

GIBBONS SCHOOL



**...we're all
about kids!**

STUDENT HANDBOOK 2017 – 2018

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MISSION STATEMENT: “...We’re All About Kids”

It is with this in mind that Gibbons School works cooperatively with parents, students and staff to provide a safe and caring learning environment where students gain self-esteem and be provided the opportunity to:

- realize their full potential
- become productive life-long learners and citizens.
- develop their strengths and celebrate individual differences.
- foster respect for self and others.

EQUITY, DIVERSITY, INCLUSION & HUMAN RIGHTS

Gibbons School staff, students and families are to share responsibility in being proactive in maintaining a welcoming, caring, respectful safe and inclusive learning environment that acknowledges and promotes understanding, respect and the recognition of diversity, equity, inclusion and human rights of all students and families within the school community.

SECTION 1: GENERAL INFORMATION

STUDENT CONDUCT CODE:

Gibbons School operates on the premise that all students have the right to learn and that the school environment guides students towards responsible behaviour. It is expected that students, while in school or participating in school-sponsored activities, behave in an appropriate manner that does not interfere with the rights and privileges of other students or staff. Home and school alike must share the responsibility for acceptable behaviour. The school is a place where there is a joint effort to learn, relate and grow. This code of conduct will be given to each student at Gibbons School as well as be accessible on the Gibbons School website.

Common Student Code of Behaviour:

- Respect for authority
- Respect for other individuals
- Respect for one's own self
- Respect for property
- Respect for the learning environment
- Consideration for the safety of self and others

It is the belief of Gibbons School that it is the responsibility of each individual in a position of authority to ensure that these guidelines are adhered to in a consistent manner.

Sturgeon School Division and the School Act have also established expectations and responsibilities for students as noted below:

- Be diligent in pursuing their studies
- Comply with school rules
- Attend school regularly and punctually
- Respect the rights of others
- Cooperate fully with school staff

The focus of discipline at Gibbons School shall be to:

- Help the student identify the inappropriate behaviour(s).
- Help the student solve the problem(s) created by these behaviour(s).
- Leave the student's dignity intact.

Students identified as not following school expectations will be informed of the problem as early as possible. A cooperative effort to discuss and address the problem(s) will be undertaken. However, students who after consultation fail to show progress in areas such as academic achievement, participation in class activities, completion of assignments, attitude and/or general deportment may be suspended from school or school related activities. Transition back from a suspension must include a reflection and discussion with Administration or the Councillor.

Factors such as age, grade, and nature of the misbehavior, degree of flagrance, emotional stability and past history will be considered when action is taken. Students who continually refuse to accept these responsibilities and as such have an adverse effect upon the tone and welfare of the school may lose the privilege of attending Gibbons School or other Sturgeon School Division schools.

GENERAL SCHOOL RULES:

In regards to the above, the school wide expectations include the following:

1. To promote a safe and caring environment, Gibbons School students are expected to remain at school throughout the day (please refer to Attendance Section).
2. All types of electronic equipment or items that could interfere with the learning environment (i.e. Game Boy, laser pointer, etc.) are not to be used during school hours. If brought to school these items are not the responsibility of the school and they must be stored securely in the student's locker upon arrival at school and throughout the school day.
3. Cell phones must be turned off during class time. Students may use their cell phone during lunch recess time (12:25 p.m. to 12:52 p.m.) or under the direction of their teacher as a learning tool. Lost/stolen cell phones are not the responsibility of the school. iPods, MP 3 players, tablets, etc. are allowed to be used at recess times only. These items are not the responsibility of the school.
4. Students are to walk quietly and safely to and from all activities.
5. Avoid the use of profane language and the use of inappropriate gestures.
6. Be in classrooms during regular class times, on time, and leave only with teacher's permission.
7. Bring all required materials to class and ensure that all supplies are replaced as needed.
8. Keep school desks, lockers and classrooms in good order.
9. Report acts of vandalism, damage and criminal acts to the office.
10. Students are allowed to ride bikes, skateboards, and scooters on school grounds in approved areas, and students must follow all safety guidelines. Students must wear helmets, ride in allocated areas and not lend out their bike, skateboard or scooters.
11. Items which can be viewed as a weapon, or are deemed to be weapons under the Criminal Code, are prohibited from school property.
12. The throwing of snowballs is not permitted on the school grounds.

