

# École Pine Grove Middle School

## School Handbook 2021-2022



4619 -12 Avenue  
Edson, Alberta  
T7E 1S8

Phone (780) 723-5929  
Fax (780) 723-2189

Website: <https://pinegroveschool.gypsd.ca/>

Office Hours: 8:00 a.m. - 4:30 p.m.

This handbook has been prepared for the use of both parents and students. Its contents provide general information about the school, its programs, and policies.

**\*Note: While Covid 19 health protocols are in place, entrance to the school for anyone but staff or students will be by appointment only.**

# Welcome to École Pine Grove Middle School!

## School Handbook 2020-2022

École Pine Grove Middle School is a dual track English and French Immersion school which strives to foster a supportive learning environment for all students to achieve their full potential.

Our Core Values are...

**Growth**  
**Effective Relationships**  
**Respect**

**In OUR school students will learn how to:**

- **Think, act and speak positively about themselves and others.**
- **Notice similarities and appreciate differences**
- **Work together cooperatively**
- **Treat each other with kindness and respect**
- **Give each other support and encouragement**
- **Build empathy and realize that other people have feelings, wants, and needs that are real and valid.**
- **Develop a PASSION for lifelong learning!**



## École Pine Grove Middle School Staff

Principal:	Darran Lorne
Assistant Principals:	Amanda Clarke and Bailey Benson
Administrative Assistant:	Lisa Bush and Erin Heise
Inclusive Education:	Lynden Tucker
Family School Liaison:	Jessica Craig

### Teachers

Michelle Andersen  
Timothy Bohn  
Kennedy Carpenter  
Sandra Davenport  
George Davi-Digui  
Brian Davison  
Gina Grabowski  
Dylan Gullason  
Glen Kelly  
Robin Kiland  
Eric Kim  
Tina Kruse-Taylor  
Samantha Leggett  
Angela Riggan  
Lisa Rowand  
Lynden Tucker  
Anna Veenstra  
Bryan Williams  
Alex Wilson

### Educational Assistants

Jill Glover  
Laura-Lee Jonasson  
Lynne Legge  
Francine Lennox  
Bev MacInnis  
Kathy Pearce  
Nicole Robinson

Town students will be dismissed at 3:10pm and asked to leave the school grounds immediately. Bus students will be dismissed at 3:15pm and expected to line up in the appropriate location in front of the school while they wait for their bus.



**Bell Schedule 2021- 2022**

<b>Time</b>	<b>Period</b>
8:35	Warning Bell
8:40 - 9:30	Block 1
9:30 - 10:20	Block 2
10:20 - 10:35	Break
10:35 - 11:25	Block 3
11:25 - 12:15	Block 4
12:15 - 12:30	Lunch
12:30 - 12:50	Break
12:50 - 1:20	Response to Intervention
1:20 - 2:10	Block 5
2:10 - 3:15	Block 6
3:15	Dismissal



**Our School RULES because...**

We make all students feel welcome in  
OUR SCHOOL!

We treat each other with kindness and respect in  
OUR SCHOOL!

We strive for academic excellence and **always** give our **best** effort in  
OUR SCHOOL!

We listen to each other's opinions with respect in  
OUR SCHOOL!

We look for the good in others and value differences in  
OUR SCHOOL!

We respect each other's property in  
OUR SCHOOL!

When we do things as a group, we make sure that everyone is  
included and **NO ONE** is left out in  
OUR SCHOOL!

Bullying is **NOT** allowed in  
OUR SCHOOL!

We don't tease, call names, or put people down in  
OUR SCHOOL!

We **DON'T** hit, shove, push, kick or punch anyone in  
OUR SCHOOL!

If we see someone breaking these rules, we speak up and stop it  
(if we can), or go for help right away in  
OUR SCHOOL!

We do these things in our school, because...  
OUR SCHOOL RULES!

### **Covid 19 Procedures for 2021-2022 - Until further notice.**

The safety of our students and staff at École PineGrove Middle School is at the center of our re-entry plan while also ensuring the mental well-being of all.

