



Gibbons School Handbook 2022 - 2023

We're all about kids!

Mrs. Deborah Clark, Principal

Mrs. Suzzy Park, Vice Principal



Address:

Gibbons, AB T0A 1N0

Box 840; 4908-51 Ave

Email: gibbons@sturgeon.ab.ca

Telephone: 780-923-4420

Website: www.gibbonsschool.ca

Operational Day Schedule - Grade 5 to Grade 9**Office Hours**

Generally, the school office is open between the hours of 8:00 a.m. and 3:30 p.m. Before and after these times, an answering machine is available to receive calls. The school day begins at 8:10 a.m. for staff, with operational days ending for staff at 3:05 p.m.

Gibbons School doors open at 8:10 a.m.

The Bell Schedule for 2022-2023

8:30 am - 9:30 am	Block 1
9:30 am - 10:30 am	Block 2
10:30 am - 10:45 am	Recess
10:45 am - 11:45 am	Block 3
11:45 am - 12:00 pm	Lunch Eating
12:00 pm - 12:25	Lunch Recess
12:25 pm - 12:45 pm	DEAR
12:45 pm - 1:45 pm	Block 4
1:45 pm - 2:45 pm	Block 5
3:30 pm	Office Closes

Sturgeon Public School Division and Gibbons School Calendar

Staff Meetings occur on Professional Development Days. Please see the attached Sturgeon Public 2022-2023 Division Calendar for upcoming PD Days and non-operational days.

The Gibbons School Calendar and the Sturgeon Public Division Calendar is also available on our [website](#).

<p>AUGUST 2022</p> <table border="1" style="width: 100%; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>SEPTEMBER 2022</p> <table border="1" style="width: 100%; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p>OCTOBER 2022</p> <table border="1" style="width: 100%; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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2022-2023

FINAL APPROVED
February 23, 2022

School Offices Open - NO CLASSES	August 22 - 26
Division/School PD/Collaboration; Staff Meeting	August 26
Division/School PD/Collaboration; Staff Meeting	August 29
Operational Non-Instructional (K-12) - No Classes	August 30
Classes Begin	August 31
Labour Day - No Classes	September 5
Truth & Reconciliation Day - No Classes	September 30
Thanksgiving Day - No Classes	October 10
Division/School PD/Collaboration; Staff Meeting	October 11
Fall Break	November 5 - 9
In Lieu of Parent/Teacher Interviews - No Classes	November 10
Remembrance Day - No Classes	November 11
Classes Resume	November 14
Division/School PD/Collaboration; Staff Meeting	December 5
Christmas Break	Dec. 24 - Jan 8
Classes Resume	January 9
Division/School PD/Collaboration; Staff Meeting	January 31
First Day of Classes - Semester Two	February 1
Teachers' Convention - No Classes	February 9 - 10
Family Day - No Classes	February 20
Division/School PD/Collaboration; Staff Meeting	March 13
In Lieu of Parent/Teacher Interviews - No Classes	March 24
Spring Break	March 25 - April 2
Classes Resume	April 3
Good Friday - No Classes	April 7
Easter Monday - No Classes	April 10
Division/School PD/Collaboration; Staff Meeting	April 24
Division/School PD/Collaboration; Staff Meeting	May 19
Victoria Day - No Classes	May 22
Division/School PD/Collaboration; Staff Meeting	June 5
Last Day of Classes	June 29
Operational Non-Instructional (K-12) - No Classes	June 30
Summer Vacation Begins	July 1

Frank Robinson Education Centre
9820-104 Street
Morinville, AB T8R 1L8
Phone: (780) 939-4341
Fax: (780) 939-5520

◻	Operational Day - No Classes
◻	Operational Day - Day In Lieu - No Classes
■	Non-Operational Day - No Classes
○	Division/School P D/Collaboration; Staff Meeting - No Classes

Vision, Mission, and Values

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

Our values reflect those of Sturgeon Public Schools. We value:

- Excellence in teaching: We want students to feel engaged, excited, and connected to their learning.
- Shared Responsibility: We expect both students and staff to abide by a code of conduct and to work toward the same educational goals.
- Mutual respect: We operate in an environment based on reciprocal respect.
- Belonging: We want families and the community to feel welcome at Gibbons School because we are an extension of them.
- Learning Choices: We strive to meet the learning needs of all students by offering a full complement of academic courses and a wide, vibrant range of optional and extra-curricular choices focused on athletics, fine arts, and technology.
- Communication: We value open, honest, and timely communication between home, school, and community

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.

