their PCD's during the non-instructional transport to the activity. Upon arrival, students are to either put their device on silent or power it off and store it in their backpack.

Contacting Students During the Day

Due to the new provincial guidelines, parents are asked to contact students outside of instructional time. Students may access their PCD's during breaks and lunch hour (this will be evaluated throughout the year and discussed with our school directors). During class time, if you must contact your child for an urgent issue, please call the school and we will pass the message on to them to get in contact with you. Thank you for your cooperation and support.

Progressive Discipline Approach for Non-compliance

Students are to respect the above guidelines to allow the class and teacher to focus on their work without disruption or distraction. Students not abiding by the guidelines on PCD use and accessing social media during instructional time will have their PCD confiscated by the teacher/admin.

First offense - PCD will be taken to the office, where it will be securely stored, and the student may pick it up at the end of the day - parents will be notified by the teacher.

Second offense - PCD will be sent to the office for a parent/guardian/adult family member to pick up. A meeting may occur to review the guidelines and responsibilities of the student based on the guidelines.

Multiple offenses - Further defiance will require a meeting with admin to discuss actions moving forward, which could include, permanent storage of PCD in office during school day, recommendation for device to remain at home and/or suspension.

Administrative Procedures

- [AP 901](#)
 - [901:Exhibit 1 - Social Media](#)
- [AP 870](#)
 - [AP 870 Exhibit 2: Protocol for Students](#)

Government or Ministerial Documents

- [Ministerial Order](#)
- Alberta [Frequently asked Questions](#)
- [Ministers Letter to Parents](#)
- [UNESCO Report on Technology in Education](#) (2023)

Supports Provided from Government

[Attachment 3 - Research](#) related to the use of personal mobile devices and social media

Student Technology

o Redwater School is a Bring Your Own Device (BYOD) school. We encourage all students from Grades 5-12 to bring their own device (chrome book/laptop) .

Junior High and High School students MUST bring a device to school. If they do not have a device, they can rent one from the library for a semester. This process goes through the librarian and office administration.

- Please note that Alberta Education policy states that students may not bring cell phones and/or personal audio devices into any exam. Electronic use is for learning.
 - If students access inappropriate content at school, regardless of whether the device or the internet connectivity is school property or not, students will be held responsible for their conduct.

Please note: It is requested that students **store their PEDs away, locked in their lockers**, during the time they are at school. Engaging in game playing or social networking during school time is prohibited.

If students have challenges with personal use of electronic devices during learning, students may be asked to either:

- leave their electronic devices with their teacher, with the office, or to leave the device at home.
- Cyber Bullying is a serious offense and will not be tolerated. Any incidents of cyberbullying will be dealt with according to the school code of conduct and discipline policy.

Alcohol, Tobacco, Illicit Drugs, Other Harmful Substances

Redwater School is a tobacco-free facility. All tobacco products are prohibited from use in the school, and school grounds. The use of any type of e-cigarette/vaporizer is prohibited. Students are encouraged to seek help from school staff if they have substance-related issues. Students that are expelled for substance-related issues will be asked to seek addiction substance-related counseling before returning to school. School staff will contact parents/guardians of students suspected of being under the influence of a substance. Please be aware that graduation, field trips, and other school-sanctioned events are included.

The use or possession of alcohol, illicit drugs, other harmful substances, and/or drug paraphernalia while under the school's jurisdiction, will result in one or more of the following:

- transfer of the student to the custody of parents
- suspension from school
- possible recommendation for expulsion from school, and/or involvement of law enforcement agencies.

Weapons

A weapon is anything used, designed to be used, or intended for use in causing injury to any person, or for the purpose of threatening or intimidating another person. Any student found in possession of a weapon, or replica of a weapon,

whether on their person, in their vehicle, or in their locker or desk, may be suspended and/or recommended for expulsion. Contact with the RCMP may also be required based on the severity of the offense and VTRA protocol may be enacted.

Plagiarism and Cheating

Plagiarism is defined as passing off the work of someone else as your own. Cheating includes but is not limited to, gaining access to answer keys, and bringing answers into a secure testing situation. Using Artificial Intelligence (AI) software and programs, to complete either formative and/or summative assessments is also included in the definition of plagiarism; the work is not created by the student and the student is representing the work of the AI technology as their own. Plagiarism is not helpful when learning course material and is academically dishonest.