- **Students, staff and visitors to the school are welcome to wear masks if they choose to for themselves.**
- **All visitors are required to make an appointment before coming to the school.**
- **Students will be in cohorted grade level groups.**

### **General Information**

#### **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.

#### **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.

#### **School Visitors**

All visitors must report to the office when arriving at the school. All other doors will remain locked during the day to ensure the safety of all students.

#### **Lunch hour**

Students will eat in their classroom. Breaks will rotate with grade cohorts each spending 15 minutes eating in their classroom and 20 minutes outside. Each grade level will have designated space.

#### **Spark Awards**

As a reward to students demonstrating our core values of Growth, Effective Relationships and Respect, we will be holding draws for prizes. Students are able to earn draw tickets then enter to win. Students may earn tickets for a number of reasons including academics, showing respect, outstanding effort, helping out. All staff members have tickets they can give out. Get caught doing something right!!!

#### **Student Instructional Material Fees**

For your information, according to new government legislation, schools in Alberta no longer charge parents/guardians for instructional materials.

### Locks and Lockers

1. A locker rental fee of \$5.00 will be charged to each student.
2. 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.
3. Students are not to make any permanent markings on any locker, including stickers and ink markings.
4. 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.
5. Parental inspection of their child's locker is available upon request. (Please contact the office to arrange for an inspection.)
6. 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.

### Attendance

If students are going to be away from school, due to illness, appointments, etc., **please phone the school.** The office runs its initial attendance report by 9:00 a.m. each morning and begins phoning home to any students who have not already phoned in to report the absence. These phone calls are made to ensure the safe arrival of all of our students. **Your help in speeding up this process is greatly appreciated.** The office is open from 8:00 a.m. to 4:30 p.m. on school days. The phone number is 780-723-5929. Regular attendance is a crucial component of academic success, and it is primarily the student's responsibility to catch up.

### Lateness

Please note that the front door will be open from 8:15 to 8:45 every morning. Students who walk or are dropped off are asked to arrive no earlier than 10 minutes before their first class starts. Students who arrive late must ring the doorbell for entry to the school.

### Parent Conferences

Meet the Teacher night is held in September. Parent/ teacher conferences happen in the Fall (two evenings) and the Spring (one evening). The conferences take place in the atrium on a first come-first served basis. Students are welcome to accompany parents to the interview evenings.

### Pyramid Response to Intervention (RTI)

At PGMS, we believe that the fundamental purpose of our school is to **achieve high levels of learning for all students;** therefore we have implemented the RTI program to help all students excel. The best intervention is PREVENTION. The RTI block is 30 minutes in

length and takes place after lunch Monday through Friday for grades 6, 7 and 8. Students not involved in the small group instruction have the opportunity to complete homework, to read in an established area under the supervision of a staff member or participate in an experiential focused class.

### Student Support Services

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

### Family School Liaison Counsellor

School Liaison staff will provide supportive services for students and families experiencing need or requiring assistance. Contact the school if you require assistance from our FSLC worker.

### Inclusive Education and The Grove

All students at École Pine Grove Middle School are part of the regular homeroom program.

### Student Visitor Policy

Our policy is based on the premise that we think all children are special, however student visitors can often cause a disruption to the educational process and the safe and caring operation of our school. It is therefore necessary to limit student participation during the school day to only students currently enrolled at École Pine Grove School.

### Allergies

Due to **severe allergy conditions** some staff members and students have, please **do not** bring aerosol spray, deodorant spray, cologne, perfume etc. to school. This includes body sprays or other perfumes. Students who bring these items to school will have them confiscated.

### School Appearance

The general appearance of a school reflects the behavior and attitudes of its occupants, and is one of the first things noticed by visitors. The students at Pine Grove Middle School have proven in the past to be very helpful in this regard and we would like to have students continue to help by following common-sense guidelines:

-Please place all litter in the trash cans or appropriate recycling bins provided both indoors and outside the building.