Keeping Safe

Gibbons School and Sturgeon Public School Division follow the Hour-Zero safety plan. Please refer to the [safety plan](#) and guidelines in the event of an emergency.

Sturgeon Public Schools Emergency Preparedness Program:

Schools are considered to be one of the safest places in our communities. However, in reality, an emergency can occur anywhere at any time. During any emergency, our first priority is the safety of our students and staff. In order to provide an effective response to any school crisis, Sturgeon Public Schools has recently updated the Emergency Response Plan. The updated Plan continues to work in conjunction with other local emergency plans, since a school emergency could require the involvement of numerous agencies. The plans created for individual schools, along with the Division Plan, are reviewed annually and after an emergency occurs.

There is an on-site emergency response team at each school, along with a Division-based Emergency Response Team that provides support and aid to schools at time of an emergency. All staff are regularly trained on emergency protocols and drills are practiced at each school.

Although standardized protocols and procedures provide the basis for our response, the way in which we respond to an emergency is greatly influenced by the specifics of an incident. We are driven foremost by our concern of ensuring student and staff safety.

Our Division collaborates closely with local emergency personnel to ensure plans are coordinated with appropriate agencies. The Division's plans do not replace the authority of law enforcement, fire or EMS – staff members work in full cooperation with these agencies.

We appreciate your support and assistance in our continued safety efforts.

Visitors

For the safety of our students all visitors must enter through the front doors of the school. During school hours all other doors are locked.

Students Leaving the School

To ensure the safety of our children, students leaving the school for any reason during school hours must sign out at the school office. Children will only be released to their parents or guardians. Should an alternate drop off, pick up, etc. be necessary parents must state their request in writing and send it to school with their child.

Lunch, Food, and Drinks

Gibbons School is a closed campus. Students are to remain on school property during the day. Gibbons School has a canteen that we sell a small selection of food from based on availability throughout the year. There are also vending machines that sell snacks and beverages.

Student Sensitivities

When preparing your child's lunch please be reminded of our efforts to maintain Gibbons School as a "Nut Sensitive" school. We request that students **DO NOT** bring nuts, peanut butter, or nut products to school. Please be cognizant of the types of foods packed in your child's lunch, and we will do our best to ensure that we are "Nut Sensitive". If your child carries an Epi-pen or any type of medical device or medicine to be used in case of a medical emergency please remember to check the expiration date on the medicine or device and to ensure that your emergency contact information kept at the school is updated regularly.

Transportation and Fees

Sturgeon Public Schools provides safe, dependable, and efficient transportation for students. The division operates over 60 yellow school buses, depended on by roughly 4,000 students to get to and from school each day. Sturgeon Public School Division provides transportation for all school-aged children who meet the eligibility requirements.

Transportation fees, attendance maps and online application is available on the [Sturgeon Public Schools website](#).

Only students registered as passengers and obtained a bus pass may ride on their assigned bus. If students are not properly dressed for weather conditions, they may be denied permission to ride a bus. Disruptive and/or destructive behaviour is prohibited and subject to disciplinary action which may include removal from riding the bus. Most luggage and 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 each school year.

Bus concerns should first be directed to the bus driver. If necessary, the Director of Transportation should be contacted at 1-888-459- 4062 or 780-939-4341. School personnel generally respond to busing issues after being informed by the driver and/or Director of Transportation.

Buses and Inclement Weather Policy

Schools shall remain open to students when school bus services are suspended by the Superintendent. Parents who have brought their children to school on days when school bus services are suspended will be responsible for picking up their children at the end of the school day. On days when the Superintendent suspends school bus services, teachers shall not conduct examinations, nor introduce new material in their courses. A direct link to obtain daily bus information and cancellations is posted on the Sturgeon Public Schools website under Transportation. Information regarding bus cancellations is also broadcast on local radio stations and is available on local media websites. A weather bulletin is also placed on the [Sturgeon Public Schools website](#). The final decision to send a child to the bus stop or to school rests with the parents, even though buses may be operational.

