

**Student Handbook**

# Fox Creek School

Box 88  
Fox Creek, Alberta  
T0H 1P0

Telephone: 780 622 3742  
Fax: 780 622 3482  
Email: [foxcreek@ngrd.ab.ca](mailto:foxcreek@ngrd.ab.ca)  
Website: <http://fcs.ngrd.ab.ca>

This handbook belongs to:

Name \_\_\_\_\_

Phone \_\_\_\_\_

## Elementary Bell Schedule

Block	Time	Block	Time
Warning	8:40	Lunch	11:36 – 12:25
1	8:45 – 9:25	5	12:30 – 1:10
2	9:25 – 10:05	6	1:10 – 1:49
A.M. Recess	10:05 – 10:17	P.M. Recess	1:49 – 2:02
3	10:17 – 10:57	7	2:02 – 2:42
4	10:57 – 11:36	8	2:42 – 3:21

## **Welcome to Fox Creek School**

The purpose of this Student Handbook is to familiarize students and parents with our school expectations to ensure a successful, safe and caring learning environment for all students attending Fox Creek School. The rights and responsibilities of students are listed in this Handbook in addition to the various programs and opportunities we offer. This Handbook is designed to be used on a daily basis and intended to be beneficial in daily planning and as a study tool. By fully understanding and utilizing the information contained within, you have made the first step towards a very successful school year.

Fox Creek Administration

## **Mission Statement**

At Fox Creek School, students are taught to value learning and respect opinions, people and property. Our students are expected to work diligently to achieve their personal goals while learning to make a difference within a diverse global community.

Our school staff believes that all students, our future leaders, are capable of learning and reaching their academic potentials. Using reflective differentiated programming we support the learning styles and needs of our students, recognizing that students learn in different ways and at different rates.

We believe a positive school climate relies on school staff, parents and community stakeholders working together to create a variety of educational opportunities in a supporting, consistent, caring and safe environment. We rely on a collaborative relationship among parents, school staff and community stakeholders to invest in education and support school programming.

Updated: April, 2011

## **Students' Code of Ethics**

- I will exercise an appropriate degree of self control in my words and actions at all times while on school property and during any school sponsored event off campus.

- I will resolve conflicts in a constructive manner.
- I will respect the persons and property of the school, staff and fellow students.
- I will report violence, vandalism and other improper or unlawful activity to a person in authority knowing I will not be implicated in reporting it.

These behaviours can be achieved through co-operation and diligence on everyone's part. Parents must play an important and active role in this process.

## **Students' Rights and Responsibilities**

### **I have a right....**

- to an education.
- to be treated with dignity and respect in this school.

### **I have a responsibility to....**

- be a conscientious student.
- show consideration, courtesy and respect to myself, others and property.

## **Parents' Code of Ethics**

- I will establish a direct and personal contact with my child's school by visiting it and getting firsthand knowledge of its teaching activities and facilities.
- will demonstrate constructive attitudes toward the school, its programs and school sponsored events by supporting and co-operating with the teaching staff and the School Board to the fullest extent.
- I will make no criticism of the school without ensuring that I have accurate and firsthand information.
- I will encourage a positive attitude on the part of my child and will refrain from criticism of the staff or school in her/his presence.
- I will expect nothing for myself or for my child that is contrary to the interests of the entire school.
- I will accept my share of the responsibility for the partnership between home and school in the education of my child.
- I will cooperate with the school in developing and protecting the health and character of children.
- I will seek to learn about education materials and methods so that I better understand my child's school.



Fox Creek School  
Positive Behaviour Supports  
Grades K-6



<b>S</b> afety	Think before you act and follow the rules
<b>P</b> ride	Be proud of your school and your accomplishments
<b>A</b> ccountability	Take ownership for your behaviours and choices
<b>R</b> espect	Show respect to yourself, others and property
<b>K</b> nowledge	Strive to learn and help others learn
<b>S</b> elf-Control	Stopping pressures from within and acting the way you know and feel is right

To be a FLAME, we need SPARKS!



Fox Creek School  
Positive Behaviour Supports  
Grades 7-12



<b>F</b> riendship	Be involved and be a friend
--------------------	-----------------------------

<b>L</b> earning	Strive to learn and help others learn
------------------	---------------------------------------

--	--

<b>A</b> cceptance	Be accepting of others regardless of age, gender, or identity
<b>M</b> odeling	Model respectful behaviours of safety and self-control
<b>E</b> mpathy	Identify with the feelings of others
<b>S</b> uccess	Celebrate achievement of goals... <b>GRADUATE!!</b>

Home of the FLAMES!

