

Student Handbook



2025 - 2026

School Contact Information

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Edson, Alberta T7E 1S8
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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 École 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 school team, which includes Assistant Principal Amanda Robinson Petrie, looks forward to working with the students, parents and guardians, and staff of ÉPGMS 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

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

Mission: *We foster a supportive, respectful school culture so we can guide our learning community in developing their strengths while working on strategies to overcome challenges.*

Core Values: *Growth
Preparation for Success
Engaging Learning Environments.*

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École Pine Grove Middle School Staff

Principal: Steven Ripkens

Assistant Principal: Amanda Robinson Petrie

Administrative Assistants: Lisa Bush and Nicole Robinson

Inclusive Education / Learning Support: Marta Dmytruk-Jones

Family School Liaison (FSLC): Helen Morlock

Wellness Navigator: Delaney Ueland

Teachers

Michelle Andersen
Trevor Arsenault (*Parkland*)
Timothy Bohn
George Davi-Digui
Marta Dmytruk-Jones
Bailey Dunne
Gina Grabowski
Dylan Gullason (*Parkland*)
Derek Hallett
Robin Kiland
Eric Kim
Tina Kruse-Taylor
Liam Mines
Nola Preville (*Parkland*)
Angela Riggan
Jennifer Sommerfeld
Anna Veenstra
Bryan Williams

Educational Assistants

Taylor Burt
Lynne Legge
Rachel Ripkens
Amy Thompson

Bell Schedule 25/26

8:15 AM	Doors Open
8:30 AM	Warning Bell
8:35 AM - 9:15 AM	Block 1
9:15 AM - 9:55 AM	Block 2
9:55 AM - 10:10 AM	Break
10:10 AM - 10:50 AM	Block 3
10:50 AM - 11:30 AM	Block 4
11:30	Lunch - Eating
<i>12:15 PM - Warning Bell</i>	<i>Lunch Break</i>
12:20 PM - 1:00 PM	Block 5
1:00 PM - 1:40 PM	Block 6
1:40 PM - 1:55 PM	Break
1:55 PM - 2:35 PM	Block 7
2:35 PM - 3:15 PM	Block 8

Office Hours: 8:00 a.m. – 4:00 p.m.

Student Code of Conduct

This code of conduct is intended to create a school culture that is a *welcoming, caring, respectful, safe, and inclusive* learning environment. Failure to meet the standards in this code of conduct may result in disciplinary action that may include exclusion from school activities, suspension from one or more classes, or expulsion from school.

Appropriate behaviour is essential to learning and growing and is based upon mutual respect for the rights of others and the property of others. Students are expected to display responsible behaviour and take responsibility for their actions. Above all, students are to respect the rights of others. As a school, we aim to treat every student as an individual, and as such, inappropriate behaviour will be dealt with on a case-by-case basis. Discriminatory behaviour as set out in the Alberta Human Rights act (racial, ethnic, sexual, etc.) is not acceptable.

These ideas can only be achieved through agreement on everyone's part. Since schools are expected to act "*in loco parentis*" (in the place of parents), parental cooperation is of the utmost importance.

Student Rights

All members of the school community have the right to learn and work in an environment free of discrimination, prejudice, and harassment. This right is protected under the *Canadian Charter of Rights and Freedoms*, *Alberta Human Rights Act*, and *Alberta School Act*. These rights will be valued, maintained, and enforced so that all members work together in an atmosphere of mutual respect. The Division will not tolerate harassment, bullying, or discrimination on the basis of a person's actual or perceived sexual orientation, gender identity, or gender expression.

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 harmful or destructive to themselves or others.

Student Success

Members of the École 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.

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

École 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, Vapes, Vapour, or any other inhalant device, will be treated as if 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. Clothing that advertises or implies 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, ÉPGMS 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 the 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 Illness

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 Mobile Devices

Personal Mobile Device (PMD): includes any personally owned electronic device that can be used to communicate with or access the internet or cellular network, such as a cellphone, tablet, laptop, Chromebook, gaming device, smartwatch, and headphones (wired and wireless).

