



**Redwater School Handbook
2025-2026
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 2025-2026 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>

AUGUST 2025 S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	SEPTEMBER 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	OCTOBER 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
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MAY 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JUNE 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	JULY 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31



Frank Robinson Education Centre
9820-104 Street
Morinville, AB T8R 1L8
Phone: (780) 939-4341
Fax: (780) 939-5520

2025-2026

Final

March 20, 2024

School Offices Open - NO CLASSES	August 18 - 22
Division/School PD/Collaboration; Staff Meeting	August 25
Division/School PD/Collaboration; Staff Meeting	August 26
Operational Non-Instructional (K-12) - No Classes	August 27
Classes Begin	August 28
Labour Day - No Classes	September 1
Division/School PD/Collaboration; Staff Meeting	September 15
National Truth & Reconciliation Day - No Classes	September 30
Thanksgiving Day - No Classes	October 13
Division/School PD/Collaboration; Staff Meeting	October 14
In Lieu of Parent/Teacher Interviews - No Classes	November 10
Remembrance Day - No Classes	November 11
Fall Break - No Classes	November 12-14
Classes Resume	November 17
Division/School PD/Collaboration; Staff Meeting	December 1
Christmas Break - No Classes	Dec. 20 - Jan 4
Classes Resume	January 5
Division/School PD/Collaboration; Staff Meeting	January 30
First Day of Classes - Semester Two	February 2
Teachers' Convention - No Classes	February 5 - 6
Family Day - No Classes	February 16
Division/School PD/Collaboration; Staff Meeting	March 09
In Lieu of Parent/Teacher Interviews - No Classes	March 20
Spring Break - No Classes	Mar 23 - Mar 27
Classes Resume	March 30
Good Friday - No Classes	April 3
Easter Monday - No Classes	April 6
Classes Resume	April 7
Division/School PD/Collaboration; Staff Meeting	May 15
Victoria Day - No Classes	May 18
Division/School PD/Collaboration; Staff Meeting	June 1
Last Day of Classes	June 26
Operational Non-Instructional (K-12) - No Classes	Jun 30 - Jun 31
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

Vision, Mission, and Values

Vision

Engage. Educate. Elevate.

Mission

Redwater School is committed to making a positive difference by providing excellence in teaching and learning for every student.

Values

We believe that the most effective strategy for achieving Redwater School's mission is to continually develop our ability to function as a professional learning community. We envision a school in which staff:

1. engage in meaningful, staff development to enhance professional skills.
2. utilize a variety of instructional strategies to promote success for all students.

3. demonstrate a personal commitment to the academic success and well-being of all students.
4. target specific instructional areas identified by the analysis of student data.
5. work cooperatively and communicate effectively with students, parents, and the broader community.

Redwater School embodies the Sturgeon vision of a well-rounded education through arts, academics, athletics, entrepreneurship and citizenship. The Redwater community spirit energizes our hallways and classrooms, embodying the school philosophy of “Making a Difference!”

Entering the School During School Hours

For the safety of our students, all visitors must use the front entrance when entering the school. All doors remain locked during school hours. Please call ahead or ring the doorbell, and a staff member will assist you shortly.

Visitors & Parking

Visitors are asked to park in the front parking lot when visiting the school. Please do not park in the bus lanes or directly in front of the school entrance.

Students who drive to school must use the **south parking lot**.

Please note: Vehicles are parked at your own risk. The school is not responsible for any damage or theft.

For everyone's safety, drive slowly and watch for students walking or biking when entering or exiting the parking lot.

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.

Student Sign-Out and Pickup Procedures

To ensure the safety of all students, any student leaving the school during school hours must have permission from a legal guardian. Students are required to sign out at the office before leaving.

If someone other than a parent or guardian will be picking up or dropping off a student, written permission is required. This can be sent with the student or emailed to redwater@sturgeon.ab.ca.

Lunch, Food, and Drinks

At Redwater School, we take pride in maintaining clean, safe, and respectful learning environments. To prevent cross-contamination with chemicals, **food and drinks are not permitted in the cosmetology or science labs.**

Grades 5 - 9:

Students in **Grades 5 and 6** eat lunch with their grade-level cohort in their assigned area. They may go off campus for lunch at home only, and only with written parent permission. A permission letter can be submitted to cover the entire school year.

