



**JUNIOR HIGH**

**STUDENT HANDBOOK**

**2017 – 2018**

# Welcome Panthers!

## SCHOOL HOURS OF OPERATION

8:35 a.m.	First Bell
8:40 – 8:53	CGL
8:56 – 9:48	Period 1
9:51 – 10:43	Period 2
10:43 – 10:48	Nutrition Break
10:48 – 11:40	Period 3
11:43 – 12:35	Period 4
12:35 – 1:10	Lunch
1:15 – 2:07	Period 5
2:10 – 3:02	Period 6

The school office is open from 8:00 A.M. till 4:00 P.M. during regular operational days.

## ADMINISTRATION

Principal	Ms. Joanne Aldridge
Asst. Principal	Mr. Jeff Neilson

## PARKVIEW PRIDE

Parkview Panthers...

- are responsible.
- come with a positive attitude and are willing to try.
- attend regularly and come to school on time.
- work hard.
- ask for help.
- follow school and District rules and policies.
- show respect for themselves, each other, the school and our community.

## **STUDENT CODE**

Parkview School students are responsible citizens who make positive choices and respect the rights of others. Student behavior and conduct will be appropriate. Our expectations have been established for safety, well being, and success of all members of Parkview School. Please:

As a student at Parkview School I will:

- Attend consistently, be punctual and arrive prepared to all classes.
- Give my best to my academic and extracurricular pursuits.
- Behave in a manner that contributes to an orderly atmosphere and ensures the rights of all individuals within the school; including on yellow buses.
- Keep hallways clear and quiet during class time.
- Be responsible for my attitude and behavior.
- Be considerate and respectful of others.
- Positively influence and encourage my peers in all their endeavors and projects.
- Have the courage to take the right stand regardless of peer pressure.
- Demonstrate care and concern for school property and the property of others.
- Respect the authority of all staff within the school community.
- Respond appropriately to the direction of staff at school and during school activities.
- Ensure that correspondence from the school is communicated home.
- Not bring or encourage friends to visit Parkview School, nor will I visit or attend other schools during school hours.
- Dress appropriately for school being respectful of our grades K-9 school culture. (Please see the full *Parkview Student Dress Code* for details.)

## **TECHNOLOGY AGREEMENT**

I agree to use technology and information resources in a responsible, efficient, ethical and legal manner. I also understand that acceptable uses of technology and information resources are activities which are curriculum based and support teaching and learning. I may use personal digital devices during class time only when permitted by the teacher. I can only use the software installed on school computers and will not install additional programs. I will only access, and author, appropriate content while on school property. While at Parkview School my use of technology may be monitored and the administration has the right to review and or remove anything that may jeopardize the safety and wellbeing of another.

## **SUSPENSION AND EXPULSION**

Suspension or expulsion from the school may occur for the following infractions either through intentional or negligent conduct:

- Violation of the Student Code including the Technology Agreement.
- The use of profanity, racial comments, insulting statements, uttering threats and/or any physical altercation.
- Bullying, harassing, threatening or intimidating other students in person or online.
- Being in possession of a weapon, replica weapon or dangerous goods to harm, intimidate or threaten others.
- Being involved in the use of, possession of, or sale of drugs, alcohol, or any illegal substance.
- Smoking on school property.
- Any offense which threatens the safety or well-being of students or staff.
- Remaining at the scene while others participate in any of the above actions.
- Stealing/ shoplifting during school hours

## **Activities and Clubs**

Participation in clubs and other activities is available to all students. Please watch for announcements on SchoolZone.

## **Attendance**

Regular and punctual attendance is required at Parkview School. If a student is ill, at a medical appointment, at a funeral or honouring religious events/activities, please call the school and inform the office staff so the absence can be recorded as “excused”. Any other absence, such as vacations, cannot be excused according to the Alberta School Act. If a student is continuously late or has an extraordinary amount of absences, the school will notify the parents/guardians (by letter) of the school’s concerns around attendance, or may make a referral to the Alberta Attendance Board.

## **Bullying**

Every student has the right to feel comfortable and accepted in our school. Any acts of bullying will receive zero tolerance. Bullying is considered a serious issue and a bylaw is presently in existence in Edmonton to educate and deal with the issue effectively. If any student is being bullied or witnesses an act of bullying, the incident **MUST** be reported to a teacher or administrator. The situation will be investigated and appropriate measures will follow. We encourage Parkview students to take an active role by standing up, speaking out and acting against injustice.