In alignment with [Ministerial Order #014/2024](#) and Grande Yellowhead Public School Division's [Administrative Procedure 145](#) and [Administrative Procedure 146](#)...

1. Students are expected to keep all Personal Mobile Devices powered **OFF** stored in their school provided locker during instructional time. *Students are **not** to keep Personal Mobile Devices on their person or in a classroom during scheduled instructional time.*
2. Students are **not** permitted Personal Mobile Devices at any time:
 - a. in bathrooms and changing rooms
 - b. during tests or examinations
3. Schools are not public buildings and therefore, sharing and recording videos and/or photos of individuals without explicit consent is **prohibited**.
4. Exceptions to the use of Personal Mobile Devices *may be permitted on a case-by-case basis* by the principal.

Student-owned laptops and chromebooks will be permitted in class **only** for specific educational purposes, and teachers will communicate with their students when these devices are required. Without prior direction from the classroom, these devices must remain powered down and in lockers. However, before school, during lunch hour, and after school students will be allowed to use their devices. If you need to contact your student during the school day, please contact the office at 780-723-5929 to leave a message. Students can also come to the office and use the provided office student phone to contact you during the school day.

As per the Ministerial Order, the school will temporarily confiscate any Personal Mobile Devices that are brought into the classroom. If a Personal Mobile Device is brought to the office by a school employee or a student refuses to comply, a conversation will be had with the student, and the parent/guardian will be contacted. Multiple Personal Mobile Device infractions will be addressed by restricting student use of the device during non-instructional time. Repeat infractions will be addressed in accordance with our school discipline policy and [Administrative Procedure 350 - Student Conduct](#), and may include consequences up to and including suspension.

Student reaction to the confiscation of a Personal Mobile Device is expected to be respectful, reasonable, and understanding. As always, defiant, rude, and disrespectful behaviour will not be tolerated and consequences for such behaviour will be handled separately from any consequences related to Personal Mobile Devices.

Recording of Classroom Activities

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

Lockers

Lockers are owned by the Grande Yellowhead Public School Division and assigned to students through the office. It is the students' responsibility to keep their lockers clean and free from pictures, stickers, etc. The locker agreement you sign allows Grande Yellowhead Public School Division or its designates to conduct locker searches at any time.

All lockers are required to have **school** locks on them. School locks are rented from ÉPGMS for a nonrefundable fee of \$5.00. Grande Yellowhead will not be responsible for items lost or stolen from lockers. Any locker found with a non-school lock on it will have it removed at the owner's expense and replaced with a school lock.

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 and to keep locker combinations private.

Gymnasium Locker Rooms

Gymnasium locker rooms are **not** secure. Students are warned not to leave any money or valuables unattended in these locker rooms while participating in Physical Education classes.

Wellness

Students are required to bring a complete change of clothing to all physical education classes. This includes shirts and shorts, or sweat pants, 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 due to a medical exemption the teacher may assign an alternate curricular-based project/assignment.

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.

Lost and Found

School policy stipulates that the school and its staff will not take responsibility for lost or stolen items. Items will be donated from the lost and found to local charities at the end of each month. Students are encouraged to check the lost and found frequently. It is located in the front 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.

Registration

To **register** a student at École Pine Grove Middle School, parents must complete a Grande Yellowhead Public School Division online registration form. Returning students will be sent a snap code in August. For new students, criteria listed in AP 300 must be met prior to meeting with a school administrator. Visit <https://pinegroveschool.gypsd.ca/> under the quick links tab, online registration.

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	\$ 15.00 – 30.00
Options	\$ 20.00
Play (Drama)	To be Determined

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

Allergies

Due to severe sensitivities, 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). École Pine Grove Middle School's School Council meetings will be held once a month on the third Thursday 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.

