

Spirit River Regional Academy

2011-2012

Our Mission Statement –

Encouraging SRRA....

Success, Responsibility, Respect and Achievement.

Welcome to Spirit River Regional Academy

This handbook is designed to provide you with information regarding our school. We ask that each student and parent read this handbook carefully and keep it for future reference. Please note that there are certain aspects of this handbook that may change or be modified as the year goes by and we continue to grow as a kindergarten to grade twelve school.

Parents: We strongly recommend that you become actively involved. Parents and the school working together create an active healthy environment that fosters learning for all students. Please drop in and see us in action and join our School Council and / or School Foundation.

Students: This handbook gives you some idea of what is expected of you. It is not all-inclusive. Many events will be added as the year progresses. You are asked to listen carefully to announcements and to ensure that all newsletters are taken home. Our school is one that we can view with pride. Constant efforts by everyone in the school community are required to maintain its standards of excellence. Cooperation of students, staff, and the community is essential if our school is to realize its true potential. We believe that it is important to maintain an atmosphere of congeniality, co-operation and respect for the rights of others and make every effort to maintain such an atmosphere among all members of the school community.

If you, as a student or parent, require further information, please feel free to contact the school or visit our school web site: <http://www.pwsd76.ab.ca/schools/srra/>

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STAFF LIST

Teaching Staff

Nicholson, Jim (Principal)	Peddle, Derek
Lario, Ali (Vice Principal)	Pullishy, Agnieszka
Burbee, Chelsey	Riding, Blaine
Kelly, Carolyn	Sebastian, Valerie
Lanigan, Mickey	Shura, Anna
Lieverse, Robyn	Slauenwhite, John
Lipon, Bev	Williams, Gayle
Martin, Keith	Yanishewski, Teresa

Support Staff

Boychuk, Marianne	Administrative Assistant
Kushneryk, Diane	Administrative Assistant
Gano, Carol	Librarian
Damer, Bev	Teaching Assistant, Food Booth
Dennis, Corrine	Teaching Assistant
Moss, Rena	Teaching Assistant
Slywka, Fay	Teaching Assistant
Venhola, Anne	Teaching Assistant
Wuttunee-Campbell, Micaela	Teaching Assistant
Georget, Paulette	Teaching Assistant
Imes, Kim	Pre-School Instructor
Sopko, Jim	Custodian

E-Mail: SRRA staff members each have an e-mail address as follows:
fullname@pwsd76.ab.ca [jimnicholson@pwsd76.ab.ca]

Phone Numbers

Spirit River Regional Academy	780-864-3696
Spirit River Regional Academy (fax)	780-864-4076
Peace Wapiti School District No. 76	780-532-8133
Peace Wapiti Sub Office, Spirit River	780-864-3741
Bus Garage, Rycroft	780-765-3635
School Council Chair	chairsrra@pwsd76.ab.ca

PERIOD SCHEDULE (Elementary)

<u>Regular Day</u>	<u>Short Day</u>	
8:45		Warning Bell: Please report to classroom.
8:48		Students in classroom: Anthem and announcements.
8:50		Period 1 begins.
9:29		Period 1 ends, period 2 begins.
10:08		Period 2 ends. 15 minute break.
10:23		Period 3 begins.
11:02		Period 3 ends, period 4 begins.
11:41		Period 4 ends. LUNCH
12:21		Warning bell. Please report to classroom.
12:24		Students in classroom: Announcements.
12:25		Period 5 begins.
1:04	12:57	Period 5 ends, period 6 begins.
1:43	1:28	Period 6 ends. 15 minute break.
1:58	1:51	Period 7 begins.
2:37	2:15	Period 7 ends. Period 8 begins.
3:16	2:46	Dismissal

BELL SCHEDULE (Junior and Senior High)

	<u>Short Day</u>	
8:45		Warning Bell: Please report to classroom.
8:48		Students in classroom: Anthem and announcements.
8:50		Block 1 and Period 1 begin.
9:31		End Period 1 - Begin Period 2.
10:12		Break.
10:17		Warning Bell: Please report to classroom.
10:19		Period 3 and Block 2 begins.
11:00		End Period 3 – Begin Period 4
11:41		LUNCH.
12:21		Warning bell: Please report to classroom.
12:24		Students in classroom, announcements.
12:25		Block 3 and Period 5 begins.
1:06	12:59	End Period 5 - Begin Period 6.
1:47	1:32	Break.
1:52	1:37	Warning Bell: Please report to classroom.
1:54	1:39	Period 7 and Block 4 classes begin.
2:35	2:13	End Period 7 – Begin Period 8.
3:16	2:46	Dismissal

