



2017-2018

# Edwin Parr Composite School

## INFORMATION HANDBOOK



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Office Hours:

8:00 am—4:00 pm

**EPC IS AN  
ALLERGY  
AWARE  
SCHOOL**

### MISSION

We envision EPC as a connected diverse community that fosters learning, wellness, joy and celebration. EPC is a positive place where everyone has a voice and realizes their potential.

### VISION

At Edwin Parr Composite School, we value learning for all and are dedicated to creating a community built on mutual respect and open communication. We foster collaboration and teamwork, are guided by empathy and compassion, and encourage each other to live our core values, which include integrity, honesty, trust, creativity and innovation.

### BELIEFS

We, the staff of Edwin Parr Composite School of the Aspen View School Division, believe:

1. that all individuals are equal and unique
2. in treating all individuals with dignity and respect
3. that the primary educator of the child is the parent
4. that education for social responsibility and good citizenship starts in the home and must be continued in the school
5. that education is a joint responsibility of the child, parents, school and community
6. in the development of the whole child (emotional, physical, social, intellectual and spiritual)
7. that learning occurs best in a safe, secure, and stimulating environment
8. in honest and open communication
9. that education provides opportunities for students to question, think and explore, and to set and achieve their goals
10. that learning is a life-long process
11. in continuous improvement
12. in celebrating our achievements



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## GENERAL INFORMATION

### School Staff



#### **Administrators:**

Desmond Nolan	Principal	Denny Sawchuk	Sr./Jr.ELA, Jr. Social
Sean Morrison	New School Project Manager	John Traynor	K+E , Work Experience
Dianne Jewell	Assistant Principal	Jason White	Jr. Math, Sr. Social
Art Shea	Assistant Principal/ Principal Athabasca and New Pine Colo- nies	Lee Zinnick	Sr. Math and Sci.
		Allissa Passmore	Wellness Counsellor

#### **Teaching Staff:**

Rhonda Anderson-Steffes	English, High School Options	<b>Support Staff:</b>	
Henrik Asfeldt	High School Sciences	Angie Speers	Business Manager
John Beach	High School Math	Alma Swan	Native Ed Co-ord
Suzanne Beckett	Jr./ Sr. ELA, Jr. PE, HS options	Colleen Bowen	Educational Assistant
Taylor Bittorf	Jr/ Sr SS	Maureen Elgert	Educational Assistant
Tim Bohn	French Immersion 8/9	Shelly Gagne	Educational Assistant
Braidy Borris	Foods	Valerie Goetz	Educational Assistant
Colin Byers	Jr./Sr. Drama	Courtney Lantz	Educational Assistant
Krystal Cielen	Special Ed Lead	Elaine O'Neil	Educational Assistant
Pamela Clark	French Immersion	Shelly Younker	Educational Assistant
Camela Dierker	Jr. Math Sr. Science	Vanessa Doole	Lib/Virtual Coordinator
Jeremy Faulkner	Welding Mechanics	Tammi Douglas	Secretary
Erin Francis	Jr. Math, Jr./Sr. Science, PE	Karen Padlewski	Secretary
Scott Gray	Sr. Sciences and Options	Paula Gabourie	Secretary
Lance Gyte	Jr/ Sr Math PE	Dianne Schmidtke	Secretary
Wade Hicks	Jr./Sr. PE/ Jr SS	Jessie Liew	Cafeteria
Jessica Kunnas	Jr./Sr. high Options	Lenard Hutchings	Head Custodian
Stacey Leriger	Jr. High Social, K+E	Alfred Hutchings	Custodian
Lee Loxam	Jr Sci, SS, PE	Curtis White	Custodian
Eziah Pahl	Construction	Alfred Zeni	Custodian
Brian Potts	Jr./Sr. English	Jules Kubota	Custodian



# Aspen View Public Schools Calendar 2017-2018

**Important Dates:**

**August**  
28/29 – Staff Work Day  
30 – First Day for Students

**November**  
11 – Remembrance Day  
13 – Day In Lieu  
14-17- November Break

**February**  
2 – Staff Work Day  
15/16 – Teacher Conv  
19 – Family Day

**April**  
2 – Easter Monday  
20 – Staff Work Day  
9-17 – Diploma Exams

**June**  
13-28 – Diploma Exams  
29 – Last day for all staff

**September**  
4 – Labour Day  
15 – Staff Work Day

**December**  
25-29 – Christmas Break

**March**  
23 - Staff Work Day  
26-29 – Spring Break  
30 – Good Friday

**May**  
17 – Staff Work Day  
18 – Day In Lieu  
21 – Victoria Day

**October**  
6 – Staff Work Day  
9 – Thanksgiving

**January**  
1-5 – Christmas Break  
8 – Classes resume  
11-30 – Diploma Exams  
31 – First day of Semester 2

Staff Work Day	Diploma Exam Start	Day In Lieu
First Day of Classes	Last Day of Classes	Stat Holiday/Breaks/Closures

August 2017						
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		

September 2017						
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 2017						
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				

November 2017						
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		

December 2017						
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						

January 2018						
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			

February 2018						
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			

March 2018						
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

April 2018						
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					

May 2018						
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 2018						
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 2018						
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				

## 2017/2018 EPC Bell Schedule

<b>BELL SCHEDULE</b>		
<b>First Bell 8:40 am</b>		
<b>BLOCK 1</b>	Period 1	8:42 am – 9:15 am
	Period 2	9:15 am – 9:48 am
<b>Break</b>	<b>9:48 am – 9:58 am</b>	
<b>BLOCK 2</b>	Period 3	9:58 am – 10:31 am
	Period 4	10:31 am – 11:04 am
<b>Break</b>	<b>11:04 am – 11:08 am</b>	
<b>BLOCK 3</b>	Period 5	11:08 am – 11:41 am
	Period 6	11:41 am – 12:14 pm
<b>Lunch</b>	<b>12:14 pm – 12:54 pm</b>	
<b>BLOCK 4</b>	Period 7	12:54 pm – 1:27 pm
	Period 8	1:27 pm – 2:00 pm
<b>Break</b>	<b>2:00 pm – 2:04 PM</b>	
<b>BLOCK 5</b>	Period 9	2:04 pm – 2:37pm
	Period 10	2:37 pm - 3:10 pm



## Parents

Parents and guardians are an integral part of their child's education. Parents and guardians are welcome to contact the school during regular school hours to arrange appointments, talk to teachers, or to leave a message for a teacher to contact them. Open communication is essential for student success.