13. Dress as outlined in the dress code shown on the following page.
 - Students will be expected to be outside on those days which are warmer than -20°C (unless involved in a supervised inside activity).
 - Students are encouraged to dress appropriately for weather conditions, as students are not allowed access to the school until 8:00 a.m.

ATTENDANCE:

Success at school can be increased through regular, punctual attendance. However, we realize that there may be times when appointments, illness, or unforeseen events necessitate that students be absent during school times. Following the guidelines below will assist the school in accurately reporting attendance. Students/parents should:

1. Bring a signed note from a parent/guardian upon their return to school. Failure to do so will result in the absence being deemed inexcusable. A parental phone call to the school as to the reason and date of the absence is also acceptable. When no parental call has been received by the school an automated call will be sent.
2. Students who have an appointment or are being picked up by a parent/guardian must sign out at the office and in upon their return, if this occurs during the school day. Verbal or written permission by a parent/guardian must be provided when signing out.
3. All students are expected to remain on the school grounds throughout the school day unless a parent/guardian gives permission for the student to leave, as we operate as a closed campus.
4. Classes are sometimes affected by field trips on specific core or complementary subjects. Even though some students may be away from school for a field trip, regular classes are held and it is the responsibility of all other students to be in attendance.
5. Students are accountable for any assignments/work, etc. missed during absences.
6. In extreme cases, chronic attendance concerns may result in the school recommending involvement of the Attendance Board.

LATES:

Students must make every effort to be punctual for all classes. Being late for a class not only affects the learning process for the student involved, but also disrupts the learning environment for the whole class. Initially, the teacher will take disciplinary action for avoidable and habitual tardiness. Those students who are late may be expected to make up for lost time at noon or after school hours.

Students who are late for any reason must register in the office and obtain a late slip prior to gaining admittance to class.

DRESS CODE:

Students at Gibbons School are expected to dress in accordance with the following general guidelines. The major premise is that students are required to dress and conduct themselves in a manner that demonstrates respect and modesty and is appropriate for a school setting (i.e. no profanity, no sexual messages, no drugs, etc.). Students are to have indoor shoes and are encouraged to keep the school clean.

VIOLENCE/HARASSMENT:

Students have the right to an environment that is free from threats and violence; where all students feel welcome and safe. In its broadest sense threats and violence are forms of harassment. Harassment consists of any unwelcome conduct, either verbal and/or physical, in person or via technology, that has the effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive learning environment. The Restorative Justice Model is our preferred method of intervention, however we realize that not all cases are alike and therefore further steps may need to be taken. Students who engage in violent, aggressive or harassing types of behaviour face a variety of discipline actions which may include, but are not limited to, the following: warnings, parental involvement, suspensions, expulsions and counseling. It should be noted that students who are spectators or encouragers during these types of behaviour will be subject to the same or similar consequences. Students who have been involved in harassment behaviours may appeal the results/consequences of any investigation first to the school principal, secondly to the Superintendent of Schools and finally the Board of Trustees.

Please note: Harassment may be an assault and in that case, a formal complaint to the RCMP may be placed.

SMOKING/DRUGS/ALCOHOL:

Tobacco, alcohol, vapes and recreational drugs are not permitted on the school grounds or at any school sponsored activity. Students who violate the rules regarding these substances, or who are found to be in possession of or under the influence of these substances face immediate suspension or expulsion.

COMPUTERS/INTERNET USE:

Teachers make extensive use of computer technology to assist with instruction. Internet access is available to students who have signed the Gibbons School Computer/Internet contract. Students/parents who sign this contract must adhere to strict guidelines on usage and are restricted to Internet searches and activities that are directly related to classroom assignments. Inappropriate use of computer/internet will result in a loss of privileges to use this technology and/or other consequences as deemed appropriate under the school code of conduct.