SCHOOL YEAR AT A GLANCE

Aug 31	First day of classes		Feb 17	District PD Day
Sep 5	Labour Day		Feb 20	Family Day
Sept 29	School Pictures		Mar 8-9	Teacher's Convention
Oct 10	Thanksgiving Day		March 23	Day in lieu of PTI
Oct 28	District PD Day		April 6-15	Spring Break – No School
Nov 11	Remembrance Day		Apr. 6	Good Friday– No School
Nov 25	Day in lieu of PTI		Apr. 9	Easter Monday– No School
			Apr 16	Classes resume– No School
Dec 17 – Jan 2	Christmas Break		April 27	SIP Day
Jan 3	Classes resume		May 18	SIP Day
Jan 31	Second Semester begins		May 21	Victoria Day
Feb 10	SIP Day		June 28	Last day for Students

Report Card Dates and Parent Teacher Interview Dates

Junior High/Senior High			
Report Cards		Parent Teacher Interviews	
Report #1	November 10, 2011	November 16, 2011	4:00-7:00
		November 17, 2011	5:00-8:00
Report #2	January 30, 2012		
Report #3	April 20, 2012	April 25, 2012	4:00-7:00
		April 26, 2012	5:00-8:00
Report #4	June 28, 2012		

Elementary			
Report Cards		Parent Teacher Interviews	
Informal Report	September 30, 2011		
Report #1	November 24, 2011	November 30, 2011	4:00-7:00
		December 1, 2011	5:00-8:00
Report #2	March 30, 2012	April 3, 2012	4:00-7:00
		April 4, 2012	5:00-8:00
Report #3	June 28, 2012		

*** Please note that these dates are subject to change. Parents will be notified of any changes through the student newsletter.**

STUDENT RESPONSIBILITIES

As per Section 7 of the School Act of Alberta:

A student shall conduct him/herself to reasonably comply with the following code of conduct:

- Be diligent in pursuing studies
- Attend school regularly and punctually
- Co-operate fully with everyone authorized by the Board to provide education programs and other services
- Comply with rules of the school
- Account to his/her teachers for his/her conduct
- Respect the rights of others.

ATTENDANCE / PUNCTUALITY POLICY

Attendance:

There is a strong relationship between good attendance and success in school. Students are to meet the following requirements:

- a) Students will attend classes regularly.
- b) Students who are absent must have parents contact the school to explain the absence (telephone, email or written note).
- c) Student absences due to medical reasons may be excused with medical documentation.
- d) Students are responsible for the class material missed and will be required to make up assignments or tests as needed.

It is requested that parents consult with the school in all absences so that the school may best meet the educational needs of the student during the absence from school.

Grades 1– 12 students:

The following procedures will be applied when a student reaches a level of inexcusable absences as outlined below:

5% * - letter from school administrator

10% * - parent meeting and contract

15% *- withdrawn from regular program and/or discussions regarding alternative education programs

* percentage of instructional days (grades 1-9)

* percentage of same class (grades 10-12)

Guidelines for School Attendance:

The following absences are considered excusable:

- i) illness with a health-care professional's letter or certificate;
- ii) field trips, suspensions, and other school related activities;

Tardiness:

Students are expected to be on time in attending all classes. This is an expectation throughout the work environment, and it is a valued behavior pattern both in and beyond school. Students who cannot live up to this expectation will be handled in the following manner:

- a) Students will be warned and reminded of the desired pattern of being on time.
- b) Three lates will equal one absence. After three lates the classroom teacher will notify parents as well as send a referral to the office.
- c) After each additional multiple of three lates the classroom teacher will send a referral to the office. The office will notify the parents.

Truancy (skipping):

After a truancy, the parent will be contacted by telephone or letter. Discussion of the situation will take place and consequences will be issued as follows:

- a) First offense will result in lunchtime detentions equivalent to time from class missed. Teacher will be requested to notify office of truancy as soon as it occurs.
- b) Second offense will result in a one-day suspension. Teacher will be requested to notify office of truancy as soon as it occurs.
- c) Third offense will result in suspension pending a meeting with the Universal Outreach Program Coordinator. The student, parent/guardian, school administrator, and U.O.P. Coordinator will discuss the student's enrollment status. A decision will be made to allow the student to return to school under the provisions of a U.O.P./school contract or to enroll the student in the Universal Outreach Program.

Note: Truancies will be tracked cumulatively for the whole school year.

Full Time Student Grade 10, 11 and 12

Grade 10 students are not permitted to have a spare, therefore are required to take a minimum of 40 credits.

