

**William. D. CUTS
JUNIOR HIGH SCHOOL**



**SCHOOL BOOKLET
2018 - 2019**

CONTENTS PAGE

WILLIAM D. CUTS SCHOOL..... 4

BACKGROUND 4

AT W. D. CUTS SCHOOL WE BELIEVE..... 4

CUTS IS ON THE CUTTING EDGE OF TECHNOLOGY 5

PLEASE KEEP IN TOUCH 5

W. D. CUTS STAFF 2018-2019 6

BALANCE YOUR DAY THE CUTS WAY 6

RECREATIONAL ACADEMY 7

HOCKEY ACADEMY..... 8

SCHOOL CALENDAR..... 9

DATES TO REMEMBER 10

BELL SCHEDULE..... 12

DRESS CODE..... 122

SQUIRT 133

LOST AND FOUND..... 133

LOST AND DAMAGED BOOKS 13

DAMAGED PROPERTY 13

LOCKERS 133

FIRE REGULATIONS 14

LOCKDOWNS..... 14

MEDICAL SERVICES 14

LUNCH POLICY 15

ATTENDANCE & LATE POLICY 16

CUTS INCENTIVE PROGRAM (S.M.I.L.E.S.) 17

DISCIPLINE EXPECTATIONS AND POLICY..... 18

PARTICIPATION IN EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES	19
TELEPHONE AND CELL PHONES	19
PHYSICAL EDUCATION PROGRAM.....	20
STUDENT EVALUATION	20
HONOUR ROLL	20
AWARDS NIGHT	20
SCHOOL POLICIES.....	21
FROSHING – ASSAULT AND ABDUCTION	21
FIGHTING, PHYSICAL AND VERBAL HARASSMENT	21
COMPUTER/INTERNET ACCESS	22
STUDENT ACCEPTABLE USE OF TECHNOLOGY GUIDELINES	22
ALCOHOL AND CONTROLLED SUBSTANCES	23
Drug Free Protocol.....	24



William D. Cuts School

149 Larose Drive, St. Albert,
Alberta, T8N 2X7



School Phone: 780 458-8585 **School Fax:** 780 459-3688
Voice Mail: 780 458-8585 **E-mail:** Peter.Fenton@spschools.org
School Website: www.wdcuts.spschools.org **District Website:** www.spschools.org

*Join us now on Twitter and Facebook!
Facebook search William D Cuts Junior High
Twitter W.D. Cuts School

Background

William D. Cuts School opened in September, 1978, being named after a local pioneer and resident of St. Albert, Dr. William Daniel Cuts.

Dr. Cuts was named St. Albert's first Citizen of the Year in 1966. He was a member of Town Council and was instrumental in starting the first Y.M.C.A. classes in St. Albert. Dr. Cuts was a founding member of the St. Albert Lions Club, St. Albert Breakfast Lions, the St. Albert and District Chamber of Commerce, and the St. Albert Protestant School District. He served continuously as a school trustee until his death in July, 1977, at the age of 74.

We think of ourselves as a community-centred school. We continue to focus on community involvement and we believe strongly in open communication. Please contact us whenever you have questions, concerns, comments, or "just to talk."

AT W. D. CUTS SCHOOL WE BELIEVE....

William D. Cuts creates a connection between our school, families, and community. We motivate our students to learn, grow, and become responsible global citizens. We achieve this through the following core values:

- ★ **Academic Excellence**
 - ★ **Individual Passions**
 - ★ **Innovation in the Classroom**
 - ★ **Mutual Respect**
 - ★ **Shared Accountability**

Being a small school gives us the advantage of:

- ★ Excellent scores on Provincial Achievement Exams
- ★ Pride in knowing all of our students
- ★ High percentage of students involved in THEIR interests
- ★ Close relationship with parents, students and staff
- ★ Flexible Timetables – customized to each individual student

Cuts is on the Cutting Edge of Technology

Communication between school and home life is essential to student success. Technology helps connect home and school, and Cuts provides a variety of ways to help parents stay in touch with their children's progress and homework needs. We encourage parents to regularly check our webpage, www.wdcuts.spschools.org, for information regarding activities, calendars, and the day to day operations of W. D. Cuts. Field trip forms and other consent forms are provided on the webpage since not all of these documents always make it home.

St. Albert Public Schools uses **PowerSchool**. At the beginning of September you will be provided with access information for the **PowerSchool Parent Portal**. Through the Parent Portal, you will be able to view your child's attendance and fee balances; you will also have the ability to pay fees and make purchases.

