

# GLEN AVON SCHOOL

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St. Paul, Alberta  
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## STUDENT HANDBOOK 2019 - 2020

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## **MISSION STATEMENT**

The mission of Glen Avon Protestant School is to develop individuals committed to a lifelong pursuit of excellence. Students will develop the capability of adapting to an ever-changing world through quality programming delivered by an effective staff in cooperation with the home and community.

## **MOTTO**

**“BE THE BEST YOU CAN BE”**

## **STUDENT SUCCESS**

### **Student Success (STS) Period (School-Wide)**

The bell schedule provides for a Student Success (STS) period every day. During this period, the students are able to complete assignments, review for upcoming tests, catch up on missed work, redo/correct assignments, and receive both extra assistance and re-teaching of concepts. The students work in their homerooms during this time.

### **STS: Student Expectations**

STS is a scheduled class, and all students must attend. Below is the routine teachers will go through with the class during each STS period. Students are expected to stay in their classrooms unless they are completing an exam in the exam room.

**PRIORITY #1.** Learning Lounge Items (teachers will have this information up on the smart board) (no voluntary tasks or activities can be done if priority 1 is not complete)

**PRIORITY #2.** Core Subjects: Upcoming due dates and study for tests (Be proactive: Doing so will reduce stress later on. You always have a test coming up.)

**PRIORITY #3.** Make sure your binder(s) are organized (Your teacher can help you with this)

**PRIORITY #4.** Mastery of Multiplication Tables (Take a practice sheet from the back of the room. Students should demonstrate that they know their multiplication facts before moving on to priority 5.)

**PRIORITY #5.** AR Reading.

## **HOMEWORK and HOMESTUDY POLICY**

From time to time, it will be necessary for students to complete assigned work, or practice concepts taught in class at home. Students will also be required to review their class work and study for exams or quizzes as each is assigned.

## **STUDENT CONDUCT**

According to Section 12 of the Alberta School Act, students shall conduct themselves so as to reasonably comply with the following code of conduct:

- **be diligent in pursuing the student's studies;**
- **attend school regularly and punctually;**
- **cooperate fully with everyone authorized by the Board to provide education programs and other services;**
- **comply with the rules of the school;**
- **account to the student's teachers for the student's conduct;**
- **respect the rights of others;**
- **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;**
- **refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;**
- **positively contribute to the student's school and community.**

### **Positive Choices K-3**

The primary teachers use individual classroom behaviour plans for their students which focus on positive choices. Consequences and acknowledgements are provided accordingly. Playground incidents are dealt with immediately by the assigned supervisors. If inappropriate behaviour is repeated or severe, the student will be referred to the school administration.

### **LOUIS (Grades 4-9)**

LOUIS is a system for all Grade Four to Nine students designed to promote positive behaviours and habits. It is expected that all students in **Grades 4-9\*** will:

- conduct themselves in a responsible manner and refrain from roughhousing and the use of inappropriate language/gestures (no use of profanity such as the "F" word or the "B" word);
- be compliant with staff members; and
- cooperate with substitute teachers.

Students in **Grades 7-9** (*and Grades 4-6 as applicable*) are also expected to:

- be on time for class;
- come prepared to class;
- attend teacher detentions if they have been assigned;
- not disrupt another class or activity being conducted in the school;
- not use public displays of affection during the school day or at school sponsored events; and
- refrain from leaving books/belongings in hallway.

A student earns a minimum of one noon hour detention (LOUIS) when he/she does not demonstrate the listed behaviours. No electronic devices are permitted in LOUIS.

Spirit Days are two period or half day fun-filled events held approximately 2-3 times during the school year. If a student receives more than 3 LOUIS detentions in the allotted time period, the student loses the privilege of attending Spirit Day. A student can earn this privilege back by completing 120 minutes of school volunteer service.

***\*LOUIS may be used for students in K-3 if deemed necessary by the administration team.***

### **BREACH of STUDENT CONDUCT STANDARDS:**

#### **Classroom Level**

Strategies used by teachers to manage student behavior within each classroom might include:

- applying consequences specific to the teacher's individual classroom management plan;
- using the Positive Choices or LOUIS system;
- referral to the Counselor or Success Coach;
- asking the student to leave class for all or part of a period;
- contacting parents;
- arranging for a Student-Parent-Teacher Interview; and/or
- referral to administration when repeated or serious behavior occurs.

