

Student Handbook



2023 - 2024

School Contact Information

4619 12 Avenue
Edson, Alberta
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www.pinegroveschool.gypsd.ca

**This handbook has been prepared for the use of both parents and students. The contents provide general information about our school, our programs, and our policies. Complete Administrative Procedures are located on the GYPSD website.*

Principal's Message

Welcome to Ecole Pine Grove Middle School. Our dual-track middle school supports both English and French Immersion instruction and boasts strong academic, arts, and athletics programs.

Our Administration team, which includes Assistant Principals Mrs. Kristin Basaraba, Mrs. Michelle Downing, Mr. Ryan Hall, and Mrs. Shyla Locke, looks forward to working with the students, parents and guardians, and staff of PGMS to foster a learning environment for all students that is welcoming, safe, caring, respectful, and inclusive.

I look forward to an exciting year of learning!

Steven Ripkens

Principal

Pine Grove Middle School Vision

Every member of our learning community will have the knowledge and skills to define and pursue success.

Our School Belief and Commitment

Developing and maintaining a welcoming, caring, safe, and respectful learning environment that fosters integrity, mutual respect, and dignity for all is a priority at École Pine Grove Middle School. Our focus is on developing an inclusive environment so every learner feels safe to think creatively, form strong relationships, and receive the highest level of education in academia, humanity, and leadership.

More than a school, École Pine Grove Middle School is truly a unique middle school experience. We are highly dedicated to changing and growing in how we not only educate our students in the classroom but also how we educate them for everyday life. We choose to be at the forefront of assessment and education striving to create great citizens and future leaders.

Every staff member at École Pine Grove Middle School has been chosen for their diverse abilities, knowledge, and experiences. Our Staff provides a unique and inspiring experience for students to feel included, engaged, and supported.

Our Philosophy

École Pine Grove Middle School is an innovative middle school in the rural town of Edson. Focusing on dual-track education that is cross-curricular, we ensure students will cultivate creativity and develop personal connections.

Our Beliefs

At École Pine Grove Middle School we believe:

- Learning should be rigorous and relevant
- Assessment clarifies goals, feedback, and success
- Teaching is learner-centred
- Students are complex, dynamic, and capable
- Effective instruction is engaging and empowering
- We are a positive and dedicated community

Pine Grove Middle School Staff

Principal: Steven Ripkens

Assistant Principals: Kristin Basaraba, Michelle Downing, Ryan Hall, Shyla Locke

Administrative Assistants: Lisa Bush, Tracie Cameron

Inclusive Education / Learning Support: Alex Wilson, Michelle Downing

Family School Liaison (FSLC): Helen Morlock

Teachers

Michelle Andersen
Timothy Bohn
Sandra Davenport
George Davi-Digui
Gina Grabowski
Dylan Gullason (*Parkland*)
Derek Hallett
Ethan Jones
Glen Kelly
Robin Kiland
Eric Kim
Tina Kruse-Taylor
Samantha Leggett (*Parkland*)
Angela Riggan
Jennifer Sommerfeld
Lynden Tucker
Lincoln Untereiner
Anna Veenstra
Bryan Williams
Alex Wilson

Educational Assistants

Taylor Burt
Marlene Dahl
Lynne Legge
Kathy Pearce
Nicole Robinson
Amy Thompson

Bell Schedule 23/24

8:30 AM	Warning Bell
8:35 AM - 9:18 AM	Block 1
9:18 AM - 10:00 AM	Block 2
10:00 AM - 10:10 AM	Break
10:10 AM - 10:53 AM	Block 3
10:53 AM - 11:35 AM	Block 4
11:35 AM - 11:50 PM	Homeroom Eating Lunch
11:50 AM - 12:15 PM	Outdoor Recess
12:15 PM - 12:57 PM	Block 5
12:57 PM - 1:40 PM	Block 6
1:40 PM - 1:50 PM	Break
1:50 PM - 2:33 PM	Block 7
2:33 PM - 3:15 PM	Block 8

Office Hours: 8:00 a.m. – 4:00 p.m.