If road conditions warrant or in the event that students are sent home early buses may bring students home without prior notification. Please arrange for a safe space for your child to go if this happens and if there is not normally someone at home. Please ensure that you have filled out and returned to the bus driver the Student Emergency Card given to you at the beginning of the year and that you update the bus driver with any changes in your emergency contact information. All students riding on school buses are required to wear winter footwear and to carry with them winter headwear and gloves or mitts during winter months. A bus driver may refuse transportation to a student who is not appropriately dressed as provided in this regulation.

Students will be kept inside the school on days when the temperature is below -25° C including wind chill. Absences by students on days when school buses do not operate whether as the result of bus failure, a decision of a contractor not to operate, or suspension of transportation services by the Superintendent, shall be deemed to be excusable.

Attendance Policy

Regular attendance and punctuality is a necessary component of success in school. The Education Act requires that every child who is six years of age at school opening date and who has not reached the age of sixteen years must attend school.

When your child is absent, parents are asked to email the school at gsabsences@sturgeon.ab.ca or call the school at 780-923-2240 to confirm your child's absence.

PowerSchool Parent Portal

To stay up-to-date with your child's progress, assignments and test results, visit the PowerSchool Parent portal. For more information visit our [Gibbons webpage](#).

Note: At Gibbons School we make every attempt to send correspondence home with the name your child wishes to be known as, however, on correspondence directly printed from PowerSchool, such as report cards, interim mark reports, your child's legal name will be used.

Communication

Gibbons School makes every effort to communicate with parents/guardians through the following methods:

- Gibbons School Website – Please utilize this website as a means of information about Gibbons School. The website address is: www.gibbons.school.ca. On our site you will find a wide range of information from our School Mission Statement, minutes of School Advisory Council meetings, fieldtrip information, newsletters etc.
- E-mail – Each staff member at Gibbons School has been provided with an e-mail address. Parents are welcome to contact any staff person through their email. All staff e-mail addresses are listed in lower case letters and consist of the 'first name.last name' of the staff person's name followed by @sturgeon.ab.ca, i.e. i.e.deborah.clark@sturgeon.ab.ca.

- Power Announcements –Power Announcement is a quick communication tool that sends information via email. Parents/guardians will receive regular communications such as our newsletters via email. Please provide the school with any new or changed email address.
- Monthly Newsletters – The newsletter lists monthly school activities, upcoming events and happenings within the school. The newsletter can be accessed on the Gibbons School website.
- Classroom Newsletters – These newsletters provide information that is specific to the teachers’ classroom activities and are sent out on an as needed basis.

Healthy Interactions

Schools in Sturgeon Public Schools aim to be as open in their dealings as possible and welcome the involvement of community members, especially parents, in a variety of activities. As with all human interaction, concerns will arise. The Healthy Interactions Program is intended to help deal with those concerns in a consistent, comprehensive and credible manner. To ensure that concerns are handled with consistency, comprehensiveness and credibility and that all steps in the process have been taken, a template has been developed. This template will be used throughout the Division and is currently available from Sturgeon Schools and on the Sturgeon Public Schools website. The steps in the process as outlined in the template are:

- involvement of the right parties
- correctly defining the problem
- determining the interests of all parties
- generating solution alternatives
- development of an action plan
- follow-up action

For more information regarding the Healthy Interactions Program contact your local school or Sturgeon Public Schools.

Note: Should a parent have a concern involving the school, parents should first contact the teacher directly.

Parents and Guardians as Partners

At Gibbons School we highly value working with families to plan for the success of all students. We encourage parents to speak directly with teachers and administration on any issues that may arise.