Grade 11 students are required to take a minimum of 13 credits per semester.

Grade 12 students are recommended to take a minimum of 13 credits per semester.

BICYCLES/SKATEBOARDS

Students who ride their bicycles, rollerblades or skateboards to school are not permitted to ride them on the school grounds during the day. All bicycles must be kept in the bike rack and locked. Skateboards must be kept in student lockers. **HELMETS MUST BE WORN BY ALL BICYCLE AND SKATEBOARD USERS.** The school is not responsible for theft or damage to any bicycles or skateboards.

DISCIPLINE POLICY

The administration and staff of SRRA believe the school and school extracurricular events should provide a safe, secure, encouraging, and productive environment for all. It is the responsibility of all staff and students to assist in the creation and maintenance of such an environment.

It is expected that all students will demonstrate mature and responsible behavior in the classroom and on the school grounds. There are times when students do not live up to these expectations and actions must be taken to maintain the positive work environment and pursue the desired goals. At these times the following statements should be considered:

- The most desirable location for all students is within the learning environment.
- The teacher is the first line of discipline and must employ a variety of strategies to maintain a healthy environment and keep students on task.
- Communication with parents is essential.
- Staff should work together to employ improvement strategies vs. punitive strategies.
- Administration is here to support teachers and assist when necessary.

Upon considering these factors the following progression should be employed when dealing with student discipline.

- a) The teacher employs strategies within the learning environment.
- b) The teacher isolates the student and deals with the problem at the most opportune time, attempting to relocate the student back into the learning environment as soon as possible.

c) The teacher removes the student from the classroom, and the student is required to sign the Discipline Binder. The procedure for the Discipline Binder is located in the office.

d) The teacher involves the parents in the problem.

e) The teacher enlists the support of the administration in dealing with the problem.

f) If at any time the student does not observe the basic courtesies that should be accorded the teacher, (swearing, verbal abuse, direct refusal, physical reactions) then the teacher shall accompany the student directly to the office or send an uninvolved student to the office to call for assistance.

Notwithstanding the above, if a student is referred to the administration for any of the following:

- verbal abuse of anyone:
 minimum of 1 day suspension
- physical abuse/harassment of anyone:
 minimum of 1 day suspension
- use/selling of drugs or alcohol:
 minimum of 5 day suspension
- deliberate serious vandalism:
 minimum of 5 day suspension

Note: Suspended students are suspended from all school related activities.

For extremely serious situations students may be suspended for up to five days at the school level. Any suspension beyond five days will be referred to central office administration. The RCMP will be contacted as necessary.

ELECTRONIC DEVICES/CELL PHONES

Electronic devices are **not** permitted to be used in the classroom as they are disruptive to the learning environment. This includes cell phones, lap tops, ipods, MP3 players, etc. Teachers have the right to allow technology in the classroom as an education tool. Cell phones are permitted in school. Unauthorized use of cell phones will result in students having them confiscated by the office and can only be picked up by a parent/guardian. Students who continuously have their cell phones taken by the office will face further disciplinary action.

Communication Devices: Many modern cell phones are equipped to record audio, pictures and video information. To protect the privacy of those who attend our school, students are asked to not use such functions on school property. To ensure that classes and exams are not interrupted, students are expected to turn off cell phones and other communication devices while in class. Messages may be left for students at the school office. Such devices may not be used when writing exams.

Teachers will reserve the option of securing technology devices of those who do not follow the above guidelines. The devices will be either returned at the end of class or turned over to administration.

Teachers and administration reserve the right to examine files stored on electronic devices if it is reasonable to assume that privacy codes or test taking rules have been violated. Files found in violation of school rules will be removed from such devices.

EXTRA CURRICULAR ATHLETIC POLICY

Spirit River Regional Academy recognizes the value of an extracurricular athletic program to the overall education of students. Students are encouraged to participate in the program to enhance classroom achievement.

Students who experience the privilege of participating in the extracurricular athletic program are required to make a commitment to the team for the duration of the season.

As well, students need to understand that their course of studies is very important and successful efforts in academics can be linked to active extracurricular participation. Coaches will assist players with their efforts in their studies by supplying the teaching staff with a list of players, once the team is established. Teachers will then be expected to notify coaches of their concerns in regards to the academic effort of team members.

Coaches will remind players of their commitment to their studies and actively encourage them to maintain a satisfactory effort. Athletes are to achieve a minimum of 50% in all courses, attend regularly, and have no outstanding fees.

GRADUATION/COMMENCEMENT POLICY

In September of each year, the school shall, in consultation with students, parents and staff, establish the form of ceremony by selecting option 1 or 2 for the commencement/graduation they wish to have.

