2022—23

Charles Spencer High School

Student Handbook

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Welcome to Charles Spencer High School

About Charles Spencer High School

Welcome to Charles Spencer High School. We are excited to welcome new staff, parents and 1100 students back for another great year! At Charles Spencer, we learn and succeed together. As a learning community, we are committed to celebrating diversity in individual identity, engaging all learners in academic, emotional and social growth, developing responsible citizens, building strong partnerships between staff, parents and students through open communication and building a sense of belonging and trust.

Our staff vision can be viewed at: https://www.youtube.com/watch?v=R_Ivx1XeC4A

Facebook: https://www.facebook.com/CharlesSpencerHighSchool
Website: https://www.gppsd.ab.ca/school/charlesspencer/Pages/default.aspx

CSHS Staff

Administration Team

Staff	Position	E - mail
Mr. Chris Dextrase	Principal	chris.dextrase@gppsd.ab.ca
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Mr. Jason Wall	Vice Principal	jason.wall@gppsd.ab.ca
Mr. Dan Rawlyk	Vice Principal	dan.rawlyk@gppsd.ab.ca

Instructional Team

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Non – Instructional Team

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Bernadette Thibeault	Administrative Assistant	Bernadette.thibeault@gppsd.ab.ca
Tyson Herzog	Social Worker	Tyson.herzog@gppsd.ab.ca

General Information

Hours of Operation

The main doors of the school are unlocked at 7:45 a.m. each morning. The school office will generally be open from 8:00 a.m. to 4:00 p.m. Monday through Friday. We encourage you to contact us at 780.513.3200 during these hours if you have any concerns. After hours, the absence line can be accessed at 780.513.3200. Please consult the district calendar for school closures.

Monday	Tuesday	Wednesday	Thursday	Friday
B1 8:30 – 9:56	B1 8:30 – 9:56	B1 8:30 – 9:56	B1 8:30 – 9:51	B1 8:30 – 9:56
			Advisory 9:51-10:11	
B2 10:01-11:27	B2 10:01-11:27	B2 10:01-11:27	B2 10:16-11:37	B2 10:01-11:27
Lunch	Lunch	Lunch	Lunch	Lunch
B3 12:23 – 1:49	B3 12:23 – 1:49	B3 12:23 – 1:49	B3 12:33 – 1:54	B3 12:23 – 1:49
B4 1:54-3:20	B4 1:54 - 3:20	B4 1:54-3:20	B4 1:59 - 3:20	B4 1:54-3:20

Fees

The GPPSD Board believes that schools may charge fees to help offset the costs of providing educational resources and services to students pursuant to *Section 60 of the School Act* and the Regulations. In accordance with Bill 1, fees will not be charged for: textbooks; workbooks; photocopying and printing; paper; and any common fees charged to an entire student body or grade cohort.

Course Specific Activity Fees (These fees are charged in addition to district school fees to offset costs of course delivery)

Course	Fee
Art 10	20.00
Art 20	30.00
Art 30	30.00
Sr. Automotives	40.00
Junior Construction	25.00
Senior Construction	40.00
Business Ed	20.00
Cosmetology 9	40.00
Cosmetology 10	45.00

Cosmetology 20	60.00
Cosmetology 30	60.00
Esthetics	60.00
Fashion Design	20.00
Food Studies	30.00
Guitar	20.00
Outdoor Ed	60.00
Physical Education	40.00
Physical Education - 30 level	60.00
Vis Com Tech	20.00
Yoga	20.00
Other courses (instrument rental, special clothing, etc.)	Varies
Yearbook	50.00
Grad Fees	125.00
Dual Credit Caution Fee	300.00
Academy Athletics	400.00

Lockers

Lockers and locks are provided for the protection, convenience, and use of the students. Lockers will be switched each year. Grades 9 – 11 and all other new students will receive a locker on their first day of school. Grade 12s may request a locker at the office. The following pertains to lockers:

- Only combination locks supplied by the school may be used on the lockers.
- All books and belongings are to be kept neat and in an orderly fashion.
- Do not store valuables in your lockers.
- Do not share your locker and/or locker combination.
- At the end of the second semester the student assigned to the locker is responsible for cleaning and clearing the locker of personal belongings.
- Locks are to be left on the locker at the end of the school year. Students will be responsible for replacement if they are removed.
- Change room lockers are provided to the students. Students are responsible for providing locks for these lockers. **Students must not leave valuables in the change rooms at any time.** CHANGE ROOMS in the school are not secured and students should NEVER leave valuables in the locker rooms at any time.

Items found in your locker are assumed to be your property. You are responsible for all items in your locker. Be cautious about lending your storage space to other people. There are limits to the degree of privacy a student can expect with lockers. **To ensure the integrity and safety of the school environment, searches of lockers may be conducted without the permission of the student issued the locker when determined to be necessary by school Administration.**

Lost and Found

There is a Lost and Found box in the the gathering area and in the Physical Education office. If students find articles, they are obliged to turn them in to the office immediately.

PowerSchool

PowerSchool, our student information system, can be configured by parents to send regular reminders about school events, student grades, attendance and missing assignments. You can access PowerSchool on the GPPSD website at **www.gppsd.ab.ca**, or at **powerschool.gppsd.ab.ca/public**. Please contact the school at 780.513.3200 if you require a PowerSchool user-id and password. A letter will be sent with each student schedule to enable PowerSchool access. Please notify the school office immediately of any change in student status, i.e. name, address, telephone number, email, etc.

Technology

All students are required to sign the GPPSD 'Student Responsible Use of Technology Guidelines and Agreement'. The agreement covers 'General Use of Technology', 'Use of Personal Computing Devices at School', and 'Use of Cloud Based Applications and Google Apps for Education'. A copy of the agreement can be found at the end of this handbook.

