

2016-2017
Spirit River Regional Academy
Let the Journey Begin!

Encouraging SRRA...
Success, **R**esponsibility, **R**espect, and **A**chievement

Student Handbook

4501-46 St., Bag 2500
Spirit River, AB
T0H 3G0

Phone: (780) 864-3696

School Website: pwsd76.ab.ca/srra/
School Facebook: SpiritRiverRegionalAcademy

exambank.com
Username: pw.srra
Password: plastic

This planner belongs to:

Name: _____
Address: _____
City: _____ Postal Code: _____
Phone: _____

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SRRA Calendar 2016-2017

September

1	First Day of School
5	Labor Day
12	Early Dismissal
16	Timetable Change Deadline
19	School Council Meeting 4:00pm

October

3	Early Dismissal
6	School Awards Ceremony 2:00 pm
10	No School - Thanksgiving Day
13	School Pictures
21	No School – District PD Day

November

7	Early Dismissal
7	Quarter 2 Begins
10	Report Cards Home K-12
11	Remembrance Day – No School
17	PTI – 3:30-9:00pm K-12
21	School Council Meeting 4:00pm
25	No School - PD

December

5	Early Dismissal
21	Christmas Activities at 7pm
23-31	Christmas Break

January

1-8	Christmas Break
9	Classes Resume
9	Early Dismissal
23	School Council Meeting
25-31	Senior High Exam Week

February

1	Second Semester, Quarter 3 Begins
3	No School – School PD
6	Early Dismissal
8	Report Cards Home 7-12
20	No School – Family Day

March

3	No School - PD
6	Early Dismissal
8	Report Cards K-6
9-10	No School – Teacher's Convention
20	School Council Meeting 4:00pm

April

3	Early Dismissal
6	PTI – 3:30-9:00pm K-12
14-23	Spring Break
24	Classes Resume
24	Quarter 4 Begins
28	Report Cards Home 7-12

May

1	Early Dismissal
22	No School – Victoria Day
29	School Council Meeting 4:00pm

June

5	Early Dismissal
9	Commencement
21	Last Day of Classes Sr. High
23	Last Day of Classes Jr. High
22-29	Exam Week Sr High
26-29	Exam Week Jr. High
29	Report Cards 1-12
29	Last Day of Classes

STAFF LIST
Teaching Staff

Clark, Stephen	Pullishy, Agnieszka
Connell, Erin	Pullishy, Daren – Assist. Principal
Cooper, Amelia	Riding, Blaine
Jackson, Amy	Shura, Anna
Konstapel, Megan	Stanich, Nicole
Kurtz-McNaught, Dawne -Principal	Stone, Garth
Lipon, Bev	Tiedemann, Ashley
Murray, Maria	
Myles-Hooper, Shawna	
Nicholson, Jim	
Peddle, Derek	

Support Staff

Boychuk, Marianne	Administrative Assistant
Kushneryk, Diane	Administrative Assistant
Gano, Carol	Librarian
Coleman, Chris	Educational Assistant
Damer, Bev	Educational Assistant, Food Booth
Dennis, Corinne	Educational Assistant
Georget, Paulette	Educational Assistant
Imes, Kim	Pre-Kindergarten Instructor, E.A.
Moss, Rena	Educational Assistant
Sandul, Cathy	Educational Assistant
Sandul, Theresa	Educational Assistant
Venhola, Anne	Educational Assistant

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

Phone Numbers

Spirit River Regional Academy	780-864-3696
Peace Wapiti School District No. 76	780-532-8133
Peace Wapiti Sub Office and Bus Garage	780-864-3741
School Council Chair	chairsrta@pwsd76.ab.ca

BELL SCHEDULE (Junior and Senior High)

Regular Day	Junior High	Senior High	Short Day
8:47	Warning Bell:Report to Classroom		8:47
8:50	Period 1	Block 1	8:50
9:26	Period 2		9:23
10:02	Break		9:56
10:07	Period 3 - iPLAN		10:01
10:47	Break		10:35
10:52	Period 4	Block 2	10:40
11:28	Period 5		11:13
12:04	Lunch		11:46
12:43	Warning Bell:Report to Classroom		12:25
12:46	Period 6	Block 3	12:28
1:22	Period 7		1:01
1:58	Break		1:34
2:04	Period 8	Block 4	1:40
2:40	Period 9		2:13
3:16	Dismissal		2:46