Students in **Grades 7 to 9** eat in their designated lunch areas. They may go off campus to local stores or home during lunch, but must have written permission from a parent or guardian that clearly states where they are allowed to go. This

note can be provided once for the entire year.

Parent permission—either written or phoned in—**must be received prior to the lunch period**. Please plan ahead to ensure students are approved to leave campus.

Repeated late arrivals can result in the suspension of this option for a student. We expect our students to demonstrate respectful behaviour at all times whether at school or in the community. Your support, helping us maintain student safety at school, and in the community, is appreciated.

Grades 10, 11 & 12:

Senior high students will eat in their assigned areas and **have off-campus privileges during lunch**. They are expected to return on time for afternoon classes.

*We encourage students who eat off campus to refrain from consuming energy drinks.

Emergency Procedures

Redwater school follows the protocols and guidelines set out by Hour Zero. These will be practiced throughout the school year. It is a priority of RWS to make sure our students are safe at all times.

Some of the common language we will be using:

ALL CLEAR	Used to advise when incident is brought to a closure
ON-ALERT	Used with additional instruction to advise of a possible emergency
LOCK-DOWN	Used for the threat of violent incidents
HOLD AND SECURE	Used when security threat or criminal activity is outside and/or unrelated to school
SHELTER IN PLACE	Used to direct and control movement inside the school- no threat of violence
DROP-COVER-HOLD	Used during incidents related to potential structural damage or falling/flying debris, ie. severe weather

Evacuation	Used when students and staff must leave the school due to safety concerns, an evacuation may involve moving outside.
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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.

Allergies

Parents whose child(ren) have severe allergies are asked to inform both the office staff and the homeroom teacher about the allergies and any required treatment. Medical forms must be completed to ensure appropriate care can be provided. The handling and storage of EpiPens will be addressed on a case-by-case basis, depending on the age and needs of the child. Please note that while Redwater is not a nut-free school, individual classrooms may be designated as nut-free if a student in that class has a diagnosed nut allergy.

To support the well-being of all students, Redwater is also an aerosol-free school, and we kindly ask that students refrain from excessive spraying of perfume, cologne, or body mists at school.

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.

Teachers will stay in regular contact with families to communicate any attendance concerns. Chronic absenteeism is considered 15 % or more absence. When students miss more than 20% of school, they are at risk for negative academic outcomes and we may contact the attendance board and problem solve with families. If needed a community conversation will be scheduled with all involved individuals or community organizations.

Absenteeism If a student misses a class, it is their responsibility to do the following:

- Find out what work was missed
- Complete the missed work
- Hand in the missed work to be marked
- If a lab or an assignment is missed, it is the student's responsibility to make it up
- Missed tests or quizzes will be written on return to the class after an absence.

Extenuating circumstances need to be communicated to the instructor

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.

Grade 5/6 use Remind - this communication platform is used to share important updates, reminders, and information between teachers and families.

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

Student Phone - A phone is located near the main office for personal use during breaks. The student telephone is paid for by the Student Council.

Parent/Teacher Interviews

Add to Student code of Conduct remove from here

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. Please refer to our Student Code of Conduct.

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 Responsibilities and Expectations:

- Attend school and classes regularly and on time
- Be prepared and ready to learn, including being well-rested, bringing necessary materials, and wearing appropriate clothing for the school setting and weather.
- Actively engage in learning by participating in class, following directions, and completing assignments and homework on time
- Remain in class unless they have permission from a staff member
- Use respectful language and show respect for fellow students, staff, visitors

- and school property at all times
- Utilize technology appropriately for the school setting
- Follow school rules and expectations at all times, including during school-sponsored events and in situations that connect back to the school.
- Demonstrate accountability and responsibility for their actions and conduct
- Help maintain a welcoming, caring, respectful and safe learning environment
- Refrain from and report bullying (Physical, verbal, or cyber) whether during school hours, school events, or online
- Attempt to resolve peer conflicts respectfully and seek staff support when needed
- Report any vandalism, damage and criminal acts to the school office.
- Be vape-, tobacco-, alcohol- and drug free
- Positively contribute to the school and broader community
- Fully cooperate with school staff and personnel during school hours, school-sponsored activities, and in situations that connect back to school
- Show respect for school property and the belongings of others

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.