Parent/Teacher Interviews

Parent/teacher interviews are held two times per year in November and March. Prior to parent/teacher interviews parents can book their interview online at <https://www.schoolinterviews.ca>. Information on how to book your interview will be distributed prior to interview bookings. Please watch for this important information. Student progress is updated regularly and can be checked through the Parent Portal in PowerSchool. Should concerns regarding student progress arise during the school year parents are encouraged to contact their child’s teacher directly or the school at any time.

General School Rules

- Harassing, discriminatory and violent behaviors are not tolerated. Students who participate in the type of behavior will be dealt with seriously.
- Physical, verbal or cyber bullying are not acceptable. Students who participate in bullying or bullying behavior will be dealt with in an appropriate manner.
- It is expected that students conduct themselves in an appropriate manner in the hallways. They are to walk quietly and safely to and from all activities.
- Profane language and/or inappropriate gestures demonstrate disrespect for one's self, others and the school. We ask students to refrain from doing so.
- As staff are responsible for students, we ask that students remain in class at all times. Students may leave if given permission or if teachers are informed of their whereabouts and have permission to be there under supervision.
- In order for a student to complete tasks, students need their materials and are expected to be prepared for class by having those materials available. Materials that are lost or need replacement are a responsibility of the student.
- School desks, lockers and classrooms are used by individual students and may be used by multiple students throughout the day. It is asked that students show respect for the property as they need to be used by others.
- Vandalism, damage and criminal acts affect all of us at Gibbons School. We expect that students report these incidents to the school office.
- Gibbons School has a dress code. For specific information, please see the dress code expectations listed below.
- For student safety reasons, students are not to be riding skateboards and bikes on school property during the school day. The bike must be placed in the supplied bike rack and secured with a lock until departing the school grounds in a safe manner at the end of the school day. It is required that skateboarders and bikers use an approved CSA helmet.
- Items which can be viewed as a weapon or are deemed to be weapons under the Criminal Code, are prohibited from school property.
- Students are not to possess, use or distribute alcohol, drugs, tobacco, vapes or any vape related items at school or school sponsored events.
- School buses are part of the school. It is expected that students on buses follow school board policy and act appropriately and with respect for one's self and others while on the bus.

Dress Code

- Students are expected to dress appropriately for a school/work setting.
- Footwear must be worn at all times in the school.
- Students must not wear clothing or accessories that are offensive or depict illegal or immoral behavior.
- The final determination about modesty and/or appropriateness of dress lies with school staff.

Code of Conduct for Students

Student Code of conduct is defined under Section 31 of the Alberta Education Act. These are legal obligations of all students in Alberta schools:

- attend school regularly and punctually
- be ready to learn and actively engage in and diligently pursue the student's education
- ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- respect the rights of others in the school
- refrain from bullying, report and not tolerate bullying or bullying behavior directed towards others in the school building, during the school day or by electronic means
- comply with the rules of the school and policies of the board
- cooperate with everyone authorized by the board to provide education programs and other services
- be accountable to the student's teachers and other school staff for the student's conduct, and

- positively contribute to the student's school and community, and ensure behavior is safe, caring and respectful.

We expect all of our students to act in a manner that promotes learning, respects themselves and others, and maintains a welcoming school that is safe and caring for everyone. Any behaviours that do not follow this guideline and impact the safe and caring culture of Gibbons school will be addressed. In order to deal with violations consistently, inappropriate behaviour is categorized according to three levels of severity with possible action steps.