The school website: www.gibbonsschool.ca provides an important communication link between home and school.

SECTION 2: STUDENT EXPECTATIONS

OFFICE HOURS:

Generally, the school office is open between the hours of 8:00 a.m. and 4:00 p.m. Before and after these times an answering machine is available to receive calls.

Class/Bell Schedule 2017-2018

Students proceed to Homerooms	8:31 AM
Registration	8:40 AM - 8:45 AM
Block 1	8:45 AM - 9:35 AM
Block 2	9:35 AM - 10:25 AM
Recess Break	10:25 AM -10:40 AM
Warning Bell	10:38 AM
Block 3	10:40 AM - 11:30 AM
Block 4	11:30 AM - 12:20 PM
Lunch Eating/Store	12:20 PM - 12:35 PM
Lunch Recess	12:35 PM - 1:00 PM
Registration	1:00 PM - 1:05 PM
Literacy Block (Homeroom)	1:00 PM - 1:25 PM
Block 6	1:25 PM - 2:15 PM
Block 7	2:15 PM - 3:05 PM
Students dismissed	3:05 PM
School office closes	4:00 PM

PROFESSIONAL DEVELOPMENT DAYS:

Approximately 10 days throughout the year are designated as Professional Development Days for school staff. These days are announced well in advance and are shown in the Divisional Calendar and on the school calendars each month at gibbonschool.ca/calendar.php. These days are designed to allow staff an opportunity to upgrade skills and/or learn about new curriculum or teaching/learning strategies and thus better prepare our students to do well academically.

BUSSING:

Bussing is provided to students who reside a prescribed distance from the school. Some general guidelines regarding riding a bus are:

- Only students registered as passengers may ride on their assigned bus.
- Students may be denied permission to ride a bus if not dressed properly or do not have in their possession suitable clothing for cold weather.
- Disruptive and/or destructive behaviour is prohibited and subject to disciplinary action, such as making restitution.
- Most luggage/equipment should be stored under the bus seat and stored in a durable case/bag.
- Other bus rules apply, as provided by the driver at the beginning of the school year.
- Bussing may be available for students less than the prescribed distance from the school providing there is no route change needed, space is available and if safety considerations warrant this service.
- Bus concerns should first be directed to the bus driver. If necessary the Director of Transportation (1-780-939-4341 or 1-888-459-4062) should be contacted. School personnel generally respond to bussing issues after being informed by the driver and/or Director of Transportation.

EMERGENCY SCHOOL CLOSURE:

School Board Policy dictates that schools remain open at all times regardless of weather conditions. However, at the bus driver's discretion during extreme cold, hazardous road conditions or blizzard situations students may be taken home early.

Also, other emergency situations (i.e. sewer back-up, electrical or water outages, etc.) may necessitate school closure.

Parents should ensure that alternate arrangements for emergency situations are in place and discuss them with their child/children and are provided to the school office.

The Superintendent of Sturgeon Schools may suspend school bus operations on days when extreme temperatures may cause safety concerns or for other weather conditions noted above. Announcements will be made over various radio stations (CHED, POWER 92, CFCW, CISN, CFBR ("Bear"), MIX96, KROCK), and will be on the School Division Website; www.sturgeon.ab.ca.

VISITORS:

For the safety of our students all visitors and parents must report to the General Office. Visitors are allowed during the noon break or in classes with prior notification and at the discretion of the School Administration.

NEWSLETTERS:

Newsletters are distributed generally on the last Friday of each school month. Newsletters will be sent home via a Power Announcement and are also available on the school's website <http://www.gibbonschool.ca>. Newsletters may be mailed, if so desired. There is an annual fee for this service. Please ask at the office for details. Special newsletter or information items may be distributed on an as needed basis at various times throughout the school year.

