

## PRINCIPAL'S MESSAGE

Welcome to Summitview Middle School, home of the Eagles!

The 2021-2022 school year is going to be an outstanding one for our students and staff! We look forward to working with you to bring the best educational experiences possible, both in the classroom and beyond! Bring your Eagle Pride and let's have a great year!

Mr. John Hammer, Principal

## MISSION STATEMENT

Our Mission as a school community is to educate students academically, socially and emotionally, to become life-long learners and socially responsible citizens.

## VISION STATEMENT

High educational standards are met and are responsive to each student's needs.

Students have the opportunity to participate in a variety of complementary experiences.

Positive social skills, citizenship and self-worth are promoted.

Students acquire the skills needed to adapt to a changing society.

Collaborative partnerships are formed with the community in order to achieve a positive, open and innovative learning environment for all.

Students and staff demonstrate acceptance.

## INTRODUCTION

This handbook is provided to parents of all students attending Summitview Middle School so that they may become more familiar with and obtain information about school activities, programs, expectations, and procedures.

As well, any time that you have a question or concern relative to your child or the school, you are encouraged to call your child's teacher, the Principal, or the Assistant Principal. Our school endorses an "Open Door Policy" and encourages you to be an active participant in your child's education.

## SCHOOL TIMES

8:20 First Bell: Students will be allowed into the building in their grade level cohorts. Separate doors for grades 4-5, 6, and 7-8 students.  
8:30 Final Bell; classes start  
10:00-10:15 Recess 7-8 Students  
10:15-10:30-- Recess 4-6 Students  
11:45 Lunch and Lunch Recess-- Staggered 7-8 Students go outside —Students must stay at school  
12:05 Lunch and Lunch Recess-- Staggered 4-6 students go outside--Students must stay at school  
12:25 First Bell  
12:30 Students Must be in class at this time  
2:05-2:10 Break  
2:55 Dismissal

- Please note: Students are expected to be outside during recess. Please ensure students dress for the weather. Students are allowed inside during the times listed above if the temperature is -20 C or less. Teacher supervision is in place for both outdoor and indoor activities.

## SCHOOL FEES

In accordance with Grande Yellowhead Public School Division Policy the following fees are payable at the time of a student's registration:

- \$30.00 swimming fees (Grades 4, 5 & 6)
- \$8.00 student planner (Grade 4, 5 and 6 only)
- \$7.00 new locks (All Grade 4 students/New students)

**TOTAL GRADE 4 \$45.00**

**TOTAL GRADE 5/6 \$ 38.00**

**Grade 5/6 new student \$ 45.00**

**TOTAL GRADE 7/8 New Student \$7.00**

There may be additional fees charged throughout the year for extra-curricular activities, field trips, sports trips and special projects in some Grade 7/8 Complementary courses. In all cases we attempt to keep these as low as possible

## TEXTBOOKS

All students will be issued textbooks on the first day of school and **the responsibility for the care of these resides with the student.** Any textbook, library book, or other item of school property that is lost, damaged, or defaced must be paid for by the student's parent or guardian following a letter issued by the school office. We do textbook checks throughout the year. Students may lose extracurricular privileges if textbooks are missing. We wish to encourage responsible and respectful use of school property.

## BIRTH CERTIFICATES

The Government of Alberta requires schools to verify a student's legal name and date of birth by keeping on file one of the following documents: birth certificate, vital statistics document, Canadian citizenship document, current passport, or permanent resident/landed immigrant documents. Failure to have proof of citizenship could affect the school's funding from the Government of Alberta. To meet this requirement parents/guardians are asked to present their child's birth certificate, etc. when registering their child at Summitview.

## STUDENT CODE OF CONDUCT

To foster a positive school environment which is conducive to effective learning, we expect students at Summitview School to (as outlined in Section 31 of the Education Act):

1. Attend school and learn to the best of their ability and to respect the learning of others.
2. Respect the rights of students and staff while contributing to a welcoming, caring, respectful and safe learning environment to respect diversity and foster a sense of belonging, while complying with the rules of the school and cooperating fully with school staff.
3. Respect school property and the property of others.

## Parental Responsibilities

Parents/guardians are an essential support in helping their students meet the expectations of our school code of conduct. The Education Act sets expectations for parents' support in helping students achieve their responsibilities. Parents/guardians are a child's first teacher and we recognize the importance of working with the parents/guardians of our students to help our students succeed. Parents/guardians are expected to support their child in achieving educational success in their learning and behaviour. Parents/guardians are part of our school community and need to ensure that their actions contribute to a welcoming, caring, respectful and safe learning environment.

We look forward to cooperating and collaborating with Summitview parents to build positive respectful relationships in and out of the school setting which will help students be successful in implementing needed support for their academics and behaviour. We look forward to working with parents as they engage with our school community.