- If there is a spill, please do your best to clean it up. Ask a staff member or the custodian for help.
- Consume food and drinks in your classroom or atrium area only during the lunch break.
- Sunflower seeds, dry noodles, and candy necklaces are not permitted in the school.
- Adhere to school rules and classroom/hallway expectations of behavior.
- Wear only shoes with non-marking soles.

- **Clean shoes** – students are required to have clean shoes as they enter the school. If students do not have a second pair of shoes, **they must ensure that any dirt is removed prior to wearing the footwear in the school.** Students must wear shoes in case of an emergency evacuation during inclement weather.

### Demographic Update Forms

Parents are asked to complete this form **fully** via e-mail. The e-mail has been sent to families as per the e-mail addresses in PowerSchool. Any families that have not received an e-mail are encouraged to call the office for assistance. Parents are asked to ensure that any medical concerns are included. **Please remember to let the school know of any changes that may occur throughout the school term.** In the event of an emergency, current phone numbers are essential. Including **an e-mail address** will help us to easily communicate with you in spite of phone or address changes that occur throughout the year.

### 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.

### 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 then move to the Long term Lost and Found before being removed from the school. Please encourage students to check these boxes frequently. They are located in the Front Foyer.

## Student Expectations

### Student Conduct

Students are entitled to, and have the right to, an education that recognizes and meets their needs; occurs in a safe and caring environment; and encourages them to be proud and productive citizens in their community. While no set rules can ever take the place of individual responsibility, students are expected to follow reasonable rules which have been established for the benefit of the school community by the Provincial Government and the community. At Pine Grove, it is expected that a student shall conduct themselves according to **section 12 of the School Act.** Failure to comply with school rules may result in a student being suspended from school and the possible referral to the School Board for expulsion.

- (a) Represent our school in an outstanding manner.
- (b) Arrive on time to all classes, with all materials, (binder, textbook, writing utensils, etc.), attend school regularly and be prepared to learn. Have consistent and effective home study habits.
- (c) Work to the best of their ability.
- (d) Report to the office when coming in late or leaving early.
- (e) Keep our school clean and respect school property.

- (f) Use appropriate language and gestures.
- (g) Dress appropriately following the school dress code.
- (h) Follow all the rules and regulations teachers and the school have set, both inside and outside of the classroom.
- (i) Work to keep a positive relationship with parents, teachers and friends.
- (j) Show consideration and respect for others and their property.
- (k) Encourage positive attitudes, cooperation, and good sportsmanship.
- (l) Play safely (i.e. not throwing snowballs or rough housing or bullying).
- (m) Eat in designated areas only.
- (n) Deposit all garbage into the appropriate garbage cans and recycle containers provided.
- (o) Listen to monitors and supervising staff.
- (p) Conduct themselves so that the noise level is suitable to the location and the activity.
- (q) Report any illegal activity that occurs on school property.

### Smoking, Vaping & Tobacco Products, Alcohol or Substance Abuse

All schools in Grande Yellowhead Public School Division are “tobacco-free” areas. Tobacco, chewing tobacco, electronic or vapor tobacco substitutes, drinking or possession of intoxicating beverages or possession or use of illegal drugs in the school or on school grounds is prohibited. Nor shall a student be under the influence of the same in school or on school property. This regulation also applies to all students involved in extra-curricular 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. **Violation of this rule may result in a student being suspended from school, possible removal from the sports team or club, and/or the possible referral to the School Board for expulsion.**

### Electronic Devices

Electronic devices, such as DS and any other handheld gaming device, are not allowed during school time unless the student has special permission from a teacher. If a student is caught using their device or cell-phone during class time for anything other than a class assignment, the device or phone will be taken away and put on the teachers’ desk until that class is over. If it continues to happen, the phone will be taken to the office until the end of the day.

Administrative procedures regarding responsible use of technology - Procedure 140. Notes and two permission slips for technology use will be sent home with all students on the first day of school, and they need to be signed and returned *before* students access the GYPSD network.