TELEPHONE/CELL PHONE USE:

Students will be allowed to use office phones with the permission of a staff member. Students will only be called from class for parental phone calls of an emergent nature. Students are allowed to use their cell phones during break times, or with the permission of the teacher during class time. However, we ask that students go to the office if they are ill, or have an emergency so that we are informed and can contact the parent. We would appreciate parents not accessing their children's cell phone or texting them during class.

FEES/TEXTBOOK RENTAL:

Textbooks are rented to students for a nominal fee established by the School Division. Payment of Instructional Material Fees (IMF) is required at the commencement of the school year. Families who experience financial difficulties are expected to make arrangements with the school Principal for alternative payment plans. Payment of school fees is due by the end of September. Non-payment of IMF monies may result in the use of a collection agency to obtain payment. Non-returned materials (library books, texts, etc.) and damaged materials will result in student/parent notification and the replacement cost assessed against the student/parent/guardian.

Option classes may have fees attached to them that range from \$0.00 - \$50.00 excluding Hockey Academy and Dance and Personal Fitness. There are also fees assessed for participation on school sports' teams.

LOCKERS:

Lockers are provided for the convenience of students. The lockers are the property of Sturgeon School Division and Gibbons School and therefore, may be entered by school personnel at any time.

A combination lock is required for each locker and students are expected to keep their assigned locker neat and tidy. Students using the locker are held responsible for any damage to the locker. Please keep your locker combination private, as the school will not be responsible for any items lost, stolen or damaged from lockers.

GIBBONS SCHOOL COUNCIL

School Council is comprised of parents, staff representatives, and the school principal, local trustee and community representatives. The council is a forum where all interested parties may interact and provide input to Gibbons School. School Council meetings are normally held the 1st Monday of the month at 6:00 p.m. in the staff room. All School Council meetings are open and attendance and participation is not only welcomed but also encouraged.

HEALTHY INTERACTIONS:

Resolving Interpersonal Conflict

In an organization like a school system, conflict occurs from time to time. It is part of human nature. However, if not handled carefully, all conflict comes with a very high human cost. Healthy Interactions is an interest-based, problem solving approach to conflict resolution that creates and maintains open lines of communication. The program is intended to help staff, parents, and community members more effectively and efficiently resolve potentially difficult issues while minimizing unproductive conflict. Therefore, it is important that all possible participants be familiar with the process and understands that in Sturgeon School Division there is one standard and consistent manner in which complaints, problems and issues will be handled.

- *Consistency*: all people in all schools follow consistent procedures and use consistent terminology - people know what to expect.
- *Comprehensiveness*: the interests of all parties involved (parent, staff, student, others) will be considered every time a concern arises - nobody is ignored.
- *Credibility*: all people in the community must know that all concerns are handled in an interest-based manner that is fair to everyone.

Healthy Interactions meets the needs of staff, parents, students and community by building stronger relationships. It is an ongoing process within which all parties commit to making relationships work – a winning approach for staff, parents, community and especially for students.

Dr. Michele Dick
Superintendent, Sturgeon School Division

SECTION 3: STUDENT SERVICES

PROGRESS REPORTS:

Parents have access to their child's marks at any time through the Parent Portal. If you do not have a user id and password, please contact the school.

INTERVIEWS:

Parents and students are encouraged to attend the scheduled interviews held each year. Parent Teacher Interviews are scheduled twice a year from 4:00 pm to 7:00 pm. Although formal interview dates are set, parents should feel free to contact the school/teacher(s) at any time to inquire about their child's progress.

AWARDS:

An Awards assembly will be held to coincide with report cards that will be issued in June, to recognize those students who have exhibited academic achievement.

Academic recognition is determined as follows:

1. **Principal's List:** JH-90+ average in core subjects, no failure in any other subjects. ELEM.-an aggregate score of 20, 19 or 18 in all core subjects, with a minimum grade of 3 or "A" in all other subject.
2. **Honours:** JH-80%-89% average in core subjects, no failures in any other subjects. ELEM.-an aggregate score of 17 or 16 in all core subjects, with a minimum grade of 3 or "A" in all courses.
3. **Merit:** JH-75-79% average in core subjects. No failures in any other subjects. ELEM.-an aggregate score of 15 in all core subjects, with a minimum grade of 3 or "A" in all courses.
4. **Attendance:** Awards will be handed out before the last day of regular classes. Students are allowed a total of 11 absences during the school year (each school day has 2 recording periods).