## School Rules

1. Students will demonstrate respect for authority, others, property, and themselves.
2. Respect all people by not putting your hands on them, using non-violent means of resolving conflict, and being respectful with your language. Do this at all times regardless of previous history, ethnicities, races, religions, genders and sexual orientations.
3. Leave school property at the end of the school day or school sponsored events to check in with parents. Parents are responsible for their children after the supervisors leave.
4. Technology is to be used appropriately and under the direction of school staff in accordance with the technology agreement.
5. Cameras and devices are not allowed in washrooms or changerooms.
6. Liability for damage to property rests with the parents for school property that is willfully damaged.
7. Prohibited on school property: violence, profanity, obscenities, racial comments, insulting statements or actions.

## Acceptable Behaviour

Students are accountable for their behaviour whether or not it occurs on school property or within the school day. When behaviour occurs off school property, or outside of regular school hours and threatens the safety or well-being of individuals within the school community or disrupts the learning environment, school administrators may apply consequences for the behaviour.

Examples of acceptable behaviour include but are not limited to:

1. Behaviours that support the learning of others and/or the school environment.
2. Behaviours that create safe conditions.
3. Students will encourage acceptable positive behaviour in others by: reporting and not participating in harassment, acts of bullying, threats, or intimidation. This includes in person, indirect, or electronic behaviours.

4. Reporting and not participating in physical violence.
5. Reporting and not participating in the possession of weapons.
6. Reporting and not being under the influence of or possession of any controlled substance.
7. Students need to comply with section 31 of the Education Act.

### **Student Rights and Responsibilities**

1. Students are responsible for appropriate use of technology. Appropriate student devices use will be dictated by the classroom teacher.
2. Students have a right to learn in a classroom designed for optimum learning where expectations and consequences are clearly developed to maintain a positive classroom climate and to ensure that classroom discipline is consistent, fair, and maintains the dignity and self-worth of students and staff.
3. Students have a right to safety and a responsibility to respect all persons and property within our community to meet the expectations of being a good citizen.

### **Consequences for Behaviour**

When responding to student behaviour we will consider the effect of the behaviour on other members of the school community, the nature of the action or incident, the students previous conduct and previous interventions, the students age, maturity and individual circumstances, and the student's learning needs.

Consequences could include detention, short term removal of privileges, assignment to an alternate supervised location, behaviour planning, suspension, or expulsion. These consequences, as well as other options, will be implemented using the reasoned judgment of staff and administration. Parents will be informed of the decisions of the administration for all consequences given. Support will be given for students impacted by inappropriate behaviour as well as for students who engage in inappropriate behaviour.

If a student's device is brought to the office we will give one warning to the student and return it at the end of the day. On the second office confiscation parents will be called and the device will be returned at the end of the day. On the third office confiscation of the device a parent will be required to collect the device from the office and all personal device

privileges will be suspended for the remainder of the year.

### **Bullying and Conflict**

Conflict occurs when there is a breakdown in relationships between individuals that results from a disagreement or misunderstanding. While conflicts may require adult intervention, they are considered to be a natural part of how students learn to navigate relationships and to resolve conflict.

Bullying is defined in the Education Act as repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear, or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation.

Bullying can take different forms:

- Physical (e.g. pushing, hitting)
- Verbal (e.g. name calling, threats)
- Social (e.g. exclusion, rumours)
- Electronic (e.g. using technology to harass or threaten)

All students are expected to refrain from, report, and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means.

Students are also expected to resolve conflict or seek assistance to resolve conflict in a peaceful, safe and non-threatening manner that is conducive to learning and growth. It is our school staffs' responsibility to investigate conflict, use their reasoned judgement and help address this conflict between students. Appropriate strategies may include counselling, mediation, consequences and or forms of restorative practice.

### **Student Dress Code**

Students are responsible for ensuring that they are dressed for the learning activity in which they are taking part. This includes a pair of clean gym shoes and appropriate clothing for physical education. Students are expected to dress in a manner that reflects a positive sense of self within a welcoming, inclusive, safe, and healthy learning environment. School expectations for student attire take into account a student's right to fairness, dignity, and respect and will not discriminate against students based on race, gender, gender identity, gender expression, sexual orientation, ethnicity, religion,

cultural observance, socio-economic status, or body type.

Dress code expectations will be implemented in a manner that empowers students to make decisions that promote a positive sense of self and contribute to a respectful learning environment. Clothing must be appropriate for the learning activity.

Clothing that covers the back, chest and midriff is considered appropriate. Clothing that covers undergarments is required. Headwear and outdoor footwear should be removed at the door.