#### **Administrative Level**

Once a student is referred to the school administration, strategies used to address student behavior might include:

- discussing the behaviour with the student and attempting to identify and solve the problem;
- determining restitution and assigning tasks;
- assigning LOUIS;
- setting up behaviour modification plans and contracts;
- contacting parents;
- arranging for Student-Parent-Teacher-Administration meetings;
- referral for counseling service or specified treatment;
- assignment of a suspension (see below); and/or
- referral to the Board of Education for expulsion.

#### **School Suspensions**

A principal may suspend a student from school, from one or more class periods, courses or education programs, or from riding in a school bus.

**An automatic suspension will be given to a student who:**

- is found to possess, consume or be under the influence of alcoholic beverages or illicit drugs on school premises, or while attending a school-sponsored activity;
- is suspected of using Marijuana. This means that if a student smells of Marijuana, he/she can be suspended.
- is caught using any form of tobacco (cigarettes, cigars, chewing tobacco, etc.)

- is caught vaping inside the school, at school sponsored events, or on the bus. This includes vapes containing nicotine or any other type of non-nicotine vape juice. (automatic three day out of school suspension.)
- is caught vaping THC (marijuana product) will result in a five day out of school suspension.
- are found to be taking, requesting and sharing nude or partially nude photos/videos. The consequence for sharing nude or partially nude photos/videos of other students will be a 3-5 day out of school suspension. In most cases, the RCMP will also be contacted.

**A suspension may be given to a student who, in the opinion of the teacher or principal:**

- fails to reasonably comply with the code of conduct as stated in Section 12 of the School Act (referenced above);
- willfully damages any property of significant value in the eyes of the school Principal that belongs to the Board, Board employees or other persons (Policy ECAB Vandalism);
- enters illegally into premises belonging to the Board;
- steals or is found to be in the possession of any property of significant value that belongs to the Board, agents of the Board, employees, or other students;
- is found to be in possession of a weapon; *Weapon* refers to any object which is designed or intended for use in threatening or inflicting bodily harm.
- threatens the physical safety of, or assaults another student or agent of the Board.
- who participates in, or associates with, gang-related criminal activity; and other forms of criminal activity.
- displays conduct, whether or not the conduct occurs within the school building or during the school day, that is injurious to the physical or mental well-being of others in the school.

**References: *The Alberta School Act and Administrative Procedures***

[AP 160 Welcoming Caring Respectful Safe and Inclusive Learning Environments.pdf](#)

[AP 165 Smoke Tobacco Free Environment.pdf](#)

[AP 350 Student Conduct.pdf](#)

[AP 354 Dangerous Weapons in the School.pdf](#)

[AP 356 Student Suspension and Expulsion.pdf](#)

### **In-School Suspensions**

When a student earns an in-school suspension, they remain in the school and away from their peers and scheduled classes. Students serving an in-school suspension are expected to complete the work that their classmates are working on in class. In-School suspensions can be served for ½ a day, a full day, or multiple days. In-school suspension protocol:

- Students must submit their cell phone/personal electronic devices to office staff. These items will be returned after the suspension is over.
- If technology is required to complete assignments during the suspension, students will be given a chromebook with access to their Google Drive only. The rest of the Internet functions will be locked out.
- Students will bring their lunch to the suspension room, and will remain in the assigned room over the lunch and recess breaks.
- If a student is given a ½ day in-school suspension, it will begin in the morning and end after the lunch recess, or it will begin at 12:00 pm and end after period 8.
- If space is an issue, a student may be assigned to serve the in-school in a classroom (e.g. Elementary students may need to follow a Jr. High class, and Jr. High students may follow a

primary class.) At recess, they will follow the primary class outside and help supervise or they will spend it in the office.

### **PARENT CONDUCT**

According to Section 16 of the Alberta School Act, a parent of a student has the responsibility:

- **to take an active role in the student's educational success, including assisting the student in complying with section 12,**
- **to ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,**
- **to co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student,**
- **to encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and**
- **to engage in the student's school community.**

***Reference: The Alberta School Act***

Parents can take an active role in their student's educational success by ensuring that students attend school promptly, regularly, well rested and by encouraging their children to be both prepared for and engaged in their learning.