Parents/guardians will be notified if plagiarism and/or cheating occurs. In consultation with the administration, consequences will be assigned.

Redwater School takes plagiarism as a teaching opportunity to both educate and correct the behaviour. Redwater School uses a level system to correct the plagiarism behaviour:

- **Level one:**

A discussion of the plagiarism incident will occur between the teacher and the student. A mark may be awarded when an alternative assignment or test is completed by the student. A record of the incident will be kept and repeat offenses will be dealt with by the school administration.

- **Level two:**

A conversation will occur between the teacher and the students discussing the repeated offense of plagiarism. The student will be given a mark of zero on the work suspected of being

plagiarized and will not be given the opportunity to re-do the assignment. A letter will be sent by the principal to parents outlining the event and its consequences.

Bullying, Harassing, Discriminatory and Aggressive Behaviours

A welcoming, caring, respectful, and safe learning environment for all students and school staff will be one that is free from bullying, harassing, discrimination or violent behaviour. To achieve this at our school all students, staff, parents, and guests will,

- Model respectful conduct, inclusive behaviour, and an understanding and appreciation for diversity, equity, and human rights.
- Refrain from, report, and refuse to tolerate bullying or bullying behaviour, even if it happens outside of school hours or electronically.
- Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation, or other safety concerns in the school.

When concerns arise relating to bullying, harassment, discrimination, aggressive behavior, or conflict it is expected that students, staff, parents, and guests will communicate directly with the authority most closely involved. This staff member will investigate and respond to the concern promptly. They will also relate the incident and any actions carried out to our school administration.

What is Bullying?

Bullying: repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear, or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation.

What Bullying is Not:

Bullying behaviour is not the same as hurting someone's feelings if there is no misuse of power or a deliberate intent to cause harm. Bullying behaviour is sometimes confused with conflict. Conflict is a disagreement about different beliefs, ideas, feelings, or actions.

Field Trips

Rewater staff plan field trips throughout the school year to enhance learning and are an important part of the academic experience. Students are representing Redwater School when in the community. Our expectation is that students represent themselves and their school with the level of conduct communicated in this Student Code of Conduct.

Discipline Policy and Guidelines

All discipline situations are seen as a learning opportunity for students. Staff will be sure to use a restorative approach when dealing with students and respect the dignity of the child.

When dealing with breaches to our Code of Student Conduct, inappropriate behaviour is generally categorized according to three levels of severity with appropriate possible consequences.

Consequences

Redwater School focuses on correcting measures to ensure students are aware and can meet the code of conduct. Corrective measures are teaching consequences to support growth. If teaching consequences are not successful, discipline will be more corrective to ensure the safety of all students and staff. Staff, students, and parents/guardians are partners in providing the best possible learning opportunities for everyone.

Category A

Infractions may include:

- | | |
|---|--------------------------------|
| Classroom, hallway, playground misbehaviour | ● Dress code violation |
| ● Neglect of homework | ● Misuse of language |
| ● Tardiness | ● Misuse of electronic devices |
| ● Disrespect | ● Unsafe behaviour |
| ● Screen capture or picture of others without permission. | |

Possible actions that may be taken:

- A staff member will help the students be made aware of the proper behavior.
- A teacher gives logical consequences for a student's action, e.g., a student who is late is asked to make up the time at noon.
- A teacher contacts parents to involve them.
- The student and teacher create a plan to correct the undesirable behavior.
- The student is removed from class to either regulate or reflect.

If infractions continue to occur, the teacher may repeat interventions or refer the child to counseling or administration.

Category B

Infractions may include:

- Bullying
- Verbal abuse (profanity/threats)
- Retribution against any person who has intervened to prevent or report bullying
- Damage to school property
- Defiance of authority
- Posting images from school on social media without permission
- Academic dishonesty
- Skipping class
- Repetitive or persistent Category A misbehaviour

Possible actions that may be taken:

- Any action from Category A.
- The student is referred to Administration.
- Parent contact
- Loss of privileges (eg, school teams, intramurals, field trips)
- Recess detentions
- Community service to repair damage
- 1-3 day in school or out-of-school suspension
- Referral to counseling.