### **Regular Attendance-- It's the Law--and Essential for Learning**

Regular and punctual school attendance is a significant contributing factor to student learning, success and maximization of the benefits of effective educational opportunities and resources available in schools. Studies show that an attendance rate of less than 90% has a significant negative impact on learning. In accordance with the Education Act and related regulations, regular school attendance is required and expected of all students attending the Division's schools. Specific provisions regulating, monitoring and reporting the attendance of students shall be developed by schools in consultation with students, parents, teachers, school administrators and school councils, as appropriate. It shall be the responsibility of parents to ensure compliance with student attendance requirements and the responsibility of schools to ensure that parents are informed promptly when the attendance of students is unsatisfactory.

According to the Education Act, the only absences from school which are considered excusable are illness, hospitalization, or mandatory court appearance. All other absences are deemed to be inexcusable. Student attendance is carefully monitored and letters are issued to students whose absences are extreme. In cases of chronic absenteeism, the Superintendent will be informed and legal action may be taken.

### **Student Absence Contact**

At Summitview, **parents are required to notify the school if their child will be absent. Please telephone (780-827-3820) anytime as we have an answering machine, send a Facebook message or send a note to your child's teacher.** Where the absence has not been reported a telephone check will

be initiated to determine the whereabouts of the student.

Your cooperation in notifying the school will be greatly appreciated.

### **Student Appointments**

Students who need to leave during the school day must sign out at the office. Please call in advance if you need to pick your child up or drop anything off and we will send your child out to you.

### **Student Lates**

Arriving at school on time is important for students as it allows them the opportunity to get organized and begin a lesson. Students must be at school on time in both the morning and after lunch. Teachers and/or administration will contact parents/guardians by telephone to come up with a solution if students are consistently late. Parent/guardian intervention and support is essential.

### **Lost and Found**

The Lost and Found will be operating this year if it is allowed in our pandemic procedures. Please take extra precautions to label your child's belongings. If we have a lost and found up and running students will be encouraged to check it weekly by their homeroom teacher.

### **EXTRA-CURRICULAR PROGRAM**

Normally, there are a variety of extra-curricular activities open to students. We will not be offering any extra curricular activities or clubs this year.

If our guidelines are relaxed during the course of the year we will offer activities that will vary from time to time according to student and staff interests. Staff members volunteer their personal time to organize these activities. All students are encouraged to participate.

#### **(a) Student Council**

Each student is encouraged to become involved in the Student Council. Elections are held each year for Executive posts of President, and Vice President. Room representatives also are elected at the beginning of the school year. Meetings and activities will take place on a regular basis.

#### **(b) Clubs**

These will be organized according to staff and student interests.

- (c) **Sports**  
Team sports may include volleyball, basketball, badminton, curling, and track and field.

## PROGRAMS

(a) **Swimming Program (Grades 4, 5 & 6)**

Every Grade 4, 5 and 6 student will participate in the school swimming lessons offered by the Grande Cache Recreation Department. Cost to the students is \$30.00. Swimming fees are payable to the school upon registration. **Unless a child has a note from parents explaining why they will not be participating, all students are expected to take part.**

(b) **Career & Technology Foundations (Complimentary Courses))**

Students in Grades 6, 7 and 8 are enrolled in complementary courses as part of their prescribed course of studies. During the school year students will take a variety of courses offered at Summitview School. Fees may be charged to cover the cost of materials for special projects related to some courses.

## STUDENT ASSESSMENT

The Summitview School assessment and reporting system is designed to meet the following needs for its middle years students:

1. To give parents and students a more accurate and informative picture of each student's progress.
2. To give students, no matter what their abilities, an incentive to do well academically as well as socially and emotionally.
3. To provide a variety of opportunities for students to demonstrate learning outcomes based on what they know and can do.

**A. Academic Reporting**

Regularly check powerschool to keep up to date on your child's learning and continually reach out to the teacher with any questions or concerns that may arise throughout the year.

A **Progress Report** will come home in the beginning of November with a list of student marks as well as an accounting of student behaviour. This will be followed by a parent teacher interview process. Please come to this meeting with a solution based focus which aims to improve the education of your child. A student **Report Card** will be issued in January. Please contact your child's teacher if needed to support the learning at

this time. We have another **Progress Report** in April followed by another parent teacher interview night. These reporting times will provide information to parents/guardians and students through the use of percentage marks, letter grades, behaviour forms and anecdotal comments.

**B. Informal Contacts**

Telephone calls, emails, letters, meetings, etc. will support student learning and behaviour throughout the year. Parents/Guardians, teachers and administration are responsible for regular contact to work together to create a safe and optimal learning environment. Feel free to contact regularly.

**C. Student Recognition**

Each semester one student per homeroom will be recognized for academic excellence in Math, Language Arts, Physical Education, Social Studies, and Science. We will also award in each homeroom one award for citizenship and two awards for persistence,

"Honour Roll" certificates will be presented at the year end assembly. These will be awarded to students who have achieved an average of %80 for their year end marks for Math, Language Arts, Physical Education, Social Studies, and Science.

