

**SEXSMITH
SECONDARY
SCHOOL**

STUDENT HANDBOOK

2010- 2011

PO Bag 5000

Sexsmith, Alberta

TOH 3CO

(780) 568-3642

<http://www.pwsd76.ab.ca/schools/sss.html>

PRINCIPAL'S MESSAGE

Welcome all new and former students and staff to Sexsmith Secondary School for 2010-2011. This booklet is designed to inform students and teachers on the important dates and school policies within SSS. It should facilitate communication and provide for consistent interpretation of school policy. It is not intended as a list of rules, but to define parameters to facilitate the successful operation and function of the school. This year we have 32 full or part-time teachers and over 535 students, a receptionist, administrative assistants, teaching assistants, a library technician, fifteen bus drivers and four custodians. By tradition, we have an assembly at 9:30 a.m. on the first day of school.

Proposed 2010-2011 School Year

Aug	25	Organizational Day/Staff	Nov	26	School PD Day
Aug	26	District Inservice Day	Dec	1	Assembly – Period 4
Aug	27	School Inservice Day	Dec	2-13	Food Drive
Aug	30	First day of School	Dec	7	Booster Club & School Council
Sept	6	Labour Day	Dec	10	Christmas Dance
Sept	9	Junior High Awards	Dec	17	Interim Report
Sept	14	Assembly – Period 1	Dec	17	Christmas Banquet
Sept	15-17	Welcome Week	Dec	18	Christmas break begins
Sept	17	Welcome Week Dance	Jan	3	Classes resume
Oct	1	Interim Report	Jan	5	Assembly – Period 5
Oct	6	Assembly – Period 2	Jan	28	2 nd Report Card
Oct	7	Senior High Awards Night	Jan	31	Second semester begins
Oct	8	School PD Day	Feb	1	Junior High Option Rotation
Oct	11	Thanksgiving	Feb	2	Assembly – Period 6
Oct	12	Magazine Sales deadline	Feb	8	School Council Meeting
Oct	12	Booster Club & School Council	Feb	7-11	Matchmaker forms on sale
Oct	20	School Picture Day	Feb	11	Queen of Hearts Dance
Oct	29	District Inservice Day	Feb	18	District PD Day
Nov	2	Junior High Option Rotation	Feb	21	Family Day
Nov	3	Assembly – Period 3	Mar	4	Interim Report
Nov	9	Booster Club & School Council	Mar	7-9	Sabre Days
Nov	11	Remembrance Day	Mar	10-11	Teacher's Convention
Nov	12	Day off in lieu of P/T Interviews	Mar	15	Booster Club & School Council
Nov	15	1 st Report Card	Mar	25	Day off in lieu of P/T Interviews
Nov	18	Parent teacher interviews	Mar	28-31	Spring Break
			Apr	1	Spring Break
			Apr	8	3rd report card
			Apr	14	Parent teacher interviews
			Apr	19	Junior High Option Rotation
			Apr	22	Good Friday
			Apr	25	Easter Monday
			May	4	Assembly – Period 8
			May	10	School Council Elections
			May	13	Interim report
			May	23	Victoria Day
			May	25	Assembly- Period 8
			May	27	Graduation Day/PD Day
			June	3	Junior High Prom dance
			June	28	Last day for students
			June	29	Final Report Card

GENERAL SCHOOL INFORMATION

TELEPHONE DIRECTORY

Main Office 780-568-3642

BELL SCHEDULE

Regular Bell Schedule

1 st Warning bell	8:42 a.m
Period 1	8:45 – 9:26 a.m
Period 2	9:26 – 10:07 a.m
Period 3	10:11 – 10:52 a.m
Period 4	10:52 – 11:33 a.m
Lunch	11:33
Warning bell	12:19
Period 5	12:22 – 1:03 p.m
Period 6	1:03 – 1:44 p.m
Period 7	1:48 – 2:29 p.m
Period 8	2:29 – 3:10 p.m

Staff meeting days – dismissal will be one half hour early on the first Monday of each month. Afternoon bells will then be:

Warning bell	12:19
Period 5	12:22 – 12:56 p.m
Period 6	12:56 – 1:30 p.m
Period 7	1:34 – 2:06 p.m
Period 8	2:06-2:40 pm

Students can expect:

- All staff to treat students with respect and dignity.
- All teachers to provide a written copy of classroom management plans.
- To be acknowledged when they are working appropriately and are producing quality work.
- That conflicts between the teacher and student be resolved outside the classroom setting. Please refer to Healthy Interactions.
- Each teacher to create a classroom environment where the highest quality of education is possible.