School computers are to be used for school based or school related activities. Network storage areas may be assigned to individual students but will remain the property of the school. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly.

Students are expected to model positive Digital Citizenship. Due to the nature of the Internet it is possible to encounter material that is controversial, inappropriate and/or offensive. It is the students' responsibility not to initiate access to such material and to leave locations of undesirable material immediately. Loss of access privileges will result for individuals who fail to adhere to these guidelines.

School Council

The organizational meeting for the School Council for Charles Spencer High School will be held in September. Please check our social media sites for exact times and dates. A schedule will be determined at the initial meeting.

Cafeteria

Regular Menu items can be seen through a link on our school website. Daily specials are posted outside the cafeteria.

Busing

Busing is available for qualifying CSHS students. Specific information around eligibility and the application process can be found on the GPPSD website at: https://www.gppsd.ab.ca/transportation/Pages/default.aspx Part of the application process is acknowledging the rules and expectations of the busing providers and the GPPSD. The privilege of the busing can be revoked where rules have not been met.

Parking

All parking for staff, students and visitors is to be done is designated parking stalls. Staff are designated to Parking Lot E, students to Parking Lot F. Students wanting a parking pass will go through an application and approval process. Parking passes must be permanently attached to the registered vehicle and parking must occur in designated spaces. GPPSD and CSHS are NOT responsible for any damage to vehicles. Replacement passes will be issued for a $5 fee. Parking in the wrong zone will result in fines and/or towing.

Student Life

Extra-curricular Opportunities

Extra-curricular opportunities exist in the forms of clubs, teams and groups. At CSHS, we are committed to providing a diverse offering of opportunities based on student interest and supervisory capacity. This means that as the passions and interests of our student body changes, our extra-curricular offerings may change as well. Dates for training camps are generally posted on our Facebook page. Intra-murals, school – based activities will operate in venues on campus during the school year. The schedule and specific activities will be generated with student input and will evolve over the school year.

Student Leadership

We believe that part of our role as a school and as educators is to develop opportunities for student voice (input) and leadership. There are several venues including a student council, focus and service groups for students to provide input and contribute to the school. We recognize that our students are individuals and their contributions to our school and community will be varied as well.

Homework

Homework is a necessary extension of class work. When classes are missed, the student must request homework assignments from their teachers or at the office. Teachers may also be contacted directly by email. All CSHS staff can be emailed by using the format *firstname.lastname@gppsd.ab.ca*.

Teacher Advisory

Strong and positive relationships are important to academic success. Each student at CSHS will have a teacher advisor for the time that student is attending our school. The role of the advisor teacher will be to support and direct their students in making effective transitions into our school, develop and maintain positive habits and relationships for their success and be available to students when they are experiencing uncertainty and would like support or direction. As students' needs change in their time at CSHS, the relationship with the Advisory Teacher will change as well. During scheduled advisory blocks, important information is distributed to students, student input is gathered and a sense of community is developed. Students may choose to arrange additional times to meet with advisor teachers as needs arise. Scheduled advisory times are twenty minutes on Thursdays. **Student attendance is required during advisory blocks.**

Graduation

Graduation Photos

Charles Spencer High School would like to have record of our successful graduates. CSHS will have a contract with Watson's Photography to take graduation photos. Exact dates for photos will be advertised and typically happen in the winter. **Photos taken elsewhere will not appear in the yearbook or in the composite photo**.

Commencement Ceremonies

In order to be eligible to participate in the commencement ceremonies, a student must:
1. Declare intent to participate in commencement by registering with student services with a completed application and required supporting documentation.
2. Have a minimum of 75 credits as of September 1 including passing marks in Grade 11 level English and grade 11 Social Studies courses.
3. Students not having 75 credits as of September 1 or those who do not have passing marks in grade 11 level Social Studies and English courses must meet with a counselor in Student Services to develop an **education plan contract** that meets Alberta High School graduation requirements.
4. At the beginning of Semester 2, when a student demonstrates that they have the classes and credits in place to attain an Alberta High School Diploma or Certificate of High School Achievement, they will be added to the Commencement list. If these conditions are not in place, students may be removed from the commencement list.
5. Have attended CSHS for the majority of their grade 12 year.
6. Be in at least the third year of high school and a student in good standing with acceptable attendance and passing grades. **Students who do not maintain eligibility will be removed from the Commencement List.**

The Commencement List will be updated throughout the school year. It is the **student's responsibility** to ensure the accuracy of the Commencement List and to ensure correct spelling of any student names. Any correction to the Commencement List must be brought to the attention of Student Services.

Those not eligible to participate in Commencement Ceremonies are students whose **main** course of studies is currently being taken off-campus, e.g. Bridge Network, ADLC, home schooling, another high school, etc. and students who have participated in a previous graduation another high school

Specific details about graduation each year are determined by the graduating class.

Safety and Security

Emergency Response Plan (ERP)

As part of GPPSD, Charles Spencer High School is part of a District-wide Emergency Response Plan, which would be implemented in the event of a local disaster or school emergency. The primary objective of the plan is to ensure the safety of your child.

The Emergency Response Plan is a preparatory measure. Statistics show schools are still among the safest places to be on a day-to-day basis, due to the strong commitment of educators, parents, and communities to their children. Nevertheless, disasters do happen and because of that no community can be complacent in its efforts to make its schools even safer. For this reason we have implemented the Plan, so please do not be alarmed by this precautionary action.

Drills

We will be conducting emergency practice drills at the school. These drills, which will occur on a periodic basis throughout the year, will cover a variety of circumstances. In addition to practicing the drills, we will also be discussing with the students the appropriate actions to take during emergency situations. Prior to the drills, CSHS staff will work through emergency procedures with students in advisory. As a part of CKC, we will also be participating in CKC exercises as well. These drills and accompanying discussions are designed to prepare your child to act quickly and to minimize your child's fear should an emergency occur.