This timetable is subject to change

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 & Late Policies:

There is a strong correlation between good attendance and success in school. SRRA believes that the strength of our educational programs occurs in the classroom when students are with teachers. Direct instruction, explanation, clarification, discussion, assessment, group tasks, practical experience and evaluation are all invaluable components of an effective learning environment. Students who miss class time are at a greater risk of missing key aspects of their learning and by extension, will reduce their chances of meeting the required learning outcomes of their courses. Developing good habits in the area of attendance requires cooperation of students, parent, the school, and the community. Together, we must work to promote, monitor, and support the regular, punctual attendance of our students.

Students are expected to meet the following requirements:

- a) Students will attend class regularly.
- b) Students who are absent must have parents contact the school to explain the absence (phone call, 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.

Guidelines for School Attendance:

Excused Absences include the following:

- Student illness
- Medical appointments that cannot be made outside of the regular school day
- Family emergency
- Other situations beyond the control of the student as determined by school administration in consultation with parents. Please see extended absence information regarding family vacations etc.

Unexcused Absences are cause for disciplinary action. Students are unexcused if they:

- Are absent from school without parental permission
- Are in or around the school but not in their scheduled class
- Fail to attend a scheduled assembly and/or presentation
- Fail to have a parent/guardian verify an absence within 48hours

Extended Absence Policy

Each year we are approached by an increasing number of parents who wish to take their child out of school for an extended period of time (defined as five school days or more). Usually this is for reasons associated with family travel. We do not have a formal procedure for granting students a leave of absence. Rather, it is assumed that parents will make decisions that are in the best interests of their own child. We are respectful of the fact that many of our students have family far away and some parents also need to excuse their child from school for extended periods of time due to emotional or medical issues. Regardless of the reason, difficulties arise when parents wish to have assurance that their child will not be behind in their work when the student returns. If a child misses school for an extended period of time, he or she will be behind in classroom work and the many varied daily classroom activities missed cannot be duplicated through worksheets or workbooks. There is no true substitute for missed instructional time. It is also unrealistic for teachers to have to reteach key elements due to a family choice to miss school. Although teachers will do their best to help students get caught up, they should **not** be expected to provide extra make-up assignments, or detailed homework packages in advance for students who have extended absences due to family vacations. It is up to parents and/or student to provide notification to teachers as far in advance as possible of the date of the absence and it will be the student's responsibility to contact the teacher regarding work missed during an absence.

Procedure for Dealing with Attendance Issues

The following procedures will be applied when a student (grades 1- 12) reaches a level of inexcusable absences as outlined below:

5 classes - phone call or email from teacher

10 classes - phone call, email, or letter from administration

15 classes - parent meeting to discuss 1) contract 2) withdrawal from school and/or class
3) alternative programming.

Lates

Students are expected to be at school and in class on time (before the second bell rings). Late procedures will be reviewed with students in all courses. Detentions, contact with parents/guardians and attendance contracts are typical consequences for repeated tardiness.

Students arriving late to class should enter the classroom in a manner that minimizes any disruption to the class. Students who arrive late (after period 1) are required to sign in at the office.

Students are not to leave class during the first and last ten minutes of any period, unless appropriate notification has been received by the teacher or office.

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 35 credits per school year.

Grade 12 students are recommended to take a minimum of 15 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 and BE FITTING PROPERLY WITH THE CHIN STRAP DONE UP BY ALL BICYCLE AND SKATEBOARD USERS.**

Alberta Traffic Safety Act, [Part 6 Division 5 Section 111 & 112](#): Cyclists aged 18 and younger are required by law to wear an approved bicycle helmet.