To ensure the safety and best learning environment for our students and staff, we are asking for your support as we try to be consistent with having all visitors follow the following procedures:

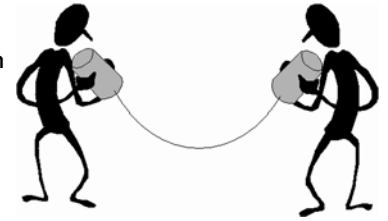
- If you are visiting the school, please ensure that you go to the office and sign the visitors log-in sheet.
- If you are dropping your children off, please make every attempt to have them at the school by 8:45 so they are on time for class and morning announcements.
- We understand that situations arise when families are late. If this happens, please have the student sign in at the office.
- If you require your children before the scheduled dismissal time, please report to the office and the staff will be happy to call the classroom to have your child meet you in the office where the staff will update their attendance.
- If your community group requires a meeting location or area, please contact the office to complete a School User Group Agreement. If your meeting is during regular school hours, your members are required to sign in and receive a visitor tag.

## Volunteers

Volunteers assist students and teachers in a variety of ways. If you are interested in volunteering at the school, please contact the classroom teacher to arrange convenient times for both parties. In order to maintain a safe environment for all children in our school, Aspen View policy indicates that a criminal records check is completed before volunteering.

## Good Communication Is The Key

We have found through experience that when all stakeholders involved in the education of your children are communicating with each other, all problems or concerns are addressed or prevented. All of our classroom teachers offer an open invitation for you to call us at the school to discuss your child or concerns.



- Newsletters: The school will issue a newsletter once a month to keep parents and students informed of various activities and programs.
- Report Cards and Interviews: Marks will be formally issued mid semester and post semester. Parent/Teacher Interviews are scheduled twice a year. Progress reports are available online through PowerSchool Parent/Student Portal. Parents and students can access their child's progress, marks, assignments, attendance, school fees, etc. Login information has been given to students and parents. If you do not know your login information, please contact the school. Mobile apps are also available. Directions to set up your mobile app are located under Publications, [Information Handbook/Policies/Consents](#).
- School Website: Google Calendar (events and activities), newsletters, annual reports, School Council/TEAM minutes, various links and current contact information will be posted regularly [www.aspenview.org/epc](http://www.aspenview.org/epc)
- Alert Solutions (PowerSchool): We have saved thousands of pages of paper the previous school year by sending newsletters, notices, etc. via email. If you have a work or home e-mail, please let the office know as it provides for timely, environment-friendly communication. If you do not have an email, please contact the office and your child will still get pertinent notices by hard copy.
- PowerSchool: PowerSchool Parent/Student Portal is a secure website where you and your child can see a current standing of academic achievement, marks on individual assignments and attendance. A letter will be sent home containing access directions for new families.

## Allergy Aware School

We are an “Allergy Aware” school, which means that we work to have effective practices in our school to reduce risks for students with allergies. Management of students with allergies is primarily the responsibility of the parents of the allergic children, but EPC chooses to share that responsibility. Although we cannot guarantee an allergen-free environment, we will take reasonable steps to ensure a safe environment for those with life-threatening allergies.



In our school this year there are students with severe allergies to a variety of foods. Some of which include peanuts, nuts, shellfish, fruit, milk products and artificial food colouring. Ingestion of even tiny amounts of these items could be serious and life threatening.

We also have students who have fragrance sensitivities. To help accommodate people who have allergies to scents we are asking students and staff not to spray perfume or body sprays at school.

We can all play a role in preventing such a dangerous and frightening situation. Students with allergies and their parents will take initial responsibility to avoid exposure to allergens. Vigorous hand washing with soap and water after eating or contacting food is a measure which all of us can take. This is the simplest and most effective method to protect people with allergies. Any volunteers working within our school will need to be aware of this precaution as well.

While there are many foods which can cause allergies, peanuts and nuts are a common and potent cause of food allergies. Labeling regarding peanuts/nuts is generally very clear. However, as the students with allergies learn to protect themselves and as we play a role in being "allergy aware", please:

- Check the list of ingredients on items you send to school.
- Avoid sending products containing peanuts/nuts to school.
- Refrain from spraying cologne, perfume, body spray and other fragrances at school.
- Teach your children to understand this very serious

situation and encourage them to support their peers.

We recognize that this request may be frustrating for you but we are grateful for any effort made to protect all of our students.

## Fund Raising

### **SCHOOL-GENERATED FUNDS**

#### **Background**

Aspen View School Division believes that it is responsible for providing adequate funds for normal school

operations. The Division also believes that school-generated funds may support enhancement

of school activities or facilities, or may permit students to contribute to charitable causes.

Schools are responsible for reporting all funds collected at the school.

#### **Procedures**

##### 1. Fund raising

1.1 Fund raising activities which involve students or staff must be approved and

supervised by the principal and directed towards the support of an identified

1.1.1 Authorized school activity.

1.1.2 Approved capital project.

1.1.3 Recognized charitable cause.

1.2 Acceptable forms of fund raising include

1.2.1 The sale of a usable product.

1.2.2 The provision of a worthwhile service.

1.2.3 Participation in activities in support of charitable causes.

1.2.4 Participation in activities that benefit student skills or health (e.g., read-a-thon, walk-a-thon).

1.3 No person involved in a fund raising activity shall benefit financially from that activity.

1.4 Fund raising activities shall not interfere with the regular operation of the school.

1.5 Funds are not to be raised in excess of the project requirement; however, if fundraising activities generate excess funds, that money may be directed to another authorized project.

#### Other School-Generated Funds

Schools are responsible for reporting all funds generated at the school. Examples of such funds include, but are not limited to, funds generated through the sale of locks, school supplies, yearbooks or calendars; through the imposition of graduation fees, field trip fees, supplementary physical education fees, student union fees, or resource fees; or through the rental of facilities.

#### Report Cards

Formalized report cards will **NOT** be issued (paper copies are available upon request). A final Mark will be available on the parent portal at the end of each semester. To increase communication with parents and students regarding their child's progress, progress reports are available through parent portal on Power School. Junior and senior high parents have real-time access to students' programs by logging onto the PowerSchool Parent Portal. You may also access your child's information by using a mobile app for PowerSchool for Parents and students can use the mobile app, PowerSchool for Students. Any parents or students requiring a login, please contact the school office. Junior and senior high teachers are expected to add a formative and summative assessment in each subject every two weeks.

#### Parent – Teacher Conferences

Parent-Teacher Conferences are scheduled for all grade levels twice as follows:

- November 6 & 8 5 to 8 pm
- March 21 & 22 5 to 8 pm

These scheduled times are the perfect opportunity to meet with your child's teachers and to discuss his/her progress.

Please do not hesitate to request additional conference times with school administration or classroom teachers at any time throughout the year.