Rights and Responsibilities

At École Pine Grove Middle School we recognize the following fundamental rights and responsibilities:

1. All students have the right to be treated with dignity, respect, and fairness by other staff and other students.
2. Students, parents, staff, and trustees have a shared responsibility to create and support welcoming, caring, respectful, inclusive, and safe learning environments.
3. All members of our school community are expected to respect diversity and not engage in any form of bullying, harassment, threats, intimidation, or discrimination on the basis of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, ancestry, place of origin, source of income, family status or sexual orientation.

**These rights and responsibilities are communicated in the Alberta Human Rights Act and the Education Act and are reinforced in our Division policies and regulations.*

Student Success

Members of the Pine Grove Middle School community including students, parents, staff and trustees, have a shared responsibility to help students be successful in school.

Safety and well-being are fundamental to our students thriving as learners, and experiencing success and fulfilment at school.

Students have rights and responsibilities. Students are expected to behave in order to ensure they become the best students and citizens they can be.

Parents support their child's success and positive behaviour by:

- Taking an active role in their child's personal and academic success.
- Reviewing expectations outlined in our Handbook with their child and helping them develop the skills required to meet the school's expectations.
- Helping them to attend school regularly and punctually.
- Encouraging and modelling collaborative, positive, and respectful relationships with others in the school community.
- Reporting to the school any circumstances which may impact student safety.

Students are responsible for their behaviour and effort, and are expected to:

- Contribute to a welcoming, caring, inclusive, respectful, and safe learning environment.
- Learn, practice, and demonstrate positive personal and interpersonal skills and attributes.
- Use their abilities and talents to gain maximum learning benefit from their school experience.
- Attend school regularly and punctually.
- Be accountable for behaviour which impacts others in the school, whether or not the behaviour occurs within the school building or during the school day or by electronic means.

Pine Grove Staff will help your child succeed by:

- Providing a welcoming, caring, respectful, inclusive, and safe learning environment that respects diversity, commits to anti-racism and equity, and fosters a sense of belonging.
- Ensuring that students and parents understand the school's expectations for student behaviour.
- Establishing supports and processes at the school to proactively guide positive student behaviour.
- Helping students develop and practice the skills and attributes to meet these expectations.
- Working with students, parents, and other school staff to address behaviour concerns, including implementing appropriate responses to address inappropriate student behaviour.

Student Behaviour Expectations

To ensure that École Pine Grove Middle School is a positive learning environment for everyone, all students are expected to comply with expectations set by our school. Our school rules are in place for the benefit of all members of our school community.

In accordance with section 31 of the Education Act which states that a student, as a partner in education, has the responsibility to:

- Attend school regularly and punctually.
- Be ready to learn and actively engage in and diligently pursue the student's education.
- Ensure the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- Respect the rights of others in the school.
- 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.
- Comply with the rules of the school and the policies of the Board.
- Cooperate fully with everyone authorized by the Board to provide education programs and other services.
- Be accountable to the student's teachers and other school staff for the student's conduct.
- Positively contribute to the student's school and community.

Furthermore, students are expected to:

- Resolve conflict or seek assistance to resolve conflict in a peaceful, safe, and non-threatening manner that is conducive to learning and growth. Strategies for addressing conflict between students may include counselling, mediation, or forms of restorative practice.
- Use school and personal technology appropriately and ethically to ensure that they conduct themselves with academic integrity and refrain from and report all incidents of academic misconduct including, but not limited to, cheating and plagiarising.

Safe and Caring School Initiative – GYPSD Threat Assessment Program

Grande Yellowhead Public School Division provides a safe and caring learning environment in all of the division's schools. Part of this commitment involves being prepared to handle emergency situations appropriately and efficiently.

Together with our partners, the Royal Canadian Mounted Police, Alberta Child and Family Services Authority and Alberta Mental Health, we have developed a plan to respond to all situations in which students may be demonstrating behaviours that pose a threat to themselves or others. Any student, parent, or staff member who becomes aware of a threat, or has reasonable grounds to believe that there is a potential risk to students, staff or divisional property, shall notify the school principal and/or their designate. Threats may be, but are not limited to verbal, written, gestures or internet postings. The division requires that all threats or threatening behaviours be treated seriously: all threats or threatening behaviour will be assessed and appropriate interventions and disciplinary actions taken. The purpose of this administrative procedure is to determine how best to support students so that their behaviour does not become hurtful or destructive to themselves or others.