We want you to know that your cooperation in preparing your child and helping us to ensure their safety is greatly appreciated. As always, should you have any questions or concerns regarding anything stated in this letter, please feel free to contact Mr. Bryan Funk at 780.513.3200 at CSHS or Ms. Beverly Alcock at 780.539.6606 (District Safety) during regular work hours.

Student ID

All students are expected to carry student ID card with them at all times to verify their identity both in the building and on school property.

Campus

As a partner on the CKC (Community Knowledge Campus) we coordinate effort and resources to maintain safety and security of all staff and users. CS staff and students will also comply with rules from the other CKC partners.
- The CS Campus consists of the school, staff and student parking lots.
- The Gymnicks Centre, St. Joseph's High School and its campus are off limits to CSHS students.
- The Eastlink Centre is available during lunch and to users. Loitering outside lunchtime is not permitted.

Visitors / School Security

For the safety of our students we ask that **all visitors to the school report to, and sign in at the office. Further, visitors must retrieve a visitor's pass.** Upon leaving, visitors must sign out and return the visitors pass. Students from other schools or youths who are not attending school are not permitted in the school or on school grounds at any time during the school day. Likewise, CSHS students should not be at any other school during their operational hours without permission from that school.

Interviews with Students by Non-District Employees

Wherever possible, interviews by Police Officer, Probation Officers, or Child Welfare Officers should not be conducted at the school site. In emergent situations where **Police Officers, Probation Officers or Child Welfare Workers** come to the school to interview a student - the Principal or designate shall arrange for such an interview and

be present during the interview if so requested by the student. If the student is under the age of 18, parents/ caregivers must be notified unless there is a compelling reason not to do so.   If the officer/worker finds it necessary to take the pupil from the building, it becomes their responsibility to notify the parents and to be completely liable for the pupil's welfare, safekeeping and reputation.

Student Accident Insurance

Students who register in technical or physical education courses should enroll in the group Student Accident Insurance Program. The only time students may take out the insurance is in September of each school year. Application forms are available at the front office

Surveillance

All students, staff, and parents should be aware that Charles Spencer High School is equipped with security cameras throughout the school, around the outside of the building, and the parking lots. This security further enhances our ability to maintain a safe and caring environment. Abuse of school or surveillance system may result in suspension, expulsion, or and/or assessed the cost of restitution.

In certain circumstances where safety is concerned and upon request we share video surveillance with management of each partner and security. All sharing is done in compliance with FOIP and as outlined with GPPSD administrative procedures. All of the guidelines and procedures are in effect for the entire time you are considered a CS student. This extends from the time you are waiting for your bus, throughout the school day and until you return home.

Academics

Assessment Practices and Appeals

GPPSD schools adhere to the standards of assessment and reporting that ensure student success while also addressing the standards set by Alberta Education.

To assist in improving programs, establishing and maintaining standards, and improving student achievement, school jurisdictions and accredited- funded private schools shall develop, document, keep current and implement student evaluation policies and procedures for conducting continuous assessments and evaluations of student learning in education programs that provide for:

- accurate, fair and equitable student evaluation;
- the student's right of appeal and procedures for appeal;
- the role of the student and the teacher in evaluations;
- the use of evaluation information for the improvement of the quality of educational programs; and,
- timely communication of evaluation information to students, parents and school councils.
  (Alberta Guide to Education p.22)

GPPSD has Administrative Procedures (AP 360) that further provides guidance for assessment in the district and details how formative (assessment FOR learning) and summative (Assessment OF learning) are structured by schools to address student learning needs.

Studies have shown that the use of assessment for learning contributes significantly to improving student achievement, and that improvement is greatest among lower-achieving students (Black & Wiliam, 1998).

Assessment for learning is the process of gathering evidence about a student's learning from a variety of sources, using a variety of approaches, or "assessment tools", and interpreting that evidence to enable both the teacher and the learner to determine:

- What does the learner need to know?
- How do we know they have learned it?
- What do we do if they haven't learned it?
- What do we do if they have learned it?

Communicating student learning, assessment and grading
Ongoing communication between teachers, students and parents informs and supports learning. Feedback ensures that teachers, parents and students clearly understand and can support the student's progress towards learning outcomes. Effective communication practices ensure that parents are informed about how their child is doing at school.

More information on the varied forms of reporting mechanisms are detailed in AP360. A short summary is that GPPSD believes that formative assessment supports learning, summative assessment (for example, a mid-term or final test) verifies learning, report cards summarize learning and report card grades are used to formally communicate student achievement of learning outcomes to students, parents, GPPSD and the province.

Currently, the high school uses percentages in the process of demonstrating student progress based on the outcomes of the course.

Programs Offered

Course Guide
A detailed explanation of the courses offered at CSHS is available in our Course Guide found on our website. https://www.gppsd.ab.ca/school/charlesspencer/About/Documents/CSHS%20Course%20Guide%202015-2016.pdf

French Immersion
Charles Spencer High School offers French Immersion programming for students in grades 9 – 12.
- Grade 9 students have immersion programming in French Language Arts, Social Studies, Math, Science and Physical Education.
- Grade 10 students have immersion programming in French Language Arts, Social Studies, Math, Science, CALM 20 and Physical Education.
- Grade 11 students have immersion programming in French Language Arts, Social Studies, Math 20 -1, Bio. 20, Chem. 20 and Physics 20.
- Grade 12 students have immersion programming in French Language Arts, Social Studies and Math 30 -1 and 30 – 2.