Category C

Infractions may include:

- Fighting/Assault
- Harassment
- Major theft
- Vandalism or property
- Break and Enter
- Possession or use of e-cigarettes, vaping equipment, cigarettes, alcohol, or drugs
- Skipping Class
- Repetitive or persistent Level Two Level behaviours
- Non-compliance (open opposition to authority, refusal to comply, work, or open disrespect)
- Recording audio or video of anyone without explicit permission
- Sharing sexually explicit texts, images, or video
- Possession of a weapon

Possible actions that may be taken:

- Any action from Category A or B.
- 1 - 5 day in-school or out-of-school suspension.
- Referral to appropriate agencies for counseling.
- R.C.M.P. involvement
- Possible recommendation to the School Board Discipline Committee for expulsion.

All students who are suspended from school are required to meet with an administrator or counselor prior to being readmitted to school.

1. Staff are committed to supporting students achieve this conduct by:

Helping the student identify inappropriate behaviour(s)

Helping the student solve the problem(s) created by these behaviour(s)

Respect the student's dignity.

Share the Code of Conduct with students twice annually, in September and January.

Make the Code of Conduct accessible to families by sending out electronically in September and posting on the school website for easy access.

Factors such as the nature of the misbehaviour, degree of the situation, emotional stability, and history will be considered when action is taken.

School Communication

Communication is key between students, parents, and teachers. Redwater School follows the Focused and Effective Communication model (as pictured below). Should there be any questions or concerns, students are encouraged to self-advocate and ask for help or clarification from their teachers. Should parents have any questions, they are encouraged to reach out to the teachers first. If concerns are not solved after having a conversation with teachers, the principal can help facilitate conversations between students, parents, and their teachers.

Student Lockers

Lockers belong to the Sturgeon Public Schools and may be searched at any time by the school administration. Students must provide their own lock or purchase a lock from the school office. Students will be required to provide their lock combination to their homeroom teacher. Elementary students do not require locks for their lockers unless storing a PCD.

School Fees

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

Payment of fees 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 fees 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.

Liability for Damage to School Property

Redwater School will charge parents the cost of repairing damaged property pursuant to Section 16(1) of the School Act of Alberta.

Keeping Personal Technology Safe

While students are allowed to bring their devices to school, the school will not be responsible for any damages or loss to property. For this reason, ensure you label all items and be sure to lock them up at school when not in use. Every effort will be made to help students with lost or stolen items however, staff members are not responsible for these devices.

Redwater School is a BYOD school - Bring Your Own Device - families are asked to provide a chromebook or laptop for each student. (not a cell phone) The school does have some chromebooks for student use, but these are typically not allowed off school property. More information is provided in the first newsletter on BYOD.

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 during breaks. The student telephone is paid for by the 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.**

The students will not:

- visit inappropriate websites or use inappropriate programs
- take pictures or record video/audio of people without their permission.
- post pictures, video or audio of any student or staff member
- take pictures or video of inappropriate behavior (ie. fighting).
- damage any of the school technology willfully and will tell staff if they see someone else doing it.
- use technology to bully or say hurtful things about anyone else and understand that they may be held accountable for comments made about another student or staff member over the Internet, text, or social media websites. **This includes posting comments when not at school.**
- plagiarize assignments by using someone else's work as their own (quoting material from the Internet or other sources is encouraged within reason to help support ideas).
- use any electronic device in the gym change rooms or washrooms.

Furthermore, please understand that:

- Computer accounts and Internet access is a privilege and not a right.
- Students should think carefully about anything they may want to publish on the Internet. Anything deleted can be on the web for years after.
- Students at Redwater School will have access to the internet; students must handle it responsibly.
- Students are encouraged to be active at recess and lunch time and technology use is discouraged at these times.

Note: Consequences for students who misuse technology could mean but is not limited to being banned from school computers or being asked to keep all personal technology at home, may involve other school consequences such as detentions or suspensions having the device taken away and have a parent pick it up from school, or RCMP involvement when the school deems it necessary. Should technology use become an issue with a student, the school will work together with the student and parents to resolve it.