1. Commencement Ceremonies

The following guidelines have been established to encourage all students to achieve to their fullest potential. They have also been established to contribute to the overall significance and importance of the true meaning of high school commencement.

SRRA believes that being a student in Grade 12 requires hard work and dedication. As such, graduating is a privilege that will be granted to students who earn their

place on stage. In order to participate in the graduation ceremonies, Grade 12 students must meet the following criterion:

1. Be in a position to meet all Alberta Education requirements for the Commencement by the end of the current school year.
 - a. Students must be registered in subjects that total at least 100 credits and meet all the prerequisites for a High School Diploma OR,
 - b. Students must meet the education requirements for a Certificate of Achievement OR,
 - c. Students must be classified as a Special Needs student with an Individualized Program Plan.
2. Must have a minimum of 50% in each second semester course necessary for graduation. This will be determined by the first report card of the second semester.
3. Students enrolled in distance learning and PAVE in second semester must have 50% of the course completed by April 15th. Confirmation of the course work completed is the responsibility of the student and must be made with the administration.

2. **Graduation Ceremonies**

After diploma results are available (end of July) a graduation ceremony may be held in August or September. Eligibility for student participation in such ceremonies will be a valid High School Diploma, I.O.P. Certificate (Knowledge and Employability) or Special Education Certificate.

Procedures for Inclusion in Ceremonies

1. A list of eligible grade twelve students will be posted in the school by mid-March. A letter will be sent to parents informing them of the exclusion of their son/daughter from the list.
2. Students must maintain satisfactory attendance as per policy. Any student who drops below the minimum number of credits or required courses will be removed from the commencement list.
3. Students need to have all outstanding fees paid by February 28, 2012. Any fees occurring after this date must be paid prior to the Commencement Ceremony.
4. It is the student's responsibility to ensure that his/her name is included in the "Commencement List."
5. Students under suspension will not be permitted to participate in the commencement ceremony.
6. Former students of SRRA who wish to participate must also meet all criteria.

Appeal Procedure

Students and/or parents may appeal the exclusion from the commencement list. The appeal must be submitted in writing within one week of being excluded from the list. The administration will meet with the student and parent to hear the appeal. A decision will be made and parents will be informed within one week of the meeting.

Ceremony Responsibility

The school is responsible for the ceremony exercises.

Graduation Requirements

To graduate with an Alberta High School Diploma the following is required:

- 100 or more credits
- English 30-1 or 30-2
- Social 30-1 or 30-2
- 10 credits in Math (5 credits at the grade 11 level)
- 10 credits in Science (5 credits at the grade 11 level)
- 10 credits in CTS/Fine Arts/Second Lang./P.E. 20/30
- Physical Education 10
- CALM 20
- 10 credits in additional grade 12 level courses

INTERNET USE POLICY

All students will have access to the Internet through the school computers based on the following limitations:

- Students must have parental consent to use the Internet.
- Use of the Internet is available primarily for extensions of course work.
- Games, chat sites, or other inappropriate sites or materials are forbidden.
- School staff member must directly supervise use of the Internet by students.
- Inappropriate use of the Internet will result in loss of Internet privileges.

The school computers and Internet access is available to parents and community members on an appointment basis. For a more detailed version of school and divisional policy on Internet usage, please consult the school office.

LEAVING THE SCHOOL GROUNDS

For safety reasons, all students are to sign out, in the office, before leaving the school during school hours. They are to sign in when returning to the school during school hours. It is important in cases of emergency for school authorities to be able to account for all students.

During lunch hour, it is expected that all elementary and junior high students, with the exception of those going home for lunch, will remain on the school grounds unless a parental note is presented, or a phone call is received at the office before the student leaves the grounds. During final exam week in June, please inform the office if you wish to give your child permission to leave school grounds after their exams have been written.

When off school property, students are requested to be considerate and respectful of other people's property.

LOCKERS AND VALUABLES

All students are assigned a school locker unless a student has outstanding school fees from previous years. Combination locks are provided free of charge by the school. Students cannot use their own locks. A replacement fee of \$6.00 will be charged if locks become lost or damaged. If a student wishes to exchange their lock for a new one a \$3.00 fee will be charged. Students are strongly advised to keep their locker secured. All student property should be clearly identified. Students should not leave valuables in their lockers or in the gymnasium change rooms. The school cannot be responsible for property lost or stolen.