The Academy
The Academy offers the opportunity for students to pursue their passion in dance, hockey, golf and soccer and general atheltics during the school day while earning credits. Please note there is a fee associated with this programming that is separate from Charles Spencer school fees. More information can be found at: http://www.theacademygp.com/

Student Course Load – Grade 9

Grade 9 students take a full course load consisting of both required and elective courses. Students are required to take Language Arts 9, Social Studies 9, Science 9, Math 9, Physical Education 9, and Health 9. Students fill the rest of their timetable by selecting choices and alternatives from the elective courses that are described in this course guide. Not all electives may be available based on student numbers and adjustments will be made accordingly. Only grade 9 students will be registered in grade 9 courses with the exception of music courses.

Student Course Load (Credit Load) – Grade 10, 11, 12

Students are required to carry the following course load:
- Grade 10 students must be registered in and maintain a course load of at least + 40 credits with no spares
- Grade 11 students must be registered in and maintain a course load of 35-40 credits
- Grade 12 students must be registered in and maintain a course load of 30-35

Additional Information:

- Grade 12 who do not have 75 credits as of September 1 or those who do not have passing marks in grade 11 level Social Studies and English must meet with Student Services to develop an **education plan** that meets Alberta High School graduation requirements.
- At the beginning of Semester 2, when a student demonstrates that they have the classes and credits in place to earn an Alberta High School Diploma or Certificate of High School Achievement, they will be added to the Commencement list. If these conditions are not in place, students may be removed from the commencement list.
- Grade 12 students (third year of high school with **at least 75 credits** on September 1st) are allowed to maintain a program with spares. It is recommended that students have at least 35 credits in their final year but emphasis should be on completing the Alberta Diploma requirements for graduation. Please check university and college requirements before you schedule spares. **Spares should be used to study, complete homework and improve grades.**

Alberta High School Diploma

Each course is assigned a credit value as determined by Alberta Education. You must complete a minimum of 100 credits to be eligible to receive a High School Diploma; however, our recommendation is that students plan a three-year program with 115 credits. Academic or elective courses are generally worth 3 or 5 credits. Individual Career and Technology Studies (CTS) courses are equal to 1 credit each. To receive credits in a course, a student must achieve a mark of 50% or higher.

Grade 10 Required Courses	Grade 11 Required Courses	Grade 12 Required Courses
English Language Arts 10-1 or 10-2	English Language Arts 20-1 or 20-2	English Language Arts 30-1 or 30-2
Social Studies 10-1 or 10-2	Social Studies 20-1 or 20-2	Social Studies 30-1 or 30-2
Science 10 or 14	Science: Biology 20 or Chemistry 20 or Physics 20 or Science 20 or 24	Additional Grade 12 Science courses can be taken
Math 10C or 10-3	Math 20-1 or 20-2 or 20-3	Additional Grade 12 Math courses can be taken
Physical Education 10 (3 or 5 credit)	Career and Life Management (CALM)	
10 additional credits from any Career and Technology Studies (CTS), Fine Arts, Second Languages, Physical Education 20/30, locally developed/acquired and locally authorized courses, Knowledge and Employability courses, Work Experience, or RAP.		
10 additional credits at a 30 level (grade 12) in addition to ELA/SS 30 classes. These can be academic courses or electives.		
Remaining credits come from additional academic or elective courses.		
Provincial Exams: Any student who is enrolled in English 30-1 or 30-2, Mathematics 30-1 or 30-2, Social 30-1- or 30-2, Science 30, Biology 30, Chemistry 30, or Physics 30 must write a provincial diploma exam in the subject. The final mark will be a combination of the school mark and the provincial exam mark (70/30 weighting). Provincial diploma exams are written in November, January, June and August on a schedule set by Alberta Education. You may pre-register to re-write diplomas in November or April.		

Alberta Certificate of High School Achievement

If you are working towards a Certificate of High School Achievement you must be enrolled in one or more Knowledge and Employability courses, which are identified as a -4 sequence. You will only be enrolled in a K&E course after consultation with you and your parents/guardian and only after consent is given. These courses focus on reading, writing, and math skills, in addition to employability skills. You must complete a minimum of 80 credits and the requirements listed below are the minimum needed to attain a Certificate of High School Achievement. In order to enter into post-secondary schools or trades apprentice programs, additional or specific courses may be needed. There are also opportunities, depending on your abilities, to complete a High School Diploma.

Required Academic Courses	10 Additional 30 Level Credits
English Language Arts 30-4 or 20-2	30-level Knowledge and Employability Occupational course *OR* 30-level Career and Technology Studies (CTS) course *OR* 30-level Locally developed course with occupation focus.
Social Studies 20-4 or 10-2	
Science 20-4 or 14	**AND**
Math 20-4 or 10-3	30-level Knowledge and Employability Work Practicum *OR* 30-level Work Experience
Physical Education 10 (3 or 5 credit)	**OR 5 Credits**

Career and Life Management (CALM)	30-level Registered Apprenticeship Program (RAP)
In order to qualify for a Certificate of High School Achievement you must have been enrolled in one Knowledge and Employability course. There are no Diploma Exams in Knowledge and Employability courses**.	

Withdrawal from Classes

Students who are withdrawn from a class under the attendance policy or for inappropriate behaviour may be enrolled in an alternative program, which may or may not be at a cost to the student. This process will involve discussion between the student, teacher, counselor and/or the Administration. Parents may be involved in this process if requested. If non-compliance with school regulations necessitates further action, registration at the high school may be withdrawn and alternative options will be further investigated.

Course Changes and Progression

Once students have registered in a particular program, they have contracted to complete the program. They may neither add nor delete courses without proper authorization given by Administration/Student Services.