Closed Campus Policy

École Pine Grove Middle School operates under a closed campus policy. Students are to remain on campus for the entire school day including lunch recess. Students will only be released to a parent or guardian, a confirmation phone call to the office must occur prior as well as a visual confirmation of parent/guardian.

Progressive Discipline Program

École Pine Grove Middle School operates under a progressive discipline program. This means that with each visit to the office for an offense, the consequences for the infraction will progressively be increased. Our discipline philosophy is meant to correct misbehaviour as well as provide support and guidance to the student. Students who frequently are sent to the office may lose the privilege of attending extra-curricular activities and field trips, including incentive and year-end activities.

Students and parents should be aware when disciplinary action is required, that the severity of a student's infraction will be a significant factor in determining what action is appropriate.

Smoking and Chewing Tobacco and Related Devices (E-cigs, Vapour, etc...)

Ecole Pine Grove Middle School building and All GYPSD property are a **tobacco-free** zone. This means that smoking or chewing tobacco is **not permitted**. This regulation also applies to all students involved in extracurricular activities for the duration of the activity, whether on school property or not. Transportation to and from that activity is deemed part of that activity. The use of any such device, E-CIGS, VAP, Vapour, or any other inhalant device, will be treated as it contains drugs or tobacco products. Anyone smoking or chewing tobacco in the school or on the school grounds will be subject to disciplinary procedures that may include suspension from school and a fine under the Youth Tobacco Use Act of \$115.

Dress Code

Students are expected to use good judgement in the choice of clothing worn at school which contributes to a welcoming, caring, respectful and safe learning environment in the school, that respects the diversity and fosters a sense of belonging to others in your school. A student's attire should provide adequate coverage of the body, and clothing which advertise sexual topics, liquor, drug use, violence, racism, sexism, profane language or gestures, and related topics or which cause distress to students and staff is unacceptable. Students wearing such attire will be asked by the school authorities to change into something more appropriate and further disciplinary action may be considered.

Attendance

Section 31 of The Education Act states that the student has the responsibility to “attend school regularly and punctually”. Section 32 of The Education Act states that the parent has the responsibility to “ensure that the student attends school regularly”. Section 196 of The Education Act states that a teacher must “teach the courses and programs of study”, “encourage and foster learning in students”, and “regularly assess students”.

Failure to attend classes regularly will result in the student missing the teaching and assessment of key outcomes in the Program of Studies. Students are expected to attend their classes regularly in person, and to communicate and plan with a teacher when they are absent.

If students are going to be away from school due to illness, appointments, etc, **please email (pgms@gypsd.ca) or phone the school (780-723-5929)**. The office runs its initial attendance report by 9:00 a.m. each morning and an automated phone call home will occur to any students who have not already emailed/phoned in to report the absence. These phone calls are made to ensure the safe arrival of all our students. *Your help in speeding up this process is greatly appreciated.*

If a student does not meet this expectation, PGMS will work with the parent and student to ensure the student meets their responsibilities as outlined in The Education Act. The teacher will make contact with the parent and student to develop a plan to improve the student’s attendance. If this plan is not successful, the teacher will inform school administration and can call a *Success Planning Meeting*.

Success Plan Meeting

The solutions agreed upon in the Success Planning meeting will be based on the **individual circumstances** and **supporting student success**. This **may** include:

- An attendance plan/contract
- An alternate schedule
- An alternate assessment plan
- Another type of support based on the student's individual needs

Student Sickness

If a student must leave school before dismissal time to keep an appointment, the parent or guardian is required to call and inform the school, then wait in the parking lot. The student will wait in the front entrance until their parent or guardian arrives, then signal the office that they are leaving.

If a student becomes ill during the day or must leave the school for some unexpected reason, they are required to notify the subject teacher and get permission from the office before leaving the school. In the case of illness, the school will notify parents to arrange for transportation home.

Students are not to be sent to school if they are ill. It is the responsibility of the parent or guardian to ensure their student/s are not displaying any of the symptoms of illness prior to sending them to school. Students who become ill with symptoms during the school day will be isolated and the parent or guardian called and asked to pick them up immediately.

Bus Students

Students on the bus are under the immediate supervision of the bus driver and are thus subject to the rules set by Grande Yellowhead Public School Division. Any infraction of these rules by a student will be documented on a School Bus Incident Report, and parents and school administration will be notified. Students who disobey bus rules may be required to make other arrangements for travel to school. Parents will be responsible for any damage incurred by the misconduct. Parents are also responsible for ensuring that their child gets to and from school if they are suspended from the bus.