## SCHOOL PROGRAMS

Edwin Parr Composite School offers a wide variety of programs and activities for students Grade 8 through twelve.

#### Junior High Program

Junior high classes offer a strong academic program. Academics, citizenship and sports activities provide opportunities for students to excel in different areas. Students have many opportunities to participate in several extra-curricular activities. Sports teams are very competitive and have received numerous awards throughout the years. Chances for student involvement are also available through student council and option courses such as art, carpentry, cosmetology, drama, foods, French, leadership and welding.



#### Senior High Program

Extensive selections of courses are offered to allow students in Edwin Parr Composite School to meet the Alberta Education diploma requirements. By choosing the correct course selection, students can achieve entrance requirements to various post-secondary educational institutions and programs (universities, colleges, technical schools, vocational centers and apprenticeship programs). Students may also earn additional credits through work experience, special projects, along with Career and Technology Studies (CTS). Edwin Parr Composite School offers the Registered Apprenticeship Program (RAP) and the



Green Certificate Program. For more information, please call Mr. Shea at 780-675-2285

Many scholarships and awards are available for students planning to continue their education after high school. Some scholarships are based on marks throughout high school and not solely Grade 12.



- ⇒ 30-level Knowledge and Employability courses
- ⇒ 30-level Registered Apprenticeship Program courses
- ⇒ 30-level Green Certificate Specialization courses
- ⇒ courses
- ⇒ Special Projects 30

### Senior High School Diploma Requirements

To earn an Alberta High School Diploma, a student must satisfy the following conditions:

- Earn a minimum of 100 credits.
- Complete and meet the standards of the following courses:
  - ◆ English Language Arts 30-1 or 30-2
  - ◆ Social Studies 30-1 or 30-2
  - ◆ Mathematics 20-1, 20-2 or 20-3
  - ◆ Science 20, Science 24, Biology 20, Chemistry 20, or Physics 20
  - ◆ Physical Education 10 (3 credits)
  - ◆ Career and Life Management (3 credits)
  - ◆ 10 credits in any combination from:
    - ⇒ Career and Technology Studies (CTS)
    - ⇒ Fine Arts
    - ⇒ Second Languages
    - ⇒ Physical Education 20 and/or 30
    - ⇒ Knowledge and Employability Courses
    - ⇒ Locally developed/acquired and authorized courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses
  - ◆ 10 credits in 30-level courses (in addition to a 30-level English Language Arts and a 30-level Social Studies as specified above). These courses may include:
    - ⇒ Any 30 level academic or option course other than English and Social
    - ⇒ 30-level locally developed/acquired and authorized courses
    - ⇒ Advanced level (3000 series) in Career and Technology Studies course
    - ⇒ 30-level Work Experience courses

## STUDENT EVALUATION

### Course Expectations and Evaluation

Each teacher will provide students with a course outline which will include evaluation procedures.

### Assignments and Exams

Teachers will give notice of chapter tests and major exams at least three (3) school days prior to the



tests being written. Quizzes may be given without prior notification. Assignments are expected on the due date.

### Junior High Promotion Policy

The Aspen View policy indicates that:

- For Grade 8 and 9, a teacher who recommends that a student not be promoted shall provide a copy of the student's final grading, with supporting documentation, to the principal, who shall retain it for twelve months.
- The final decision regarding student placement for the following school year shall be the Principal's responsibility subject to the prior approval of the Superintendent.

### Senior High Evaluation

Students are evaluated for each course in which the student is enrolled, as follows:

- Once for semester courses
  - Two times for full-year courses
  - On-going progress reports available on Parent Portal
- All reporting will be in exact percentage scores, with the following interpretation:
- Below 50%: Failure, no credits, cannot do subsequent course

- 50% and above: Pass, credits earned, can do subsequent course.

Credits can be earned only once in each course and 50% or higher is required to pass a course and receive credits in all Senior High courses.

## **Final Exams**

### **Diploma Exams:**

Students enrolled in specific Grade 12 academic courses will be required to write a Diploma Examination. **30%** of this mark will be used towards the final mark in the course. Also, a mark of **50%** must be achieved in order to receive credits in the course.

### **Other High School Exams:**

School final exams will be set for all other high school courses. The purpose of these exams is to assess student achievement in the total course. Taking this into consideration, the writing of final exams is compulsory. If a student fails to write a final exam, a grade of 0% will be used for the final exam component of the final grade. Absence from final exams resulting from serious medical problems, as attested to by a physician or dentist, and absences due to compassionate considerations (as approved by the principal) are the only circumstances that will be treated as exceptions.

### **Provincial Achievement Tests (PAT)**

9 students are required to write Provincial Achievement Tests (PAT). These exams are as follows:

#### **Grade 9:**

May 9, 2017	—English Language Arts (Part A)
	—K&E English Language Arts (Part A)
May 11, 2017	—French Language Arts (Part A)
June 23, 2017	—French Language Arts (Part B)
June 26, 2017	—Social Studies/ K&E Social
June 27, 2017	—English Language Arts (Part B)
	—K&E English Language Arts (Part B)
June 28, 2017	—Mathematics/ K&E Math
June 29, 2017	—Science/ K&E Science

PAT will be used for the student's final exam mark. If a request is made for a PAT writing exemption, the student will be required to write a teacher prepared final exam.

## **Graduation Ceremony Participation Requirements**

**It is important to note that these requirements are also designed to get kids to achieve a high school diploma first and foremost. That is the ultimate goal.**

In order to participate in the Edwin Parr Composite School graduation ceremony, all of the following criteria must be met:

Students must be on track to complete, by the end of the second semester of graduating year, all course requirements for an Alberta General High School Diploma. Requirements are listed below.

Students registered in the Knowledge and Employability must meet the requirements for a certificate of achievement as laid out by Alberta Learning (see previous page)

Students must have a minimum mark of 50% in all courses required to achieve Alberta High School Diploma by May 10<sup>th</sup> of graduating year. If a student does not have a passing mark they will not participate in the graduation ceremony.

Students must have no more than 20% unexcused absences in their grade 12 year in order to participate in the graduation ceremony. This includes semester 1 and 2.

Students must have a minimum of 80 credits achieved by the end of the 1<sup>st</sup> semester of graduating year in order to take part in the graduation ceremony.

Students must abide by all Edwin Parr rules and behavior expectations.

Grad fees must be paid by May 11<sup>th</sup> of graduating year.

Not have previously participated.

Student completes a minimum of 1 course in the 1<sup>st</sup> or 2<sup>nd</sup> semester of graduating year in order to take part in ceremony.