"Outstanding Academic Achievement Awards" will be presented annually to Grade 8 students who have received Honour Roll during all years in Grades 4 to 8.

Perfect Attendance Award is given at the year-end assembly to students with no absences. In addition, a No Lates Award is given to those students who have no unexcused lates recorded throughout the year.

Individual Athletic Awards will also be given at year-end.

## HOMEWORK/STUDENT PLANNER

Homework is an inevitable, necessary, and vital component in reinforcing student learning and practicing required skills. **A student who regularly and consistently keeps up with assignments will do well.**

All students in grades 4, 5 and 6 are issued a student planner on the first day of classes. The intention is that this be used on a daily basis and checked by parents.

Helpful hints:

- If the planner does not come home, send the student back to school to get it and any necessary books. The main doors are open until 5:00 p.m.
- Have your child do their homework in an observable location (kitchen table) so you can keep an eye on them. A regular set-aside time is advisable.
- Have a consequence for those times when planner and/or books do not come home (i.e. no tablet use) and stick with it.
- Contact the teacher if your child never has homework. This is likely not the case!
- Ensure that all books and materials are returned to school each morning.

With your assistance and careful monitoring and communication with teachers, student learning can greatly improve.

### **LOCKS & LOCKERS**

Students are assigned a locker at the beginning of each year. All new students and students entering Grade 4 will be charged \$7.00 for a lock which will be theirs for their entire time at Summitview. Should a lock become damaged or lost it is the student's responsibility to purchase another one from the school. As the school cannot be responsible for lost property from lockers it is important that students not share their combination with anyone.

### **Homework Help**

If students must be kept after school to complete work, as a general rule they will leave the building by 4:00 p.m. They may use the phone in their classes to call home and advise their parents/guardians of their whereabouts.

### **INJURIES/ILLNESS**

Parents should ensure that an emergency contact phone number is up to date in the event we are unable to contact you for a serious injury or illness. Please ensure to update information with the school if there are any changes.

In the event of minor bumps or bruises treatment will occur at school. Parents are always contacted whenever there is a medical judgement to be made, for all head injuries, and for any potentially serious injury. In the most extreme circumstances an ambulance will be called.

### **BIKES/SCOOTERS/SKATEBOARDS**

Bicycles brought to school must be left at the bike racks and must be locked, bikes/scooter/skateboards are not to be used during the school day. (Ex: recess

or if classes are outside) The school can accept no responsibility for theft or damage that may occur. Students are required to wear helmets.

### **HOME AND SCHOOL COMMUNICATIONS**

We have found that the more involved and active a student's parents are in the life of the school, the better that student achieves. We welcome parent involvement and encourage parents to keep in touch with the progress of their children. You will be receiving a weekly email from your child's homeroom teacher which will keep you up-to-date on the classroom and school activities. If you are not receiving this please contact the teacher with your current email.

When it is necessary for parents to drop off items for their children or come to pick them up for appointments we would ask that you call from the parking lot or just before you come to the school and we will send your child out.

Our website is a great source of information about what is coming up. Please check it out on a regular basis: [www.summitviewschool.ca](http://www.summitviewschool.ca).

### **COMMUNICATION**

Look to your weekly email for important information and updates.

Information regarding news, events, supply lists, calendars, and homework assignments by class can be accessed from our website at [www.summitviewschool.ca](http://www.summitviewschool.ca) or on our Facebook page.

### **SCHOOL COUNCILS**

Annually, a school council will be formed to provide advice, assistance, and direction in matters relating to the operation, programs, and expectations of the school community. This group is composed of parents/ guardians, staff, community members, principal, and where appropriate, students. Parents are urged and encouraged to become involved and to have a voice in discussions which can directly affect and influence the education of their children.

### **PARENT VOLUNTEERS**

Over the past number of years our school has enjoyed the cooperation and involvement of a great number of parent/adult volunteers who have come into the school on a regular or occasional basis. Some of the activities which volunteers may assist with are listed below:

- Classroom aide (working with individuals or small groups)
- Field trips

- Track meet
- Resource persons (guest speaker, slides, collections, hobbies, cooking, etc.)
- Office/secretarial help
- Library clerical assistance

If you are interested in helping with any of the above activities, please contact the school. Your involvement and assistance is needed and greatly appreciated.

**NOTE: *In order to ensure the safety of all of our students, volunteers will be asked to complete a Criminal Record Check and Child Welfare Check. These can take some time, so if you are planning to volunteer, please get these done early. The school has a supply of the forms in the office.***

In addition, please feel free to contact the school with any questions you may have by calling 780-827-3820.

LET'S HAVE A GREAT YEAR TOGETHER!