D.A.S.H. (Daily Assignment & Study Hotline) is found on the W.D. Cuts School website under the student resources dropdown. Here, teachers regularly update their calendars to show what material has been covered in class each day and important dates and deadlines, such as upcoming exams and project due dates. If, when you ask your son or daughter what they did in school today and they respond "nothing", invite them to show you on D.A.S.H. It is a great learning opportunity for students if they share their experiences at school each evening.

We will continue to utilize Google Apps which allows students to work at home or at school, accessing completed or ongoing work, minimizing lost work through emails, USB drives, and misplaced papers. All students will also receive an email address through Google which is addressed later in the parent handbook. Our school is equipped with wireless capabilities.

PLEASE KEEP IN TOUCH...

Just a reminder that we have 24-hour voice mail at 780 458-8585. If you wish to speak to someone in person, please call 780 458-8585 between 8:00 a.m. and 4:00 p.m. You can also fax us at 780 459-3688. Email addresses for staff are listed on our website.

Our newsletter is e-mailed home monthly and is also available on our website at <http://www.wdcuts.spschools.org> If you would prefer a paper copy, please let our office know.

W. D. Cuts Staff 2018-2019

Administration

Peter Fenton *Principal*
Scott Gibson Dodd *Assistant Principal*
Jacqueline Brown *Counsellor*

Support Staff

Karen Balog *Secretary*
Wendy Killips *Secretary*
Lil Stelmaschuk *Librarian*
Katherine Bateman *Teacher Aide*
Linda Bland *Teacher Aide*
Jeaneva Bodtcher *Teacher Aide*
Gloria Borlase *Teacher Aide*
Sherri Clarke *Teacher Aide*
Heidi Hovis *Teacher Aide*
Alex LeRiche *Teacher Aide*
Hazel Weaver *Teacher Aide*

Teaching Staff

Wendy Atkinson
Marv Babiuk
Charlene Barr
Stephanie Bertsch
Matt Biollo
Lindsay Bracken
Jacqueline Brown
Melissa Brown-Allnut
Stacie Burnet
Brian Demuynck
Lauren Dobson
Mike Fiorillo
Derek Heale
MyVahna Ishaq
Angus MacDonald
Scott Mackay
Kelsey Nichol
Ryan Polny
Deb Rivet
Andrew Wiens
Kevin Witschen

Balance Your Day the Cuts Way

W. D. Cuts is pleased to be the only junior high program in St. Albert to offer a completely academic morning with afternoons devoted to options and advisory classes. This innovative and unique program is tailored to the needs of young adolescents, providing academic instruction during optimal learning time along with a flexible afternoon, balancing school expectations with personal interests. Students who make effective use of their class time will find they do not have a large homework load.

Academic Morning (language arts, math, physical education, science, social studies)

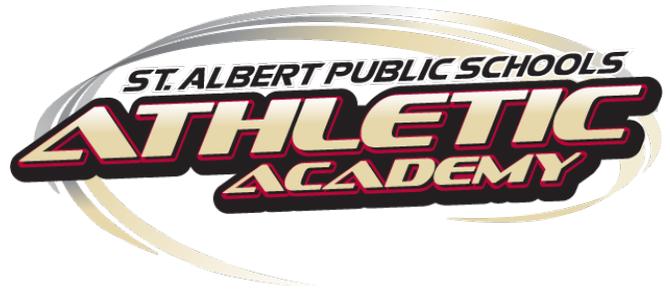
- Optimal learning
- Consistent schedule – same core classes every day
- Focused morning environment
- By lunch time, academic expectations and homework are known to students

Option Afternoons

- More fieldtrip opportunities
- Easier access to community facilities
- Weekly advisory class – focused on health topics relevant to adolescents
- Flexible timetable – customized to individual student needs and special circumstances

We are proud of this student centered approach to learning, as we recognize our student body is busy, both within the school and with activities in the community. This program will allow Cuts families the opportunity to plan for student success and balance in both academic and extra-curricular pursuits. We invite parents to contact us to explore how we can help balance their child's busy life around school, as well as in the community.

Recreational Academy



Building healthy attitudes for the future.....

W.D. Cuts is the only Junior High school in St. Albert to offer this unique program, the "Rec. Academy" as we call it! Our school schedule allows us to offer diverse programming without affecting the academic demands on the student. We are devoting three afternoons a week to active living opportunities while still offering our strong advisory program and other option choices within the scheduled day. Students will never miss their academic classes of math, science, social studies, language arts or physical education if they choose our Recreational Academy.

The "Rec. Academy" will allow students to be exposed to a wide range of active activities. As opposed to other academies whose focus is on a single sport, this program will endeavor to provide quality experiences for all students in each of these activities. Ours will expose students to a rich and dynamic scope of indoor and outdoor activities. This is not simply geared towards elite athletes but rather to individuals who want to be active and experience new and unique sports and challenges.

