

# Summitview School



## Student Handbook

2025-2026

Summitview School  
10402 Hoppe Ave.  
Grande Cache, AB.  
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(780) 827-3820  
<https://summitviewschool.gypsd.ca/>

|                          |                                           |
|--------------------------|-------------------------------------------|
| Principal                | Mrs. Trina McKay                          |
| Assistant Principal      | Mrs. Katelyn O’Krafka                     |
| Learning Support Teacher | Mrs. Katelyn O’Krafka & Ms. Rayelle Groat |

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## **General Information**

### **Principal's Message**

Welcome to Summitview Middle School, home of the Eagles!

The 2025-2026 school year is going to be an outstanding one for our students and staff! We look forward to working with you to provide the best educational experiences possible, both in the classroom and beyond! Bring your Eagle Pride and let's have a great year!

Mrs. Trina McKay, Principal

### **Vision Statement**

100% of our students will gain the skills and attitudes they need to be successful in high school

### **Mission Statement**

We will provide engaging experiences that build critical thinking and strengthen our students' academic stamina. We will hold high academic standards and expect our students to achieve them.

### **Core Values**

- Active Learning
- Collaboration
- Perseverance

### Summitview Staff

| Staff Member      | Assignment              |
|-------------------|-------------------------|
| Kathy Alwood      | Secretary               |
| Lisa Devoe        | Librarian/ Office Staff |
| Lindy Wilson      | Grade 4                 |
| Rayelle Groat     | Grade 4                 |
| Tina Munroe       | Grade 5                 |
| Katelyn O’Krafka  | Grade 5/6               |
| Anna Fernside     | Grade 5/6               |
| Brittnay Uphill   | Athletics Director/ 5/6 |
| Jorgen Klein      | Grade 7/8 (Homeroom 7K) |
| Matthew Warenycia | Grade 7/8(Homeroom 7W)  |
| Dayle Atkinson    | Grade 7/8(Homeroom 8A)  |
| John Webster      | Grade 7/8(Homeroom 8W)  |
| Lisa Bonnett      | EA Support              |
| Stacey Robinson   | EA Support              |
| Riki Lewis        | EA Support              |

### Bell Schedule

|                            |                     |
|----------------------------|---------------------|
| First Bell (Class Prep)    | 8:20 am             |
| Classes Start              | 8:30 am             |
| Morning Recess (Gr. 7/8)   | 10:00 - 10:15 am    |
| Morning Recess (Gr. 4-6)   | 10:15 - 10:30 am    |
| Lunch                      | 11:45 am - 12:30 pm |
| Afternoon Transition Break | 2:00 - 2:05 pm      |
| Dismissal                  | 2:55 pm             |

## **Student Responsibilities/ Code of Conduct**

*From the Education Act:*

### **Student responsibilities**

- 31** A student, as a partner in education, has the responsibility to
- (a) attend school regularly and punctually,
  - (b) be ready to learn and actively engage in and diligently pursue the student's education,
  - (c) 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,
  - (d) respect the rights of others in the school,
  - (e) 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,
  - (f) comply with the rules of the school and the policies of the board,
  - (g) co-operate with everyone authorized by the board to provide education programs and other services,
  - (h) be accountable to the student's teachers and other school staff for the student's conduct, and
  - (i) positively contribute to the student's school and community.

### *Code of Conduct*

- 1.) Students are responsible for conducting themselves in a manner that honors their obligations under the Education Act (S. 31)
- 2.) Students are also expected to conduct themselves in a manner that honors their primary obligation as learners while at Summitview School
- 3.) Students are expected to behave in a manner that respects others' rights to learn, work, and be safe while at Summitview
- 4.) Students are expected to obey the directions of all staff in the school
- 5.) Students are expected to conduct themselves in a manner that fosters a welcome, safe, and respectful environment for all students at Summitview

### *Student Discipline*

- Shall be conducted in accordance with the Education Act (S.36) (See Next Page)

#### **Suspension**

**36(1)** A teacher or a principal may suspend a student in accordance with subsection (2) or (3) if in the opinion of the teacher or principal

- (a) the student has failed to comply with section 31,
  - (b) the student has failed to comply with the code of conduct established under section 33(2),
  - (c) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school, or
  - (d) the student has distributed an intimate image of another person in the circumstances described in section 1(1.1).
- (2)** A teacher may suspend a student from one class period.
- (3)** A principal may suspend a student
- (a) from school,
  - (b) from one or more class periods or courses,
  - (c) from transportation provided under section 59, or
  - (d) from any school-related activity.
- (4)** When a student is suspended under subsection (3), the principal shall
- (a) immediately inform the student's parent of the suspension,
  - (b) report in writing to the student's parent all the circumstances respecting the suspension, and
  - (c) provide an opportunity to meet with the student's parent, and the student if the student is 16 years of age or older, to discuss the suspension.
- (5)** A suspension may not exceed 5 school days, except in accordance with a recommendation for expulsion made by the principal under section 37.

## **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 conflicts.
- 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 conflicts or seek assistance to resolve conflicts in a peaceful, safe, and non-threatening manner that is conducive to learning and growth. It is our school staff's responsibility to investigate conflicts, use their reasoned judgment, and help address conflicts between students. Appropriate strategies may include counseling, mediation, consequences, and or forms of restorative practice.