<b><u>Level 1 Behaviours</u></b>		<b><u>Level 1 Rewards</u></b> *may include but not limited to:
<b>II. REINFORCEMENT BEHAVIOUR MATRIX</b>		Ratio of positive reinforcement to correction or consequences should be 4 to 1.
<b><u>Level 1 Behaviours</u></b> Rewards for Level 1 behaviours are decided on and monitored by classroom teacher		<b><u>Level 1 Consequences</u></b> *may include but not limited to: Notes in agenda Ratio of positive reinforcement to correction or consequences should be 4 to 1. High Fives, rounds of applause, seals of approval
Students exhibiting Level 1 behaviours will be asked to identify the inappropriate behaviour and describe the appropriate behaviour	<ul style="list-style-type: none"> <li>• Exemplary marks</li> <li>• Finishing extra work</li> <li>• Listening to supervisors and staff</li> <li>• Punctuality</li> </ul>	<ul style="list-style-type: none"> <li>• Daily PBS Draw</li> <li>• Weekly Draw</li> <li>• Positive Feedback</li> </ul>
<b><u>Level 2 Behaviours</u></b>		<b><u>Level 2 Rewards</u></b> * may include but not limited to:
Students exhibiting 3 Level 2 behaviours in a week are moved to Level 3	<ul style="list-style-type: none"> <li>• Helping another student learn</li> <li>• Cleaning up after someone else</li> <li>• Reporting a bullying situation</li> <li>• Encouraging other students to follow rules</li> <li>• Exemplary assignments</li> <li>• Good attendance (3-7 unexcused absences / semester)</li> </ul>	<ul style="list-style-type: none"> <li>• Phone Call</li> <li>• Letter / Certificate</li> <li>• Assembly Recognition</li> <li>• Work / Assignment Display</li> </ul>
<b><u>Level 3 Behaviours</u></b>		<b><u>Level 3 Rewards</u></b> * may include but not limited to:
	<ul style="list-style-type: none"> <li>• Repeated Level 2</li> <li>• Resolving a dispute</li> <li>• Reporting vandalism</li> <li>• Revealing the presence of weapons</li> <li>• Putting a stop to harassment or disrespect amongst peers</li> <li>• Reporting the possession / influence of illegal substances or materials</li> <li>• Near-perfect attendance (less than 3 unexcused absences per semester)</li> </ul>	<ul style="list-style-type: none"> <li>• Student Reward</li> <li>• Newsletter / Parent Bulletin</li> <li>• Website</li> </ul>

<b>behaviour.</b>		<b>consequences should be 4 to 1.</b>
<p><i>Consequences for Level 1 behaviours are decided on and monitored by classroom teacher</i></p> <p><b>Students exhibiting 3 Level 1 behaviours in a week are moved to Level 2</b></p>	<ul style="list-style-type: none"> <li>• Classroom disruption</li> <li>• Tardiness</li> <li>• Unfinished assignments</li> <li>• Lack of preparation</li> <li>• Disregarding instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal corrections</li> <li>• Loss of privileges</li> <li>• Clean-up duty</li> <li>• Apology (verbal / written)</li> </ul>
<p><b><u>Level 2 Behaviours</u></b></p> <p><b>Level 2 behaviours result in immediate verbal correction and a logical consequence including a written behaviour report to be placed on file.</b></p>		<p><b><u>Level 2 Consequences</u></b></p> <p>* may include but not limited to:</p>
<p><b>Students exhibiting 3 Level 2 behaviours in a week are moved to Level 3</b></p>	<ul style="list-style-type: none"> <li>• Chronic Level 1</li> <li>• Cheating</li> <li>• Lying</li> <li>• Swearing</li> <li>• Defiance</li> <li>• Bullying / Aggression</li> <li>• Skipping</li> </ul>	<ul style="list-style-type: none"> <li>• Written reflections</li> <li>• Detention</li> <li>• Behaviour reports</li> <li>• Parent contact</li> <li>• Loss of participation in school activities: (<i>Sports, Assemblies, Special Events, etc</i>)</li> </ul>
<p><b><u>Level 3 Behaviours</u></b></p> <p><b>Level 3 behaviours result in referral to administration for immediate corrective action. PBS Team may assist in facilitating corrective action to improve behaviour.</b></p>		<p><b><u>Level 3 Consequences</u></b></p> <p>* may include but not limited to:</p>
<p><i>Serious behaviour which violates the dignity, well-being, safety of a person or the school environment.</i></p>	<ul style="list-style-type: none"> <li>• Chronic Level 2</li> <li>• Stealing</li> <li>• Fighting / Assault</li> <li>• Vandalism</li> <li>• Weapons</li> <li>• Harassment</li> <li>• Intimidation / Uttering Threats</li> <li>• Egregious Disrespect</li> <li>• Possession / Influence of Illegal Substances or Materials</li> <li>• Chronic Absenteeism</li> <li>• Direct Verbal Abuse</li> </ul>	<ul style="list-style-type: none"> <li>• In-school suspension</li> <li>• Restitution</li> <li>• Parental escorts</li> <li>• Behaviour contracts</li> <li>• Attendance contracts</li> <li>• Out-of-School suspension</li> </ul>