Participation in the graduation ceremony is considered an extracurricular activity. If a student has been sus-

pended from school during the date of graduation they will not be eligible to take part in the grad ceremony.

A preliminary grad list will be created first week of April, this will not be posted but students may inquire if they are on it. If a student is not on that list they are to book a meeting with the career counselor or an administrator to discuss their situation and what needs to improve.

Administration of Edwin Parr Composite School, in extreme circumstances, can forgive a student from achieving one or more of the criteria listed above. Once administration is aware of the circumstances they will discuss and give a decision to allow the student to take part or uphold the lack of proper criteria being met and not allow the student to take part. Parents will be notified by phone or email if a student is not eligible to take part in the grad ceremony.

## SCHOOL POLICIES & GUIDELINES

### Dress Code

It is appropriate for students to wear items that will enable them to feel comfortable throughout the course of the day; however, it is equally important for them to dress in a respectful and dignified manner. We are asking families to monitor the clothing selection to ensure that it is appropriate for school wear. Students deemed to be wearing inappropriate apparel will be asked to change, add layers of clothing, or arrange for replacement clothing. No undergarments showing. Clothing and accessories with wording or graphics, which are vulgar or clothing with the symbol or name of a substance deemed hazardous to one's health, are unwelcome. Breaches of any component of the dress code will result in the student

being asked to change their clothes. Parents may be contacted to bring in appropriate clothing.



### Headwear

EPC is a headwear-free environment for learning and teaching. Headwear will not be worn unless for religious reasons. Students may not wear hats, headwear, or hoodies inside the school during school hours or at after hours events. These items should be placed in your backpack or locker.

### Use of Office Telephone

The school telephone is a business phone. We do, however, allow students to use this for short and important telephone calls. We reserve the right to refuse students access when it is apparent that this privilege is being abused. Students will NOT be called out of class to answer telephone calls except for an emergency. Messages will be taken and forwarded to students at the end of their class period. The use of cell phones during classes is prohibited. Continued infractions may result in confiscation of the cell phone and a parent required to retrieve the cell phone back.

### Cellular Phones, Wireless & Electronic Devices

Our purpose in having a cell phone policy has been to ensure that learning in classes is focused and uninterrupted. Some students have demonstrated respect and responsibility using their cell phones; however, they do require the opportunity to further demonstrate their maturity and responsibility regarding cell phones.

**Cell phones and similar wireless devices are not to be seen, heard or used in teaching and learning spaces, unless a student is specifically directed by a teacher to utilize a device. This includes use as multimedia players and cameras.**

**Parents are not to contact students during class time, students will not be allowed to answer calls or texts. If it is an emergency phone the office and we will contact your child.**

Violation of this policy will result in the device in question being immediately confiscated and turned over to an administrator in the office. Consequences for violating this policy remain unchanged and are as follows:

- **First Offence:** The device in question will be picked up by the student at the end of the day from the administrator in charge.
- **Second Offence:** A parent or guardian is required to pick up the device in question from the administrator in charge.
- **Third and Subsequent Offences:** Suspension procedures.

If a student must be contacted for any reason during class time, parents/guardians should contact the school office and the message will be relayed to the student. For emergencies only, the student will be contacted immediately in the classroom.

Responsible use of cell phones will be permitted in the **hallways and cafeteria** during the following **designated times** only:

- Before school
- During breaks
- After school

Students may use their cell phones outside of the school building. Please be courteous and aware of others when using cell phones in designated times and locations.

**NOTE: Alberta Education policy states that students may not bring cell phones and/or personal audio devices into the examination room.**

### School Guests

Parents are welcome to visit the school. Due to student and staff safety, students are not permitted to bring guests to school. All guests must report and sign in at the office.

### After School Hours

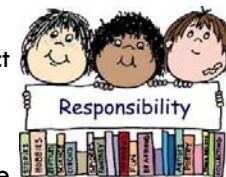
All students are expected to leave the building as soon as possible at the end of the day unless a teacher directly supervises them.

### Philosophy - Discipline

The school establishes standards for functioning within the school that influence the development of values and social skills. The role of the school is to foster a commitment to excellence and to stimulate positive values and social skills.

Our school's Discipline Philosophy is based upon the following:

1. The school is student centered in that everything we do in the school is in the best interest of the students.
2. The primary purpose of the school is learning. The atmosphere in the school must first of all be conducive to learning. It is the right of each student to be given an environment in which he or she can learn.
3. The school shares the responsibility with the home for teaching acceptable behavior. By communicating and working together, we can promote positive student conduct. Discipline is essential in developing responsibility, respect for others and self-respect.
4. Students have responsibilities as learners and as good citizens of the school community. Students should understand that they are responsible for their behavior.
5. It is the right of every student to learn in a safe atmosphere free from physical harm and/or emotional distress.
6. The Discipline Philosophy takes into account the fact that students are individuals. Therefore, there may be variations to the plans developed based upon the administration's and teacher's discretion.
7. The establishment of a positive school climate and positive relationships at Edwin Parr Composite School are of great importance.
8. All professional staff shares the responsibility to work as a team towards successfully resolving discipline problems in the school.



### Student Responsibilities

Students at Edwin Parr Composite School are expected to respect themselves and others and to cooperate with their teachers, support staff, and fellow students both in and out of the classroom.

In conjunction with the School Act (Section 12) and the school's discipline philosophy, a student shall conduct himself/herself so as to reasonably comply with the following code of conduct:

1. be diligent in pursuing his/her studies
2. attend school regularly and punctually
3. cooperate fully with everyone authorized by the board to provide education programs and other studies
4. comply with the rules of the school

5. account to his/her teachers for his/her conduct
6. respect the rights of others

Profane language, crude or rude expressions or gestures, or any offensive conduct is not acceptable and will not be tolerated.

**Section 24 of the School Act gives the principal or designate the right to suspend a student from school for violations listed in Section 12.**

### **Violations of the Criminal Code of Canada**

- conduct which threatens the safety of students and/or staff
- possession of a weapon on a student's person, or in a student's locker or desk, that is dangerous to students and staff. A weapon is anything used, designed to be used, or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.
- displaying or brandishing a weapon in a threatening or intimidating manner, assaulting another person.
- possession or use of illegal drugs, alcohol, or inhalants in school and on school property
- interfering with the orderly conduct of class(es) or the school
- Theft
- Vandalism

### **Violations of the School Act**

This includes:

- contravention of school division policies and regulations related to student harassment (bullying), smoking, student attendance, and student rights and responsibilities
- willful disobedience and/or open opposition to authority
- use or display of improper or profane language
- willful damage to school or others' property
- contravention of the code of conduct as set out in the School Act.