### Cell Phone Policy

Cell phone use in class is at the teacher's discretion and direction, for learning purposes only. This means the individual teacher makes the rule for his or her classroom. Noncompliance with the teacher's policy will result in confiscation of the phone, until the end of that school day. Responsible use of electronics is our goal. No pictures allowed on school/district property, due to Privacy Act regulations. Parents please contact the office, and not your child directly, during class hours.

### Dangerous Goods

The following are considered dangerous to the safety of staff and students in a public school and thus, are prohibited from being brought to school: Laser pointers, matches, lighters, ammunition, and any explosive device including fireworks. Knives and other weapons are also prohibited. This includes replica or toy weapons. **This is a zero tolerance situation** and may result in suspension, or more serious repercussions.

### Rough-housing

Rough-housing, pushing, punching, and kicking, or other **inappropriate physical contact** is **not** an acceptable form of behavior. This includes “**friendly wrestling**” as it may cause injury to self or others. Student's rough-housing in school may be suspended.

### Physical Interaction

Inappropriate sexual contact, embracing, hand holding, kissing or other such gestures is not an acceptable form of behavior in the school setting.

### Hazing

Hazing is defined as “forcing students to do unnecessary or ridiculous tasks as part of an initiation process”, (*Gage Canadian Dictionary*). **Any such activity is strictly prohibited and may result in an Out of school suspension with recommendation for expulsion.** Students are expected to report any knowledge of a hazing activity to the office immediately to help ensure the safety of all students. **Please remember that even if hazing occurs off school property or on a non-school day, it will still be treated as a school incident.**

### 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 the misbehavior 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.**

### “Miss School – Miss Out” Philosophy

We, at École Pine Grove Middle School, believe attendance, punctuality, appropriate behavior and effort at school are essential for a successful year. The students who miss

school intentionally, misbehave, or are excessively late will miss out on their academic education and may also miss out on social functions, athletic activities and field studies. Reward days will be held periodically for students who are caught up on assignments, who are punctual, and who attend regularly, and have not displayed behavior issues.

### 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 harmful or destructive to themselves or others. This is intended to serve our students with fair notice that we, as a school community, will respond to all threats. Our goal is to respond to all threats in a professional manner that provides for a healthy and caring learning environment.

### Toys and other items

We discourage students from bringing toys (including radios, 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. Skateboards are to be kept in lockers and **are not be used on school property.**

### 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 on the Alberta

Health checklist before 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

The 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 off of the bus.**

Students may ride a bus to visit a friend if permission of the driver is obtained in advance and if the parent has provided a letter of consent.(Board Policy #17)

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. Arrangements must be made with the bus drivers involved if children are to ride another bus for some reason. Issues or inquiries regarding transportation can be directed to the transportation department at 780-723-4471.

### School Sports Teams, Clubs and Committees

**Fees are required for each of the sports teams to help cover bussing and equipment costs.**

- 1) Volleyball - Grade 6 to Grade 9 – September thru November
- 2) Skipping - K to Grade 6 - September thru December
- 3) Basketball - Grade 6 to Grade 9 -December thru March
- 1) Wrestling - K to Grade 6 - Jan. thru March
- 2) Archery- Grade 3 to 9 – Jan. thru April
- 3) Soccer - Preschool to Grade 6 -May thru June - Multiple Volunteers Needed
- 4) Mini-basketball - Grade 3 -6 -March thru April
- 5) Handball - Grade 6 to Grade 9 -April
- 6) Badminton - Grade 6 to Grade 9 -April/May
- 7) Track and Field - Grade 7 to Grade 9 - May

**Students are expected to stay in the gym during games and practices (whether it is a home game or away) unless they get permission from the coach or supervisor to do otherwise.**

**\*No food or drinks allowed in the gym unless there is a home game with a concession.**

**Note:** Participation in these school teams is subject to the ``Miss School, Miss Out`` policy and is also dependent upon **successful completion of school work, positive attitude towards school, 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.