According to the School Act (2007):

**Students**

Section 12: A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- a) be diligent in pursuing the student's studies;
- b) attend school regularly and punctually;
- c) co-operate fully with everyone authorized by the board to provide education programs and other services;
- d) comply with the rules of the school;
- e) account to the student's teachers for the student's conduct;
- f) respect the rights of others

### **Compulsory education**

Section 13 (1): An individual who is eligible to be enrolled in a school, at September 1 in a year is 6 years or older, and is younger than 16 years of age, shall attend school.

### **Students are expected to behave in law-abiding ways.**

School is NOT a sanctuary outside the law. Police advice/involvement will be sought as required. "Obedience of the law is demanded, not asked as a favour." School is not a sanctuary for socially unacceptable behaviours. Failure to abide by rules and expectations will result in sanctions sought for individual students. These sanctions can include disciplinary reassignments, suspensions, or expulsion.

### **BULLYING**

From Red Cross RespectED: "Bullying and harassment are the misuse of power to intimidate, humiliate, terrorize, or make another person do something they don't want to do". Bullying in Fox Creek School will not be tolerated and will be subject to the consequences outlined in the Fox Creek School Positive Behaviour Plan.

### **ATTENDANCE**

Students are expected to be in attendance for all classes they are registered in and absences must be confirmed and excused by the parent or guardian. Students arriving late for class are not demonstrating respect for themselves or others. **Three unexcused lates will equate to one unexcused absence.**

Poor attendance will result in contact with the parent by the teacher. If the matter is not resolved, a warning letter will be sent home. Continued truancy will result in a conference with administration, teachers, parents and the student and eventually referral to the Attendance Officer.

### **DRESS CODE**

**A public school reserves the right to establish a dress standard that is reasonable for all concerned.**

Students are asked to co-operate with the school by dressing appropriately. It is expected that students will remove headgear upon entering the school. In addition, clothing that is **suggestive, provocative, insulting and/or unsuitable for public wear or which may result in distraction, disturbance, or interruption of school proceedings is inappropriate.** Such clothing will be discussed with the student and/or parent/guardian and school administration. Students will be asked to change their clothing during regular school hours, as well as, during school sponsored and related activities.

### **LOCKERS**

The locker is the property of the school and the school reserves the right to inspect it and its contents at any time. Students may not use their own lock without permission of the administration. The student is responsible for any damages to the locker they are assigned.

### **LUNCH POLICY**



Elementary students, who choose to stay at school for lunch will eat in the classroom with a staff supervisor. Any student who repeatedly creates problems over the lunch period will have their privilege of staying withdrawn.

### **MEDICATION, ILLNESS AND INJURY**

The office will only administer prescription medication provided there is parental/guardian permission documentation on file. Students will not be permitted to leave the school unless a parent or guardian has been contacted.

### **RESTRICTED SUBSTANCES**

As per Northern Gateway Public Schools Administrative Procedure #353, students shall not be in possession of, use or distribute restricted substances, including but not limited to cigarettes. The consequence for violation of this procedure will be suspension and where deemed appropriate, expulsion.