- That exams and assignments will be marked and returned in a timely manner.

Student Responsibilities

As per 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 the rules of the school
- account to his/her teachers for his/her conduct
- respect the rights of others

School Expectations:

In order for the school to function effectively and in an orderly fashion, it is imperative that students behave in a manner that is respectful toward their peers and teachers and support staff. Good manners, common sense and courtesy are good guides to acceptable behavior.

All of us in the school should consider the following points as our rights as members of the school:

- the right to come to school without fear of harassment from others in the school
- the right to come to a school which is clean and well cared for
- the right to attend classes where the behavior of individuals contributes to a good learning environment within that class.

Sexsmith Secondary School Mission Statement

Educating for Excellence in a Life of Learning

Student Behavior, Responsibilities, Expectations & General Information

Accident Insurance: 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.

Achievement and Diploma Examinations: All grade 12 students are required to write provincial examinations in English and Social Studies. Some students also write provincial exams in Math, Biology, Chemistry, and Physics. These exams are worth 50% of the student's final grade. The other 50% comes from work evaluated by the teacher. Students who achieve an average of 80% or better in their examinations (minimum of 4) will receive honors standing. All grade 9 students will write a Provincial Achievement test in Math, Science, Language Arts and Social Studies in June. The students in the GLSP (General Learning Support Program) do not have to write the exam as the material they learn is considerably different from the material covered in the exams.

Affection: Overt public displays of affection that are considered to be in bad taste and will be strongly discouraged.

Agenda Book Policy: All junior high students are expected to carry the Agenda book to each class. They are expected to record their homework, important dates and other important information for each class. Students who lose their books will be expected to purchase a replacement from the school or provide their own. Students who habitually forget to bring their books will be dealt with under teacher classroom discipline policies for "not being prepared

for class". High school students will be encouraged to use their books.

Alcohol & Drugs: Peace Wapiti School Board and Sexsmith Secondary School Policies provide for school suspension of a student appearing at school or at a school function while giving evidence of having recently consumed or in possession of illicit drugs or alcohol. This policy also applies to the transportation system. We have taken a strong stand on these issues. School suspensions, or referral to a Peace Wapiti School Board Placement Hearing are possible consequences on every occasion that this rule is broken. For repeat offenders, return to the regular school program will only occur after the student has had counseling through AADAC.

Attendance Policy: Regular attendance in school is a vital factor in the successful attainment of learning objectives; therefore, it is a requirement that all students attend regularly. Parents are asked to please telephone the school (24 hour answering service) on the day of an absence or provide a written excuse upon his/her return. Students are required to sign out at the office if they leave during the school day and report to the office when they return or arrive late. Any high school student missing more than 15% of the instructional classes in a course shall be considered withdrawn from the course. Junior high students with the same absentee rate may be referred to the Superintendent of Schools for further action. Certain absences are considered excusable. These are illness or medical appointment with a doctor's note, bereavement, suspensions, field trips and other school related activities. It is only when a student nears the 15% absence point that the medical notes become essential. Parents will be notified by an automatic attendance call or a letter listing excessive absences.

Bells and Announcements: Students are expected to be seated and ready for class before the bell signals the beginning of class. Teachers will read announcements in class during block four. Students are expected to listen and respond appropriately to all announcements concerning them. For those students who have Work Experience or spares in block four, the announcements are posted daily at the office.

Booster Club: There are numerous extracurricular activities and events in Sexsmith Secondary School. In today's economic climate, it is becoming more and more expensive to operate school teams. As a result, a parent support group was set up to coordinate some of the activities and assist in fund raising. Most of these funds come from working casinos in Grande Prairie. Each of the school teams is expected to find volunteers to assist in running the volunteer portion of casino management. Parents are encouraged to help the Booster Club and extracurricular programs by joining the Booster Club at its monthly meetings held on the second Tuesday of each month at 7:00 at the school. Meetings are not held in September, December or June. The Booster Club recognizes "Sabre of the Month" students by presenting each one with a school T-shirt.