## **Cameras and Electronic Devices**

Electronic devices may be used prior to school and during the lunch hour, and are permitted in class for educational purposes (i.e.: calculator), with teacher permission. Electronic devices not used for educational purposes must be stored in lockers during instructional times.

If students do not follow the above guidelines, cell phones, etc. will be confiscated by staff and turned over to school administration. *Parkview School is not responsible for lost or stolen electronic devices, phones, etc.*

## **Cell Phones**

Cell phones are **not to be used in the school to make or receive phone calls, texts, etc.** and must be stored in lockers during instructional time. Students may use their phones, with teacher permission, for educational purposes (i.e.: calculator).

## **Dress Code**

Students are expected to dress respectfully for a K-9 learning environment. Students wearing clothing that is deemed disrespectful, suggestive, provocative, insulting and/or unsuitable for public school including graphics depicting or suggesting violence, gang colors, profanity, pornography, alcohol, drugs etc. will be asked to change their clothing choice. Please see the full *Parkview Student Dress Code* for details.

## **Exemption from Physical Activity Based Classes**

It is expected that students be prepared to be fully engaged in all of their school activities. If a student is unable to participate in a specific class or activity for medical reasons, a note is required to be shared with the teacher. Whenever possible, the student will still be expected to come to the class or activity ready to learn through observation, alternative assessments or assignments, and verbal participation.

## **Fees**

Some optional courses have extra fees for items that are not covered by the school. These include items such as personal ear buds, art kits, etc. Other extra-curricular activities, such as athletic teams, have fees as well to help cover the costs of referees, transportation, etc.

Fee sheets are sent home at the beginning of the school year once options are set, and individual permission/fee information sheets are also sent home from the Lead Teacher/Coach/Supervisor when a student makes a sport team or join an extra-curricular activity. These fees are due upon receipt.

## **Field Trips**

Field trips are an integral part of the school program. They offer first hand experiences related to the topics being studied in the school. Moreover, they extend learning beyond the walls of the classroom and help students gain an appreciation for the wealth of community resources available to them.

While there are no instruction fees charged for field trips, monies are collected to pay for admission fees and/or transportation charges. Throughout the year, classroom teachers will send home information sheets outlining the purpose, format and cost for each field trip or cultural event.

## **Fighting**

Physical or verbal threatening as well as fighting or watching a fight is not permitted. Parents of students who were involved will be immediately notified and students will be suspended. The possession of any weapons will lead to automatic suspension and possible expulsion.

## **Homework**

Since students have responsibilities at home and interests outside of school, they are generally given class time to work on assignments with teachers who provide guided practice. Homework typically consists of completing unfinished assignments, extra practice in an area requiring review, and review of concepts learned that day. Homework may also include completing long term assignments.

Homework helps students develop self-reliance and good study habits. It enables parents to see their child's progress, and strengthens the ties between home and school. Please review your child's Agenda Book each evening to ensure that all assignments are completed. Parents can help with assignments by:

- Providing a quiet, regular place to work.
- Helping the student to organize their materials and use their time effectively.
- Keeping the student on task.

If a student or parent wishes to obtain information concerning homework, they can access this information through **SchoolZone**.

The support and interest of parents has a considerable influence on a student's attitudes toward homework. If you have questions about the amount of time spent on homework, please talk to the teacher.

## **Injury and/or Illness**

Students who feel sick during the school day, shall notify their teacher or report to the office for assistance. When a child leaves due to illness, the office requires parental/guardian consent. In the event of an injury, school staff will contact the child's family or emergency contact and complete an accident report.

## **Late Policy**

You will be considered late if you are not seated in your classroom desk when the bells ring. If you arrive late for you must report to the office. If you do not have a medical note or phone call excusing your late there will be detention assigned by the administration to make up this time. Students who are late require a late slip from the office before they will be admitted into their classes.

## **Learning Resource Centre**

The library provides books to read for both pleasure and information. Students may use the library at supervised times during the school day. *Students are responsible for books they sign out and will be required to reimburse the school for lost or damaged books.*

## **Leaving School**

Under no circumstances is a student to leave the school during the school day without first obtaining permission from the general office. If a student has a note from home for permission to leave school early, he/she will show it to the teacher and then present it to the general office for permission to leave. Since we are responsible for the students' well being, we must know their location at all times.

When a child is to be excused early, please follow this procedure:

- Parents or guardians should pick up their child.
- Parents are required to call or sign out the student at the office.