Waiving Course Prerequisites

Students will be required to meet with the principal to review their past performance to determine the student possesses the knowledge, skills and attitudes to be successful in the requested course. Students should first meet with their academic counsellor in Student Services to discuss the request. The decision to waive prerequisite(s) will be made in consultation with the student (and when applicable parent/guardian) and documented in the student's record at the time of the decision by the principal.

Course Sequence Changes

Students will be required to meet with the principal to review their past performance to determine the student possesses the knowledge, skills and attitudes to be successful in the requested course. Students should first meet with their academic counsellor in Student Services to discuss the request.

The decision of the principal for a student to take a course in an alternate sequence is a waiver of prerequisite(s) that uses the student's previous learning as part of the information for the principal's decision. The principal would include this information as part of the documentation in the student's record supporting the decision to waive prerequisite(s) along with the following:

- The student possesses the knowledge, skills and attitudes identified in the waived course or program of studies.
- Judgement is made on an individual basis, not for an entire class of students.
- Waiving prerequisite(s) is in the student's best interest.

The decision to waive prerequisite(s) be made in consultation with the student (and when applicable parent) and documented in the student's record at the time of the decision by the principal. Retroactive credits are automatically awarded when the student completes the next higher-level course. This is described in the Alberta Guide to Education, "Students not achieving at least 50% in a high school course may repeat the course or, subject to the approval of the school principal, take a course in an alternative sequence. Students who successfully complete the next higher-level course in an alternative sequence shall be granted credit for the prerequisite course in that alternative sequence."

Diploma Exam Transfers

Students taking course instruction in diploma examination courses must be registered for their diploma examinations by the dates specified by Alberta Education; the principal of the school will register students in exams for those courses in which students are currently registered. Students who choose to transfer from one level to another within a subject (for example, Social Studies 30-1 to Social Studies 30-2) must do so by the dates specified by Alberta

Education. These deadlines have been established so that there is sufficient time for school staff to assess the student's achievement in the course and adequate time for the student to prepare for the examination. Consultation among the school staff, student and, where applicable, parent or guardian is an important component of the course transfer process.

For 2022-23, the deadline for transfer is October 28 ,2022 for Semester 1 and April 3, 2023 for Semester 2. Students should communicate with their course teacher regarding their request to transfer to the other level of the course.

Correspondence Courses/Independent Learning Centre

Simultaneous enrolment in a correspondence course and the same course at the high school will not be permitted. For more information on correspondence courses visit the Student Services office. This mode of learning is only offered when our timetable cannot accommodate student needs due to times or capacity.

Appeal Procedure

If a student is not satisfied with a report card mark or a final mark, the student should first consult with the teacher concerned. The teacher will then consult with the subject co-coordinator who may coordinate a reassessment. Final resolution lays with the school Administration.

Diploma Exam Policy

Diploma Exam schedules and are set and published by Alberta Education. **DIPLOMA EXAMS MUST BE WRITTEN ON THE DESIGNATED DAY – NO EXCEPTIONS.**

There are many more regulations governing the issuance of the high school diploma and it is incumbent on each student to be familiar with these regulations. Further information can be found on the Alberta Education website.

If for any reason a student wishes to rewrite a Diploma exam, the student may do so by paying a fee and making application to write the exam(s). These application forms are available from **Student Services**. The approximate deadline for applying is a month prior to the exam date. Diploma exams can also be written in November and April. Not all diploma exams are available during these sessions. **Please contact Student Services early in the semester so that you do not miss the application deadline.** Application to write diploma exams in August is not required although the re-write fee still applies.

When re-write fees are not paid, Alberta Education withholds the issuing of final transcriptions until payment is made.

Student Support Services

Student Services Office

The role of Student Services is to serve students, parents and teachers in such a way that each student has the opportunity to be successful in his or her educational development.

The Student Services Office is open every day between 8:00 a.m. and 4:00 p.m. Monday to Friday. Appointments are available during school hours. Unless it is an emergency, these appointments should be outside of scheduled class time. Students and parents are encouraged to consult Student Services about academic, vocational, personal concerns, scholarship information, and post-secondary planning.

Library/Resource Centre/Learning Commons

The library is available to both classes and individual students for research, independent study and reading. Our library houses print material, technological devices and learning spaces, all of which can be signed out using an ID card. Books normally circulate for a two-week period. By necessity, the library is a designated quiet place. Pull - out

spaces are available for collaborative work. More library information can be found at:
http://charlesspencerlibrary.weebly.com/

First Nations, Metis, and Inuit (FNMI)

Our services are part of the GPPSD FNMI program, which strives to ensure that all students and staff of GPPSD gain a better understanding and respect of Indigenous spirituality, culture and philosophy. Our Indigenous Cultural Support Liaison, Fran Rogers, is available to assist our FNMI students in successfully completing their high school journey. Our students also have access to the GPPSD FNMI district program, which works to ensure ALL students and staff of GPPSD, may develop a better understanding and respect of Indigenous spirituality, culture and philosophy.

School Community Team

At various times throughout the week, School Community Team counselors are available for student appointments. The Team consists of representatives from Alberta Health Services (Mental Health, Addictions, Nursing), school representatives and other invited guests. These representatives are available to provide confidential counseling sessions for students with concerns about their friends, families or themselves. Referrals or appointments to the School Team can be made through Student Services or Administration.

School Resource Officer (RCMP)

Charles Spencer High School works in partnership with the RCMP to foster a positive relationship between police officers and students by having a School Resource Officer on staff. The School Resource Officer program is an important part of community policing and crime prevention. Each officer is responsible for the safety and protection of those within the school. The SRO is expected to act as a role model, educator, and resource person and as a liaison within the RCMP and the assigned school. Education and prevention are the keys to a safe community.