While students are free to decorate the inside of their lockers, all decorations are to be in good taste and maintain a standard acceptable to school authorities. Students are responsible at the end of the year for completely removing all decorations without damaging the surface of the locker. Students should also be aware that, when necessary, locker searches can be carried out without the consent of the student as per PWSD policy. There are times when a police dog search may also be conducted.

Students are expected to empty their locker on or before the last day of regular classes. Any items left behind will be recycled.

SMOKING POLICY

Spirit River Regional Academy abides by the Peace Wapiti School Board's Policy on smoking, which all students and staff are expected to follow. Smoking is not permitted on school property.

STUDENT DRESS CODE

In our opinion, dress influences the attitudes of students towards themselves and towards their work. Just as there is a mode of dress suitable for business, professional work, the playing field, the gymnasium, or various social activities, there is also a mode of dress suitable for the classroom. Good taste and judgment are among the educational goals we aspire to develop in our students. Styles in dress and grooming become unacceptable when they go to the extremes which

threaten propriety or when they become a distraction in the classroom. Student dress is expected to promote cleanliness, neatness and a generally positive attitude.

To ensure that teachers are not wasting valuable instructional time monitoring, debating or sending students out of classes for inappropriate dress we ask that the following list be a guideline for judging appropriate attire:

- Tank tops with a minimum of 2” width strap are permitted.
- Clothing may not advertise products that are restricted to minors, e.g. alcohol, cigarettes, or display crude or vulgar sayings or pictures.
- No midriff area may show.
- Clothing that is revealing or exposes undergarments is not permitted; this includes but is not limited to bras, camisoles and underwear.
- Clothing that is revealing “private” body parts is not permitted.
- All shorts and skirts are to reach a length to come to 4” above the knee.
- Hats (including bandanas) are prohibited in the school. All hats must be kept in student lockers for the duration of the school day.
- Only non-marking soled shoes are allowed and shoes must be worn in school at all times. All students must have a pair of indoor shoes. All students will be required to remove and change their footwear upon entering the building.
- Physical Education Dress Code:
 - Swimwear Policy:
 - Students are expected to dress appropriately during swimming/watersport related activities.
 - Male students are expected to wear shorts that are mid-thigh in length
 - Female students are required to wear swimsuits which are modest.

Students who wear inappropriate clothing, including clothing with or suggesting crude, profane, or vulgar sayings or pictures, will be asked to change. Should a student be referred to the office for any dress code violation they will remain in the office until proper attire is available. Students may need to make arrangements for proper clothing to be acquired from home.

STUDENT AND VISITOR PARKING & DRIVING

Designated parking stalls are allocated each year to all staff members. Students and visitors are asked not to park in those areas, but in areas marked with signs for parking for students and visitors. All student drivers are required to register their vehicle with the office. Forms are available at the office.

Students who display unsafe or illegal driving practices, can expect the following consequences:

- Parents informed
- Driving / Parking privileges revoked
- Additional consequences as deemed appropriate by administration
- RCMP contacted as necessary

ACADEMIC INFORMATION

DIPLOMA EXAMS, PROVINCIAL ACHIEVEMENT TESTS, and FINAL EXAMS

Final Exams, CTS Module Exams, and mid-term exams are not available to the student unless the teacher wishes to grant them to students.

Grade 3: Provincial Achievement Exam written in May/June. They will write tests in reading, writing and mathematics.

Grade 6 and 9: Provincial Achievement Exam written in May/June. They will write tests in language arts, social studies, mathematics and science.

Grade 12: Diploma Exams written at the end of each semester in January and May/June. The number of exams that students have to write depends on the number of diploma courses they take.

Dates and times for these exams are available on the Alberta Education website

DISTANCE LEARNING POLICY

Distance education courses are available for students at SRRA through the Peace Academy of Virtual Education (PAVE). Students work on-line through a school computer. Corrected lessons are returned by e-mail. The final exam weighting may vary from course to course. Students need to review specific course outlines. Students who are taking a course as part of their school program will be assigned to a computer to work on their course. Courses not available through PAVE will still be available through ADLC.

Payment

Full payment (payable to SRRA) is required before any course is ordered. The school division (and in turn, the school) will cover the costs of successfully completed correspondence courses when the student is taking the courses for the following reasons:

1. It is impossible for the student to fit the course into a timetable or,
2. The school does not offer the course.

The costs of the course will not be covered in the following cases:

1. The student does not want to take it at school;
2. The student has taken the course at the school and has failed it.
3. The student wishes to upgrade his/her mark.

4. The student does not complete the course by the end of the school term.

Upon successful completion of the course, application is made to the school for reimbursement of the costs and deposits.

Costs

Costs include registration, consumable supplies and materials, marking, and a refundable deposit on loaned materials.