LEVEL ONE	LEVEL TWO	LEVEL THREE
<p>Infractions may include, but not limited to;</p> <ul style="list-style-type: none"> Classroom and hallway disturbances Tardiness Not prepared for class Neglect of homework Being off task Disrespect Intimidation Playground Infractions Unsafe behavior Rough Housing(rough play with no intent to hurt) Dress code violation Misuse of language Texting/messaging in class 	<p>Infractions may include, but not limited to;</p> <ul style="list-style-type: none"> Bullying Minor Theft Damage to property Defiance of authority Verbal abuse (profanity) Retribution against any person who has intervened to prevent or report on bullying Posting pictures to social media from school Misuse of electronic devices Academic dishonesty Skipping class Repetitive and persistent Level One misbehaviour 	<p>Infractions may include, but not limited to;</p> <ul style="list-style-type: none"> Fighting/Assault Harassment Major Theft Vandalism of property Possession or use of e-cigarettes, vaping equipment, cigarettes and tobacco products, alcohol or drugs Recording audio or video of anyone without explicit permission. Weapons or any related item that could be used as a weapon or resembles a weapon. Sharing or sending sexually explicit texts, images or videos. Repetitive and persistent Level Two Misbehavior.
<p>Possible actions that may be taken;</p> <ul style="list-style-type: none"> A staff member will help the student(s) be made aware of the proper behaviour. A teacher gives logical consequences for negative actions, e.g. a student who is late is asked to make time up at recess. Parent contact The student and teacher create a plan to correct the undesirable behaviour. Time apart from peers to calm down or reflect Missed recess. 	<p>Possible actions that may be taken;</p> <ul style="list-style-type: none"> Any action from Level One Student is referred to Administration Loss of privileges; eg.. school teams, dances, intramurals. Recess detentions Referral to counseling Community service to repair damage 1-3 day in-school or out-of-school suspension. 	<p>Possible actions that may be taken;</p> <ul style="list-style-type: none"> Any action from Level One or Level Two 1 - 5 day in-school or out-of-school suspension. R.C.M.P Involvement Possible recommendation to the School Board Discipline Committee for expulsion.

In considering each case, consequences may become more or less serious as is deemed appropriate by administration.

Student Lockers

Lockers belong to the Sturgeon Public Schools and may be searched at any time by the school administration. Students must provide their own lock or purchase a lock from the school office. Students will be required to provide their lock combination to their homeroom teacher. Primary and Elementary students do not require locks for their lockers.

School Fees and Textbook Rentals

Students are charged fees, depending upon program requirements and involvement in various activities. For example, students will be assessed additional fees for CTF courses, extra-curricular involvement, Music, Art, field trips, Hockey and Dance Academies, and locks. Textbooks are rented to students for a nominal fee.

Payment of fees is required at the beginning of each school year. Families experiencing financial hardship are asked to make arrangements with the Principal for alternative payment possibilities. Non-payment of fees will result in a collection agency obtaining payments. Non-returned materials (library books, texts, etc.) and damaged materials will result in student/parent notification and the cost of replacement being assessed against the student/family.

Students may be ineligible to participate in extracurricular activities such as graduation exercises and athletic competitions if any school fees are outstanding.

Liability for Damage to School Property

Gibbons School will charge parents the cost of repairing damaged property pursuant to Section 257(1) of the Education Act of Alberta.

Keeping Personal Technology Safe

While students are allowed to bring their devices to school, the school will not be responsible for any damages or loss to property. For this reason, ensure you label all items and be sure to lock them up at school when not in use. Every effort will be made to help students with lost or stolen items however, staff members are not responsible for these devices.

Student Use of School Telephone

Students will only be allowed to use the office phones for emergency purposes.

Students will only be called from class for phone calls of an emergent nature. If possible, please leave a message with our office staff if you need to contact your child. Please do not call or text your child during school hours.

Acceptable Use of Technology

At Gibbons School the students will adhere to the following:

- Cell phones/personal technology use continues to be at the teacher's discretion.
- If a student becomes a 'repeat offender', their privilege of having a personal device at school may be removed and parents will become involved.

Furthermore, the students **will**:

- use technology at school for schoolwork and projects only, unless otherwise directed by a staff member.
- keep passwords safe, and if someone finds out the password they will change it.
- will only visit websites and use programs and apps for research and work in class.
- ask permission before taking pictures or recording audio or video of anyone (including staff) or write anything about another person on any websites or other technology.
- be respectful of materials and only print work if the teacher requires a hard copy.
- use personal devices in class only with consent of the teacher for educational purposes.
- recognize that the Internet is a public platform and that students are responsible for their own actions.