Student Conduct

The Grande Prairie Public School District is committed to welcoming, caring, respectful, and safe learning environments that respect diversity and foster a sense of belonging. This Student Code of Conduct has been developed to support students, teachers, administrators, and parents in the successful day-to-day development and maintenance of relationships which foster and support learning. A welcoming, caring, respectful, and safe learning environment is physically, emotionally, and psychologically safe for all members of the school community. It is an environment wherein everyone is accorded respect and dignity with equity of opportunity and access to programs, services, and resources that are critical to support all members of the school community in realizing their full potential. The GPPSD has developed a Student Code of Conduct (AP 350), consistent with the School Act (2000), Alberta Human Rights Act of Alberta (2000) and GPPSD Board Policy, to support this work. The Student Code of Conduct, AP 350, and a guide to this document can be found on the GPPSD website.

Attendance

Regular attendance is a necessary condition of being enrolled at school and is directly related to achievement. Multiple or extended absences for any reason affect marks and may contribute to failure. If a student is absent, parents must excuse the absence or it will be considered unexcused. **Circumstances under which students are excused from compulsory attendance are outlined in Section 13(5) of the School Act.** These include:

- sickness or other unavoidable cause;
- religious holiday
- suspension from school
- expulsion from school, and
- legal exemption from compulsory attendance.

Students who skip classes or who misrepresent their parents to excuse absences may face suspension.

1. Students are responsible to be in class every day that they are not legitimately absent. Skipping classes is not permitted. The first responsibility for dealing with skipping rests with the classroom teacher who is to

       discuss the matter with the student and assign tutorial or detention time as the case and circumstance warrant.

2. Students are responsible to make up the missed time and any missed work, in consultation with the teacher.
3. Teachers are required to maintain accurate attendance records and are responsible for contacting students and parents when attendance problems are evident. Teachers, parents and students will attempt to resolve attendance concerns via phone, e-mail and meetings when necessary. Teachers will maintain a record of their efforts with students who have poor attendance.
1. Absences and tardiness will be addressed as follows:
    a. Initial absences will be discussed between the subject teacher and the student.
    b. If absences persist, subject teachers will make contact with parents/ guardians.
    c. Continued absences are referred to administration. Repeat referrals to administration for absenteeism may lead to student's withdrawal from a course, loss of program, or withdrawal from school.
2. Parents will be called to meet with administration when student success is impacted by **both excused and unexcused** absences and achievement. This will take place after the 15th total absence.
3. A student who accumulates more than 15 absences in several classes and fails to change his or her attendance pattern **may be suspended** from all classes and referred to the Assistant Superintendent: Curriculum Services with a recommendation for withdrawal from all classes at the Charles Spencer High School.

A student may be withdrawn from a class when it is apparent the student has not kept up with assigned work or is unable to do so due to extenuating circumstances. At such time the following options will be considered; ADLC, Bridge Network or withdrawal from all classes.

Lates

Respect for the learning of others is demonstrated by those who arrive for class on time. Students who are late to class disrupt the instruction given to students who are on time. Repeated lates will be dealt with by teachers.
1. Dialogue stating the need to get to class on time will take place between the teacher and the student. Failure to comply may result in the student being assigned detentions.
2. Repeated lates will be discussed with the teacher and the student's parents.
3. Subsequent lates will be dealt with as directed by the teacher with administration.

Withdrawal from the course may result, should such behavior not change, and the student has failed to achieve in class.

Sign-Out Policy

Students, who find it necessary to leave school because of illness, doctor's appointment, or any other reason, are required to sign out at the school office. Students returning prior to the end of the day should inform the office.

Parental permission must be obtained. Further, such absences are not excused unless contact is made by the parent with a phone call or note.

Academic Integrity

We believe Academic Integrity supports intellectual growth and creates a fair learning environment. Teachers and Administrators recognize that there are significant expectations and pressures to achieve academic success, this pressure can lead individuals to be dishonest and/or cheat. However, we firmly believe that cheating diminishes the value of education, damages the ethical character of the individual student and undermines the integrity of our school community. CSHS Academic Integrity affirms that we value learning, and that we expect personal integrity and intellectual honesty.

We consider plagiarism to be a direct contradiction to Academic Integrity. Some subjects have specific plagiarism policies in place where necessary due to the nature of the subject (ie. English). Incidents of plagiarism, copying, or cheating will be dealt with on a case-by-case basis. The following definitions apply:
- **Plagiarism: P**lagiarism is using someone else's words, ideas and or expressions without acknowledging the individual who wrote them, leading the reader or listener to believe they are one's own. This includes cutting and pasting of electronic information.

- **Copying:** Copying or the trading of answers from another student to an assignment intended to be completed independently
- **Cheating:** Cheating is copying or using cheat notes on a quiz or test.

A mark of zero may be given in the following circumstances:
1. Students caught skipping a class during a scheduled exam or a class in which an assignment is due that day.
2. An assignment is handed in after the assignment has been marked and returned in class.
3. Cheating, plagiarism, copying, blatant cutting and pasting of any document or its contents.
4. A student has failed to *arrange* for an alternative time to write a missed exam or quiz within a reasonable period of time (the day the student returns if arrangements were not made prior to the absence).

*Please check with each teacher for subject policy

Electronic Devices

Personal technology devices such as smartphones, tablets and personal laptops may be used in the classroom setting at the discretion of the classroom teacher. Students need to expect that rules will be different between classes and activities. It is common practice to have students leave their phones with their classroom teachers when going to the washroom. Students not complying with expectations are communicating a defiance of the classroom expectations and will be dealt with in a disciplinary manner. It is expected that when students are connected to the District Wi-Fi, on personal devices, they are using them for educational purposes.

All students are required to sign the GPPSD 'Student Responsible Use of Technology Guidelines and Agreement'. The agreement covers 'General Use of Technology', 'Use of Personal Computing Devices at School', and 'Use of Cloud Based Applications and Google Apps for Education'. A copy of the agreement can be found in the appendices of this handbook.