### **TECHNOLOGY USE**

Every student must sign an Acceptable Use of School Computers Agreement before they are entered on the system. The form details all expectations for the use of the Fox Creek School computers and its system. The expectations for computer use extend to students with their own Wi-Fi access (i.e. air cards).

With respect to personal electronic devices, students are required to use them with consideration and integrity. **Inappropriate and unapproved use of any technological device will result in the device being removed and its use no longer permitted.**

### **TELEPHONES**

A phone is located in the front office window for calls of an emergent nature. Calls on this phone should be restricted to necessary contacts and one to two minutes in duration.

### **BUS CONDUCT**

Students shall conduct themselves in an appropriate manner at all times. Failure to behave or disregarding a supervisor's instructions may result in the suspension of bus riding privileges.

### **TRANSPORTATION**

During school hours, bicycles will be placed and locked in the racks provided. Scooters and skateboards etc. will be placed in lockers and vehicles will be parked in the side parking lot. Bicycles and skateboards are not to be ridden in the parking lot or playground area. Unauthorized vehicles in the parking lot are liable to be towed away (signs have been placed in the parking lot).

### **STUDENTS ON SUSPENSION**

#### **IN-SCHOOL SUSPENSIONS (I.S.S)**

The student remains in the school. All privileges are suspended; classes are not attended. I.S.S may be one to five days. If the student is disruptive during an ISS, an out-of-school suspension will be given.

#### **OUT -OF-SCHOOL SUSPENSIONS (O.S.S)**

An out-of-school suspension is a formal disciplinary action that can be sought by the Principal. It involves short-term exclusion of a student from class, from attending school and from all school activities up to a maximum of five school days.

A student who has been suspended from school is not to be on school grounds or in the building for the duration of the suspension, nor will they participate in extracurricular activities. The student will be considered trespassing if present on school grounds during the period of the O.S.S. Copies of any OSS letter are sent to the Superintendent and placed in the student's file. A re-entry meeting will be held with the Principal or Assistant Principal the morning of the student's re-entry to school along with their parent, to discuss with the student, more appropriate behavior and alternative choices in subsequent situations.

### **COUNSELING**

The C.H.A.M.P Team provides programming geared towards empowering all students and those children at risk. The school has access to a Community Early Intervention Worker, a Mental Health Worker and an Alberta Health Services Counselor who are available to help students and families with personal difficulties. Parent permission forms must be signed to access these services.

### **SOLICITING**

Students shall not sell raffle tickets, merchandise or employ other methods of fundraising in the school building except in the event of school approved ventures.

### **VISITORS**

All visitors to the school must report to the office.

### **FIELD TRIPS**

As with any extra-curricular activity, **participation on a field trip is a privilege not a right**. Students may be denied participation on a trip if their conduct has been inappropriate. Participation in any off campus field trip requires signed parent/guardian consent.

### **Assessment**

According to Northern Gateway Public Schools Administrative Procedure 359:

#### **Definitions**

- **Assessment for Learning** – assessment experiences that result in an ongoing exchange of information between students and teachers about student progress toward clearly specified learner outcomes (also diagnostic and formative assessment refers to information not used for grading purposes)
  
- **Assessment of Learning**- assessment experiences designed to collect information about learning to make judgments about student performance at the end of a period of instruction to be shared with those outside classrooms (also called a summative assessment; refers to performance data compiled as a grade).
- **Grade Level of Achievement**- a teacher's professional judgment, based on the results from a variety of classroom assessments throughout the school year, expressed as "at", "above" or "below" in relation to learner outcomes in a subject area after a course or specific grade level has been completed.
- The complete Administrative Procedure 359 is available on [www.ngrd.ab.ca](http://www.ngrd.ab.ca)

### **Final Marks Appeal**

1. The first appeal should be made in writing to the school principal within one week of the time final standings are released to students. The written appeal should outline the reason or reasons for making the request.
2. In the absence of the school principal or should the student not be satisfied with the outcome of the appeal made to the school principal, a student or their guardian may request a hearing by the Superintendent of Schools for Northern Gateway Public Schools.

### **Reporting Periods**

Kg-Grade 6 - three reporting periods per year

Grade 7-9 - four reporting periods per year

Grade 10-12 - semestered courses (end of January and June) two reporting periods per semester

- full year courses have four reporting periods per year

Parent – Teacher conferences are held following each reporting period.