Monitoring

The P.A.V.E. Coordinator from the Peace Wapiti School Division will monitor the progress of all students who are taking distance-learning courses as part of their educational program, however it is the student's responsibility to complete the course by the pre-determined deadline.

FINAL EXAM EXEMPTION POLICY

The teachers of SRRA believe that exam writing is a valuable skill that needs to be practiced throughout high school by all students, as it culminates in writing of diploma exams.

Notwithstanding the above, the teachers at SRRA also believe that junior high students need to be rewarded for demonstrating diligence throughout the year. Therefore, **junior high students** may be granted an exemption from writing a final exam within the following guidelines:

1. Students who have an average of 70% in their core courses can be exempt from writing one final exam in any courses where they have at least 70%.
2. Students who have an average of 80% in their core courses can be exempt from writing two final exams in any courses where they have at least 80%.
3. Students who have an average of 85% in their core courses can be exempt from writing three final exams in any courses where they have at least 80%.
4. Students cannot be exempt from writing a government issued achievement exam.
5. Students who are exempt from writing a final exam will have their mark calculated based on their work throughout the school year.
6. Students who choose to write a final exam from which they have been exempted will have their final exam included in their final course mark.
7. The teacher of a course must notify students granted final exam exemptions at least one week prior to the last class of the course.
8. Students who are exempted from a final exam must have permission from a parent or guardian. Students may obtain a permission form from their teacher or

the school office. The form must be returned to the teacher or office before the last class of the course.

HOMEWORK

Homework is a useful vehicle through which many objectives of the school program may be achieved. It helps to:

- develop regular and efficient study habits,
- reinforce learning,
- make allowances for the individual differences of students,
- give students extra practice in areas of difficulty,
- help students develop self-reliance,
- strengthen ties between home and school.

STUDENT AWARDS

During September we have an awards ceremony to recognize grade 7-12 students who have excelled in Academics during the previous school year.

Elementary Awards (June)

- SRRA Most Improved Student Award
- Citizenship Award
- Katherine Rowe Award (top grade 6 Social Studies)
- Kaye Imes Memorial Award (top grade 3 Language Arts)

Report Card Academic Awards (Grade 1– 12)

Honour Awards are distributed following each report card. Following is the criteria for students to be on the honour roll:

Grades 1-2: Classroom teachers will select students based on their academic progress throughout each reporting period.

Grades 3-6: Students must receive at least 80% in three core classes and at least 70% in the fourth core class. They must also be passing all classes.

Grades 7-9: Students must have an overall average of at least 80%, with at least 80% in three of the four core courses. Students must be passing all courses.

Grades 10-12: Students must have an overall average of at least 80%. They must be enrolled in at least three courses, one of which must be an academic core. (PAVE and Distant Education courses are not eligible.)

Peace Wapiti School Division #76 provides a list of scholarships, their deadlines, the amount of money awarded, a brief summary of the eligibility criteria and a hotlink to their website (if they have one) so you can find out the details. The website is: http://www.pwsd76.ab.ca/counsellors_corner/scholarships.htm

WITHDRAWAL FROM SCHOOL OR A CLASS

If a student wishes to withdraw from school he/she must consult with the administration. The student must also present written parental consent. The student must return all texts, settle all accounts and clean out their locker.

High school students who wish to withdraw from a particular class may do so only after discussing their intentions with the school administration. Final permission must be granted by the administration. *The student must also present written parental consent.* High school students who withdraw from, or fail to complete a course, after the mid-point of the course will be assigned a mark below 50%.

HEALTH AND WELLNESS

ACCIDENTS / INFIRMARY/STUDENT ILLNESS

All accidents involving any injury must be reported to a teacher or the school office as soon as possible, whether it happens in school, on the school grounds, while at work experience, or on a school field trip. Students who become ill during the day and wish to use the infirmary must sign in at the office first. At this time, the office will attempt to contact the parents to inform them that the student is ill. Students must check into the office when leaving the infirmary. Student absences are to be reported (by phone or note) to the school as soon as possible. Board policy states that its employees are directed not to administer medication of any kind (non-prescription and medication prescribed by a medical practitioner) to any student. If a student must receive medication during the school day, the school will accept no responsibility for the administering of medications. However, teachers may undertake to remind students of medication times, if they so choose.

Peace Wapiti School Division No. 76
Student Accident Insurance Program

Peace Wapiti School Division has a Student Accident Insurance Program that protects students and their families from some of the high costs of injury from accidents. The Student Accident Insurance program provides coverage for medical, dental, disability, and accidental death and dismemberment insurance on behalf of students participating in any school activities, including student transportation and school sanctioned events and field trips. All students are covered under the Division plan.