The students **will not**:

- visit inappropriate websites or use inappropriate programs
- take pictures or record video/audio of people without their permission.
- post pictures, video or audio of any student or staff member
- take pictures or video of inappropriate behavior (ie. fighting).
- damage any of the school technology willfully and will tell staff if they see someone else doing it.
- use technology to bully or say hurtful things about anyone else and understand that they may be held accountable for comments made about another student or staff member over the Internet, text, or social media websites. **This includes posting comments when not at school.**
- plagiarize assignments by using someone else's work as their own (quoting material from the Internet or other sources is encouraged within reason to help support ideas).
- use any electronic device in the gym change rooms or washrooms.

Furthermore, please understand that:

- Students at Gibbons School will have access to the internet; students must handle it responsibly.
- Computer accounts and Internet access are a privilege and not a right.
- Students should think carefully about anything they may want to publish on the Internet. Anything deleted can be on the web for years after.
- Students are encouraged to be active at recess and lunch time and technology use is discouraged at these times.

Note: Consequences for students who misuse technology could mean but is not limited to being banned from school computers or being asked to keep all personal technology at home, may involve other school consequences such as detentions or suspensions having the device taken away and have a parent pick it up from school, or RCMP involvement when the school deems it necessary. Should technology use become an issue with a student, the school will work together with the student and parents to resolve it.

Assessment & Reporting Practices

The purpose of assessment is to gather information about student progress in order to improve teaching and learning. Information related to assessment is communicated in a clear manner to students, parents and teachers. Assessment provides students, parents and teachers with an accurate picture of student performance in relation to the goals and objectives of the Alberta Program of Studies. Gibbons students may engage in three types of assessment:

Formative Assessment provides ongoing information to help teachers and students determine what is required to improve knowledge and skills. It can provide practice in applying, demonstrating and extending knowledge, skills, and attitudes.

Summative Assessment is usually done at the end of an outcome/unit/concept. It is meant to provide information about progress and achievement. Summative assessments can also include but are not limited to projects, assignments, quizzes, performance tasks, etc. This information is posted on the Parent Portal.

Diagnostic Assessment is meant to provide information about a student's prior learning. It may help to identify a student's strengths or areas of concern allowing a teacher to make informative decisions about program planning for the student. Parental consent is required prior to any of these assessments and are initiated by the classroom teacher. This information is communicated to families in a parent conference. Based on meaningful and clear assessment practices, students are:

- Engaged and empowered in their learning process.
- Actively participating in the assessment of their work. Assessment tasks provide them with information that they can use for self-reflection and self-evaluation. This assists students in taking responsibility for their work and in becoming life-long learners. For students to progress, they must work independently and take ownership for their learning.

Rewrites - Students will not normally have the opportunity to re-write major tests or re-do major assignments as these summative assessments are a measure of student learning over a period of time. However, in the event that a student's performance on a summative assessment task is inconsistent with his/her performance in the unit of study, the teacher may allow the student to rewrite the test or re-do the assignment. This decision is at the teacher's discretion and there may be additional requirements that the student may have to complete prior to a re-write. -Students may be given the opportunity to write missed summative assessments under extenuating circumstances as determined by school personnel. (ie. a death in the family, medical issues with a Dr.'s note, etc.)

Provincial Achievement Test (PAT) Schedules

Please visit the [Alberta website](#) to view the 2022-2023 Diploma Exam and PAT Schedules.

Note: Students will receive a full exam schedule closer to final exams.

Work Not Handed In (NHI)

Teachers will assign clear deadlines and expectations for assignments and other learning activities related to their courses. Students will be responsible for these deadlines and will organize their time appropriately for the completion of these tasks. Should a student not hand in an assignment they will have their mark recorded as an NHI (Not Handed In). This mark will be calculated as a "0" in their final grade until such time as they meet with the teacher to discuss any process necessary for handing in their late assignment. Should a student not write a test, the same process will be followed until such time as they do write the test. Throughout this process, the teacher will use all means at their disposal to encourage the student to complete the assignment or write the test. They may for example:

- post the NHI on the parent portal
- encourage the student to complete the assignment or test
- provide extra time/extra help if required
- call home/email home
- meet with parents
- call in the school counselor
- call in school administration
- teacher may choose to exempt the student from the task

Interventions for Student Success

The staff at Gibbons School are dedicated to providing intervention strategies for students. In addition to classroom teacher expertise on differentiation and modifying curriculum the following resources are available:

- school based counselor
- school based special education coordinator
- division based special education team that includes: speech/language specialists, behavior specialists, psychologists and occupational therapists
- a solid relationship with Capital Health, Family and Community Services and RCMP

What to do if your child needs help?