Parents who must contact their children during class time should call the school office.

Public Displays of Affection

Any inappropriate public display of affection is not permitted in the school or on its grounds.

Language

There is an expected standard of acceptable language (verbal, written or gestured). Inappropriate or profane language is not acceptable and repeated instances of misuse will be dealt with through the discipline policy.

Draft Dress Code

***Our School Council and Student Council will craft a finalized dress code by the end of the 2022-2023 school year with input from all our stakeholders.

Dress of students should contribute to a school atmosphere conducive to learning. Clothing should be clean, tidy and appropriate to an educational setting. Different classrooms might have different expectations depending on the activities ie) shop, PE, etc.

Staff members will discretely and individually address any concerns regarding attire. Students are not allowed to wear clothing that is inappropriate, such as (but not limited to):

- Discriminatory, suggestive, violent, gory or has inappropriate language or graphics
- Promotes alcohol or drug use
- Clothing that obscures a student from being identified

If, in the judgment of a teacher, attire is deemed unacceptable, the student will change or the student will be referred to the office.

Reference: GPPSD Administrative Procedures 350.1

Bullying, Cyber Bullying, Harassment

Education Act, 2012
The new Education Act, 2012 extends the responsibility of the school to deal with matter that impact students and learning beyond the physical boundaries of the school. Under the new Act, schools have the authority to investigate and ultimately discipline students for behaviours and activities that have an impact on the school setting. An example of this is off-site bullying activities. Under the new Act, schools will be able to address off-site issues when they are deemed to have an impact on the school and students.

Bullying
Bullying is **repeated aggressive behavior in order to intentionally hurt another person, physically or mentally**. Bullying is a conscious, **repeated**, hostile, aggressive behaviour of an individual or a group abusing their position with the intention to harm others or gain real or perceived power. Bullies seek to dominate and belittle other individuals in an effort to build up their own self-esteem or position in their social network. Research indicates that while some bullies are arrogant and narcissistic (sees themselves as special – better than others), others use bullying to hide their own shame or anxiety: by demeaning others the bully (abuser) feels empowered.

There are **many behaviours that are NOT bullying** which can certainly be upsetting and even result in conflict. They are the natural difficult part of life that comes with growing up and living as imperfect human beings regardless of age. Though not meant to be a complete list the following are examples of what are **NOT acts of bullying**: not liking someone, changing friends, being left out of the group (the dynamics of who's in and who's out of a particular event may be upsetting but is not bullying), bumping into each other in the hallway and the reaction to that contact, a single act of telling a joke about someone, single instances of misunderstanding, and arguments between two or more people even if they are posting back and forth with inappropriate language. Arguments can lead to bullying but in and of themselves they are not bullying until one party persists in **repeated aggressive behavior in order to intentionally hurt another person, physically or mentally**.

Technology and Bullying (Cyber bullying)
The use of cell phones, smart phones, and internet tools such as social networks like Facebook provide individuals with a false sense of anonymity because it does not require the courage of standing face to face with the person you are attacking. Bullying is bullying regardless of the forum you use to belittle, attack, or hurt another individual.

Harassment
While bullying is a relationship issue Harassment is a form of discrimination and thus a human rights issue. In the Grande Prairie Public School District we value each other and treat others with dignity and respect. Acts of abuse or harassment in our District will be dealt with in accordance with the applicable provincial and federal laws. Any comment or behaviour that denies a person their dignity, feeling of worth and respect is considered abuse or harassment, particularly if it persists. The significant factor in harassment is IMPACT not INTENT. Once the harasser becomes aware that his or her behavior is offensive and unappreciated, either by being told or the body language of the other person or persons makes it clear that the comment or gesture is unwelcome, if the offensive behavior continues, it becomes harassment.

Dealing with Bullying and Harassment
Teachers, counselors, and Administration frequently deal with incidents of conflict and disagreement. Where the conflicts are determined to be bullying and/or harassment, electronic or otherwise, they will be dealt with on an individual basis and may result in mandatory counseling, suspension, removal from school or referral to the RCMP. It is important to note that false accusations are equally unacceptable and may result in similar consequences to bullying or harassment.

Fighting

Fighting is an unacceptable method of resolving conflict in the Grande Prairie Public School District. Fights are considered part of the school day if they occur between when one would normally leave home from school until one has returned to their home from school. This includes fights on or off school property in the identified time frame. Students involved in fights will face suspension of up to five days. Pushing, shoving, wrestling, etc. may be

considered as fighting, it is unacceptable to resolve conflict in a physical manner at school. Students may be required to undergo counselling as a condition of reinstatement to classes. Repeated offenses may result in the recommendation that the student be expelled from the Grande Prairie Public School District. Those who film fights or upload them to the Internet may be suspended for up to 5 days. People watching fights, face suspensions up to 3 days. People who promote, coordinate, or stage fights will be suspended for up to 5 days.

Hazing

If a student in the Grande Prairie School District is involved in hazing of other students, either at school or outside of school hours such as weekends, or summer, that student will be suspended to the office of the Assistant Superintendent. The student runs the risk of being given anything from a 5 day suspension, to loss of registration for a semester. If this student is on any of our school teams or clubs he/she will lose school privileges on all CSHS teams and clubs for one calendar year.

Suspension

Behaviours that may lead to exclusion from a class, school or from a school sponsored event generally falls within the following three categories:
- Behaviour infringing on the learning rights of others.
- Behaviour exhibiting obvious disregard or disrespect for the school and the learning opportunities it provides.
- Behaviour contravening legal statutes i.e. fighting, possession or being under the influence of alcohol or drugs during school hours or while attending school sponsored events.