## **Academic Integrity**

- The purpose of submitting work is to allow the teacher to assess and evaluate learning. Work provided by a student must be their own and a fair representation of their own individual abilities. Submitted work can't, in any way, misrepresent the ability level of a student - otherwise it is not a valid piece of assessment. While it is understood that this is not as common an issue in Grades 4-8, it becomes an increasingly common issue in the higher grades, and it is therefore necessary to outline a plan of response.

### *Common Issues of Academic Integrity*

Plagiarism: Is the practice of representing work or ideas created by another person or through artificial intelligence as your own, in whole or in part.

- The process of sharing your work with someone else, when not expressly permitted by the teacher, also falls under this category.
- This includes taking materials, in whole or in part, from the internet and passing them off as your own

Cheating: Is the practice of obtaining answers, help, outside assistance, or intentionally not following guidance from the teacher for the purposes of improving one's grade.

### *Violations of Academic Integrity*

- When a teacher suspects a violation of academic integrity, they will bring the matter to the attention of the student. The teacher will outline their specific concerns and seek clarification from the student.
- Considering the apparent intent and potential clarification of a student, the teacher will consider whether to informally warn the student about their violation. Informal violation will be communicated to the parents, but will not warrant any further steps. This step is to be used only when the teacher feels that there was no intention to break academic integrity
- Where an informal violation is not deemed appropriate by the teacher, other steps may be pursued:
  - Receiving a zero for the assignment
  - Redoing an assignment (with the potential to receive marks for said work)
  - Administrative Referral

## **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 will be removed at the door.

## Parental Responsibilities, Constructive Communications, and Problem Solving

- The following Parental Responsibilities are identified in the Education Act (S.32)

### Parent responsibilities

**32** A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to

- (a) act as the primary guide and decision-maker with respect to the child's education,
- (b) take an active role in the child's educational success, including assisting the child in complying with section 31,
- (c) ensure that the child attends school regularly,
- (d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- (e) co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- (f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- (g) engage in the child's school community.

2012 cE-0.3 s32;2019 c7 s9

### *Constructive Communication and Problem Solving*

- Parents should bring any concerns to the attention of their student's homeroom teacher
- Teachers are the best source of information for what happens in the classroom, and discussions and concerns regarding the class should start with them
- Additional concerns may be raised at the administrative level, but again, it is strongly advised that an initial consultation happens with the classroom teacher
- Schoolwide concerns are the purview of administration (Assistant Principals and the Principal)
- At all times, parties are expected to conduct themselves in a manner that respects a safe, respectful, and welcoming environment
- Please be aware that, as part of a healthy work environment, GYPSD and Summitview encourage their staff to maintain a healthy work-life balance. This means that while staff may elect to respond to communications after regular work hours (8:30 am to 2:55 pm), they are not expected to.

## **Focus on Learning Policy (Cell Phones and Digital Devices)**

### **Messages to and from Students**

- Urgent messages from parents should be called into the main office. School office personnel will ensure that students receive these immediately.

### **Digital Devices - Including Cell Phones, Smart Watches, Personal Devices, etc.**

- If parents choose to send digital devices to school, all devices will be powered off and stored in student lockers from 8:30 am - 2:55 pm.
- Students with medical or learning accommodations, which are identified in their ISP (Individual Support Plan), and require the use of a personal digital device, are exempt from this rule. Where possible, these devices will be turned to airplane mode to negate incoming texts, emails, and notifications.

### **Appropriate Usage**

- When a specific learning objective is enhanced by the use of personal devices, a teacher may allow students to access their devices. This will be determined by the teacher and documented as an exemption for the specific learning objective, activity, and time period.

### **Consequences for Inappropriate Use**

- First Offence: The staff member will remind the student of the device policy. Ask the student to power off and place the device in the locker. The teacher will log the incident in PowerSchool.
- Second Offence: The device will be sent to the office, where it will be logged and securely held until the end of the school day, and a phone call will be made to the parents. The student may retrieve the device at the end of the school day.
- Third Offence: Parents will be contacted, and the device will not be permitted to bring their device to school.
- Further Offences: Any further offence will result in increased disciplinary action due to defiance with regard to this and other related school policies, rules, and regulations.

### **No Usage Zones/Times**

- Students are not permitted to utilize digital devices at recess
- At absolutely no time, including outside school hours, are digital devices to be used in the washroom or gym
- Under absolutely no circumstances are students allowed to have digital devices in the washroom areas
- At no time are students permitted to utilize social media while on school premises; this includes (but is not limited to) apps/sites such as Snapchat, Facebook, Instagram, WhatsApp, TikTok, Messenger, etc. Discretion on what constitutes a social media platform is left to the discretion of the Administration.
- Any breaches of Digital No Use Zones will be responded to on a case-by-case basis by the administration

### **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 that are considered excusable are illness, hospitalization, or a 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 an email to your child's teacher
- When the absence has not been reported, a telephone check will be initiated to determine the whereabouts of the student.

### **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.
- If students are late, they are required to check in with the main office before proceeding to class.