- Talk to the homeroom teacher. Express your concerns and ask for the teacher's input. Work with your child's classroom teacher to identify your child's strengths and weaknesses.
- If necessary, a referral may be made to Sturgeon Public Schools Student Services for informal/formal assessment with your consent.
- As a team, you, the homeroom teacher, and a member of the support team from the student services team will determine the best possible program for your child, including modifications, inclusion and placement.
- The key to appropriate intervention is effective communication between teacher and parent.

Homework Policy

Developing a regular study pattern and skills at an early age helps students achieve success in their schooling. A regular schedule for homework helps to develop these skills.

Purpose of Homework

Homework can range from routine spelling and math drills to visits to local industries. Homework will depend, to a large extent, on the purpose for which it was designed. Some of the purposes of homework are:

- to reinforce lessons taught during class time
- to give students extra drill in an area where they may need practice
- to teach students to budget their time
- to help students develop self-reliance and good study habits
- to enable parents to see their children's assignments
- to give experience in research techniques
- to strengthen the ties between home and school, particularly when parents can help in some way with assignments
- to catch up on work or assignments missed due to absences

Parents Can Help

There are many ways parents can help with homework. These include:

- providing a quiet, regular place to work, helping their children organize their time for assignments
- being the "audience" for reading practice and spelling and math drills
- providing information and knowledge for projects
- using the "agenda" to check for homework and communicate with the teachers

The support and interest of parents will have a large influence on students' attitudes toward homework. If you have questions about the assignments your children are bringing home, don't hesitate to talk to their teachers. The actual time required for homework will vary with: the grade level; the student's ability; and the student's use of class time.

Homework Due to Absence

Short absences (1-2 days) do not usually require parents to request and pick up homework, unless the teacher deems it necessary. Many families take holidays during the school year resulting in the loss of school time. The teachers are not expected to be responsible for student catch-up for this type of absence. Parents are asked to minimize these absences and to help their children take responsibility for the missed work.

Counseling Services

A counselor is available to provide academic, social/emotional, and career/post-secondary counseling services to students. Students may make appointments with the counselor if they require assistance with social or emotional issues or to seek information or advice with academic, career or post-secondary questions. The counselor will periodically meet with students individually to ensure they are on track to graduate.

Student Academic Awards and Examinations

An Awards assembly will be held in June, to recognize those students who have exhibited academic achievement.

Academic recognition is determined as follows:

- **Principal's List**
 - Junior High - 90+ average in core subjects, no failure in any other subjects.
 - Elementary - a mark of 5 in all core subjects, no failure in any other subjects.
- **Honours**
 - Junior High - 80%-89% average in core subjects, no failures in any other subjects.
 - Elementary - marks of 4 and/or 5 in all core subjects, no failure in any other subjects.
- **Merit**
 - Junior High - 75-79% average in core subjects. No failures in any other subjects.
 - Elementary - one mark of 3 in all core subjects is permitted, no failure in any other subjects.

In June, Sturgeon Public 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 Exam Weightings

Grade 5	10%
Grade 6 (PAT)	10%
Grade 7	10%
Grade 8	15%
Grade 9 (PAT)	20%

Missed Final Exams

1. Supervising teachers will take attendance during final exams and the office staff will phone home if a student is missing. The student must try to come in to write the exam within one hour of the start time. The student will not be allowed an extension of the writing time unless approved by school administration.
2. If the student is unable to come in on the day of the exam due to extenuating circumstances (illness – medical note required, bereavement), the student’s parent/guardian must contact the school as soon as possible.
3. If buses are not running, Sturgeon Public Schools and school administration must act in the interests of the health and safety of students in emergency situations. If students are not able to write a final exam, school administration and teacher(s) will meet and decide on a plan of action. The teachers will then phone their own students with the plan. If a student does not hear from his/her teacher on the exam day, it is the student’s responsibility to contact the school the day following the exam to find out when the makeup exam will be.