Students will leave the building during the lunch hour to maximize the time spent at various offsite locations. Students will return to the school to catch busing home or to be involved in our many school based extracurricular activities

A monthly fee will be incorporated to cover only the costs of busing and entrance fees. The fees will be \$150 per month, as bussing and admissions are the greatest costs.

If you are interested in registering, please contact the school office.

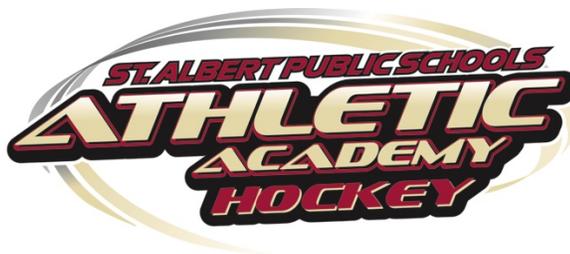
Some examples of possible activities will be:

Scuba Diving
Biking
Sports Medicine
Racquet Sports
Yoga

Snorkeling
Canoeing/Kayaking
Health and Nutrition
Ice Sports

Wall Climbing
Wilderness Training
Sledge Hockey
Active Lifestyle Planning

We create leaders through goal setting, teamwork, and personal challenges!



Hockey Academy

The **Athletic Academy Hockey Program** brings together academics and athletics in a unique package that allows your child to develop leadership skills on and off the ice.

The Athletic Academy Hockey Program is open to males and females of all skill levels. We welcome student-athletes who are passionate about the game of hockey, who are willing to dedicate themselves to academics and athletics, and who have a desire to learn and commit to improvement and progression. Students must be self-motivated, have a positive attitude, a strong work ethic, be dedicated to success, and have a desire to become a leader who will show dignity in the academy and community.

A monthly fee will be incorporated to cover only the costs of busing to the venues. The fees will be \$240 per month. Academy attire is also included in this cost.

Skills our athletes will learn:

- | | |
|--------------------------|---------------------------------|
| Dynamic skating | Passing |
| Shooting | Puck handling |
| Goal scoring | Offensive and defensive tactics |
| Position-specific skills | Checking |
| Positioning tactics | Goaltending |

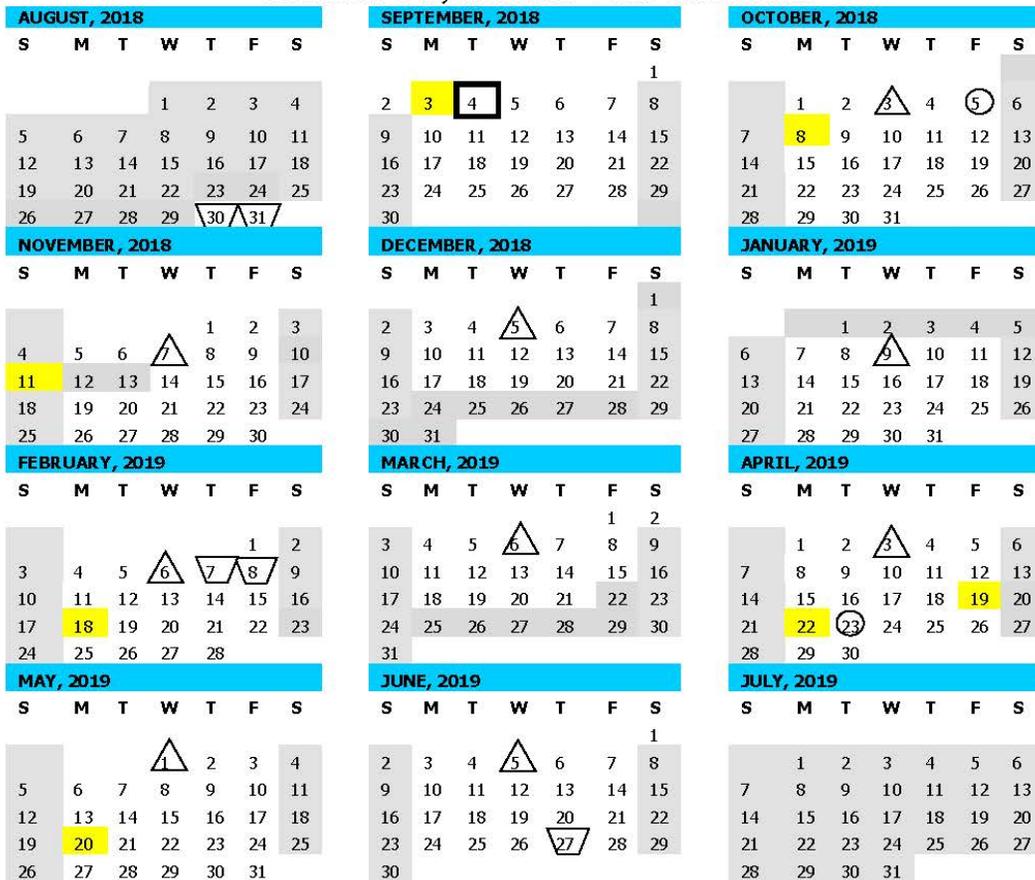
Off-Ice Training:

- | | |
|----------------------------------|----------------------|
| Hockey-specific fitness training | Multi-sport exposure |
| Health and nutrition | Goal setting |

To find out more, please contact:

Mr. Mike Fiorillo
(780) 458-8585
Mike.Fiorillo@spschools.org

Grades 1-9, School Year Calendar



-  Instructional Days
-  Operational Days –No students
-  Non-Operational Day
-  Staff Development – No students
-  Early Dismissal – Staff Meeting



Approved in Full

First Day of Operation – August 30	Teachers’ Convention – February 7 & 8
Labour Day – September 3	Family Day – February 18
First Day of Classes – September 4	Parent Teacher Int. Lieu Day – March 22
Staff PD Day – October 5	Spring Recess - March 25 – March 29
Thanksgiving – October 8	Good Friday – April 19
Remembrance Day – November 11 Lieu day for Remembrance Day – Nov 12	Easter Monday – April 22
Parent Teacher Interview Lieu Day – November 13	Staff PD Day – April 23
Early dismissal – Dec. 21 Christmas Recess – Dec. 24 - Jan. 4, 2019	Victoria Day - May 20
Classes Resume January 7, 2019	Last Day of classes – June 26
	Last Day of Operation - June 28

DATES TO REMEMBER

School Year 2018/2019

September

- 3rd Labour Day
- 4th First day of classes
- 12th Parent Information Night – 7:00pm

October

- 3rd Staff Meeting (Early dismissal for students)
- 5th Staff Development Day (No school for students)
- 8th Thanksgiving Day
- 16th – 17th Parent Teacher Interviews (Evening)

November

- 7th Staff Meeting (Early dismissal for students)
- 11th Remembrance Day
- 12th Lieu day for Remembrance Day (No school for students)
- 13th Staff Development Day (No school for students)

December

- 5th Staff Meeting (Early dismissal for students)
- 21st Last day of school before Christmas Break (Early dismissal)

CHRISTMAS BREAK
December 21st 2018 to January 4th, 2019

January

7th First day back after Christmas Break
9th Staff Meeting (Early dismissal for students)
25th S.M.I.L.E.S Day

February

1st Report cards issued
6th Staff Meeting (Early dismissal for students)
7th – 8th Teachers' Convention
18th Family Day

March

5th Sports Academy Open House
6th Staff Meeting (Early Dismissal for students)
6th Open House
22rd Staff Development Day (No school for students)

SPRING BREAK **March 25th, 2019 to March 29th, 2019**

April

3rd Staff Meeting (Early Dismissal for students)
16th – 17th Parent Teacher Interviews
19th Good Friday
22nd Easter Monday
23rd Staff Development Day (No school for students)

May

1st Staff Meeting (Early dismissal for students)
9th Language Arts Exam – Part A
20th Victoria Day

June

5th Staff Meeting (Early dismissal for students)
5th Grade 9 Farewell
6th S.M.I.L.E.S. Day / Grade 9 Day Out
20th LA Part B Final / PAT Exam
21st National Aboriginal Day
24th Math Final / PAT Exam
25th Science Final / PAT Exam
26th Social Final / PAT Exam
27th Awards Night 7pm in school gym
27th Non-Operational Day
28th Report Cards Issued

SCHOOL INFORMATION

BELL SCHEDULE

School Times	Regular Day	Early Dismissal
Warning Bell	8:21a.m.	8:21a.m.
* Registration	8:28 - 8:33	8:28 - 8:33
Period 1	8:34 - 9:19	8:34 - 9:01
Period 2	9:21 - 10:06	9:03 - 9:30
Period 3	10:08 - 10:53	9:32 - 9:59
Break	10:53 - 10:58	9:59 - 10:04
Period 4	10:58 - 11:43	10:04 - 10:31
Period 5	11:45 - 12:30	10:33 - 11:00
Lunch Break	12:30 - 1:19	
Warning Bell	1:15p.m.	
* Registration	1:19 - 1:24	
Period 6	1:26 - 2:12	11:02 - 11:30
Period 7	2:14 - 3:00	11:32 - 12:00
Dismissal	3:00p.m.	12:00noon

The school fosters an open door policy for the most part. Although students are asked to arrive no earlier than a half-hour before classes, it is recognized that circumstances may warrant an earlier arrival. Those who must arrive early are asked to wait quietly in the Courtyard until the classroom or library doors are opened. Similarly, at the end of the day, students who remain in the building should be part of some supervised activity.