Parents/Guardians may wish to purchase additional coverage (summertime, weekend, and other non-school days) at their own cost; information packages are available at the schools. For all claims, please contact your school for a claim form.

COUNSELING SERVICES

The counselors help students develop and achieve social, academic, and career goals.

Counseling is a service primarily for students, and the information exchanged between the counselor and the student is confidential. The counselors are not responsible for discipline, penalties, or punishment, but do help the student by consulting and working with teachers, administrators, parents, and community resources.

School counseling involves three major areas: academic, career, and general personal counseling. Students may make their own appointment to see a counselor.

When possible, appointments should be scheduled to suit the best interests of the student and the classroom teacher. Parents who have a concern about their child are invited to call a counselor at 864-3696. The counselors are always available in a crisis.

HEALTH ALERT

Allergy-Aware Environment

As a result of a serious health risk, we are asking your cooperation in minimizing the risk of a possible fatal reaction to nuts. This would involve limiting the use of peanut butter in lunches (sandwiches, cookies, cracker-snacks) as well as any kinds of nuts as snacks. This would include limiting the use of nut products:

If a parent/guardian to an anaphylactic student the school needs to be notified about proper procedure in dealing with the issue.

Fragrance Individuals are sensitive to fragrances please be aware of this and respect these individuals.

NUTRITION POLICY

Spirit River Regional Academy realizes that proper nutrition plays a key role in children's growth and development as well as their learning ability. SRRA recognizes the importance of promoting healthy eating habits as part of a healthy lifestyle.

As a Kindergarten to Grade 12 school we realize that the expectations for our different student groups will vary. SRRA has implemented the following to help encourage healthy habits for all our students.

For all students:

1. The majority of foods available to students at all levels are healthy; however the older students are given the opportunity for greater independence in decision making.
2. Students are encouraged to start every day with a healthy breakfast.
3. Students are encouraged to bring healthy lunches and snacks to school.
4. Energy drinks will be BANNED at school.
5. Due to preparation time and low nutritional value, we discourage Cup of Noodles/Ichiban/Mr. Noodles/etc. at school
6. We will continue to increase healthy alternatives and ensure that healthy choices at our food booth have competitive pricing to less nutritional choices.

7. Fundraising groups will be encouraged to provide healthy choices/snacks during school hours and extracurricular activities.
8. We will promote water bottles only during instructional time at the teacher's discretion.
9. We will ensure that 80% of the content of beverage vending machines will consist of water, juice and milk.

Elementary

1. We will continue to provide the opportunity for students to participate in the "Dine and Shine" nutritional breakfast program provided twice a week by the local FCSS for as long as this program is offered.
2. A rotation schedule for fair access to microwave ovens will be set up.
3. We will ensure that students are given an appropriate time to eat with time for participation in physical activity in support of promoting a healthy lifestyle.
4. Students will be encouraged to have healthy habits at home as well as at school.
5. We will promote healthy food choices as set out in Canada's Food Guide/Alberta Nutrition Guidelines for Children and Youth through posters and education.
6. On a yearly basis, a nutritionist will be requested to talk to students about nutrition choices.

Junior and Senior High

1. Encourage healthy habits at home as well as at school through education in health and science curriculums.

MISCELLANEOUS

FEES

Students are expected to provide their own notebooks, writing materials, gymnasium and/or laboratory clothing and other school supplies.

	<u>Senior High</u>	<u>Grades 7 – 9</u>	<u>Grade 1 - 6</u>
Basic Fee:	\$80.00 (\$40 /semester)	\$60.00 (per year)	\$50.00
Student Union:	\$10.00	\$10.00	\$5.00 (cultural fee)
Home Economics	\$40.00*	\$20.00* (gr. 7-9)	
Industrial Ed.	\$32.00*	\$25.00* (gr. 7-9)	
Physical Ed.	\$30.00** (gr. 10)	\$20.00** (gr.7-9)	\$20.00
Physical Ed. 20/30	\$40.00**		
Art	\$30.00	\$15.00	
Music	\$20.00	\$20.00	
Math Workbooks	\$20.00 (30 Pure only) \$10.00 (Grade 7 and 8) \$12.00 (Grade 9)		

*** The fee for Kindergarten students is normally \$60.00 per year, however, for the 2011-2012 school year the fee has been covered thanks to the SRRR school foundation.**

***The fee for Pre-School students is normally \$50.00 per/month, however, for the 2011-2012 school year the fee has been covered thanks to the SRRR school foundation.**

**Home Ec. & Ind. Ed. Fees: Other additional fees may apply based on student project selection.*

*** Phys. Ed. Fees: Other additional costs include activities such as scuba diving, skating, curling, golf, bowling, etc.*

Adult Students: Students who are 19 years of age or older as of September 1st, will be registered if space permits. The fees for adult students are \$125.00 per credit.