In June, Sturgeon School Division provides an award to the student with the highest standing in core subjects at each grade level in Junior High, and who has a pass mark in all other enrolled subjects.

Book Awards are presented to the most deserving student in each homeroom, based upon individual development and contribution to the welfare and progress of the homeroom and school.

FINAL EXAMINATIONS/PROVINCIAL ACHIEVEMENT EXAMS:

Final exam dates are posted well in advance and it is the responsibility of the student to familiarize themselves with pertinent dates and times. Students must conduct themselves in a mature and responsible manner during all scheduled exam-writing situations. Many grade 6 and 9 exams written in June are Provincial Achievement Tests and the provincial government sets these dates. Please acquaint yourself with these dates and ensure that no holidays and/or appointments are scheduled during these important assessment times.

During final exams in June Junior High students may be excused from attendance in the afternoon with the written permission of a parent/guardian. We encourage Elementary students to remain at school.

Students in Grade 6 and 9 will write Provincial Achievement Tests in June. All other Grades will write year end exams at the same time.

PROMOTION:

At the Elementary and Junior High level, students are promoted to the next grade on an individual basis with regard to their effort and achievement in all courses taken during the year. In general, successful completion requires a 50% final average in the four core subjects (Math, Lang. Arts, Science, and Social). An average of less than 50%, or failure in two or more core subjects may result in a recommendation for retention. All decisions will be made in consultation with parents.

STUDENT APPEALS:

To ensure that student evaluation procedures have been fair and just, a student or parent/guardian shall have the right to appeal his/her standing awarded in any subject. The right of appeal may be exercised in the following manner:

1. Appeal of an assignment mark must be made to the teacher not later than 2 days after the assignment(s) has/have been returned. Teacher response must be made within 3 days of receiving the student appeal. In the event that no agreement is reached between the student and the teacher, the student may then submit in writing to the principal an appeal of the assignment mark along with the reasons for making the appeal. The principal will acknowledge receipt of the appeal and indicate the expected date of the decision.

2. Appeals on final marks must be made to the principal not later than 5 days following the receipt of the marks. The appeal must be made in writing, providing the reasons for the appeal. The principal shall advise the student within 5 days of receipt of the appeal of the decision regarding the appeal.

Should the student not be satisfied with the outcome of the school level appeals, he/she may request a hearing from an appeal committee appointed through the office of the Superintendent of Schools. The Superintendent must receive the appeal request within 5 days of the school ruling. The Superintendent or his designate, shall advise the student in writing, within 10 days of receiving the appeal.

EXTRA-CURRICULAR ACTIVITIES:

A variety of extra-curricular activities are available throughout the school year. These activities range from sports to the fine arts. Students are encouraged to become active in their areas of interest; as an active student not only enjoys school to a greater extent, but also tends to achieve better scholastically.

Students are reminded that being a member of an extra-curricular team is a privilege, not a right. As school ambassadors, it is important that they display a positive attitude, behave in appropriate ways and maintain their academic standing to the best of their ability. Students who fail to act as positive role models, both academically and in behaviour may forfeit the right to participate in extra-curricular activities.

NOON HOUR ACTIVITIES:

The school is equipped with a concession that will be selling a variety of food items from 12:20 p.m. - 12:35 p.m.

Each class in our school is very fortunate to have a microwave oven for students to use. However, due to the length of the lunch eating period, we ask that lunches that require heating do not need any longer than one minute. This will allow all students who wish to use the microwave the opportunity to do so.

A variety of options are available to students during the noon hour. The library and computer lab will be open for student use. Clubs and other activities will be set up throughout the year according to student interest and support.

LEARNING SUPPORTS:

As Gibbons School works towards ensuring that each student has the opportunity to succeed, as part of our Learning Community focus, it is necessary to provide supports that enhance learning.