Assessment & Reporting Practices

The purpose of assessment is to gather information about student progress in order to improve teaching and learning. Information related to assessment is communicated in a clear manner to students, parents and teachers. Assessment provides students, parents and teachers with an accurate picture of student performance in relation to the goals and objectives of the Alberta Program of Studies. Redwater students may engage in three types of assessment:

Formative Assessment provides ongoing information to help teachers and students determine what is required to improve knowledge and skills. It can provide practice in applying, demonstrating and extending knowledge, skills, and attitudes. Some of this information is posted on the Parent Portal.

Summative Assessment is usually done at the end of an outcome/unit/concept. It is meant to provide information about progress and achievement. Summative assessments can also include but are not limited to projects, assignments, quizzes, performance tasks, etc. This information is posted on the Parent Portal.

Diagnostic Assessment is meant to provide information about a student's prior learning. It may help to identify a student's strengths or areas of concern allowing a teacher to make informative decisions about program planning for the student. Parental consent is required prior to any of these assessments and are initiated by the classroom teacher. This information is communicated to families in a parent conference. Based on meaningful and clear assessment practices, students are:

- Engaged and empowered in their learning process.

-Actively participating in the assessment of their work. Assessment tasks provide them with information that they can use for self-reflection and self-evaluation. This assists students in taking responsibility for their work and in becoming life-long learners. For students to progress, they must work independently and take ownership for their learning.

Rewrites - Students will not normally have the opportunity to re-write major tests or re-do major assignments as these summative assessments are a measure of student learning over a period of time. However, in the event that a student's performance on a summative assessment task is inconsistent with his/her performance in the unit of study, the teacher may allow the student to rewrite the test or re-do the assignment. This decision is at the teacher's discretion and there may be additional requirements that the student may have to complete prior to a re-write.

-Students may be given the opportunity to write missed summative assessments under extenuating circumstances as determined by school personnel. (ie. a death in the family, medical issues with a Dr.'s note, etc.)

Diploma and PAT Schedule

Please click on the below links to view the 2024-2025 Diploma Exam and PAT Schedules:

- [Diploma Exam Schedule](#)
- [Provincial Achievement Test Schedule](#)

Note: Students will receive a full exam schedule closer to final exams.

Work Not Handed in (NHI)

Teachers will assign clear deadlines and expectations for assignments and other learning activities related to their courses. Students will be responsible for these deadlines and will organize their time appropriately for the completion of these tasks. Should a student not hand in an assignment they will have their mark recorded as an NHI (Not Handed In). This mark will be calculated as a "0" in their final grade until such time as they meet with the teacher to discuss any process necessary for handing in their late assignment. Should a student not write a test, the same process will be followed until such time as they do write the test. Throughout this process, the teacher will use all means at their disposal to encourage the student to complete the assignment or write the test. They may for example:

- post the NHI on the parent portal
- encourage the student to complete the assignment or test

- provide extra time/extra help if required
- call home/email home
- meet with parents
- call in the school counselor
- call in school administration
- teacher may choose to exempt the student from the task

Interventions for Student Success

The staff at Redwater School are dedicated to providing intervention strategies for students. In addition to classroom teacher expertise on differentiation and modifying curriculum the following resources are available:

- school based counsellor
- school based special education coordinator
- division based special education team that includes: speech/language specialists, behavior specialists, psychologists and occupational therapists
- a solid relationship with Capital Health, Family and Community Services and Redwater RCMP

What to do if your child needs help?

- Talk to the homeroom teacher. Express your concerns and ask for the teacher's input. Work with your child's classroom teacher to identify your child's strengths and weaknesses.
- If necessary, a referral may be made to Sturgeon Public Schools Student Services for informal/formal assessment with your consent. This referral comes from the teacher, to our Learning Support Teacher, then to the Principal for approval.
- As a team, you, the homeroom teacher, and a member of the support team from the student services team will determine the best possible program for your child, including modifications, inclusion and placement.
- The key to appropriate intervention is effective communication between teacher and parent.

Homework Policy

Developing a regular study pattern and skills at an early age helps students achieve success in their schooling. A regular schedule for homework helps to develop these skills.