Provincial Achievement Tests

1. If buses are not running, Alberta Education, and Sturgeon Public Schools must act in the interests of the health and safety of their students in emergency situations. If a student is not able to write a diploma exam due to inclement weather the needs of the student will be addressed by the “Special Cases Committee” of Alberta Education subsequent to the recommendation of the school principal.
2. If a student is not able to write due to illness or another emergency (i.e. bereavement) a form (available from the Office) must be completed by the student/parent/guardian and principal. If the reason is due to illness, the form must be completed by a physician parent/guardian and principal. The principal will make a recommendation, based on the best interest of the student, and submit to the “Special Cases Committee” of Alberta Education for approval.

Alternate Writing Times (PAT)

Administration must be very careful in allowing students to leave early as they are not receiving all the instruction required to complete a course(s), and this may necessitate that teachers prepare an additional exam. Parents are required to complete an Alternative Writing Request form which is available in the Office. Because circumstances vary, each case will have to be considered on its own merit. The final decision will be made by Gibbons School Administration

Plagiarism and Academic Dishonesty

Evidence of plagiarism or cheating on an exam or assignment may result in a mark of zero on the entire exam or assignment. Teachers have the discretion to provide an alternative assignment. Any student assisting another to cheat may also receive the same penalty.

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 standings awarded in any subject. The right to appeal may be exercised in the following manner:

1. **Appeal of an assignment mark must be made to the teacher no later than 2 days after the assignment has been returned.** Teacher response will be made within 5 working 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 may also be made after a regular reporting period. The correct procedure is the same as in (a) above.
3. **Appeals on final marks must be made to the principal no later than 5 days following the receipt of the marks.** The appeal must be 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.
4. 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.

Grade Promotion

At the 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. An average of less than 50% or failure in two or more core subjects may result in a recommendation for retention. Such a decision would be made in consultation with teachers, administration, and parents/guardians.

Programs

Inclusive Education & Integrated Support Program

Sturgeon School Division supports research that indicates students learn best when included in classrooms with peers whenever possible. All students are registered in homerooms with their peers. Teachers adapt and modify program expectations as required. Some students benefit from the support of an educational assistant at various times of the day. This support may be provided in an inclusive classroom setting or may require the students to work outside of the classroom with the educational assistant or the teacher.

Knowledge and Employability (K&E)

This program provides support to students in reading comprehension, writing and science, social studies and mathematics at the grade 8 & 9 level. The focus is on acquiring strong workplace skills. The program is an alternate curriculum that parallels the regular curriculum.

Team Sports

Gibbons School offers several team sports including: Volleyball, Basketball, Badminton, Running Club, Cross Country Run and Track and Field.

Volunteers in the School

All school volunteers require a criminal record check. The school will provide you with a letter completed free of charge if you go to the RCMP Detachment in your area. Please call the school if you would like a letter to volunteer.

Parents are encouraged to volunteer to help the school, both in the classroom and elsewhere. Volunteers can make many different contributions to the educational process in school. Tasks may include: reading to children and listening to them read, assisting with classroom discussions, noon hour supervision, helping with plays, demonstrating and instructing in arts and crafts, cooking for outdoor education, making charts and games, and accompanying classes on field trips.

Volunteers are asked to sign in at the office so that their contribution and attending in the school may be recorded. Volunteers wishing to offer their gifts of time and talents are asked to contact the school office or their child's homeroom teacher.

Gibbons School Council

Gibbons School has an elected school council consisting of parents, teachers and community representatives:

- to provide for more effective communications among parents and teachers on matters of common interest
- to work toward effective school/community relations
- to act in an advisory capacity to the Principal and/or the Board of Trustees
- to work cooperatively with the school for the purpose of improving school programs and facilities
- to provide leadership for the school
- to serve as a forum for items of mutual concern.

Council Members

All parents are welcome to attend the regularly scheduled monthly meetings held at the school. Minutes are recorded at all meetings and are available at the office or on our [website](#).