The school provides communication through memos, newsletters, report cards, Facebook, Instagram and the school website in order to help parents to engage in the school community. We encourage parents to make contact with the school any time they require information about their child's program or progress. Attendance at parent-teacher interviews, school council meetings and other school events also helps keep parents informed about school policies and procedures.

### **ATTENDANCE**

All students attending Glen Avon School are expected to have regular, punctual attendance to all classes. Parents/guardians are asked to inform the school if the student will not be in and give the reason for the absence. Contact can be made by phone or text using the numbers at the front of this document. If there is no call made to the office, parents will be contacted to find out why the student is not in attendance.

### **STUDENT EVALUATION**

All regular assessments will be corrected and returned to the student within a reasonable time. A variety of strategies will be used to provide feedback to the students to assist in their learning.

Students may be required to return summative assessments to their teacher for safekeeping. Returned assessments are to be kept in a student portfolio and are to be made available to parents at parent-teacher conferences and to students when they are required for review or self- reflection on their learning.

***Reference: Administrative Procedure***

***[AP 291 Student Assessment.pdf](#)***

## **ACADEMIC HONESTY**

If a student has been academically dishonest in any one subject, that student may be exempt from academic, athletic and citizenship awards at the Board level and school level for the current academic year. In determining consequences, considerations will include intent, frequency, severity, and restitution.

Academic dishonesty is defined as deceitful and/or deceptive attempts to fulfill academic requirements. It can include

- **Plagiarism:** The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment.
- **Fabrication:** The falsification of data, information, or citations in any formal academic exercise.
- **Deception:** Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- **Cheating:** Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.
- **Bribery:** or paid services. Giving assignment answers or test answers for money.
- **Sabotage:** Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.
- **Impersonation:** assuming a student's identity with intent to provide an advantage for the student.

Unless considered very minor, the Superintendent will be consulted in all cases of academic dishonesty.

**Reference: Administrative Procedure**

**[AP 370 Student Awards and Scholarships.pdf](#)**

## **VIDEO MONITORING**

Video monitoring is in effect at Glen Avon School.

**Reference: Administrative Procedure**

**[AP 181 Video Monitoring.pdf](#)**

## **CELL PHONES/ELECTRONIC DEVICES**

School is a place of learning and the time spent in school is an important part of a student's social development. Learning how to communicate and socialize face to face is key to becoming a successful member of society. At Glen Avon School, the guidelines for cellular phones/personal entertainment devices are as follows:

**K-6:** The use of cellular phones/personal electronic devices is not permitted at any point during the school day.

**7-9:** The use of cellular phones/personal electronic devices is restricted to recess time.

The school will provide all technology necessary for learning at school. If a phone is seen, heard or used without teacher permission during the class time, the phone will be taken and it will remain with the teacher and be returned before the end of the day. If the offence is repeated or if the student refuses to cooperate at any time, school administrators may assign additional consequences and confiscate the phone. A parent/guardian may be asked to pick it up.

Students must adhere to all Division policies when using student-owned or school electronic devices of any kind in the school setting. **Students cannot take photos and video of other students or staff without their consent. Photos and video should not be posted to the Internet without the parental consent of the featured student.**

Due to the fact that these electronic items are expensive and could be damaged or stolen, it is recommended that parents allow their children to bring them to school only if they are responsible enough to take care of the item. The school is NOT responsible for lost or stolen articles.

**Reference: Administrative Procedure**

[AP 140 Acceptable Technology Use.pdf](#)

### **LEAVING SCHOOL PROPERTY**

Students attending Glen Avon School are not permitted to leave school property, or designated instruction areas during school hours, including the lunch break, unless they have been **personally** signed out by a parent, guardian, or someone who has been designated as an emergency contact in our records. If an alternate person that is not listed in our records will be picking up your child, please contact the school prior to the scheduled pick-up time to inform us. We will not release a student to anyone who is not listed in the contacts of that student's file without notice from the parent/guardian.

If you need your child to leave the school to walk to an appointment on his/her own, please send a written note, including your signature, that can be submitted to the office prior to your child's departure.

Visiting other schools during the school day is strictly prohibited unless permission has been granted by the principal.