Purpose of Homework

Homework can range from routine spelling and math drills to visits to local industries. Homework will depend, to a large extent, on the purpose for which it was designed.

Some of the purposes of homework are:

- to reinforce lessons taught during class time
- to give students extra drill in an area where they may need practice
- to teach students to budget their time
- to help students develop self-reliance and good study habits
- to enable parents to see their children's assignments
- to give experience in research techniques
- to strengthen the ties between home and school, particularly when parents can help in some way with assignments
- to catch up on work or assignments missed due to absences

Parents Can Help

There are many ways parents can help with homework. These include:

- providing a quiet, regular place to work, helping their children organize their time for assignments
- being the "audience" for reading practice and spelling and math drills
- providing information and knowledge for projects
- using the "agenda" to check for homework and communicate with the teachers

The support and interest of parents will have a large influence on students' attitudes toward homework. If you have questions about the assignments your children are bringing home, don't hesitate to talk to their teachers.

The actual time required for homework will vary with: the grade level; the student's ability; and the student's use of class time.

Homework Due to Absence – Short absences (1-2 days) do not usually require parents to request and pick up homework, unless the teacher deems it necessary. Many families take holidays during the school year resulting in the loss of school time. The teachers are not expected to be responsible for student catch-up for this type of absence. Parents are asked to minimize these absences and to help their children take responsibility for the missed work.

Counseling Services

A counselor is available to provide academic, social/emotional, and career/post-secondary counseling services to students. Students may make appointments with the counselor if they require assistance with social or emotional issues or to seek information or advice with academic, career or post-secondary

questions. The counselor will periodically meet with students individually to ensure they are on track to graduate.

Course Selection, Minimum Credit Loads and Withdrawal from Classes

To ensure that students are on track 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: Carry 40-42 credits (**NO study periods**)

Grade 11: Earned 40-45 credits **AND** recommended to carry 40 credits

Grade 12: Earned 80 credits **AND** recommended to carry 35 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, counseling 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.

<h3>Student Academic Awards and Examinations</h3>
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Examination schedules are posted well in advance of final examination dates.

Valedictorian Criteria

Valedictorian will be decided based on the following criteria:

Average of marks from both grade 11 and grade 12 will be used to determine standings for all candidates. Only English 20-1 and 30-1 will be used for Valedictorian Criteria. Students must have a minimum of 30 credits at the 30 level.

1. Marks from Grade 12

- o Averages will be determined using the Alexander Rutherford High School Achievement Scholarship requirements.
- o As of May 1st, of the current school year

2. Marks from Grade 11

- o Final grade 11 average and averages will be determined using the Alexander Rutherford High School Achievement Scholarship requirements.

Candidates must have demonstrated exemplary behavior and attendance for the last two years. Successful candidates will be informed by the School Principal or Counsellor by May 5th.

High Honour and Merit Awards

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

1. Grades 10, 11 and 12 High School Honour and Merit shall be awarded annually to students who have met the [Alexander Rutherford High School Achievement Scholarship requirements](#).
2. A Division bookmark will be presented to students, who have achieved honours according to the [Alexander Rutherford High School Achievement Scholarship requirements](#).
3. A Division pen and pencil set will be presented to the student in each high school in the Division achieving the highest standing in Grade 10, 11 and 12 on the basis set out in 1.

Junior High Merit Award

The following agreed upon criteria are to be used for Merit Awards in grades 7 to 9:

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 9:

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.

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.

Final Exam Weightings

Grade 6 (PAT)	15%	Grade 10	25%
Grade 7	15%	Grade 11	25%
Grade 8	20%	Grade 12 (Diploma)	30%
Grade 9 (PAT)	20%		

Missed Final Exams

Non-Diploma Exams

1. Supervising teachers will take attendance during final exams and the office staff will phone home if a student is missing. The student must try 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.
2. 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.
3. If buses are not running, Sturgeon Public Schools 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

1. If buses are not running, Alberta Education, and Sturgeon Public Schools 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.
2. 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 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

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. Teachers have the discretion to provide an alternative 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:

1. **Appeal of an assignment mark must be made to the teacher no 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.
2. Appeals may also be made after a regular reporting period. The correct procedure is the same as in (a) above.
3. **Appeals on final marks must be made to the principal no 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.
4. 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.**

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.