Bus Policy: Students riding on a bus are expected to give the bus driver the same due respect, consideration and cooperation they give their teachers and always and immediately carry out his/her reasonable demands and instructions. The bus driver is in charge. Large cumbersome objects are not allowed on the bus.

Cafeteria: The school cafeteria provides meals to students at close to a "break even price." There is a daily hot luncheon special that ranges in price from \$3.00 to \$7.00. A variety of a-la-carte items are also available. To control vermin and to assist custodial staff in cleaning the school, food consumption is NOT allowed in the hallways, classrooms, library or any other part the school other than the cafeteria or a designated lunchroom.

Cold Weather Policy: During the days that the weather is -40° Celsius (not including wind chill) the busses will not run. Announcements will be made on the radio stations at 7:00 a.m. to that effect. Schools will remain open and students who come will work on review material. The computer room and gym will not be open for playing games.

Communication Devices: Most cell phones are equipped to record audio, pictures and video information. These phones can expose our students on the internet and are sometimes used for cyberbullying. 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. iPods and MP3 players may only be used in the classroom with the permission of the teacher. 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. To protect student privacy, to prevent cyberbullying and to reduce the risk of exposing student identity; teachers and administration reserve the right to examine files stored on electronic devices. Pictures, video or information deemed offensive or which identifies students at Sexsmith Secondary must be deleted from these devices. A student who refuses to cooperate may be disciplined under the school act for defiance and they will lose privileges for use of such devices within the school.

Crimestoppers: In order to cut down on vandalism and to promote student pride in our school, a student crime stoppers program has been established. This program focuses attention on the legal aspect of student safety, a positive learning environment and pride in the facilities. The program is very similar to the community crime stoppers program in effect in most Canadian communities. Students are invited to call 1-800-661-TEEN to anonymously report a crime either at school or in the community. If the call leads to the successful identity of the people involved, a reward, paid by McDonald's Canada Ltd., is given to the caller(s). For more information, please contact the Principal.

Cyberbullying: it occurs when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. The methods used are limited only by the child's imagination and access to technology. And the cyberbully one moment may become the victim the next. The kids often change roles, going from victim to bully and back again. Cyberbullying can sometimes end with serious consequences. Cyberbullying is usually not a one-time communication, unless it involves a death threat or a credible threat of serious bodily harm. Kids usually know it when they see it, while parents may be more worried about the lewd language used by the kids than the hurtful effect of rude and embarrassing posts.

Sexsmith Secondary can be a very effective broker in working with parents to stop and remedy cyber-bullying situations. We will work to educate students and parents on cyberethics. Although it is important for schools to educate children and parents, the act of cyberbullying has a very negative impact upon student morale, student safety and ultimately, student learning. It is therefore important for our school to address cyberbullying actions that take place off-campus and outside of school hours. Sexsmith Secondary School has “zero tolerance” for such behavior and will promote the assistance of the RCMP whenever such liberties are taken. Sexsmith Secondary School reserves the right to discipline the student for actions taken off-campus if these actions are intended to have an effect on a student or they adversely affect the safety and well-being of a student(s) while in school.

Dances: A number of evening dances sponsored by the student’s union are held each year. The dances start at 7:00 pm and end at 11:00 pm. A coat check will be provided. All dances held at the school are one-entry only. If a student chooses to leave the building after paying for entry, the student will not be allowed to return to the dance. Those students who are inexcusably absent the day of a dance will not be allowed to attend.

Dress Code: A public school reserves the right to establish a dress standard that is reasonable for all concerned. Teachers reserve the right to establish and enforce reasonable standards in their classrooms. We expect students to cooperate with school staff regarding dress standards. Dress that is suggestive, provocative, insulting and/or unsuitable for public school wear; or that may result in a student distraction, disturbance or interruption of school proceedings is inappropriate. Clothing that allows for the display of underwear, backsides, backs, bellies and cleavage will be considered questionable. Questionable apparel will be discussed with the student, parent/guardian and school administrator. We will request that students change their questionable apparel during regular school hours and at any function where they are representing the school (clubs, travel, sports teams, etc.).

Emergency Agency Phone Numbers:

Fire	911
Police	911
Ambulance	911

Child Abuse Hotline	1-800-387-5437
Child and Family Services	538-5159
Hospital, QEII	538-7100
Kids Help line	1-800-668-6868
Odyssey House	532-2672
RCMP	538-5700
Victim’s Assistance RCMP	538-5755

Exams: All students have the right to write exams with the least amount of distraction as possible. Therefore, students who talk during an exam-writing period or otherwise disrupt the quiet atmosphere of the classroom when exams are being written will be assigned a “0”. Students may not be in possession of any electronic devices such as cell phones, mp3 players, iPods, and so on, while writing exams.