**School Fees**

**Instructional Materials Rental**

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

**Fee Schedule**

<b>Sport/Activity/Item</b>	<b>Fee</b>
<b>Volleyball/basketball</b>	
B Teams	\$125.00/150.00
C Teams	\$ 100.00
<b>Badminton</b>	
Seniors and Intermediates	\$ 40.00
Juniors	\$ 40.00
<b>Golf</b>	\$ 165.00
<b>Cross Country (zone finals)</b>	\$ 20.00 or up to \$50.00 dependent on season
<b>Track and field (zone finals)</b>	\$ 35.00 or up to \$50.00 dependent on season
<b>Once Act Play Festival (Drama)</b>	\$ 100.00 approximately (will depend on hotel expenses)
<b>All students</b>	
Locker Fee (Non-refundable)	\$ 5.00
<b>Year End Field Trips</b>	\$ 5.00 – 20.00

**School Council**

The purpose of the School Council is to advise the principal of the school and Board with respect to any matter concerning the relationship between the school and the home and the school and the community. The School Council actively supports student projects in the school, conducts information forums and advises the school's administration. It is an important link encouraging open communication among students, parents and teachers. The majority of the school council shall be parents of students attending Éole Pine Grove Middle School, but may also include staff members, students and members of the community. We encourage everyone to get involved!

**Parent Communication**

Weekly Parent Memos are sent to families via email and featured on our website. Teachers also provide information on our website in their teacher pages, by using the class dojo/google classroom app for phones, phone calls home, meetings, etc.. Our school

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.

### Parent 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. We welcome your support and help!!!

### Parking

Parents and visitors may park their vehicles in both parking lots (east and west). Reserved handicapped parking is located in the west parking lot. Please refrain from parking in the bus lanes in the East parking lot.

### 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.

### School Teams

Team sports may include volleyball, basketball, wrestling, and badminton. Individual sports such as outdoor pursuits, golf and track and field are also open to participation on a seasonal basis. A fee may be required to cover bussing and equipment costs.

**Note:** Participation in these school teams is subject to the "Miss School, Miss Out" policy and is dependent upon successful completion of schoolwork, 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 are 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 students of this school and **one** invited middle school guest who is currently registered in a grade 6, 7 or 8 program. Guests must be registered by 3:30 p.m. on the day prior to the dance. Approved passes must be obtained by the student sponsor. If a guest is involved in disorderly conduct, the student sponsor will be held directly accountable for the guest's behavior. **Both the student and his guest may be banned from further dances during the school year.**

The following guidelines will apply to all school dances:

- (a) All coats and bags must be kept in the lockers.
- (b) The school doors will be open for one hour at the start of the dance. Students who leave the dance after this time will NOT be permitted to return to the dance. If a student can not arrive at the dance until after the one hour limit, they

- should make arrangements for a late pass before 3:30 p.m. on the afternoon of the dance.
- (c) Students whose behavior is deemed inappropriate by the supervisors will be asked to leave. No refund of admission will be given to these students. This applies to all invited guests as well.
  - (d) **If a student is inexcusably absent from any class without the school's prior notification or approval, or if they have 2 or more in-school suspensions or one out-of-school suspension, he/she may not be admitted to the dance.**
  - (e) Parents will be contacted by a member of the PAC to assist in chaperoning.
  - (f) Student attendance at dances may be subject to **regular attendance and acceptable behavior**. Remember, the "Miss School, Miss Out" policy applies to **all** dances.
  - (g) The school dress code applies to all dances.  
**Parents have a standing invitation to attend all school dances!**

### Physical Education

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 class instructor. The note should specify the time frame in which the student will not be participating. The instructor has the option of assigning alternate work for this time. 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.

## The Instructional Program

### 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.

### Early Release of Report Cards

If a student is unable to attend school on the designated day, the report card may be picked up at the office later, or will be mailed. Due to time constraints we are unable to release report cards earlier than the identified dates.