Parent/Guardian Responsibility:

Parents and guardians play a vital role in their child's education. Your involvement and support have a significant impact on your child's attitude towards school and academic success. By working together, we can help students build strong work habits, a positive attitude, and a sense of responsibility.

To support your child's learning and well-being, we ask parents/guardians to:

- Ensure your child comes prepared to learn- this includes being well-rested, having a nutritious breakfast, dressing appropriately for the weather and school environment, and bringing necessary supplies.
- Make sure your child attends school regularly and arrives on time. Please notify the school office of any absences or late arrivals
- Sign your child in and out at the office if they are arriving late or leaving during the school day, to ensure their safety
- Support your child in completing assignments and homework by setting aside dedicated time for learning at home and emphasizing the importance of their schoolwork
- Partner with schools staff to address behavioral concerns by supporting school responses and expectations at home
- Maintain regular communication with your child's teacher to stay informed about academic progress and behavior
- Request a meeting with staff if needed to discuss and support your child's behavioral or learning needs
- Seek additional support when necessary, such as medical assessments, Family Support worker services, counseling, or other community resources to address persistent concerns
- Offer encouragement, praise effort, and celebrate progress-your support can make a lasting difference in your child's success

Staff Responsibility:

- Reinforce good behavior

- Assist students who seek help to solve problems (eg. Conflict resolution)
- When problems occur, a warning is issued, the problem is stated and suggestions are given on how to improve.
- If needed consequences may be assigned within the classroom.
- Staff deals with minor misbehavior and reports to parents for support in correcting misbehavior
- Repeated misbehavior by individual students is referred to administration or counseling for support

Admin Responsibility:

- Deal with repeated minor offences or major offences.
- Repeated offences may require parent meeting with Administration (Vice Principal or Principal) and if helpful, with the classroom teacher or other appropriate staff member.
- Administration is responsible for maintaining a safe, respectful and productive learning environment. When student behavior does not meet expectations, a progressive consequence model will be used. More serious offences will result in more significant consequences and will involve parental communication and collaboration.

Dress

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

Students are expected to choose clothes in good taste while thinking of the impact their choices have on others. 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 the body and under garments, allowing students to be active and dignified.
- Please dress for the weather. 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 -20 degrees (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/PCD's

- **Cell Phones/PCD's:**

In alignment with the Alberta Government's cell phone policy to minimize classroom disruptions, and in accordance with Sturgeon Public Schools Administrative Procedure 870: Responsible Use of Technology, Redwater School is a **cell phone/PCD-free environment** from 8:25 am to 2:54 pm.

- Cell phones/PCD's are not to be used or visible during school hours and during extracurricular teacher-led activities, as per Sturgeon Public Schools' partnership with Unplugged Canada.
- Students who have a visible phone/PCD out during school hours will be asked to bring it to the office, where it will be kept until dismissal. Repeated offenses may result in parent involvement, loss of privileges, and/or suspension
- **Exceptions will be made for students who use a mobile device for medical reasons (e.g., health monitoring), pre-approval by administration is mandatory.**

- **Progressive Consequence for misuse;**
 - **First Offence-** The phone/PCD will be held in the office and returned at the end of the school day, this will be communicated to parent/guardian
 - **Second Offence-** The phone/PCD will be held in the office and must be picked up by a parent or guardian.
 - **Third Offense -** The student will be asked to leave their phone/PCD in the office or at home for a designated period of time, as determined by school administration.
 - **Fourth Offense -** Loss of privileges or suspension, as determined by the school administration.
- **If you need to contact your child, please contact the office.**

Redwater School will not be held responsible for any personal electronic communication devices if lost or damaged.

Student Technology

- 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 office administration.
 - Students may use additional wireless Personal Electronic Devices (PED) once they and their parents/guardians have agreed to the policies stated in the Personal Electronic Device Agreement.
- 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 unless directed by a teacher and in the pursuit of educational outcomes.

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 counselling 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.