DRESS CODE

The Dress Code is a component of W.D. Cuts School's culture that emphasizes academic, social, artistic, and athletic excellence. Students need to understand that the dress code must reflect what is appropriate for a school setting.

Appropriate dress

- Clothes are clean
- Slogans and images on all clothing are positive and appropriate for the school setting
- All items designated as underwear are covered at all times

We avoid stating particulars about the width of straps or the length of shirts or shorts. Some clothing that is acceptable during athletic events, for example, is not appropriate for everyday wear around the school. Again, clothing should reflect the fact that schools are professional institutions. The final determination about the appropriateness of student dress lies with the staff of the school.

SQUIRT

“Super Quiet Uninterrupted Individual Reading Time” – SQUIRT – is our reading program. This important time encourages the development of sustained reading and contributes to the understanding and appreciation of literature and the enjoyment of reading as a lifelong activity. We have one morning period dedicated each week to reading, but we encourage students to bring a reading book to each and every core class.

LOST AND FOUND

A lost and found box is located outside the Physical Education offices. Lost clothing or footwear will likely be found there. Students should not wait too long to search for a missing article as this box must be cleaned out periodically. Small articles such as keys and jewellery are kept in the office. We regularly donate “lost” clothing to charity.

LOST AND DAMAGED BOOKS

Students will be required to pay replacement and/or damage charges for loss of or damage to books issued to them.

DAMAGED PROPERTY

When students are responsible for willful or careless losses or breakage in and around the school, they will be assessed the cost of repairs or replacements as need be. This includes willful damage to school lockers.

LOCKERS

The school is equipped with lockers. Students may be assigned a locker under the following regulations and procedures.

Students will only use a locker for which they have been registered by their homeroom teacher or through the office.

- Registration procedures include recording of the combination for the lock used on that locker. This combination is kept confidential by the school and by the student.
- The locker is for use in storing books, notebooks, other school supplies, and school-related equipment including outer clothing as appropriate.
- Students are responsible for care and maintenance of the lockers assigned to them. No inappropriate material is to be affixed or added to the interior or exterior of the locker. A student may be assessed costs of repairs resulting from inappropriate use.
- School personnel may open a locker as necessary to ensure cleanliness, security, and safety.
- Students are to arrange to have materials necessary for several periods at a time (i.e. Periods 1 2, and 3; Periods 4 and 5; Periods 6 and 7). There is not time for students to stop at their lockers between these classes.
- See District hand out on “Drug Free Protocol”

FIRE REGULATIONS

At the sound of the alarm, the teacher will instruct the students to stand and will lead them out the appropriate exits to the assembly area. Students must not push or run, but are to walk quietly in an orderly fashion to the assembly area and wait until they are advised that it is safe to re-enter the school. Procedure will be reviewed with students on the first day of school.

LOCKDOWNS

Students will be trained to respond to a "lockdown" notice. This requires all students and staff to be in a secure, locked space in the event of an intruder or other emergency situation. Procedure will be reviewed with students on the first day of school. During a lockdown, it is critical that student not use their phones to text or call home so as not to overload the cellular network or prevent access to school phone lines.

MEDICAL SERVICES

An infirmary is provided for students who are not feeling well. Parents may be phoned and requested to pick up students who are ill. Students requiring immediate medical attention are transported to the appropriate medical facility. Students are NOT ADMINISTERED ANY MEDICATION AT SCHOOL without extensive prior information in writing from parents.

LUNCH POLICY

As in previous years, we will participate in a User Pay Lunch Program. All students staying for lunch will pay a \$60.00 fee for the year. This fee is used to partially cover additional supervision costs.

There are several expectations that we have for students who do remain for lunch.

1. Lunches should be eaten only in one of the designated areas (not in the hallways or washrooms).
2. Eating outside the building will be permitted in the fall and spring seasons.
3. Students are expected to:
 - a) be seated during the allotted time,
 - b) be responsible for their garbage,
 - c) practice common sense in the lunchroom,
 - d) follow the directions and rules of the lunch time supervisors.

The designated eating time is from 12:30 until 12:50. The second half of the lunch break is free time for students. When the weather is nice, students are expected to be outside. During inclement weather, students may stay inside the school.

PLEASE NOTE: eating lunch at school is a privilege that can be taken away at any time if it is abused.

KITCHEN

We have a school concession where food and drink items are available daily at reasonable prices. We feature daily specials and promote healthy food choices for students.

FOOD DELIVERED TO SCHOOL

We ask, please, for your cooperation in NOT having food delivered to the school for your children (eg. Skip the Dishes, Pizza, etc.). It is simply too disruptive.