• **Extracurricular Activities:** We offer a wide range of non-classroom activities that take place during noon hours, after school and on weekends. All registered students are eligible to participate in these activities. The goals of extra curricular activities are to:

- (a) emphasize the principles of fair play and sportsmanship and encourage participation
- (b) enhance school pride and spirit and promote the school and community in a positive way
- (c) foster volunteerism
- (d) provide leadership development and show proper conduct
- (e) be competitive
- (f) have fun.

Fighting and Harassment: Differences between students can sometimes manifest itself into something more than just words. Sexsmith Secondary is a “family” with over 540 individuals and we know that there will be disagreements from time to time. Students are encouraged to sort out their differences in a non-violent manner. The teaching staff, administrators and guidance counselors are available to assist students with these difficult issues. One of our policies is “School is a safe place for all students” and therefore, we have adopted a “zero tolerance” policy for harassment and fighting. Those students who harass or fight will be suspended from school and a meeting will be set up

with parents. A second referral to the office for harassment or fighting or serious assault will result in school suspensions, or referral to a School Board Student Matters Hearing.

Final Mark Appeal: A student who wishes to appeal his/her school assigned portion of a final mark must do so within ten calendar days of the last operational day of the semester. The appeal must be in writing, addressed to the principal and must specify the basis for the appeal. The principal shall give consideration to each appeal and render a decision in writing within seven days of receipt of the appeal. Note: semester two marks may be appealed during the first ten calendar days of the following semester.

Fire Drills: These drills are carried out on a regular basis to ensure adequate preparation in an emergency. When vacating the building, students are asked to leave in a quick, orderly fashion and are to stay with their class/teacher while outside. If a student is not in his/her class when the fire bell sounds (e.g. bathroom), he or she must use the nearest exit and proceed to the front of the school to report to an administrator.

Footwear: Fire regulations state that students must always have footwear on; therefore students are required to have an indoor pair of shoes or runners. Students are expected to remove wet, dirty, or muddy footwear upon entering Sexsmith Secondary School and put on suitable footwear for use in the school. Some black-soled shoes mark floors; therefore, students are asked to not wear these in the school.

Fund Raising: Any fund raising for school teams or organizations outside of the Booster Club must be approved, in advance, by the Principal.

Graduation Policy: In order to participate in the graduation ceremonies, a student must be enrolled in sufficient courses to achieve an Alberta Diploma or Certificate of Achievement. Students must be deemed to be in 'good standing' to be eligible for graduation. Students enrolled in distance learning, work experience, special projects or CTS classes with modules must have first semester courses successfully completed by the end of the first semester. Full year courses must be 70% successfully completed, while second semester

courses 40% completed by April 19, 2010. The grad list will be finalized as of April 19 of the school year and a student may participate in graduation providing he/she remains enrolled in sufficient courses on graduation day, which takes place the last Friday in May. Meetings are held throughout the year for detailed decisions regarding graduation. Grade 12 students are responsible for costs associated with decorating, a dance, venue, diploma covers, invitations and any other expenses voted on by the class. All outstanding school fees, fines and debts must be paid in full as a requirement to participate in the graduation ceremonies.

Gymnasium and Weight Room Use: Students are not allowed in the gym unless accompanied by a teacher/coach supervisor.

Hat Policy: Students are not allowed to wear hats or head coverings in the school building. This rule applies to both genders.

Hall passes: Students who leave a classroom may only do so if they receive permission and a hall pass from their teacher. Students must carry this hall pass with them until they return to their class. Students who are found in the hall without a pass will be warned and returned to their classrooms. Continued infractions of this policy will result in a student being dealt with as though they were inexcusably absent from class.

Healthy Interactions: Sexsmith Secondary School uses the Healthy Interactions process to help resolve any interpersonal conflict that may arise within our school community. This process allows us a way of dealing with such concerns in a consistent, open, honest manner and considers the interests of all parties (parents, students, teachers, and others) involved. Healthy Interactions is a process that helps us address concerns, consider alternative solutions, and develop action plans that respond to these concerns.