In the event that a student does not meet the standards of behaviour established, several steps will generally be taken in order to try to modify this behaviour. Parents will be notified either by telephone or letter when a problem arises, and advised of the proposed solutions. Stu-

dents and parents will be notified of the consequences of continued misbehaviour. Students will be asked to withdraw from school and/or suspended with a recommendation for expulsion, when all the possible alternatives have been exhausted.



**NO SMOKING**

All decisions in this regard can be appealed to the administration and/or Board of Education. For the majority of students, establishment and publication of fair rules is enough to obtain their cooperation.

### **Alcohol and Drug Violations**

If students are caught under the influence of alcohol and/or drugs while at school or while attending or being involved in school sponsored activities, will result in a 3 to 5 day suspension. In possession of drugs or alcohol will result in a 5 day suspension. Any infraction involving drugs or alcohol will result in removal from extra curricular activities. The RCMP may be called. A second infraction may result in expulsion.

### **Consequences for Offences**

The teacher may contact the parents / guardian and inform them of the problem and consequences.

Violation of the following will be considered a major offense and will involve the administration, the classroom teacher, student, and parents / guardians. The following may result in a suspension. Continued infractions of the rules could lead to an expulsion hearing. The RCMP may be called.

The following are examples of Major Offences:

1. Open opposition to authority/willfully disobedient
2. Habitually neglectful of duty
3. Use of improper or profane language or gestures
4. Physical or verbal abuse of others
5. Willful destruction of property/stealing
6. Conduct deemed injurious to the moral tone or well-being of the school
7. Skipping or leaving the classroom without permission.

REMINDER: Students have a right to be in school, but it is also a privilege. If they abuse the privilege, then the most logical consequence is to progressively lose the privilege. Suspension only occurs after a student has chosen to misbehave.

### Smoking Policy

Smoking is not permitted in the school or on any part of the school grounds at any time by anyone. This also includes chewing tobacco and e-cigarettes. It is also unlawful for students under 18 years of age to use or possess any tobacco products. Failure to follow this policy may result in suspension from school.



### Lockers and Locks

Students will be provided with hallway lockers at the beginning of the year. The combination or extra key for the lock must be left in the office. Students should keep their lockers locked at all times, NEVER leave valuables unlocked in the locker. Fire safety code does not allow for obstruction in the hallways. Locks are available from Mrs. Speers for \$7.00.

While the student does have a degree of privacy with the locker, impromptu locker searches may be conducted to maintain the integrity and safety of the school environment.

Change rooms in the school are not secured and students should NEVER leave valuables unlocked in the locker rooms at any time.

Students are responsible for all damages to their lockers and will be held accountable for any damages. Lockers are to be kept clean and tidy.

### Student Searches

1. Since lockers are school property, the school reserves the right to search and repossess the locker at any time without notice, under the direction of Edwin Parr Composite School administration (AP 352). It is desirable that students be present when their lockers are searched.

2. If suspected of wrongdoing, a student may be directed to empty his or her pockets, knapsack, purse, etc.
3. Physical searches of students are **not** to be undertaken by school personnel. If, in the opinion of the principal or designate, a physical search should be conducted, the police shall be contacted.

### Video Surveillance (AP 181)

All students, staff, and parents should be aware that Edwin Parr Composite School is equipped with security surveillance cameras around the outside and inside of the building, and the parking lots. This security further enhances our ability to maintain a safe and caring environment.

### Student Transportation—Student Conduct on Buses

1. Students must obey the bus driver. The driver is in full charge.
2. Students have a right to ride on the bus to and from their school in a safe and quiet manner.
3. Students have a right to carry on quiet conversations with other students in their assigned seat.
4. Students may eat on the bus with the driver's permission.
5. Students are expected to place garbage in the garbage basket.
6. Students may use their electronic devices if they use ear plugs or headphones (where appropriate).
7. Students will be assigned to a seat by the bus driver, and will sit in their assigned seat when riding the bus.
8. Skate blades and other hard or sharp objects must be covered by protective guards or transported in an appropriate case.
9. Most sports equipment can be transported on the bus if it is secured appropriately in the student's bag. Paintball, hockey, golf (etc) equipment cannot be transported on the school bus.
10. Students are expected to be on time for loading and discharge.
11. Students are expected to exhibit behaviour that would be acceptable in a classroom.
12. Students must not distract the driver.
13. Students are accountable for their behavior on the bus.

NOTE: Overall supervision and authority to suspend a student rests with the principal of the school the student attends. The bus driver may recommend to the school principal that a student who violates the rules be suspended. Any student whose behavior is inappropriate on a school bus or whose actions endanger the safety of other occupants may be recommended for suspension from riding on a bus. If inappropriate behavior leads to vandalism, the student(s) and their parents/guardians will be responsible for any damage caused. (The School Act, 16)

### Parent Responsibilities

- Provide the necessary guidance, discipline, and protection for their child – to, from, and at the bus, 3-5 minutes prior to pick-up and drop-off.
- Ensure that their child is on time for pick-up
- Ensure that their child is appropriately dressed for weather conditions
- Inform the bus driver when their child will not ride the bus
- Arrange alternative shelter for their child if no one is at home

### Attendance Policy

Continuous attendance and involvement in classes maximizes student learning. Regular attendance at school is a significant contributing factor to student learning. SECTION 12 of the School Act states: “A student shall attend school regularly and punctually.” Responsibility for attendance at school is of the student and his/her parents or guardians. Students are expected to attend all scheduled classes. Please call the school before 9:00 am to report any absences. Parents/Guardians will receive an electronic automated message for all unknown absences. Student absences will be considered either Excused or Unexcused.

#### Excused Absences:

Student illness, student medical appointment, inclement weather, suspensions, bereavement leave, bus not running.

#### Unexcused Absences:

Unknown absence, vacations and any avoidable absences.

School sponsored field trips and extra-curricular activities are not considered absences. A doctor’s note will be required for students who are away for five consecutive

illness absences. Families are encouraged to schedule extended absences, such as vacation, outside the instructional days mandated by the AVPS school calendar.

If a student is truant, the following procedures will be followed.

Step 1: Parent/Guardian will receive a phone call and letter regarding their child’s excessive absences.

Step 2: Consultation with administration, parent and student. The outcome may result in agreement to withdraw the high school student from the course(s).

Step 3: Students under the age of 16 will be reported to the Truancy Officer/Attendance Board.

### LATES

All classes start immediately after the sounding of the bell. Students are expected to arrive before the bell in order to be ready when the class begins. Continued lates will result in administrative intervention. Students with excessive lates may result in alternative measures, such as school suspension. Students arriving late to school must check in at the office.