ATTENDANCE & LATE POLICY

If you know that your child will be absent, please phone the office at **780-458-8585** (24 hours).

Attendance is taken twice per day during morning and afternoon registration. Students are expected to be in their homerooms by the time the registration periods begin at 8:28 and 1:19 respectively. Students who are late for these registration periods are required to sign in at the office and obtain a late slip; otherwise, they will be marked as absent.

Students leaving the school for any reason during school hours must report to the office and must have their parent or legal guardian **sign them out in person**. This is for the safety and protection of our students, as we cannot have them off school property without adult supervision.

ABSENCES and LATES

Students are expected to have regular attendance. We remind families that 10% absenteeism (which equates to just two school days per month) translates into a full month of missed learning by the end of the year. Attendance is tracked, and if your child is missing too much school, you will be contacted.

Students are expected to be at school on time. We do not distinguish between excusable and inexcusable lates; we simply ask that families make every effort to have their children be on time for school every day. That said, we understand that due to extenuating circumstances, students may occasionally be late. If a student is late more than two times in a semester, a phone call will be made home by that student's homeroom teacher. If lateness persists, further actions will be taken, including the possible loss of SMILES Day and lunch-hour detentions to make up for time missed due to tardiness.

STUDENT PROCEDURES:

1. Students should arrive by the beginning of the morning and afternoon registration periods and report to their homerooms.
2. Once classes have begun, any students arriving must report to the office for a late slip allowing entry to class.
3. The student must show this slip for admittance to his or her class.

CUTS INCENTIVE PROGRAM (S.M.I.L.E.S.)

Concept:

The vast majority of our students conduct themselves in a manner that is a credit to our school. This program seeks to recognize those students.

Qualifying Students Will:

- Maintain a satisfactory behaviour record. If a student is suspended for an incident or has too many office visits, they will not qualify. The goal is to reinforce good behaviour; therefore, being in trouble in the office **does mean another lost privilege and that affects one's qualification for SMILES Day.**
- Maintain satisfactory attendance and timeliness.
- Maintain a strong effort standing. If students acquire two or more unsatisfactory effort scores in their core subjects, they are not maintaining an honest effort in school and do not qualify.

If a student makes a mistake in the first half of the year, and they do not qualify in January, all is forgiven moving into the second term. All students start with a fresh clean slate and can qualify for the second SMILES Day in June. We believe that second chances are important, and students grow and excel in an environment that forgives and allows them to do such.

Students will be responsible for covering the financial cost of SMILES day; however, no student will be excluded for financial reasons.



WILLIAM D. CUTS
JUNIOR HIGH SCHOOL

DISCIPLINE EXPECTATIONS AND POLICY

PHILOSOPHY:

AT W. D. CUTS,

1. we believe that a partnership of the home, the school and the community is essential in preparing students for the challenges that await them in their futures.
2. we believe that learning depends on the existence of a healthy learning environment at school and that maintaining this positive environment is fundamental to quality teaching and learning.
3. we believe that our school, in cooperation and consultation with parents and students, is responsible for establishing and maintaining appropriate expectations for learning.
4. we believe that student attendance and punctuality are central to the learning of life skills and job skills.
5. we believe that positive social skills are learned and that students learn in the most meaningful way from experiencing the consequences of the choices they make.
6. we believe that an approach to discipline that is predictable, forgiving and fair is the best way to develop responsibility and self-reliance in students.
7. we most emphatically encourage students to talk about their concerns and problems before these become situations that require disciplinary action. The staff is here to listen and to help. Teachers and support staff can help significantly, but cannot be of assistance if they are unaware of developing situations and problems.

We encourage parents, as well, to keep teachers fully informed.

BEHAVIOURAL EXPECTATIONS:

W. D. Cuts School supports the expectations held for students as outlined in the School Act (Section 12).

A student shall conduct himself/herself so as to comply with the following code of conduct.

- a. be diligent in pursuing his/her 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 teachers for his/her conduct;**
- f. respect the rights of others.**

PARTICIPATION IN EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Students participating in extra and co-curricular activities are expected to display behaviour that would be appropriate for any regular school day. The school discipline policy applies to all students participating in extra-curricular and co-curricular activities. Serious or persistent negative behaviours may lead to a student being denied the privilege of participating in these types of activities.

TELEPHONE AND CELL PHONES

Our world is changing, and cell phones and personal devices have become a part of our new reality. Each individual teacher will have their own expectations around the use of hand-held technology within their classroom. Certain subjects and teacher styles will have different levels of technology integration within their classroom. Students will have to respect the differences from one class to another. However, we are excited about the possibilities of using technology within the classroom to expand the boundaries of learning.