### Student's Appeal Procedure

To appeal a grade assigned in any assignment, examination or course, students must follow these guidelines:

- 1) Discuss the grade awarded with the subject teacher.
- 2) If the outcome of this discussion is unsatisfactory, the student may make a written appeal to the principal within two weeks of the date on which the mark was released.

### Grade Promotion

School administration and teachers will confer on a decision for grade promotion at the end of each school year. Student promotion will be assessed as follows:

**Pass** - The student has completed the necessary work and skill development warrant promotion to the following grade.

**Placed** - The student has failed to complete the grade requirements but has been placed in the next grade.

**Retention** - The student has failed to complete the grade requirements and is required to repeat the grade they are presently in.

Failure in two (2) of the core subjects (Language Arts, Social Studies, Science, Math and Physical Education) will result in placing, rather than passing, the student into the next grade or a possibility of retention in the same grade. Issues regarding retention of students will be made in consultation with parents, teachers and administration. The Principal will have final authority regarding all grade promotion matters.

### Fire Drill

Fire Drill Regulations and Evacuation Routes are posted in each classroom. Tampering with fire equipment is a serious offence and is governed under the criminal code.

### Field Studies

The following guidelines apply to all extra-curricular and co-curricular field trips:

- (a) All trips begin and end at the school parking lot unless previous arrangements have been made by parents in writing. Every attempt will be made to notify parents of expected arrival times when return trips extend into late evening.
- (b) Students may be dismissed from a field study site into the custody of a parent or guardian if prior arrangements with the school have been made.
- (c) The use of non-medical drugs or alcohol is strictly prohibited. Smoking is not allowed for the duration of the excursion.
- (d) School transportation will be arranged for all approved field trips with the exception of trips within walking distance.
- (e) School rules apply during the trip. A field study is an extension of the school program. Parents may be required to accompany their child on field trips. In these situations, parents will be notified prior to taking the field trip.
- (f) IF A STUDENT IS A BEHAVIOR PROBLEM IN CLASSES OR AT SCHOOL, A PARENT OR GUARDIAN MUST ACCOMPANY THE STUDENT ON THE FIELD STUDY. ANY STUDENT WHO HAS BEEN A BEHAVIOR ISSUE DURING THE SCHOOL YEAR **MAY** BE PROHIBITED FROM ATTEND THE FIELD STUDY IF **ADMINISTRATION** DEEMS IT NECESSARY.

### Liability

#### Damage to School Property

Students who damage school property will be asked to pay for repairs, even if the damage was the result of an accident. (Pursuant to Section 176 of the School Act).

### Medication

The parents of students on medication are requested to contact the school principal for a description of Division Policy AP313-The Medical Care of Students in School. The school is not to administer any medication to students without following policy procedures.

### Cell Phones/Video Cameras

All students are required to complete AP 354 Appendix A and Form 140-01 prior to using any GYPSD computers or Wifi. This form is a portion of the online registration package.

GYPSD Administrative Policy 353 requires individual schools to develop appropriate policy regarding the use of “Personal Electronic Devices on School Premises”.

École Pine Grove Middle School has developed the following policy:

Students may use electronics, including cell phones:

- **In all areas** of the school **EXCEPT THE WASHROOMS**. Electronics are not to be used for **any** purpose in the washrooms.
- **Safely**. If students are blocking high traffic areas (ie. hallways) or walking while gaming or texting they will be asked to move to another area by a supervisor and will be expected to do so willingly.

Students may not use electronics or cellphones:

- **To take pictures or videos**. The only time pictures or videos will be allowed is when a teacher or educational assistant has given a student permission to do so.
- **During classes**, unless the teacher has given permission for electronics to be used. Each teacher will have classroom rules for electronic devices and students will be expected to follow these rules.

If students do not follow the guidelines for use of electronic devices:

- The device may be taken away by a teacher or educational assistant and returned at the end of the class.
- The device may be taken away by a teacher or educational assistant and given to the office; a parent or guardian will need to pick it up.