### LEAVING SCHOOL EARLY

Students leaving school earlier than 3:10 pm must check out at the office. A phone call or note from a parent/guardian must confirm the need to leave early.

### Technology Code of Conduct Agreement

Students must sign and return the agreement in order to use computers, have access to the Internet and cloud-based services for documents and other educational activities. The use of technology in the school, whether it is student or EPC owned is a privilege and students who abuse this right may lose permission to use this in school.

- It is expected that all students will treat all computer equipment with respect.
- It is expected that the computer will be used according to the instructions of the teacher.
- It is expected that all windows systems such as screen savers and passwords will not be tampered with or accessed, except on the instructions of the teacher.
- It is expected that while on the Internet, sites will not be visited that are of an adult or questionable nature.
- It is expected that if a student has doubt about any assignment, use of the machine or a site on the Inter-

net, the student will ask for guidance from the teacher.

- If a junior or high school student refuses to comply with these expectations, he or she will be temporarily denied access to computer use until the seriousness of the infraction is determined by administration. After contacting the student's parents, administration may allow the student to complete the course in the same term (with student access limitations including loss of Internet privileges and other consequences) or the following academic term. A student may be transferred from a computer course and registered into another course at the discretion of administration. As a possible consequence, administration may recommend to the computer instructor that a computer course module or component be modified, with specific restrictions, for the student.

### Anti-Spam Law

Canada's new Anti-Spam Law came into effect on July 1, 2014. The Anti-Spam Law states without your consent we will be unable to send you communications electronically.

School newsletters, information, activities, announcements, etc., are communicated electronically. To receive electronic communications, please complete the consent form sent home with your child and return it to the school office.

### Credit Load

- **Grade 10 students (first year of high school):** must be enrolled in a full schedule, with **NO SPARES** and may take grade 11 courses, as long as the prerequisite is completed. The student goal is to obtain a minimum of 40 credits.
- **Grade 11 students (second year of high school):** must be enrolled in a full schedule with **NO SPARES** and may take grade 12 courses, as long as the prerequisite is completed. The student goal is to obtain a minimum of 40 credits.
- **Grade 12 students (third year of high school with at least 70 credits as of September 1):** are allowed to maintain a program with spares.
  - ⇒ It is recommended that students have at least 30 credits in their final year but emphasis should be completing the requirements for graduation. Please check university and college requirements before you schedule spares.

- ⇒ Spares should be used to study, complete homework and improve grades. Students may take their spares only in designated areas and must not disrupt the learning of other students. The gymnasium is out-of-bounds during spares). This privilege may be revoked if a student displays disruptive behaviour, or if the student's marks and work habits deteriorate. Students may leave the school premises during their spares.
- ⇒ Third year students who do not have 70 credits as of September 1 or those who do not have passing marks in grade 11 level Social Studies and English must meet with administration to develop an education plan contract that meets Alberta High School graduation requirements.
- ⇒ At the beginning of Semester 2, when a student demonstrates that they have the classes and credit in place to earn an Alberta High School Diploma or Certificate of High School Achievement, they will be added to the Convocation list.
- ⇒ School time designated for senior high students enrolled in virtual courses is NOT considered a spare until the course has been COMPLETED.

### Student Vehicles/Parking

Students are permitted to park their vehicles the designated student parking in front of the school. Students are **NOT** allowed to park in the school parking lot. In order to respect the community around us, we ask that students drive respectfully at all times. If, in the event of a complaint, it is found that excessive speed, stunting, etc. is occurring with a particular student, police may be contacted. Repeated instances may also result in suspension. Please drive responsibly.

School buses will have stop arms extended during student loading and unloading. No vehicles will be allowed to pass the school buses when stop arms are extended; vehicles that do so are violating the Highway Traffic Act and may be ticketed.

A specific entrance onto school property and a specific exit are clearly marked. The speed limit on school property is 10 km/hour.





### Opening Exercises

As per Aspen View Public School Administrative Procedure 208, Opening Exercises enhance citizenship and patriotism. Playing/Singing the Canadian National Anthem is encouraged and is required at least once a week. EPC will have announcements each morning. The Canadian National Anthem will be played weekly.

### Student Assemblies

Student assemblies will be arranged as the need arises. Students are expected to attend and behave appropriately during assemblies. If a student is unable to comply with behavioral expectations, they will be assigned to a supervised classroom during school assemblies.

### Accidents

In the event of a serious accident to a student, the school will contact the parent/guardian immediately. If the school is unable to reach the parent/guardian, and it is deemed necessary to obtain medical assistance, the student will be transported to the hospital. It is extremely important that we have the following information for each student:

- Home, cell and work telephone numbers for parents/guardians.
- Telephone number of a responsible adult, e.g. babysitter, who can be contacted in the event that parents or guardians cannot be reached.
- Specific and/or serious medical problems (allergies, etc.)

### Illness and Communicable Diseases

- Students who are suffering from a communicable disease such as pink eye, mumps, measles, colds, etc., should be kept at home until they have recovered.
- Students coming to school with colds are unable to function well at school, provide a source of infection for others, and would probably recuperate faster at home.
- A student found to have lice or "nits" (live or dead) in school must be picked up by a parent or guardian immediately. The student may return to school the next day after the parent or guardian administers proper treatment at home. Parents are requested to give their child weekly examinations of the hair and scalp. If head lice is located, please contact the

school.

- If your child is under a doctor's care for a recurring or long term illness, e.g. asthma, pneumonia, bronchitis, etc., please obtain a note from the doctor and forward it to the school. We will then endeavor to follow the doctor's orders as specified in the note.
- Children returning to school after a period of illness must bring a note from the parent or guardian stating the reason for absence.

### Criminal Record Check

All parent helpers and volunteers are required to get a criminal record check done. This is an Aspen View Policy (AP 401) for all parent helpers and volunteers in Aspen View Public Schools. Criminal record disclosure is required for all persons 18 years of age and over who have the opportunity to be in direct and regular contact with the students in the schools or on school property. This criminal record disclosure can be done free of charge at the RCMP office in Athabasca. Once a criminal record check has been completed it is valid for two years. If a parent is supervising an overnight field trip, then a yearly criminal record check is required. If you are unsure of the status of your last criminal record check, please contact the school office.

### Freedom of Information and Protection (FOIP) -AP 180

FOIP came into effect for all school boards on September 1, 1998. This act sets, controls and provides standards on how we collect, use and disclose your personal information.

Photos can be taken by staff for school use. During public events (concerts, graduations, etc.), you are permitted to take photographs as you see fit. During private functions (classroom events), you are not allowed to take photos without the written permission of every child's parent. Please respect the privacy of others.