Parents of bus students must inform the bus driver and the school if the students are to change their usual pattern of travel on the bus i.e. riding only one way on certain occasions. Issues or inquiries regarding transportation can be directed to the transportation department at 780-723-4471.

Contacting Students

Parents who wish to contact students at school should call and talk to the secretary at (780) 723-5929. Unless it is an emergency, a message will be passed on to students at the next break. If parents wish to contact students directly, please do so at a designated break to minimize classroom interruptions.

Use of Personal Electronics, Cellphones, and Other Technology

Student use of electronic devices such as cellphones, smart watches, iPads, iPods, or any other personal devices in the classroom is with the permission of individual teachers. Teachers will provide clear expectations for day-to-day use and exceptions to the daily routine. During any exam, unless otherwise directed by the teacher or administrator, these devices are **not** to be used, nor should they be in the student's possession.

If a student is found to be using such a device in a classroom where they are not permitted, or in a way that threatens student or staff safety or privacy, the device may be confiscated by school staff and returned to the student or parent at the end of the day. Further disciplinary action may be considered on a case-by-case basis. A student's refusal to cooperate with a teacher's instructions may be considered defiance.

iPods, phones, etc. are **not** acceptable devices for completing student work. Students are expected to use larger devices, such as tablets, Chromebooks, laptops, etc. If your student does not have a device, please speak to the school administration to make arrangements to access one.

Recording of Classroom Activities

Recording of classroom activities and lessons **must** only be done with the consent of the teacher.

Registration

To **register** a student at École Pine Grove Middle School, parents must complete a Grande Yellowhead Public School Division online registration form. Proof of age documentation, such as a birth certificate, must be provided when registering a student for the first time. Visit <https://pinegroveschool.gypsd.ca/> under the quick links tab, online registration. Returning students will be sent a snap code in August.

Update Forms

Parents are asked to complete forms fully. Emails are sent to families as per the email addresses in PowerSchool. Any families that have not received an email are encouraged to call the office for assistance. Parents are asked to ensure that any medical concerns are included and updated as needed. Let the school know of any changes that may occur throughout the school term. Current phone numbers are essential. All governmental forms (including guardianship) must be updated as needed, forms in PowerSchool will be interpreted as presented.

School Fees

Locker Fee (Non-refundable)	\$ 5.00
Year-End Field Trips	\$ 5.00 – 20.00
Options	\$ 20.00
Play (Drama)	To be Determined

Note: Any unpaid fees will be sent to a commercial collection agency for remittance.

Locks and Lockers

- A locker rental fee of \$5.00 will be charged to each student.
- Students will be assigned a locker and combination lock. Both items remain the property of the school and must be cared for in an appropriate manner. Locker privileges may be removed if the locker is abused.
- Students are not to make any permanent markings on any locker, including stickers and ink markings.
- Only the locks that have been assigned to the school are to be used on the school lockers. If a lock is lost, or destroyed (except for regular wear and tear), the student will be required to pay for a replacement.

- Parental inspection of their child's locker is available upon request. (Please contact the office to arrange for an inspection.)
- In keeping with Grande Yellowhead Public School Division Policy, the principal or designate maintains the right to open and inspect any locker without the consent and/or knowledge of the student. In all cases there will be a second party as witness to the locker search. Ordinarily, locker searches will be conducted in a student's presence and only when there is reason to believe a school rule or the law has been violated.
- Students are encouraged not to bring valuables to school.

Toys and Other Items

We discourage students from bringing toys (including scooters, electronic games, roller blades, etc.) to school. These items are often accidentally damaged or lost and this creates problems for the student. The school is not liable for any lost or stolen items/property.

Wellness

Students are required to bring a complete change of clothing to all physical education classes. This includes shirt and shorts, or sweat suits, sweat socks, and non-marking runners.

In the event of any short term illness or injury for which a student wishes to be excused from a P.E. class, the student is required to provide a parent or physician's note to the teacher. In the event of a student not participating in class the teacher may assign an alternate curricular-based project/assignment.