Grade Promotion and Graduation

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 20/30
- At least 10 credits in any 30-level course (in addition to English and Social)

Participation in Graduation Ceremonies at Redwater School

It is an earned privilege to participate in the graduation ceremony. The graduation ceremony is an academic event celebrating the accomplishments of the student at the high school level. Student names are placed on the grad ceremony list **ONLY** when confirmed by Student Services (Grade 12 students are not automatically placed on the grad list; academic records and attendance will be reviewed to confirm a student's participation in the grad ceremony):

- Have completed a minimum of **80 credits toward a High School Diploma or 60 credits toward a Certificate of Achievement** prior to the beginning of the second semester of their graduating year.
- Students must have an **85% attendance rate** and show diligence towards completion of requirements in order to participate in graduation ceremonies.
- **All school fees MUST be paid up to date in order to participate in the graduation ceremony.**
- Be enrolled in sufficient 30 credit courses at Redwater School to complete the Alberta High School Diploma or Certificate of Achievement by the conclusion of semester two.
- Be responsible to ensure that all credits from any outside educational facility are completed and graded by May 1st of the graduating year.
- Be responsible for providing documentation by May 1st for any Work Experience and/or Special Project(s) in progress and filing a detailed timeline to fulfill requirements.
- Participation in the graduation ceremony for students on a blended or alternate program will be at the discretion of Student Services and School Administration.

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 are turned into School Administration by May 1st. Failure to provide this information may mean that you will not be able to participate in the ceremonies. Only students in good standing will be allowed to participate in the ceremony.

Graduation Planning Process

Redwater School has a graduation coordinator who regularly communicates with the students and parents on how graduation plans are made. This may include possible fundraising, ceremony, banquet procedures, etc. Meetings are called usually at noon hour, and a parent meeting may be scheduled to keep everyone informed. We take into consideration input from parents and students, but the school makes the final decision on the graduation ceremony.

Fundraised dollars: We strive to spend the fundraised dollars on the current year's Graduation. Each year a small amount is left for the start up of the next year, and remaining funds are used towards a legacy gift to the school chosen by the students.

PROGRAMS

Inclusive Education & Integrated Support Program

Sturgeon School Division supports research that indicates students learn best when included in classrooms with peers whenever possible. All students are registered in homerooms with their peers. Teachers adapt and modify program expectations as required. Some students benefit from the support of an educational assistant at various times of the day. This support may be provided in an inclusive classroom setting or may require the students to work outside of the classroom with the educational assistant or the teacher.

Specialized Programming

Specialized Programming is a division program, which uses a flexible model to support students with complex needs related to significant cognitive delays. The present program meets each student's needs and ensures a highly inclusive model. Student's individual programs and daily schedules depend on the best context for meeting their needs and they may participate in any or all of these tiered learning situations:

- Intensive/individualized: These supports are for students with significant cognitive delays and whose needs are involved and complex. Programming support provides assistance with basic care, intense medical/behavioral interventions, communication supports and foundational adaptive skills.

Students requiring this level of programming are often fully dependent on adult support to meet their basic needs.

- Targeted/individualized: These supports are for students who demonstrate some independence but require program modifications far from their expected grade level and adaptive skill support.
- Targeted/ Small group: These supports typically focus more on functional literacy and numeracy skills and skills for daily living. At the junior and senior high levels, some of our students in this grouping might also access modified K&E programming.

Knowledge and Employability (K&E)

This program provides support to students in reading comprehension, writing and science, social studies and mathematics at the grade 8 & 9 level. The focus is on acquiring strong workplace skills. The program is an alternate curriculum that parallels the regular curriculum. Students can register in the K&E program at the high school level.

OTHER PROGRAMS

Team Sports

Redwater School offers several team sports including: Volleyball, Basketball, Badminton, Running Club, Cross Country Run and Track and Field.

Volunteers in the School

All school volunteers require a criminal record check. The school will provide you with a letter completed free of charge if you go to the RCMP Detachment in your area. Please call the school if you would like a letter to volunteer.