Studies show that to improve reading comprehension an individual should read at least 60 minutes per day. Students are encouraged to read their novels at school spare time at the end of any other class, and at home each night.

FIRST-AID/ILLNESS/MEDICATION:

First-aid is administered to any child experiencing an injury at school. If the injury is a minor scratch or bump, first aid is administered and no school contact is made with the home.

Students must report all illnesses and injuries to their classroom teacher or supervising staff member, or to the office in the event that there are no teachers in the immediate vicinity. If the injury or illness is such that the parents should be advised, the student's parent/guardian will be notified by phone. If the parent/guardian cannot be contacted, the school will contact the person listed as an emergency contact. It is, therefore, extremely important that you provide the school office with current home and emergency telephone numbers and any necessary medical information. If the parent, guardian, or emergency contact cannot be reached, the student will remain in the sickroom or office. In severe cases the school will contact emergency services for assistance and the student may be transported by ambulance to a medical service. An Alberta Health Care number for each child in attendance at school may facilitate this procedure. In the event that an ambulance is required, parents or guardians should forward their invoice for the trip to the Sturgeon School Division office in Morinville. They will authorize repayment from the School Boards' Student Accident policy insurers.

Medication, including over the counter and prescription drugs, can be administered only when the family doctor and the parents/guardians provide instructions. Standard Sturgeon School Division forms can be obtained from the office for this purpose.

COUNSELLING SERVICES:

Counselling interventions promote student's personal and social growth, and foster their educational and career development. Counselling issues include school attitudes and behaviour, peer relationships, study skills, educational planning, career aspirations, school choice, grief issues, divorce, substance abuse, and family problems. Preventative, remedial crisis counselling is either done in the school setting or appropriate referral choices are made available. Results from thirty years of research indicates that students who received counselling improved their academic performance in the following ways:

- increase in academic persistence and achievement

- improvement in school attendance
- better classroom behaviour
- increase in self-esteem
- better self-concept
- Improvement in attitude towards school

Small group, classroom, and personal counselling are made available to every student at Gibbons School.

Through the current School Health Initiative Partnership, it is now possible for Gibbons School students and families to access Speech Therapy, Occupational Therapy, and Mental Health Counselling on-site from qualified professionals.

Appointments can be set up by contacting the school office.

SECTION 4: NETWORK RESOURCES **RESPONSIBLE USE PROTOCOL FOR STUDENTS**

INTRODUCTION:

Sturgeon School Division provides students with technology resources that support learning. Network resources refers to all resources on the network of Sturgeon School Division including, but not limited to, Internet access, e-mail accounts, installed software, personal file storage areas and all hardware attached to the network.

PRINCIPLES OF USE:

- All network resources are intended for education use.
- As the owner of all network resources, Sturgeon School Division retains the right to monitor their use.
- Network resources are valuable and should be used appropriately to support the learning and business activities of Sturgeon School Division. Network resources must not be used for purposes that are illegal, unethical or immoral.
- The use of network resources is subject to all policies and practices of both the Division and individual schools/sites related to technology, property or conduct.

CONDITIONS OF USE:

- Students shall use network resources for appropriate educational purposes only.
- Students will not publish on the Internet or in publicly viewed files personal information about themselves or other students or staff.

- Students who discover material on the network that is inappropriate or makes them feel uncomfortable should report the material to a staff member.
- Students will use their assigned login only in the manner intended. This includes accessing only network resources assigned to their login. Students will not use another person's files, output or user name.
- Students are responsible for the security of access (login and password) to their network resources.
- Students will not decrease the operation of or access to network resources through inappropriate use of network resources, malicious activity directed against network resources or through unauthorized use of personal programs/data files.
- Access to network resources with personal devices is subject to Policy F/I/14, associated Administrative Practices and individual school policies and regulations.
- Consequences of inappropriate use of network resources could include disciplinary action including, but not limited to, loss of network privileges, recommendation for withdrawal from a course, suspension, financial liability for damages, or legal action.