### **Lockers**

All students will be assigned a locker requiring a combination lock. The office sells combination locks or students may purchase and bring their own locks. Combinations are to be registered with C.G.L. teachers, but you should otherwise keep the combination confidential. Students should not post any stickers or offensive materials in or on lockers. Please use sticky tack or magnets inside lockers. No open food or drinks should be stored in lockers. The school carries no insurance for personal property and cannot accept responsibility for personal articles lost or stolen. Students are reminded that lockers are the property of the school. Administration has the right to search lockers if there is a reason to conduct a search.

### **Lost and Found**

Lost and found boxes are placed in the corridors and the large gym. Found articles of clothing and footwear are placed in these boxes. Please check these boxes from time to time for lost items. Watches, rings, keys, glasses, and jewelry are kept in the office.

### **Lunch Policy**

Eating lunch in our school is a privilege, not a right. You will maintain your privilege if you:

- 1) eat only in designated areas
- 2) clean up after yourself
- 3) be considerate of others
- 4) behave appropriately
- 5) cooperate with the teachers on supervision.

#### 12:35 to 12:50 - Lunch

Students are only allowed to eat in the lunchroom or outside. No open food or drinks are allowed in the hallways or gym.

#### 12:50 – Warning Bell

Students are given 5 minutes to clear the halls and get to their activities.

#### 12:55 to 1:10 – Supervised Area or Outside

No students should be in the halls at this time.

Students should be in a supervised area inside the school or outside the school.

### **Nutrition Break**

Students are allowed to have a snack during this break, but they are not permitted to use the vending machines at this time. We request that students keep the hallways clean and refrain from having open food in their lockers. Beverages that are high in sugar/low in nutritional value are not permitted in the school. Examples of these include slurpees, pop, energy drinks, etc.

### **Out of Bounds Areas**

Junior High students are not permitted to be in the ravine or playgrounds during school hours.

### **Parent Volunteers**

Every year many parents and other community members volunteer their services for a variety of activities at the school. The help of volunteers is sincerely appreciated. Parents who interested are asked to complete the "Parent Volunteer" form that will be sent home in September.

### **Parking and Traffic Safety**

We request that parents do not use the staff parking lot at the rear of the school. For safety reasons the staff parking lot should also not be used as a drop off or pick up point. Students may be dropped off along the north or east sides of the school. We also request that parents obey all signage and abstain from dropping off your son or daughter in the crosswalk at the front of the school.

## **Personal Property of Students**

We cannot accept the responsibility for the personal property of students. Students should keep all valuables in their locker and they should not be bringing any item of great value to school. Students should not bring valuables to the gym locker room, and should always have a lock for gym class.

## **Safety Patrols**

Students in Grade 6 form our school patrol team. The Alberta Motor Association and the Edmonton City Police train patrollers. The role of the school patroller requires the cooperation and encouragement of staff, students, parents and the community. Students and parents are asked to use crosswalks and obey all traffic signs. Crosswalks on 143 Street and 92 A Avenue are patrolled each day.

## **School Store**

The school store will be open during the lunch hour. The students and a staff member operate it. Any proceeds from the store go directly to items that may directly benefit students. The store sells a variety of sandwiches, juices, milk products, and other healthy choices.

## **School Property**

Textbooks and some instructional materials are lent to students; we expect students to take good care of these materials.

*A **Textbook Caution Fee** will be charged to all students. This fee will be returned to students when they leave Parkview School, less any costs related to damaged or lost textbooks.*

## **SchoolZone**

Parkview is a participant in the EPSB web service which is available to students and parents. Through a personalized login and password, students and parents have secure access to daily updates on homework, school events, and attendance profiles. All families who have not completed the registration forms will be asked to complete the registration forms in September. If you require these forms please contact the school at 483-3415 and we will be pleased to send this information home.

## **Skateboards, Bicycles, Rollerblades and Heelies**

The use of skateboards, 'heelies' and rollerblades, are prohibited in the school and on school property. These items can be stored in lockers during school hours. Bicycles must be secured with a heavy duty, tamper proof lock, at designated bike racks.

## **Smoking, Drinking and Drugs**

The possession or use of alcohol, cigarettes, e-cigarettes, and/or illegal drugs is against school board policy and against the law. Parents and/or police will be notified. This type of activity will lead to an automatic suspension and possible expulsion.

## **Surveillance Cameras**

Parkview School has security cameras on the premises to assist in providing increased security

## **Weather**

Even in snowy, cold or rainy conditions, all elementary students are expected to go outside during recess. For that reason, students must wear appropriate outdoor clothing. Only in the case of torrential downpours, thunderstorms or temperatures at or below -23°C will outdoor recess be canceled. When outdoor recess is canceled, inside recess and washroom breaks are scheduled and classes will still be dismissed at the regular time.