### **FIELD TRIP/EXTRA-CURRICULAR ACTIVITIES**

Every year, our school provides various opportunities to our students to experience a creative way of learning through field trips and extra-curricular activities. All students are encouraged to participate in planned field trips.

A parent/guardian may be required to attend a field trip to act as the primary supervisor for their child if he/she poses a risk to his/her own safety or the safety of others, or if it is foreseeable that he/she will not be able to follow the instructions of the supervisors.

**Reference: Administrative Procedure**

[AP 261 Field Trips Off Site Activities.pdf](#)



## **DRESS CODE POLICY**

Schools are a place of business and learning. Students are expected to dress in an appropriate manner for a school setting during all school sponsored functions (including dances, field trips, sporting activities, etc.)

This expectation includes clothing that (regardless of gender):

- adequately covers the student (including stomachs and backsides) and all of the student's undergarments.
- contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging; (NO monograms which use vulgar language, make references to suggestive sexual thoughts, suggest excessive violence, gangs or alcohol/drug abuse)
- is appropriate for the gymnasium during Physical Education class (i.e.: non-marking runners, shorts or sweatpants that cover during activity, etc.)

Students are expected to:

- wear appropriate indoor footwear (i.e. footwear worn outdoors must be removed and replaced with indoor non-marking footwear)
- leave their backpacks in their lockers during the school day
- dress appropriately during severe weather conditions including bus travel to and from home or on field trips.

## **PHYSICAL AFFECTION**

Visible signs of physical affection such as holding hands, kissing, embracing and fondling are not acceptable forms of public behaviour within the school environment. Students are asked to demonstrate discretion and self-control while in school and during school sponsored events. Violations of this policy may result in disciplinary action.

## **STUDENTS' LOCKERS AND DESKS**

**The lockers and desks at Glen Avon School are the property of the school and not the student's property.**

At the beginning of the school year, homeroom teachers will assign lockers to each student. Students will be held responsible for the proper upkeep of the lockers. The Principal or his/her designate has the authority to search any lockers or desks if, in his/her opinion, the situation requires such a course of action. A record of students' lockers and combinations will be kept in school.

Reminders for Locker Use:

1. Use only the locker assigned to you. **Students in Gr. 6-9 are expected to use the combination locks provided by the school and keep lockers locked at all times.**
2. Keep your locker neat and organized. Teachers will supervise locker clean-up throughout the year.
3. Any vandalism, damage or lost locks will be paid by the student.

## **HEAD LICE PREVENTION AND CONTROL**

Head lice are tiny parasites that commonly occur in the school population. It is quite common among school-aged children and can be eliminated if all parties work collaboratively.

Therefore, as part of our efforts to effectively manage head lice, the school will arrange head lice checks for the students. The head lice checks will be conducted by the staff of Glen Avon School and will take place at the beginning of each school year and at various times during the year.

In cases where head lice are found, the school liaison will contact the parent(s)/guardian(s). The primary responsibility for treatment of head lice is the **parent(s)/guardian(s)**.

Where a child has head lice, the child **should not** return to school until appropriate treatment has commenced.

## **GLEN AVON SCHOOL SPORTS**

Athletics at Glen Avon School are an important aspect in the development of a student's overall character, and students are encouraged to try out for all of our school teams. Our goal is to develop a positive attitude and commitment to the team. Team sports start in Grade Seven, but students in Grade Six can play on our junior teams. For details, please refer to the Glen Avon sports policy.

## **ST. PAUL ATHLETIC ASSOCIATION**

As members of the St. Paul Athletic Association (SPAA), Glen Avon School's teams and players are governed by the policies of the Association. For details, please refer to the S.P.A.A. constitution.

## **IMPORTANT ADMINISTRATIVE PROCEDURES FOR PARENTS**

All administrative procedures can be accessed on the St. Paul Education website.

[www.stpauleducation.ab.ca/administrative-procedures](http://www.stpauleducation.ab.ca/administrative-procedures)

[\*\*AP 316 Administering Medication to Students.pdf\*\*](#)

[\*\*AP 318 Students With Severe Anaphylactic Allergies.pdf\*\*](#)

[\*\*AP 322 Legal Custody of and Access to Children.pdf\*\*](#)