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 (classroom)

The use of an electronic device, as an education tool, is encouraged in the classroom. To be effective, it must be under the direction of the classroom teacher. Since each learning environment is unique, the use of electronic devices (including, but not limited to cell phones, tablets, laptop computers, etc.) will be at the discretion of each classroom teacher. Each classroom teacher will provide their own classroom policy regarding the use of electronic devices, to their students at the beginning of the school year and start of each course. Failure to adhere to the rules set forth by the classroom teacher will result in disciplinary action from office administration.

Electronic Devices (office)

Students who are sent to the office are **not** permitted to use any electronic device while in the office. The only exception is an actual calculator, if it is required for any work a student may be doing. Failure to adhere to this rule will result in disciplinary action from office administration.

Many electronic devices are equipped to record audio, pictures and video which could

compromise students' privacy. **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 and students could face further disciplinary action from office administration.**

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 and behave in a manner which is acceptable to the administration. Athletes are to achieve a minimum of 50% in all courses, attend regularly, and have no outstanding fees. Athletes with outstanding school fees and team fees will not be permitted to play.

GRADUATION/COMMENCEMENT POLICY

In October 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, commencing/graduating is a privilege that will be granted to students who earn their place on stage. In order to participate in the commencement/graduation ceremonies, Grade 12 students must meet the following criterion:

- I. 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.
- II. Must have a minimum of 50% in each second semester course necessary for commencement/graduation. This will be determined by the first report card of the second semester.
- III. Students enrolled in distance learning and PAVE in second semester must have 50% of the course completed by April 20th, 2017. Confirmation of the course work completed is the responsibility of the student and must be made with the administration.
- IV. Students must have attended SRRA in the previous or current school year.

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-April. 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, 2017. 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

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

Dress Code (grades 6 – 12)

The intention of a dress code is not to dictate what can and cannot be worn, but while at school students are expected to dress in a manner that would be considered both respectful and professional. Any attire that may be considered inappropriate, by students and/or staff will be addressed. The dress code is a shared responsibility among students, parents, and staff members as we strive to ensure the safety of our students and provide a positive learning environment for everyone.

There will be times when the school will have to say what is and is not acceptable and the following clothing choices would be considered breaches of the appropriateness guideline;

- Clothing that promotes alcohol, drugs, violence, vulgar language, racism, or sexism
- Clothing which exposes undergarments or is unduly revealing

Students found to be outside of these guidelines will be warned, or asked to cover up or change clothing. Chronic breaches will be dealt with as a discipline issue.

Physical Education Dress Code (junior and senior high)

Clothing worn during Phys. Ed. should also generally follow the above guidelines, however most athletic wear and other clothing that allows for ease of movement will be considered appropriate for physical education classes and the fitness centre.

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 kept secure and only available under teacher supervision.

Grade 6 and 9: Provincial Achievement Test 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.

HIGH SCHOOL REDESIGN

High School Redesign will focus explicitly on creating flexible, student-centered approaches to 21st century learning, including increasing student engagement, improving student achievement, and enhancing teacher practice. This collaborative work will build on the learnings of the High School Flexibility Enhancement Pilot Project, and other High School Completion work to bring to life the vision and policy shifts articulated in Inspiring Education. For more information on this project please visit the following website: <https://ideas.education.alberta.ca/hsc/redesigning/>

Project focus for SRRA

Participating schools have incorporated many strategies that meet the local needs of their communities. However, there are key areas of focus that have been guiding the work of many of the participating schools. Among these areas of focus are:

1. **Flex block** - a block of time in the school day or school week when students have the opportunity to make decisions to guide their learning in areas of need or interest. At SRRA our Flex Block is called iPLAN. During this time the majority of teachers will be available to help students with homework, further their understanding, provide a test classroom for students who missed quizzes/exams to catch up without missing class time, attend presentations, participate in additional labs, etc.
2. **Credit recovery** - an opportunity for students, on an individual basis, to continue their progress in a particular course beyond the scheduled semester, rather than awarding them a failing grade and having them retake the course. Credit recoveries must be done within 20 school days of the completed semester (i.e., in February or September).
3. **Teacher advisory** - each teacher in the school takes on a role outside any subject content responsibility. The teacher-advisor role is *one of guide, counselor and facilitator* to a small group of students' entire school program. At SRRA our teacher advisor is called our Educational Mentor (EM). Students will be assigned an EM for their duration of their time at SRRA.

