

Chinook's Edge School Division

Spruce View School

Student Handbook



Always a Viking...

Viking Pride in Self, Viking Pride in Others, Viking Pride in Community

What every student/parent should know?

Frequently asked questions:

❑ **Where do I find information about what is happening at the school?**

Please refer to our website as we work hard to keep it updated from week to week at www.spruceviewschool.com You may also follow us on Facebook and receive our weekly digital newsletters through email.

❑ **When can we contact the school?**

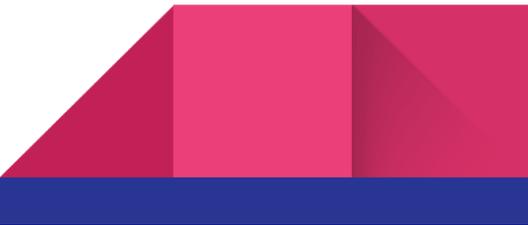
School office hours are from 8:00am-4:00pm Monday through Friday. In the event you wish to connect with teachers, please do not hesitate to email and schedule appointments throughout the year.

❑ **How do I track a student's progress in their classes?**

Please use PowerSchool portal (Gr 5-12) which can be set up through our website and information is sent home with each student. With that portal, you can track academic progress and attendance.

❑ **In case of emergency, how will the school contact me?**

The school is equipped with a "School Messenger Alert" system. You will be given the opportunity to set up your account with the preferred contact information for this automated system. Any assistance required can be received through the main office. A blanket text, voicemail, or email will be sent if necessary. This system is also used for daily attendance, which makes it vital for proper set up.



❑ **Who does what in career planning in the High School?**

Mr. Steeves	Parent/student discussions, career planning events, graduation ceremony
Mrs. Russell	HS course guidance, post-secondary requirements, general career counseling, graduation teacher liaison
Mrs. Kreil	Alberta Education liaison, official course selection, student timetables (adding/dropping courses), work experience credits, My Pass (transcripts and credit counts), graduation requirements, diploma exam administration, Blended student liaison for Career High, attendance
Mrs. Schweer	My Blue Print (career planning website) admin, RAP applications, Green Certificate (Agri credits), Dual credit opportunities (OC & RDC), On-line Safety Module courses, Scholarship/Awards applications, postsecondary research, Campus Alberta Central - distance learning rep

❑ **What is Green Certificate, RAP, Dual Credit, My Blueprint, Work Experience, Special Projects, etc.?**

These programs fall into the career exploration or career connections realm. SVS has developed a team (listed above) to help high school age students navigate their path into the work world from school. Green Certificate involves the agricultural sector and allows students with access to this world to earn credits through a series of verbal exams at Olds College. RAP or the Registered Apprenticeship Program allows students to enter the work world in a variety of areas and gain educational experience towards their individual apprenticeship before leaving their school time. Dual Credit allows students to take a post-secondary course at a local institution while earning high school related credits at the same time. My Blue Print is an extensive on-line student tracking tool for helping students navigate their interests and career opportunities. There may be other planning opportunities that are new so check in with the team!

❑ **What can I do at SVS?**

Clubs and extracurricular activities are a great way to build life experience and develop personal interests. These can also be used on resumes with the development of leadership skills. Have you thought about Leadership, Mentorship, Athletics, and/or tutoring?

❑ **What are complementary courses?**

These courses formerly known as “options” are specifically designed to enhance your typical academic courses with practical applications. Many students do not value these courses in the way they should but forget that they are a graduation requirement. This year we plan to increase the formality of these courses in the hopes of better career exploration.

❑ **Does Alberta Education and Chinook’s Edge School Division have a policy on student behaviour?**

The School Act states: A student shall conduct himself so as to reasonably comply with the following code of conduct:

- 1.1. be diligent in pursuing his studies;
- 1.2. attend school regularly and punctually;
- 1.3. cooperate fully with everyone authorized by the Board to provide education programs and other services;
- 1.4. comply with the rules of the school;
- 1.5. account to his teachers for his conduct;
- 1.6. respect the rights of others.

In accordance with the School Act, the Principal will respond to any student issues listed above with an appropriate response that protects the learning environment of the



school. If you wish to read the Admin Procedures provided by the CESD Board, please refer to their website at www.chinooksedge.ab.ca

❑ What is the attendance policy?

All official attendance must go through Mrs. Kriel at the front office with teachers submitting their attendance from their computers at the beginning of class. The automated system will send messages home daily based on the teacher's submitted attendance. If the system is not correct please contact Mrs. Kriel.

❑ How many classes can a student miss?

- ❑ Credits/Grades are awarded upon completion of instructional minutes not just the tasks assigned. The student's physical presence in the classroom is crucial for the teacher to complete the teaching.
- ❑ Too many students choose to avoid classroom time and therefore lack the vital skills to stay focused on the completion of a task in the work world.
- ❑ Skipping class (on-campus or off) will warrant consequences and made up learning time.
- ❑ If **5 missed classes (excused or unexcused)** are accumulated, a parent meeting to discuss a plan for course completion, will be required.
- ❑ If **5 unexcused absences** are accumulated, the **student will be removed** from that course. Any course that is not dropped following the initial two weeks of a semester will appear as failed on that student's transcript, as required by Alberta Education.
- ❑ Did you know....according to the math, if a student takes one 5 minute bathroom break every single class period in a week, they will have missed an entire month of learning time for that school year.

❑ How many courses do I need to take?

In order to receive a graduate diploma from Alberta Education you must meet the minimum requirement of courses (course type and list is at the office) along with 100 total credits passed. In order to achieve this, we require Gr 10 students to complete 40 credits, Gr 11 to complete 40 credits, and Gr 12s to complete 30 credits in that school year. Your timetable is determined through the main office and any withdrawals from a course must occur within the first 2 weeks of a semester following documentation received at the office.