Parents are encouraged to volunteer to help the school, both in the classroom and elsewhere. Volunteers can make many different contributions to the educational process in school. Tasks may include: reading to children and listening to them read, assisting with classroom discussions, noon hour supervision, helping with plays, demonstrating and instructing in arts and crafts, cooking for outdoor education, making charts and games, and accompanying classes on field trips.

Volunteers are asked to sign in at the office so that their contribution and attending in the school may be recorded. Volunteers wishing to offer their gifts of time and talents are asked to contact the school office or their child's homeroom teacher.

Redwater School Council

Redwater School has an elected school council consisting of parents, teachers and community representatives:

- to provide for more effective communications among parents and teachers on matters of common interest
- to work toward effective school/community relations
- to act in an advisory capacity to the Principal and/or the Board of Trustees
- to work cooperatively with the school for the purpose of improving school programs and facilities
- to provide leadership for the school
- to serve as a forum for items of mutual concern.

Council Members

All parents are welcome to attend the regularly scheduled monthly meetings held at the school. Minutes are recorded at all meetings and are available at the office or on our website: <https://www.redwaterschool.ca>

Appendix A

BYOD Information

Bring Your Own Device

Redwater School recognizes that today's students are already leaders in technology and we want to take the technology they use in their daily lives and

make it a part of their daily educational experiences. Research tells us that when technology is incorporated into their learning experiences, we see increased engagement which leads to increased student success.

Redwater school is continuing to implement the Bring Your Own Device (BYOD) initiative, which means students are expected to bring their own devices to school for educational purposes. In the classroom, students will use the devices responsibly and only with the permission and direction of the teacher. Of course, technology alone will not improve student learning – when combined with class attendance, appropriate instruction from skilled teachers, and parental support at home, amazing things can happen!

Here are the reasons why personally owned devices work best in the classroom;

- Students are usually experts with their own devices and customize them for their learning needs.
- Students can use the device to learn anywhere and at any time.
- Students can collaborate with peers and the teachers.
- Student owned devices are typically more up to date than those the school can provide.

We recognize that not all parents want their child on their device all of the time and that is why technology will not be used all day for every lesson. There is a right time and a right place for this type of learning.

We have also provided a specifications sheet that lists the hardware and software minimum requirements the device must have in order to facilitate learning. A Google Chromebook is an ideal device due to price, battery life, fast startup and usability, however if you are providing a laptop for learning, it should meet these requirements;

- Internet ready (Chrome browser)
- Ability to type (full keyboard required)
- Battery life of a full school day (6 hours)
- Easily labeled for identification

Attached to this information booklet is a fact sheet about the BYOD initiative, as well as, frequently asked questions and answers, the BYOD agreement form that must be signed by the parent and student, and device specifications sheet.

BYOD Frequently Asked Questions

What devices will be supported?

We recommend the Chromebook as an ideal device due to price, battery life, fast startup and usability. However, students are welcome to use any type of laptop as they are also capable of accessing our wifi.

What are the minimum requirements for the device?

A device brought for learning should meet the following requirements:

- Internet ready (Chrome browser preferred)
- Ability to type (full keyboard required)
- Battery life of a full school day (6 hours)
- Labeled for identification
- Google Apps for Education (GAFF) friendly. This means that students have the ability to access
 - o Google drive, gmail, Google Docs, Google Sheets, Google Slides and Google classroom

Is there anything else you would recommend the device have?

Yes. It is recommended that the device have a minimum screen size of 7 inches as well as a physical keyboard for ease of use.

My child does not have a device to bring to school on a particular day (broken or not charged). Will they be penalized or miss out on one-to-one instruction?

No, a small amount of chromebooks will be available for students to sign out for one class, for one-day use. These devices can be signed out in the library and are available on a first come, first serve basis.

We would like to participate in BYOD but currently do not have a device for my child and do not wish to purchase one. What options are available for us?

Redwater School has a device renting program in place for those who would like to utilize this option. For a monthly fee of \$20.00, students will receive a Chromebook to use for the semester. A rental agreement must be signed, and payment received in the school office, prior to student's having access to this program. Renting a device is still considered a personal device and therefore, management of the device is the student's responsibility.

If you would like to purchase a device?