### Administering Medicine to Students (AP 316)

The Division recognizes that good health is basic to the ability of students to achieve their personal and educational goals.

Parents are responsible for advising the school of a student's health needs and for providing the school with information about health problems that could affect the

student's behavior, learning and/or the wellbeing of other students and staff.

Students who require medication are expected to take it at home under the direction of a parent.

While administering medication to students is not a responsibility of schools, staff members may be requested to do so. The administration of medication may be done only after:

- a) the use of the medication is prescribed by a physician; and
- b) other reasonable options, such as self-administration or parental administration, are determined to be impracticable; and
- c) a properly completed and signed Request for Administration of Medication to Student and Release form (Form 316-1) has been received from the parent and approved by the principal; and
- d) the principal has determined that sufficient resources are available in the school.



The Division reserves the right to reject requests for the administration of medication to students.

### **Emergency Procedures—AP 311**

The Division recognizes its responsibility to take reasonable measures to ensure the safety and welfare of students. Procedures to ensure that schools will be evacuated with dispatch or safely locked-down in the event of an emergency are essential. Evacuation drills and lock-down drills are an essential component of the school safety program.

Edwin Parr Composite School has instituted a number of procedures which allow for providing a safe and caring environment for students. These procedures include:

**Fire Drills:** Regular emergency school evacuation drills will be held six times during the year. Everyone (including visitors) must follow the evacuation procedures to ensure safety.

- Fire evacuation procedures are located in each classroom and the school office.
- At the sound of the alarm, everyone will vacate the school according to the evacuation plan. Everyone will meet at Muster Point (located in the playground).

**Lock Downs:** Lock down drills will be held periodically to

teach staff and students how to deal with an intruder in the school.

### **Inclement Weather/Hazardous Road Conditions (AP131)**

Should inclement weather conditions occur, Aspen View Public Schools will advise of bus cancellations only if it is jurisdiction wide or a total cancellation in one particular area. This will be communicated on Aspen View's website, [www.aspenview.org](http://www.aspenview.org) (click on Departments, Transportation), and through the following radio stations:

- CFOK—Westlock
- CKBA—Athabasca
- CFCW/CHED/JOE FM/CISN—Edmonton.

Individual bus route cancellations or early departures to take students home due to a blizzard or unforeseen events will not be posted or communicated through radio stations or Aspen View's website. Bus drivers will call and advise each family. Please ensure to contact your bus driver and the Student Transportation Office (780-398-3881/780-398-3886) when your home phone or cell phone numbers change. It is imperative to have correct contact information and phone numbers.

Schools shall remain open on all scheduled school days, regardless of weather conditions. If parents decide to send or take their child to school in inclement weather, it is the parents' responsibility to ensure that the child is adequately clothed for the existing weather conditions.

Should weather conditions become extremely adverse during a regular school day, the principal may request approval from the Transportation Supervisor to initiate proceedings for an early departure of students.

If the parents are away from home when adverse weather conditions develop, they should anticipate an early school dismissal and act accordingly, so that the child will not arrive home and be unable to enter.

## **AWARDS**

Each year Edwin Parr Composite has an Awards Ceremony in the fall.

### **Junior & Senior High Awards**

Jr and Sr. High accomplishments will be recognized at the

October awards ceremony. Many Grade 12 awards will be recognized at Grad in May. All high school students are encouraged to find out about the many school, district, and provincial bursaries and scholarships available check with school / district career counselor.

### Aspen View Awards & Scholarships

#### **Policy Statement:**

The presentation of scholarships and awards to students recognizes and encourages excellence in various curricular, extra-curricular and service programs.

#### **Procedures:**

Awards at the grade 12 level:

1. A \$300.00 award will be given to each Grade 12 student who has achieved an average of 80% or higher subject to the conditions outlined in these procedures (AP 370).
2. The students' average must be based on the highest marks earned in Grade 12 level courses in a minimum of 25 credits. Five of these credits must be in English. Special Projects and Work Experience are excluded.
3. All eligible courses must be for a minimum of 5 credits each. In the event of 3 credit courses, two may be combined and will be considered as a 5-credit course. CTS modules bundled in 5's at the 30 level will also be eligible.
4. The Division shall provide annually a gold watch to those Grade 12 students graduating from a Division high school who obtain a 90% or higher average standing in Aspen View Schools.
5. Course Eligibility
  - a. Only courses completed while the student is in attendance at one of the Division schools will be considered.
  - b. Distance Learning courses will be eligible if the course was not available to the student through regular instruction in school.
  - c. For the purpose of determining student averages, only the student's final blended mark will be used. If a student repeats a course or writes a supplemental, only the first blended mark as-



signed by Alberta Education will be used for the purposes of this award. For courses where there is no diploma exam, the school awarded final mark will be used.

6. To be eligible a student must complete Grade 12 (earned a high school diploma) by June of the scholarship year. Final course averages shall be verified by the Superintendent's office. Final marks along with the student's name must be submitted by the first Tuesday in September to the Division office by the principal.
7. Extenuating circumstances shall be dealt with on an individual basis subject to the approval of the Superintendent.

### Alberta Rutherford Scholarships for High School Achievement

These scholarships, which are provided by The Alberta Heritage Scholarship Fund, are intended to encourage and reward senior high school students who have demonstrated outstanding academic ability. Contact the career counselor for value amounts and averages required to qualify. Applicants must be Alberta residents who plan to enroll or are enrolled in a full-time post-secondary program of at least one semester in length. These scholarships will be awarded after grade 12 graduation.

#### Selection of Valedictorian

In Grade 11, the student's overall average for the following courses:

English 20-1

Social Studies 20-1

Three highest 20 level academic courses: (such as for example: Math 20-1, Biology 20, Chemistry 20, Physics 20, Science 20)

In Grade 12, the student's overall average for the following courses:

English 30-1

Social Studies 30-1

Three highest 30 level academic courses which may include Math 31

## OTHER INFORMATION

### Inclusive Education

EPC is committed to providing students with exceptionalities the supports they require to progress to the best of their ability.

#### **Procedures for Assessment:**

1. Students are identified as requiring an assessment by their classroom teacher's observation of schoolwork or behaviour, by parent or student request, as indicated in their cumulative files, or as needed.
2. The referral is made to the inclusive education coordinator.
3. A determination is made as to which assessment is most appropriate.
4. A permission form is sent to the parents/guardians.
5. If permission is obtained the assessment is completed in the school by the inclusive education coordinator or is referred to a psychologist for more extensive testing.
6. If a psychological assessment is required an assessment referral form is completed by the Inclusive Education Coordinator, which is then sent to the Director of Student Services for approval.
7. A psychologist is then booked for assessment.
8. At a later date a case conference is scheduled with all stakeholders to review the results of the assessment and to develop a plan from the recommendations.
9. Students are identified as having a special need through observation and assessments.
10. Assessments need to be updated on a regular basis.