### **GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION has a Division wide Bullying Prevention Administrative Procedure 316:**

“Grande Yellowhead Public School Division believes that all students and staff have the right to a safe and healthy school environment. The division office, schools, and community have an obligation to promote mutual respect, tolerance and acceptance. Furthermore, the division prohibits acts of harassment or bullying”.

École Pine Grove Middle School is a **Safe and Caring School**. Please report bullying to the office or a staff member so it will be dealt with. Students who bully may be suspended. This includes, but is not limited to physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, teasing, put-downs, name-calling,

cruel rumors, threats, false accusations and hazing. **Cyber-bullying** and/or the use of a computer or telecommunications (email, cell phone texts or digital imaging, pager text messages, instant messaging, defamatory personal websites, defamatory online personal polling websites, blogs, chat rooms and discussion groups, etc.), to send embarrassing, slanderous, threatening, or intimidating messages is NOT acceptable behavior. **RCMP will be notified if the situation is serious enough, or if students are repeat offenders.**

### Substitute Teachers

If students are removed from a substitute teacher's classroom due to inappropriate behavior an **in-school suspension may be assigned.**

## Technology

### Internet Guidelines

We believe the following guidelines can assist with Internet safety. Please review the guidelines and expectations with your student. If you **do not** wish your student to have access to the Internet, or have further questions, please contact us at the school at 723-5929.

### Expectations of Students using Technology

Students **WILL NOT** engage in:

1. Illegal or unethical acts, including use of network access to plan or carry out any scheme to defraud or to obtain money, or other things of value by false pretenses, promises, or representations; or to damage or destroy computer based information or information resources.
2. Sending messages and files containing any form of digital information or encoding that is likely to result in loss or disruption of the recipient's work or system.
3. Gaining access to any resources, entities or data of others for any purpose without authorization.
4. Transfer of commercial software, materials protected by trade secret or other copyright protected materials. If software known as "shareware" is transferred and retained for use, the author's registration fee is to be paid by the user. If the software is not of continuing use or is not registered, it is to be deleted by GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISIONnet.
5. Placing unlawful information or any computer system accessed through GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISIONnet.
6. Activities that are wasteful of network resources or that degrade or disrupt network performance including other networks and systems accessed over the Internet.
7. Sending messages which include profanity, sexual, racial, religious or ethnic slurs or other abuse, threatening or otherwise offensive language.
8. Downloading or transmission of pornographic, obscene or other socially unacceptable materials.
9. Revealing personal addresses or phone numbers of others or otherwise invading the privacy of others over the network.
10. Plagiarism of information obtained via GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISIONnet.
11. Playing on-line games on the system.

**If a teacher states that a site is inappropriate, students must comply immediately or face loss of computer privileges** Staff and Administration have the right to access and/or monitor individual emails and computer activity.

### Personal Online Safety

The following rules will promote your personal safety:

- (a) Do not give your personal information (address, telephone number, parent/work address/telephone number, or name and location of your school) without parental or teacher permission.
- (b) Tell parents or the teacher right away if you come across any information that makes you feel uncomfortable.
- (c) Never agree to get together with someone you “meet” on-line without first checking with your parents.
- (d) Do not respond to any messages that are mean or in any way make you feel uncomfortable.

### Courteous Use of Technology

It is NOT acceptable to give out your log in/password, (account) share your account, use an account owned by another user, use your account to harass someone or send nuisance messages, attempt unauthorized access to any resource, or use your network to hurt others. DO NOT LOG IN ANOTHER STUDENT USING YOUR PASSWORD OR LEAVE YOUR COMPUTER UNATTENDED WITHOUT LOGGING OFF. You are responsible for your log in.

### Homework and Practice Guidelines

The purpose for assigning homework is to:

- Complete work that has not been completed during class time.
- To study and review for exams and quizzes.
- Approximately 15 – 20 minutes of reading per night is highly encouraged.
- Homework time should include study time for exams the week prior to an exam.
- Using class time appropriately will help to cut down on the amount of homework a student has each night.