Students may not take pictures, recordings, or video of other students at school without the permission of their supervising teacher, and under no circumstances can pictures, recordings, or videos taken at the school be posted or shared electronically or in any other way outside the school.

Educationally, our greatest worry is the inappropriate use of cell phones or the inability of some to disengage from their cell phone during class time. Firstly, we will be teaching the proper use of technology within the classroom. Secondly, students need to be focused on the learning tasks in class and not on incoming texts. Thirdly, students should not be spending free time in classrooms gaming and such. They should be reading, catching up on work, or even talking and interacting with their fellow students.

The ability of students to access parents or others outside our building during class time does cause new and unique challenges to schools. We still have phones in the front foyer and in the office which students can access to contact parents easily. To ensure safety and security for all our students, we cannot accept text messages or e-mails to communicate that a student has permission to leave during school time.

We prefer that students “unplug” (ipods, phones etc.) when they walk into the building. Socialization is an integral part of the school experience and therefore headphones need to be removed.

PHYSICAL EDUCATION PROGRAM

The following ARE REQUIRED for Physical Education classes:

- mandatory CUTS T-shirt (purchased at the office)
- running shoes (certain brands will mark gym floors and should not be worn in school)
- please, no spandex shorts.
- no cell phones or Ipods in class

ALL STUDENTS WILL BE REQUIRED TO CHANGE OUT FOR EVERY CLASS.

For minor ailments or illnesses, a note from a parent or guardian is sufficient. Because the student is at school, he/she should be able to take part to some extent in all classes, including Physical Education. Therefore, students with notes are required to change out for class, even if they may not be participating fully in the activities. Long term illness or disability should be brought to the teacher's attention as quickly as possible (and may require medical verification). Attendance is mandatory for the school track meet as participation goes toward students' physical education mark. Students who cannot participate will help operate the track meet.

STUDENT EVALUATION

Each teacher, at the beginning of the school year, shall have available to all students, a handout of the course outline and the evaluation criteria. The evaluation criteria shall incorporate all methods by which a final mark shall be determined. However, the following general evaluation guidelines shall be common to the four core academic courses:

To arrive at a final evaluation:

First term	40%
Second term	40%
Final exam	20%

HONOUR ROLL

After the final report cards, students will receive certificates as follows:

Honours with Distinction: An average of 90% - 100% in the four core subjects

Honours Standing: An average of 80% - 89% in each of the four core subjects

Merit Standing: An average of 75% - 79% in the four core subjects

AWARDS NIGHT

The annual awards ceremony will be on Thursday, June 27th, 2019.

SCHOOL POLICIES

FROSHING – ASSAULT AND ABDUCTION

BE ADVISED that all junior and senior high schools in St. Albert will not tolerate “froshing.”

St. Albert Public Schools policy I-290 states:

The Board of Trustees believes that froshing is an abusive and humiliating activity, and expects that students will neither initiate, participate in, nor encourage froshing.

BE ADVISED that students involved in the activity of assault or abduction (froshing)

- may be suspended from school for a period of up to five school days,
- may be expelled from the school and district, and
- may be subject to criminal charges.

FIGHTING, PHYSICAL AND VERBAL HARASSMENT

St. Albert Public Schools has in place comprehensive policy regarding student conduct as well as discrimination and harassment (I-140, I-150 and A-130). In support of these policies and practices, William D. Cuts Community School wishes to be clear and explicit regarding fighting as well as physical and verbal threatening. Although each case must be assessed on its own merit, the following will be the norm:

Fighting:

- Any student voluntarily participating in a physical altercation is subject to an immediate out-of-school suspension.
- Any student who instigates or actively organizes and/or promotes a physical altercation involving him or herself or others is subject to an immediate out-of-school suspension.
- Any student who uses force or threat of force to manipulate or coerce another student or group of students is subject to an out-of-school suspension.
- Students involved in harassment as defined in district policy A-130 will be dealt with according to the policy and regulations therein.

District policy and regulation concerning the above is available on request from our district office or can be obtained through our school office.

COMPUTER/INTERNET ACCESS

St. Albert Public Schools has established computer and Internet information services for its students. This letter describes the information services that are included on school computer systems and networks within the St. Albert Public Schools Network. Following is the Student Acceptable Use Guidelines. The district's Acceptable Use Policy and Guidelines are available on request.

The Internet is a global network that will provide your child with access to a wide range of information from throughout the world. Your child will also be able to communicate with people throughout the world. Use of the Internet for educational projects will assist in preparing your child for success in life and work in the years ahead.

Although we use a district "firewall," no system is fool proof. It is possible that your child may find material on the Internet that you would consider objectionable. The district's Acceptable Use Guidelines restrict access to material that is inappropriate in the school environment. There may be some material on the Internet that is not in accord with your family values. We encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectations about how these values should guide your child's activities while they are on the Internet.