❑ **Where can I be if I don't have a class?**

Hallway policy - In order to avoid distractions in scheduled classes, any students not in class in the high school hallway should be working in the Learning Commons or Student Gathering areas. Students are not to be wandering the hallways during class time. As such, any students not working will be asked to leave the campus and return for their scheduled classes.

❑ **Will there be homework?**

Homework outside of class time will be required to be the most successful. Time required for homework will vary according to student ability and expectations, course and type of task, and personal time management skills. However, the typical high school student might spend 15 to 45 minutes per course per night on such things as practice, preparation, reinforcement and enrichment.

❑ **What if I don't do my homework?**

There will often be time to complete work during class and flex. We understand that sometimes deadline extensions may be required. However, to encourage accountability and appropriate time management, any assignments that are not completed by the given due date will receive a zero unless an extension has been approved before the due date. Opportunities for make-up assignments must be initiated by the student and approved by the teacher.

❑ **What is appropriate clothing for a K-12 public school?**

- ❑ As a staff, the school is our place of work/business. Therefore, we ask that students dress appropriately for the workplace/learning place. Please avoid attire that makes anyone uncomfortable.
 - ❑ Attire that is matched for the beach, the club, or your bedroom is not suitable for the school. We will avoid setting specific clothing guidelines as long as the students and staff can agree that the attire is appropriate for the school & workplace. The staff member
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does have the right to deny access to their space if the attire is a distraction to the learning environment.

- ❑ Any emblems, slogans, and logos that are not appropriate (drugs, alcohol, sexually explicit, racial, etc.) for a K-12 learning focus will be asked to be removed from the school immediately.
- ❑ Any disagreement between student/parent and staff may be taken up at the appropriate time (not class time) with admin as necessary. Communication with home will occur as necessary.

❑ **How does parking at the high school end work?**

Students that drive are welcome to park anywhere in the parking lot, but generally stay to the east end, nearest the high school entrance. Vehicle movement alongside loading buses is prohibited therefore the east side allows for an easier dismissal time. Students should park efficiently enough to allow space for everyone. Anyone not following safe driving practices for the safety of all pedestrians will have their parking privileges suspended for an indefinite amount of time. At which point they will be asked to park in Spruce View and walk the pathway to school.

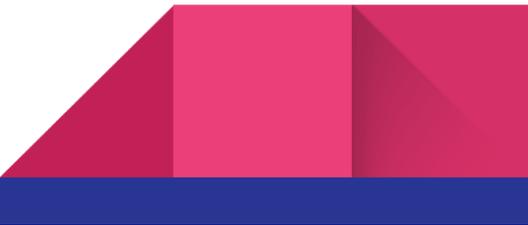
❑ **When can I use my cell phone?**

Inability to self-regulate cell phone use has created a learning focus problem in schools. We ask that students learn habits for using their devices during non-instructional times throughout the school day.

Cell phone/digital device use:

- ❑ They are a learning distraction more than a learning tool for teachers. Device allowance will be at the Teacher's discretion. Most teachers will ask that students check-in their cell phones at the beginning of class.
- ❑ **Parent contact with students during class time is a distraction to everyone and needs to be made through the office for safety/accountability purposes.**
- ❑ Teachers have the right to deny phones from their classrooms and confiscate them as needed to improve the learning focus.
- ❑ Repeat offenders (2 or more times) will have their parents involved in the reclaiming process.
- ❑ **Parent support is vital** around teaching proper cell phone habits in the workplace.

❑ **What is inappropriate use of technology?**



As a school division, CESD provides a technology user agreement (check website) that clearly states that technology should be used for educational purposes. Anyone using web access, equipment, etc. in a detrimental way to themselves or others will be faced with serious consequences. Access to this technology may be denied for an indefinite amount of time and all educational experiences will be completed through non-digital means. In the event, that school owned technology is broken, the student may be charged to replace it. Proper Digital Citizenship will be taught by the teachers as they encourage technology use as an efficiency to their teaching.

❑ How do I handle an inappropriate social media situation?

While proper use of social media is valuable in network learning and even encouraged by educators, it requires the ability to know “right” from “wrong” much like other aspects of life. In the event, that a student is using social media (inside or outside the school day) that is deemed irresponsible and unbecoming of a student at the school, consequences will result. Events that occur outside the school but directly affect the learning environment and relationships between students will be dealt with by the school regardless of where they occurred. Please report all suspicious on-line behaviour regarding students to the appropriate school authorities.

❑ Can I be suspended from a team or extracurricular activity for not doing well in my classes?

Yes, students are expected to balance their academic world with their activities. If a student is failing a course, as a school we are responsible for helping them achieve success. A student may be forced to miss time with their respective group in order to represent the Vikings properly.

❑ Are food and beverages allowed in class?



As staff, we recognize the need for growing youth to have access to nutrition for the learning process. We provide opportunities throughout the school day to meet those nutritional requirements. Staff may provide additional opportunities if they see fit to do so and it is not a distraction to the teaching and learning. Snacks that become a distraction to the student or their classmates will be removed until an appropriate time. We also ask for students to avoid consuming products that become detrimental to that student's learning, such as, high sugar energy drinks. These products can cause young adults to become unsettled and unfocused which creates a learning issue for others.

❑ **What happens if I disagree with a staff member?**

We recognize that students may not always agree with the decision of a staff member. In the event that this occurs, we ask that students remain calm and ask respectful questions of the staff member, at an appropriate time, in order to receive the explanation. If a student becomes defiant towards staff, they will be dealt with by administration. As a school, respect will flow both ways and relationships maintained if disagreements are handled in this way.

[Read more on our website](#)

We thank you for taking the time to review this document as students and hope that this will prepare everyone for a successful school year.

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