Wellness Navigator

Wellness Navigator's role is to promote health and wellness by bringing preventative universal programming to students. There is a Wellness Navigator located in each of the five high schools in the Division. Wellness Navigators are responsible for delivering programming in classrooms, the community, and with small targeted groups. Topics and activities are geared to: leadership development, self-advocacy, health and wellness, social-emotional learning, boundaries & consent, healthy relationships, online safety, mindfulness, and high school completion.

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.

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. In grades 6-8, 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, Typically, November, March and June. More specific dates will be communicated by parent memo throughout the year. Assignments and student levels of proficiency are updated regularly throughout the year on PowerSchool.

Parent-Teacher Interviews

Meet the Teacher Night is held in September. Parent-Teacher Interviews happen in the Fall and the Spring, both for two evenings. Students are strongly encouraged to accompany parents to the interview evenings.

Student Awards

Yearly recognition of outstanding student achievement in academics and athletics takes place at the June Year-End Awards ceremony. Students are recognized for their academic and athletic achievements in grades 6 - 8.

GRADE 6-8
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>
INS	Insufficient	Reflects to students and parents that a student has either: <i>(a) not handed an assignment in; or</i> <i>(b) student has demonstrated insufficient evidence of the outcome.</i>

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.

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.

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.

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.

Examination Procedures and Rules

In École Pine Grove Middle School final examinations, students **are** permitted to have the following items:

1. Pen and/or Pencil, Eraser;
2. A clear plastic water bottle with the label removed (must be checked by supervisor);
3. A light snack in a clear wrapper; and
4. Other items specified by the teacher before the exam.
 - a. Calculator (Math and Science or specified by the teacher)
 - *The exam supervisor will reset all memory on the calculators before and after every exam.*

Students are **not** to have or do the following:

1. Personal Electronic Devices (ie. cell phones, smart watches, etc). All personal electronic devices must be left in lockers or outside the exam room, unless specified in an ISP or by the teacher.
2. Binders, books, notes, packs, coats, hats, or other packages. These must be left in the students locker.

Students may **not** leave the exam hall until time recommended by Alberta Education has elapsed or the exam session has ended, and must remain seated.

For provincial exams (PATs), once students have left the exam **NO students shall be permitted to re-enter the room**. If a student needs to leave to use the restroom, they will do so under the supervision of a staff member.

NOTE: STUDENTS WHO DISREGARD THESE POLICIES ON PROVINCIAL EXAMINATIONS WILL HAVE THEIR EXAMINATION INVALIDATED AND RECEIVE A ZERO, AS PER ALBERTA EDUCATION POLICY.

Academic Dishonesty and Plagiarism

Academic Dishonesty involves a student choosing to withhold valuable information for accurate assessment of his/her learning. It is a serious breach of trust between a student and the teacher. In order to determine if a student has achieved the competencies of a course, academic integrity is an essential expectation.

Academic dishonesty can include, but is not limited to the following behaviours:

- Cheating on an exam/quiz;
- Failing to hand in an exam/quiz during the testing period;
- Cutting and pasting from the internet or an AI generator;
- Handing in someone else's work;
- Copying answers from another student;
- Neglecting to provide proper citation for all sources; and/or
- Using an electronic translator for French assignments.

Plagiarism involves “(taking) the work/idea of someone else and passing it off as one's own work”.

Source: http://www.askoxford.com/concise_oed/plagiarize?view=uk

Plagiarism is dishonest, unacceptable and subject to penalty. Produce your own work and give credit to those whose work you have borrowed.

Students found to have plagiarized work, being dishonest with their academic work, or using Artificial Intelligence platforms (such as ChatGPT, Clive, etc...) without teacher consent will face disciplinary action that may include; receiving a mark of zero on the assignment or test (until the work is resubmitted), a loss of exam exemption(s) and/or suspension.

The administration of the school will be involved and parents will be notified. Dishonest academic behaviour will be tracked by the school to help prevent this behaviour from reoccurring.

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.