STUDENT ACCEPTABLE USE OF TECHNOLOGY GUIDELINES

Introduction and General Information for Parents and Students

St. Albert Public Schools provides students with access to computers, the district telecommunications network, and the Internet to support and enhance learning and teaching.

Electronic communication is a tool for life-long learning, and responsible use will allow students to expand their knowledge by accessing and using information resources, and by analyzing, collaborating and publishing information.

All users must assume responsibility for understanding the Student Acceptable Use of Technology Guidelines as a condition of use. Use of district resources in a manner inconsistent with these guidelines may result in loss of access as well as other disciplinary or legal action.

Acceptable Use and Basic Premises

At all times, students are to demonstrate the highest level of respect for all district technology resources. Students shall use these resources in a safe, responsible, efficient, ethical, and legal manner in accordance with all school and district rules, regulations and guidelines.

Students shall promptly disclose to their teacher or system administrator any exposure to inappropriate material or anything that makes them feel uncomfortable.

Students shall immediately notify their teacher or system administrator if they have identified a possible security problem.

Students shall use the system only for educational or curriculum related activities. Additional freedoms and limitations may be imposed by the school or by district administration.

WHEN USING TECHNOLOGY OR NETWORKED INFORMATION, ALL STUDENTS SHALL CONDUCT THEMSELVES IN A MANNER THAT MAINTAINS THE SAFETY, POSITIVE REPUTATION AND DIGNITY OF THE DISTRICT AND ITS SCHOOLS.

Unacceptable Use

Students should be aware that their personal files may be accessible under the provisions of the Freedom of Information and Protection of Privacy Act. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating acceptable use guidelines or the law. An individual search will be conducted if there is reasonable belief that a user has violated the law or the district's acceptable use guidelines.

The following uses of any district electronic resources are unacceptable and may result in suspension, removal of network privileges, disciplinary or legal action. Unacceptable use is defined to include, but not be limited to the following:

- Violation of school or district rules, policy or guideline.
- Transmission or access of any material in violation of any local, provincial or federal law. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by copyright or trade secret.
- The use of profanity, obscenity or other language that may be offensive to another user.
- Any form of vandalism, including but not limited to, damaging computers, computer systems or networks, and/or disrupting the operation of the network.
- Copying and/or downloading commercial software or other material (e.g. music) in violation of federal copyright laws.
- Plagiarism (taking from others' ideas, writings, graphics or other creations and presenting them as if they were original).
- Use of the network for financial gain, commercial activity or illegal activity, e.g. hacking.
- Use of the network for political activity.
- Use of the network to access pornographic or obscene material.
- Creating and/or placing a computer virus on the network.
- Providing your network ID and password to anyone other than the system administrator. You are responsible for maintaining your own password and account security.
- Accessing another person's account or any other computer system or resource on the network that goes beyond your authorized access. Students will not go looking for security problems as this may be construed as an attempt to gain illegal access.

ALCOHOL AND CONTROLLED SUBSTANCES

We wish to be very clear and unambiguous regarding the use or possession of drugs and/or alcohol during the school day, both on or off school property, by students. The short message is simply this: it will not be tolerated. We have had and continue to have an aggressive approach to such actions by students.

In a proactive sense, we dedicate a substantial amount of effort, energy and resources to promoting positive decision-making for students. Through multi-media presentations, guest speakers, student conferences, on-going school curricula, and staff-student interaction, we continually promote healthy lifestyles and smart decision-making for students regarding, for example, substance abuse, amongst other issues. We sincerely believe that the vast majority of students hears this message and that they want to practice good citizenship.

In a reactive sense, we will issue out-of-school suspensions for any and all students choosing to be involved in the use of illegal substances during the school day. We will refer such students to AADAC and will involve the RCMP in accordance with the provisions of the "Drug-Free Protocol." Parents will obviously want to meet with the school administration, and we will attempt to formulate a common plan for both the school and the home.

Any student guilty of providing or selling drugs to others may be subject to an expulsion request by the school administration to the Board of Trustees.

We practice a no-nonsense, fair and firm disciplinary process to those students who choose to become involved in substance-abuse during school time.

DRUG-FREE PROTOCOL

The two St. Albert school boards have agreed to implement an agreement with the St. Albert RCMP detachment to initiate a drug-free protocol for our schools. This program, the first of its kind in Alberta, follows a great deal of program development and refinement through consultation with students, staff and inter-agency members of the Student Conduct Committee.

Under the agreement, the RCMP and school administrators will conduct random police patrols of schools. Information sessions will be offered to students, staff, and parents.