Comprehensive School Health

In alignment with **Board Policy 716: Comprehensive School Health** and Sturgeon Public Schools' commitment to promoting student well-being, **energy drinks are not permitted at Redwater School**. Due to their high caffeine and sugar content, these beverages can negatively impact student health, concentration, and behaviour. Students found with energy drinks will be asked to dispose of them, and repeated violations may result in progressive disciplinary action.

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 offences 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 is not the same as conflict or hurt feelings. It involves a misuse of power and deliberate intent to cause harm, while conflict is a disagreement between individuals with differing views 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's focus 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
- Neglect of homework
- Tardiness
- Disrespect
- Screen capture or picture of others without permission.
- Misuse of language
- Misuse of electronic devices
- Unsafe behaviour

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 counselling 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:

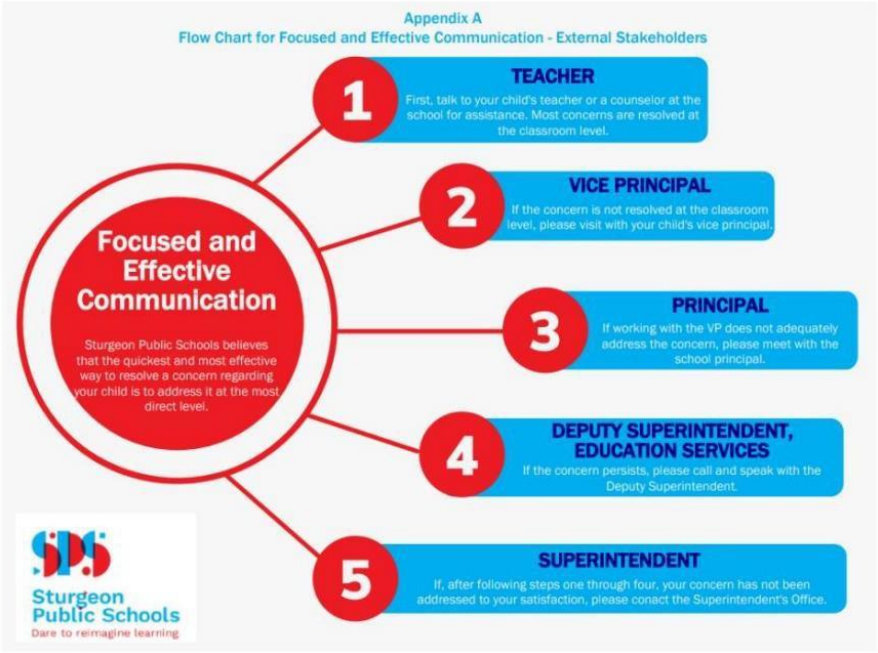
- Any action from Category A or B.
- 1 - 5 day in-school or out-of-school suspension.
- Referral to appropriate agencies for counseling.
- R.C.M.P. involvement
- Possible recommendation to the School Board Discipline Committee for expulsion.

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

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.

-FOCUSED AND EFFECTIVE COMMUNICATION-



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

Assessment, Eligibility and Reporting Student Achievement

- [AP 805](#)

Student Technology

◦ 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

Redwater 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 | ● Posting images from
school on social media
without permission |
| ● Verbal abuse (profanity/threats) | ● Academic dishonesty |
| ● Retribution against any person
who has intervened to prevent
or report bullying | ● Skipping class |
| ● Damage to school property | |

- Defiance of authority
- 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.

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.

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.

Diploma and PAT Schedule

Please click on the below links to view the 2025-2026 Diploma Exam and PAT Schedules:

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

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

High School Academic 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 Load 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 credits (**NO study periods**)

Grade 11: Earned 40-45 credits **AND** recommended to carry 35 credits

Grade 12: Earned 80 credits **AND** recommended to carry 30 credits;

Returning grade 12 students can carry up 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.

Student Academic Awards and Examinations

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

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

2. Marks from Grade 11

- 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)	5%	Grade 10	20%
Grade 7	10%	Grade 11	25%
Grade 8	10%	Grade 12 (Diploma)	30%
Grade 9 (PAT)	10%		

Dash 3- 20, 25, 25(Add in)

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(This should be a link to our Technology Agreement)

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