Lost and Found

School policy stipulates that the school and its staff will not take responsibility for lost or stolen items. We have a long-term (emptied once per month) and short-term (emptied every two weeks) lost and found. Items will start off in the short-term Lost and Found and then move to the Long-term Lost and Found before being removed from the school. Students are encouraged to check these boxes frequently. They are located in the foyer.

Learning Commons

Students may sign out up to two (2) books at a time. Books may be loaned for two weeks. Textbooks will also be signed out through the library and will not affect library book sign-out. Students are responsible for all borrowed library materials. Lost or damaged books must be paid for by the student. Overdue notes will be issued to students.

Allergies

Due to severe allergy conditions some staff members and students aerosol spray, deodorant spray, cologne, perfume etc. are not permitted at school. This includes body sprays or other perfumes.

Medication

The parents of students on medication are requested to contact the school principal for a description of Division Policy [AP316-The Medical Care of Students in School](#). The school is not to administer any medication to students without following policy and procedures.

Hallway Pass

Each teacher is provided with one hall pass, our hall pass gives a student permission to walk through the halls of the school unsupervised, usually for a specific purpose, like going to the bathroom, Learning Commons, or office.

Parent Communication

Regular Parent Memos will be sent to families via email and are featured on our website. Teachers also provide information on our website in their teacher pages, by using the class Google Classroom app for phones, phone calls home, meetings, etc. Our school's Facebook page is also updated frequently. If you have information that you would like put in the memo, or feature on our website, please contact the school.

School Council

A School Council (parents, teachers, principals, staff, and students) seeks to work together to promote the well-being and effectiveness of the entire school community and thereby to enhance student learning. A school council is a means to facilitate cooperation among all the concerned participants in the local school (source: *School Councils Handbook*, 1999, Alberta Education). Pine Grove Middle School's School Council meetings will be held once a month and will be posted on the Pine Grove website calendar. We encourage everyone to attend!

Volunteers

The education of our children is a shared responsibility. Parent involvement in children's education has been proven to increase the student's academic success. If you participate in school activities, you show your child that you value what he/she does at school. We would like to match your skills and available time with our needs, in order to accomplish this we ask you to fill out a Parent Volunteer form 490-01. We welcome your support and help!!!

Student Support Services

Pine Grove provides a variety of services to support students in their personal, social and academic development.

Family School Liaison Counsellor

The Family School Liaison Counsellor (FSLC) works as an integral member of the school team in assisting students with strategies to navigate social, emotional, and mental health difficulties. The FSLC is responsible for building collaborative working partnerships between organizations, institutions, and systems relevant to child, youth and family well-being. The FSLC is responsible for the whole school community. They are supportive rather than therapeutic and will assist families with community referrals as needed and work together to meet the needs of the student. Supportive counselling could include the areas of grief and loss, conflict resolution, self-esteem, communication skills, etc. Referrals to the FSLC program are prioritized based on the student's level of need and determined by the administrative team. If you feel your student would benefit from additional support, please contact your child's homeroom teacher or an administrator to begin the referral process.

Individual Supports Plans (ISPs)

Students are at the heart of the individualized student planning (ISP) process. An ISP focuses teachers' energy and encourages well-articulated instructional and assessment plans. It increases understanding of individual student's learning needs and strengths and enhances communication between teachers, parents, and students. Ultimately, an ISP helps create a long-term vision that can help families with transitions and future planning.

Assessment

The complete Assessment Plan is available on our website.

Academic Achievement

To determine your child's grade/mark at the end of a reporting period, teachers use evidence of what your child has learned and their professional judgement. The final grade/mark will be reported based on the evidence of learning collected across all three terms.

In Grade 6, assignments are associated with learning outcomes, and each of these outcomes will receive a level of achievement. Outcomes are grouped within Reporting Standards, or the general outcome that encompasses the specific outcomes upon which students are graded. Grade 6 teachers will use the most recent level of achievement data from the outcomes to determine an overall level of achievement in the final grade for each Reporting Standard (*see following page*).

Reporting Academic Progress – PowerSchool Online

PowerSchool is an internet based program (also available as an App on your mobile device) that allows parents and students to check marks and attendance online at any time. PowerSchool is updated by teachers regularly to report student progress in their courses.

Teachers will address performance concerns through direct telephone, email, or personal contact with parents. We request that parents reciprocate by contacting the teachers if they have questions or concerns regarding their student's progress.