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. In June of each school year, SRRA hosts an annual Athletic Banquet to recognize all the athletic awards and accomplishments of our students. As participation of the students varies from year to year, the Athletic Banquet will occur at the discretion of the Athletic Department.

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 7 – 12)

Following is the criteria for students to be on the honour roll:

Grades 7-9: Students must have an overall average of at least 80%, with 80% or higher in three of the four core courses. The fourth core course cannot be less than 75% and students must be passing all courses.

Honour and top student (options) awards are distributed quarterly following each report card with a final awards ceremony in the fall of the next school year.

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

Honour and top student (options) awards are distributed at the end of first semester with a final awards ceremony in the fall of the next school year.

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/Scholarships/Pages/default.aspx>

STUDENT EVALUATION

Please refer to the PWSB policy handbook (policy HK) regarding the weighting of assignments, quizzes, projects, etc. within courses. Teachers are expected to return all student work to the student, with the exception of ONE mid-term and the final exam (includes CTS module finals). The mid-term and the final exams are the only two secured exams. Turn-around time for assignments should follow these guidelines:

1. All assignments, quizzes and tests should be marked and returned to students within 2-3 days of student submission/completion date. This may be extended in the event of an absent student(s) who needs to submit an assignment or write a quiz or test prior to all work being returned to the class.
2. Major assignments that are time consuming to mark should be marked and returned to students within 1 week of due date. This may be extended in the event of an absent student(s) who needs to submit a major assignment prior to all work being returned to the class.
3. All assignments and quizzes should be returned to students prior to unit tests, midterms and finals to enable students to use their work as study material.
4. On occasion teachers may have difficulty meeting these turn-around time lines. If/when this occurs the teacher is expected to inform the administration that there will be some delays in returning student work. In addition the teacher is to provide the administration with a timeline as to when all collected work will be marked and returned to students.
5. PowerSchool marks entry should be updated monthly or within one week of a completed unit.

Students and parents are able to access their profiles through PowerSchool. If you have any questions please contact the office.

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.

COUNSELLING 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 780-864-3696. 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 you are 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 are **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. A rotation schedule for fair access to microwave ovens will be set up.
2. 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.
3. Students will be encouraged to have healthy habits at home as well as at school.
4. 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.
5. 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>Grade 1 - 6</u>	<u>Grades 7 – 9</u>	<u>Senior High</u>
Basic Fee	\$50.00	\$60.00 (per year)	\$80.00 (\$40 /semester)
Student Union: (cultural fee)	\$5.00	\$10.00	\$10.00
Home Economics		\$20.00*	\$40.00*
Industrial Ed.		\$20.00*	\$40.00*
Physical Ed.	\$20.00	\$20.00**	\$30.00 (10) \$40.00 (20/30)
Art		\$15.00	\$30.00
Math Workbooks		\$10.00 (7/8)	\$20.00 (10-3 /20-3)

Kindergarten – \$50 school fee/ \$10 school supply fee: TOTAL \$60/year

***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 skating, curling, golf, bowling, etc.

*****CTS Trailers:** Other additional fees may be applied based on student use. Costs up to \$20.

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-\$500
Sr. High Basketball	\$350-\$500
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 may be forwarded to a collection service supported by PWSD #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

The library is open throughout the school day for classes, and is open from 12:00pm to 12:30pm at lunch for grade 7-12 students.

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 in the school should be turned in to one of the administrative assistants in the office. Inquiries regarding lost items should be made at the office.

Articles that have been found in the gymnasium should be put into the lost and found box in the gymnasium.

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, call the school or check the following website <http://www.pwsd76.ab.ca> and click on Bus Advisory.

(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 monthly 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.

SRIRIT RIVER REGIONAL ACADEMY SCHOOL COUNCIL

School Council meetings are held on the 3rd Monday of every other month at 4:00 PM, starting in September. They are open to the public and all parents are encouraged to get involved. 2016-2017 council will be elected in October of 2016.

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 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.