Homework Requests: If parents or guardians wish teachers to send homework to an absent student, please contact the school prior to 10:00 a.m. The homework will be available by 3:10 pm on that day. Please ensure you have made arrangements for the pick-up and/or delivery of the work to be done. Students who know they will be absent in advance

are asked to request their own homework from their teachers several days in advance.

Laser Pointers: All laser pointers are strictly prohibited and will be confiscated. These items will only be returned to parents.

Lockers and School Locks: Lockers are not necessarily secure and students should be cautious about leaving valuables in them. Lockers are subject to search by school officials if there is suspicion of contraband being stored there by students. Lockers are expected to be kept neat and free of rotting lunches and distasteful material. Those students who abuse their lockers will be in danger of losing their locker privileges. Only school locks are allowed. Students will be requested to remove any non-school locks. There are lockers in the physical education change rooms for use during classes or extra-curricular activities. We encourage students to bring a lock from home to use on these lockers during class or practice time to prevent loss of valuables from these rooms.

Lunch Break: The lunch break runs from 11:33 am to 12:19 pm. During this time, there are often intramural activities for students who stay at the school. The library is open and the computer room is available. **Senior high students may leave the school grounds at this time but junior high bus students must remain on the school property.** Grade 7 to 9 students who live in Sexsmith are permitted to go home during this time.

National Anthem: Peace Wapiti School Board has asked that all schools play O'Canada to indicate the start the school day. O'Canada will be played at the beginning of block 1. Students are expected to be in the classroom at this time and will be expected to rise while O'Canada is played. Students who are in the halls are expected to stop and wait quietly, until *O'Canada* is finished.

Profane Language and Inappropriate Gestures: This type of conduct is unacceptable and will be dealt with under Sexsmith Secondary School's discipline policy.

Registrations, Withdrawals and Time Table Changes: Registrations after the first 10 days of the semester cannot be considered without the consent of

the principal. To withdraw from a class, students are required to discuss the matter with a counselor. A class withdrawal form (available from counselors) and permission from the parents, teacher and a counselor is mandatory. A student who withdraws from a course after the half way point in a semester will receive a mark in the course. This mark will be sent to Alberta Learning and will appear on transcripts. Junior high timetable changes can be made through the office with an appointment. Senior high timetable changes are done by the counselors during pre-registration days, exam weeks and during class time in the first week of each semester when students are called to the guidance office.

Report Cards: We will send home four reports cards throughout the school year. One near the middle of each semester and one at the end of each semester. Interim reports from teachers will be printed for students four additional times throughout the year to maintain ongoing communication with parents pertaining to students achievement. In addition, parents can have their child's ongoing assessment at their fingertips by accessing CISS through our website (sssonline.ab.ca). Please call the office for a user ID and password. Please note: Report card marks are cumulative and represent a student's average mark from the beginning of the course to that particular reporting date. The pass mark on all subjects is 50%. Junior high students who fail two or more core subjects, or one core and two complementary subjects may be considered for special placement the following year. A high school student may not proceed to the next level of a course and credits will not be awarded unless a grade of at least 50% is attained.

Scholarships: Many local and provincial organizations have been recognizing the achievement of our grade 12 students by establishing scholarships, bursaries and awards. A number of these are being offered exclusively to Sexsmith Secondary School or Peace Area graduating students. Please contact the school counselors for further information on these scholarships and watch for information in school newsletters.

School Community Team: This project provides the children and families in our school with more efficient access to a variety of community agencies and support services. The team strives to provide a local school base for offering the educational, health

and social support for children and their families. This group seeks to find creative solutions for problems that may not clearly meet the mandate of any one agency. The team consists of members representing Mental Health Services, Child Welfare, FCSS and the South Peace Health Unit. The principals of Sexsmith Secondary and Sexsmith Elementary, the school counselor and the school liaison worker are also part of the team. Anyone who wishes the assistance of the team may call the Principal or Counselor at either school.

School Council: Due to recent government changes, school councils have been given an increased role in working with students and staff. Many school policies and procedures are developed through input from these meetings. The Council's mandate is to work toward ensuring the best possible education for all students within Sexsmith Secondary School. The School Council provides a structure in which parents, teachers, students and the principal can talk about education in the school community. Our meetings are generally held on the second Tuesday of each school month around 7:00 pm, at Sexsmith Secondary School. Please check the proposed school year to confirm dates. Meetings are not held during the months of September, December, and June. The first meeting of the school year will be held on October 14 and all parents are welcome to attend. The executive is elected at the May meeting.