#### **Procedures for Referral:**

1. Students are referred to services by outside agencies through their classroom teacher's observation of school work or behaviour, by parent or student request, as indicated in their cumulative file, or as needed.
2. The referral is made to the inclusive education coordinator who fills out the appropriate forms and sends them to the parent/guardian for approval. Several outside agencies have different referral processes, but generally parental permission is always sought prior to services being provided.

3. If permission is obtained, the referral is passed on to the appropriate outside agency and a date is scheduled for agency personnel to meet with the student.

Outside agencies include: FCSS, AADAC, Occupational Therapist, Speech and Language Pathologist, Public Health Nurse, Mental Health, or Aspen View School Therapist.

#### **Procedures for Special Education Documentation:**

1. The classroom teacher has the primary responsibility for developing, implementing and monitoring student Individualized Program Plans.
2. The Inclusive Education Coordinator is responsible for completing the monitoring forms for Aspen View Public Schools office.
3. The classroom teacher in cooperation with the Inclusive Education Coordinator are responsible for keeping anecdotal records for students with severe behavioural or emotional challenges.
4. All permission forms signed by parents/guardians will be retained in the cumulative file.

#### **Appeals Concerning Student Matters Province of Alberta School Act Section 103 Appeal to the Board**

(1) The failure of a person to make a decision is deemed to be a decision that may be appealed under this Division.

(2) Where a decision of an employee of a board significantly affects the education of a student,

- a) the parent of the student, and
- b) in the case of a student who is 16 years of age or older, the student,

or either of them may within a reasonable time from the date that the parent or student was informed of the decision appeal that decision to the board.

(2.1) For the purposes of this Act, a decision of an employee authorized by a board under section 45(1) to make the decision is deemed to be a decision of the board.

(2.2) A person who may review a student record under section 18 may appeal to a board a decision of an employee of the board respecting access to or the accuracy or completeness of the student record within a reasonable time from the date that the parent or student was in-

formed of the decision.

(3) For the purposes of hearing appeals under this section a board shall establish an appeal procedure by resolution.

(4) A board may establish 1 or more committees for the purpose of carrying out the board's responsibilities under this section.

(5) A board may make any decision that it considers appropriate in respect of the matter that is appealed to it under this section.

(6) A board shall make a decision under this section forthwith after receiving an appeal and shall report that decision to the person making the appeal forthwith.

### **Section 104 Review by the Minister**

(1) If a board makes a decision on an appeal to it or otherwise with respect to

- a) the placement of a student in a special education program,
- b) a matter referred to in section 5
- c) a home education program
- d) the expulsion of a student, or
- e) the amount and payment of fees or costs,

the parent of a student affected by the decision or the student if he is 16 years of age or older may request in writing that the Minister review the decision of the board.

(2) Where a dispute arises

- a) as to the amount of fees that are payable by a board to another board under Part 3, or
- b) as to which board is responsible for a student, a board or other person that is a party to the dispute may request in writing that the Minister review the matter.

(3) A person who may review a student record under section 18 may request in writing that the Minister review a decision of the board, whether made on an appeal to it or otherwise, respecting access to or the accuracy or completeness of the student record.

### **School Council & EPC Fundraising Committee**

Participate in the opportunity to be involved in your child's education at the ground level. By working together with representatives from the school and community we can promote the well-being and effectiveness of the entire school community and enhance student learning.

Regular meetings are held in the Edwin Parr Composite School Library. Meeting dates and times will be deter-

mined at the first meeting of each school year.

### **Lost and Found**

All personal items (books, clothing, calculators, etc.) should have the student's name placed on them. Any student finding an apparent lost item is asked to turn it in to the office. A *Lost and Found* box is located outside the office door, while valuable items will be kept by the school secretary in a lost and found container in the main office.

All items lost should be reported to the office immediately. Parent discretion should be used in determining the types of valuables brought to school. Students are ultimately responsible for their personal possessions.

### **Accident Insurance**

Aspen View Regional Division maintains a basic insurance policy with *Industrial Alliance Insurance*. There is always a potential risk of injury with field trips, competitive sports, and other student activities on and off school grounds. IAP Kids Plus Accident Insurance helps parents pay for unexpected expenses arising from injuries. No matter where the accident occurs—at school, at home, at a friend's house, or during the weekend or school vacation—you're covered for the unexpected costs of an accident. Enrollment forms are handed out to students in September or apply online at [www.iapkidsplus.com](http://www.iapkidsplus.com).

### **Family School Liaison Program**

The County of Athabasca Family and Community Support Services provides family school liaison program for its community. Ms. Sarah Lachance is available to all students and families.



#### **Mandate:**

To provide support services to children of school age and their families to help strengthen and stabilize school, family and community life.

### **Counseling and Individual Assessment**

Education, career and personal counseling services are available for students as required. School Therapists are available for students requiring individual counseling sessions. If parents are interested in their child receiving counseling supports please contact Ms. Passmore.

Miss. Celien is the Inclusive Education Lead and can be contacted to make arrangements for students requiring individual educational assessments.

**Goal & Objectives:**

1. Identify the social and emotional needs of students and to help them improve their functioning at home, in school, and in the community through individual, family and/or group counseling.
2. Provide educational programming for schools and communities on relevant issues for students and their families.
3. Promote co-operation among community agencies to best serve students and their families through a consultative, information and/or referral basis.

**Aspen Regional Health Authority**

The following Health Unit services are available to students for this school year:

All Grades	Communicable disease control and follow-up as necessary.
Grade 9	Booster immunization for tetanus, diphtheria and pertussis (whooping cough)

**Cafeteria**

The cafeteria will be open in the morning and during all breaks. Students wanting to make a purchase during these times are welcome to do so. However, food is not permitted in the classrooms.

**No Sunflower Seeds**

Sunflower seeds are NOT allowed at school. We are finding an unnecessary mess in the school, as these shells are not being disposed of in the garbage. Sunflower seeds without shells are welcome.

**New Division Policies**

In February 2016, the division finalized two new policies. Below are the links to each policy.

[Division Policy 32—FNMI Education](#)

[Division Policy 33— Sexual Orientation and Gender Identity](#)

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**HAVE A VERY SUCCESSFUL SCHOOL YEAR!**



If you have any questions, please do not  
hesitate to call the school at  
780-675-2285.