Optional Fees: Extracurricular activities

Sr. High Volleyball	\$350-\$450
Sr. High Basketball	\$350-\$450
Sr. High Sports Teams (X-Country, Golf, Badminton, Track and Field)	\$ TBA
Jr. High Sports Teams	\$200

The fees include transportation costs. There will be additional charges for overnight trips when teams stay in hotels. **A uniform deposit that is equal to a uniform replacement will also be required and this will be refunded at the end of the season of play.**

Collection of Fees:

All fees are due by the end of September.

1. Unpaid fees from the previous year will be carried forward to the current year.
2. Fees not paid by April 1st will be forwarded to a collection service supported by PWSO #76.
3. Students with outstanding fees will not be provided a locker, until outstanding fees are paid.
4. Students will not be permitted to participate in school sponsored extra/co-curricular activities (i.e. sports teams, organized school groups, commencement, etc.) until such time fees are paid (or mutually acceptable payment arrangements are made).
5. All fees paid will be first applied to outstanding fees first before option fees and extracurricular fees.

LIBRARY

Library Goals

- To provide a welcoming environment.
- To maintain a current collection of quality materials.
- To encourage a life-long love of reading.

Selection of Library Materials

A wide variety of materials are required to meet the needs of students and staff. As much as our budget allows, we will acquire materials that:

- Relate to and support curriculum
- Support students informational and recreational needs

Replacement of Lost or Damaged Materials

Students are responsible for all materials received by them. Students will be charged for materials that are damaged or not returned to the library. This includes library materials, classroom novels, calculators, CD'S, and textbooks. Students will be charged the replacement cost of the item, GST, and shipping charges.

Student Conduct

Students are expected to:

- Respect other students, staff, and all library property.
- Work quietly.
- Return items on the due date.

LOST AND FOUND

Articles that have been found should be turned in to one of the administrative assistants in the office. Inquiries regarding lost items should be made at the office.

SCHOOL BOARD POLICIES

Review the following three school board policies:

(1) Conflict Resolution

When a conflict arises between individuals within the school community it is recommended that the two individuals would try to resolve the issue themselves, provided that the allegation does not imply a serious threat to an individual. For further information please refer to the website below – Policy JAB.

(2) Emergency School Closure

Schools in the Peace Wapiti School Division No. 76 are never closed to extreme weather. There may be times when the buses are not running. Please tune into the local radio station for details or call the school.

(3) Promotion Policy

Student promotion and retention should take into consideration the student's emotional, physical, and mental growth. For further information refer to the website below – Policy HKE.

For additional information about school policies please refer to the website:
<http://www.pwsd76.ab.ca/Resources/policies/Pages/default.aspx>

SCHOOL NEWSLETTER

Spirit River Regional Academy will be publishing newsletters on a regular basis. A copy for each family will be distributed to the youngest or only student of a family to take home to parents. Current editions of the newsletter are also available on the Internet through: www.pwsd76.ab.ca/school/srra where parents are able to subscribe to an electronic version.

SPIRIT RIVER REGIONAL ACADEMY FOUNDATION

The SRRA Foundation was established in 1996. Its purpose will be to enhance curricular, co-curricular, and extra-curricular programs offered at SRRA. This group relies on volunteer service of parents and staff members. Funds raised are available to school groups through an application process.

SRIRIT RIVER REGIONAL ACADEMY SCHOOL COUNCIL

School Council meetings are held on the 3rd Monday of every other month at 7:00 PM, starting in September. They are open to the public and all parents are encouraged to get involved. The 2011-2012 council will be elected in September of 2011.

STUDENTS' UNION

The SRRA Students' Union operates under the direction of one or more teacher supervisors. All students are eligible to participate in the student government in any of the following junior and senior high positions:

President, Vice-President, Secretary, Treasurer, Social Convener, Sports Convener, and grade representatives.

Elections are usually held within the first month of the school year.

STUDY HALL PRIVILEGES

Grade 11 and 12 students who have a spare (study hall) may choose to work quietly in the either the library or the student gathering area.

YEARBOOK

Each year the yearbook committee produces a yearbook. It contains valuable moments of your school life. The production of this book depends on student participation on the committee. Each student should seriously consider the support he or she can give to this worthwhile cause.