School Liaison Worker: Mr. Vaughn Dueck, a County of Grande Prairie FCSS counselor, is available to Peace Wapiti students and parents for counseling and support. For further information, please call Mr. Dueck at 532-9722 or contact the school.

School Newsletters: School newsletters are attached to every report card and other pertinent documents may be attached as well. Copies may be obtained from the office at any time.

Student Fees: All students are charged fees for such things as textbook rental, traveling theatre, motivational speakers, students' union, lock rental, Career and Technology courses and arena usage. The school receives all of the funds from these fees and is directly responsible for its collection. School fees are due and payable on September 30th. Textbooks that have been lost and removed from inventories then later returned will be subject to an

administrative charge. **Fees for junior high students are \$120.00 and senior high pay \$153.00.** Cheques should be made payable to Sexsmith Secondary School. Any past due amounts should also be paid at the school, not at district office. Failure to pay current fees and past debt will result in the student not getting a locker or yearbook until the account is paid in full. In addition, grade 12 students who are in arrears will not be permitted to participate in graduation ceremonies unless their fees, fines and debts are paid. Post-dated cheques or other arrangements are welcome. Please contact the school principal if you require special circumstances for payments.

Student Property: Sexsmith Secondary is not responsible for lost or stolen property. Occasionally running shoes and items of clothing go missing. Students are asked to secure their clothing in lockers provided in the change rooms during Physical Education classes. Students are urged to use their own locks, provided that they are removed at the end of the Physical Education class. Students are also asked to "mark" their expensive running shoes and jeans so the clothing can be readily identified and returned if found. Above all, do not leave money or jewelry in the change rooms or lockers. Talk to your Physical Education instructor or the office staff about securing your valuables.

Telephone Calls and Messages: Students are not called out of class except for emergencies. On occasion, if you wish to leave a message for your child, please call and talk to the receptionist. The telephone will be available for their use at lunch, and after school.

Textbooks: Students are responsible for their textbooks. All books are numbered, bar-coded and directly registered to the students by our Library Technician. Students should check their textbooks carefully for damage at the time the books are signed out of the library. Any major damage should be reported to the Librarian prior to taking possession. Lost or damaged books are automatically billed to the student to whom the book was signed out.

Tobacco: Sexsmith Secondary is a tobacco free facility. Students are not allowed to use tobacco in any form on school property, busses or on school sponsored trips.

Universal Outreach Program (UOP): This program offers flexibility for students and makes it possible for students to stay connected to school. UOP enables students to earn credits for high school programs as well as receive credit for their work experience when not attending regular classes. School-aged students who are not attending school, or who would normally drop out during the year will be encouraged to go on this program. In cases of timetable conflicts or other unusual circumstances, in-school students will be allowed to register in correspondence or PAVE courses. This program is taught and/or administered by a qualified teacher and will assist students to develop a program suited to their individual needs. Students are required to pay the entire cost upon registration and under certain circumstances can expect reimbursement upon successful completion of the course and the return of all resources and booklets.

UOP Program – Suspensions: Those students who choose not to conform their behavior to acceptable standards will be referred to a School Board Placement Hearing. The Peace Wapiti School Board will decide based on the information presented, whether a student is a suitable candidate for the Universal Outreach Program or some other program. Once in U.O.P, students will have to complete specified goals and sign a behavior contract before they are allowed to re-enroll in regular classes.

Vehicles: Students are expected to drive in a safe, courteous manner. Student parking is on the north side of the parking lot or by the arena only. Student vehicles parked in the reserved parking areas will be towed away at the student's expense. Students who drive in an unsafe manner will be reported to the RCMP and will not be allowed to drive or park on school property. **Students are required to register their vehicle(s) at the office and obtain a parking pass from the principal.**

Visitors: Public schools are considered, under the Alberta School Act, to be private property. As a result, for the protection of our students, ALL visitors are required to check in to the office before proceeding to any other part of the school.

Website: Sexsmith Secondary School utilizes a school website developed and maintained by students. The website provides a wealth of

information about the school and includes useful links to other pertinent sites. www.sssonline.ab.ca

Yearbooks: We will distribute yearbooks in October to all students who have paid their school fees.