For families that do not have PowerSchool access can reach out to School Administration to gain access.

Report Cards

Report cards are issued three times throughout the school year, November, March and June. Assignments and grades are updated regularly throughout the year on PowerSchool.

Parent Conferences

Meet the Teacher Night is held in September. Parent/teacher conferences happen in the Fall (two evenings) and the Spring (one evening). Students are strongly encouraged to accompany parents to the interview evenings.

GRADE 6
Adapted from Alberta Education Programs of Study

Personal Growth and Work Habits

Consistently	Student consistently applies and demonstrates effort towards the activity
Usually	Student applies and demonstrates effort towards the activity most of the time
Requires Growth	Student needs to apply more effort towards the activity

Academic Achievement

E- Excelling	Demonstrates superior performance and an in-depth understanding of learning outcomes <i>*extends to new learning situations</i>
M- Meeting	Demonstrates consistent performance and understanding of learning outcomes <i>*independently</i>
A- Approaching	Demonstrates inconsistent performance and understanding of learning outcomes <i>*with assistance</i>
B- Beginning	Demonstrates minimal performance and a limited understanding of learning outcomes <i>*even with assistance</i>

GRADE 7 & 8
Adapted from Alberta Education Programs of Study

Exemplary <i>(80-100%)</i>	Proficient <i>(65-79%)</i>	Adequate <i>(50-64%)</i>	Limited <i>(0-49%)</i>
<p>Learning goals are met in an astute and comprehensive way.</p> <p>Assignments are well crafted, organized in a purposeful fashion, and demonstrate attention to precise details.</p> <p>Demonstrates an in-depth understanding and degree of skill on summative assessments.</p> <p>Has assembled an in-depth understanding of the concepts, generalizations and skills fundamental to the program.</p>	<p>Learning goals are met in a practical and thorough way.</p> <p>Assignments are complete, organized in a competent fashion, and demonstrate attention to relevant details.</p> <p>Demonstrates a substantial understanding and degree of skill on summative assessments.</p> <p>Has assembled a thorough understanding of the concepts, generalizations and skills fundamental to the program.</p>	<p>Learning goals are met in an appropriate and reasonable way.</p> <p>Assignments are generally complete, organized in an acceptable fashion, and demonstrate attention to predictable details.</p> <p>Demonstrates a satisfactory understanding and degree of skill on summative assessments.</p> <p>Has assembled a basic understanding of the concepts, generalizations and skills fundamental to the program.</p>	<p>Student has demonstrated insufficient performance in relation to learner outcomes.</p>

Extra-Curricular Program

There are a wide variety of extra-curricular activities open to students. These vary from time-to-time according to student and staff interests.

Panther Athletics

Refer to the Panther Athletic Handbook for more details including seasons of play, fees, and expectations.

Panther Athletics Offered

Fall	Spring	
Volleyball	Basketball	Track & Field
Football	Archery	Golf
Cross Country	Badminton	

Dramatic Arts

Students will examine scripts, learn basic acting techniques, and explore aspects of technical theatre. This can include reading scripted materials, analyzing characters, studying dialogue, and designing stage movements to solve theatrical problems. Through research, creative thinking, problem-solving, and improvisation, students not only acquire the knowledge and skills to be successful in theatre, but also begin to develop self-discipline. Practices are held after school and performances will be during the school day and after school during the production week.

Extra-Curricular Participation

Participation in these school extra-curricular groups are subject to the “Miss School, Miss Out” policy and is dependent upon the successful completion of school work, a positive attitude toward school, and good attendance and punctuality. Students issued one (1) out-of-school suspension or two (2) or more in-school suspensions may be removed from the team.

Participation in any activity is at the sole discretion of the staff supervisor.

Dances

School dances may be provided and organized in collaboration with the School Council. Dance supervisors are required in order to adequately ensure the safety of all students. School dances are open to École Pine Grove Middle School students only.

Edits, Revisions and Alterations

This document is a living document that must evolve with the ever-changing needs of our students at the school. If this document requires revision during a school session, fair notice will be given to students and to the School Council.

In the event that any part of this document is found to contravene relevant legislation or administrative procedure, the legislation or administrative procedure will have precedence. Only that part of the handbook which is in contravention will be impacted, and the remainder of the handbook will remain in full force and effect.