- A Chromebook similar to the ones procured by the Division with a three year warranty (warranty covers manufacturer's defects only) and licensing cost - \$405 (plus GST and Alberta Recycling fee)
- A Chromebook similar to the ones procured by the Division with a three year warranty covers manufacturer's defects only) and licensing cost, support from SPSB Technology Services to coordinate warranty claims and a loaner machine provided if a manufacturer's defect occurs requiring servicing - \$495 (plus GST and Alberta Recycling fee)

Chromebooks purchased through the District are pre-loaded with all required software as well as a Google lifetime management licenses. Chromebooks purchased elsewhere will have limited access to District resources (including servers and Wi-Fi).

Chromebooks will be issued to students once payment has been received in PowerSchool and stock is available for deployment.

Any questions please contact: tech.purchasing@sturgeon.ab.ca

Who is responsible for maintaining the device?

Students are responsible for the management and maintenance of the device.

As a parent, am I required to add additional software (virus protection, filter, tracking device, etc.) to my child's device?

Virus protection for a PC is recommended. Device location software is not a requirement, however, it is always a good idea.

Will my child be able to charge their device at school during the day?

Students will be expected to bring their device fully charged for the school day. Charging stations will be set up in the library and in the classrooms, so students can keep their device fully charged throughout the day.

How will my child's device be used in the classroom?

Students will engage in an integrated curriculum, access information and apply it to solve authentic problems. Teachers will use the devices as they see fit for different types of learning opportunities.

What if my child's device is stolen or damaged? What recourse can I take?

Students bringing their own device to school do so at their own risk, just like any other personal item. The school will not be held responsible if an electronic device or other item is stolen or lost due to lack of care on the student's behalf. We suggest that you label this device in some way, purchase a carrying case to protect the device, and that students are aware they need to lock their lockers when a device is in it.

Is it required that my child use the school wireless network? Can they use their own data service?

For security reasons, students with their own device need to use the Sturgeon open wireless network. Your own device, but the network you are using belongs to the school and Internet access will be monitored and filtered.

My child needs to print the assignment they completed, why is there no printer provided?

Printers are networked differently in schools and are not available to student devices. Some solutions are to create the assignment in a Google Doc and share with others, submit the assignment in Google classroom, or print from a computer lab/library at lunch.

As a student, am I held accountable for the "Responsible Use Agreement for Technology" even though this is my personal device?

Yes! You will be using the division owned network and it must be used responsibly according to the technology use rules in the handbook and the following guidelines.

Redwater School BYOD Use Agreement

Purpose:

In order to empower our students to use technology in learning environments that support student-centered, personalized and authentic learning, we encourage students to bring their own devices to help achieve this learning experience. Students participating in the BYOD initiative must follow the guidelines listed below.

A personally owned device must meet the educational needs of the school and division. The ability for a student to use any form of technology within school is a privilege. If the student doesn't follow the guidelines, the student may lose the privilege of using the device and network access may be suspended.

Guidelines:

A student who is using a personally owned device must;

1. The student shall take full responsibility for their device and keep it with themselves at all times or locked in a secure location. RWS shall not be liable for loss, damage, misuse, or theft of any personally owned devices brought to school.
2. The student is responsible for the proper care of his or her personal device, including any cost to repair, replacement or any modifications needed to use the device at school.
3. Cell phones or small tablets are not allowed to be used as personal devices, they do not meet the minimum requirements of learning opportunities. Therefore, all cell phones should be left in the locker or put onto airplane mode during instruction time.
4. The student must comply with a staff request to shut down the device or put the device into sleep mode.
5. Personal devices shall be charged prior to bringing them to school, and shall have the capability to run off their own battery while at school.
6. The student may not use the device to record, transmit, or post photos or videos of a person or persons on campus without the express permission of the teacher and filmed subject.

7. The student should have working knowledge of their personally owned device prior to bringing it into the learning environment. RWS staff will not be responsible for troubleshooting student owned devices.
8. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, Administrative procedures, school rules or has engaged in misconduct while using the device.
9. Violation of any Sturgeon Board policies, Administration procedures, Responsible Use Agreement, this user agreement or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.

As a student, I understand and will abide by the above guidelines and expectations of this agreement.

Student Signature

Parent/Guardian Signature