Students who have been suspended from school must not be in any Grande Prairie Public School District building or on any District property or within 500m of the property for the duration of the suspension. Students who repeat an offense (fighting, watching a fight, bullying, harassment, hazing, drug or drinking violations) may be suspended to the Board with a recommendation for expulsion.

Students who have been suspended from school and continue to engage in online harassment or threat making will be subject to further discipline.

School Sanctioned Extracurricular Events

Expectations for student behaviour at extracurricular events are the same as standards of behaviour expected during the school day. Those students who do not comply with this expectation will be dealt with in the same manner as they would be during school hours. This applies to events hosted at the school as well as road trips/field trips sponsored by CSHS. It is expected that our students will respect the policies of other schools while attending events at which our teams are competing.

If a CSHS student invites a guest to a school activity, then the CS student will be held responsible for that guest's behaviour. If the guest is guilty of any inappropriate behaviour (alcohol, drugs, fighting, and/or willful disobedience) then the offender will be denied access to the school for any future activities. As well, the student doing the inviting will lose the privilege of coming to the next activity.

Students, regardless of their legal status, who use illicit drugs or alcohol on road trips or field trips will face normal school disciplinary procedures and be prohibited from participating in extracurricular activities for one calendar year.

Co-Curricular Activities

CSHS recognizes and supports a well-organized and supervised extracurricular program. We encourage students to get involved. School rules apply to all co-curricular activities.

Drugs and Alcohol

The Grande Prairie Public School District is committed to providing a safe learning environment for all students that is drug and alcohol free. This policy applies to school sites and school sponsored events including field trips. This policy distinguishes between distributing/selling, possessing, and being under the influence. Where laws are broken, the RCMP will be involved.

Cannabis refers to usage for non-medical purposes.

Drug, Cannabis and Alcohol Guidelines:

1. Students found distributing, selling, possessing or under the influence of drugs, cannabis or alcohol while on or near school premises or while participating in a school sponsored activity will be suspended.

2. Students in the company of students found to be distributing, selling, possessing or under the influence of drugs, cannabis or alcohol while on or near school premises or while participating in a school sponsored activity may be suspended.

3. Students who have been suspended are required to meet with school administration to have conditions of re-instatement clarified. Conditions may include limitations on school mobility, participation in extra-curricular activities, searches of personal items and property, modified schedule, requirements around counseling etc.

Procedures

1. Under the influence of drugs, cannabis or alcohol: Students determined to be under the influence of drugs, cannabis or alcohol will be suspended for up to 5 days and require a re-instatement meeting with school administration and parents. Continued incidents will result in further suspension and possible recommendation to Central Office for expulsion.

2. Possessing drugs, cannabis or alcohol: Students determined to be in possession of drugs, cannabis or alcohol will be suspended for 5 days and require a re-instatement meeting with school administration and parents. A second incident will result in further suspension including a recommendation to Central Office for expulsion.

3. Distribution/selling drugs, cannabis or alcohol: Students who are found to be in possession and considered to be distributing/selling drugs, cannabis or alcohol will be suspended for 5 days with a recommendation to our Central Office for expulsion.

4. Paraphernalia: Students in possession of paraphernalia related to the use of drugs, cannabis or alcohol, including vapourizers/e-cigarettes regardless of their intended use, will be suspended.

Reference: GPPSD Administrative Procedures 354

Smoking and Tobacco Products

Background Consistent with the law, all GPPSD schools are smoke and tobacco free. The use of tobacco products is prohibited on school property. This includes conventional tobacco products such as cigarettes and cigars, and extends to the use of chewing tobacco.
Procedures
1. Students who smoke or use tobacco products on or near school property will be subject to the following:
    1.1 First Offense: Warning
    1.2 Second Offense: Suspension
2. School property extends to areas within visible sight lines of the school and includes parking lots.
3. Students who smoke or use tobacco products inside the school will be subject to immediate suspension.
4. Help is available. Any student wishing to quit smoking can get help from various sto psmoking programs that may be offered at the school or through referrals to community agencies. Please inquire at the Office.

Reference: GPPSD Administrative Procedures 358

Section A: General Use of Technology

As a student of Grande Prairie Public School District, I value having access to technology to support my learning. I know that along with this privilege comes great responsibility. To demonstrate my commitment and understanding of the level of responsibility that is required, I have read each of the expectations and guidelines listed below. I will abide by the responsibilities and expectations laid out for the use of electronic/computer devices (*A computing device includes but is not limited to the following that is used by the student: Laptop computer, netbook, iPad, eReader, iPhone - or other device with internet access. e.g. BlackBerry, Cell Phone, iPod Touch, PDA, Nintendo DSi, etc.*).

- I understand that having access to technology in school is a privilege. I understand that this privilege may be revoked if I fail to fulfill my responsibilities as a user of this technology and that many, but not all, of these responsibilities are outlined below.

- I will only use technology for educational purposes while in school, unless I have been granted permission by a teacher or staff member; and then I will only use the technology within the parameters or guidelines established by them.

- When connected to the internet, I will never use my electronic/computer device to reveal personal information such as my age, address or phone number, or those of other students or persons.

- I understand that Grande Prairie Public School District uses a content filter on its internet access, yet I know it is possible that I may encounter inappropriate material, which includes images or text that are pornographic, violent, obscene or offensive to others. I will immediately close the window on the screen that depicts this material. I will then inform my teacher.

- I understand that my personal files and information about every web page I visit may be accessible under the provisions of FOIP. I am aware that an individual search may be conducted if there is reasonable belief that I have violated the law or the District's Student Responsible Use of Technology Guidelines and Agreement.

- I understand that my actions using electronic/computer devices and accessing the internet reflect on me, my class and the school. I will conduct myself accordingly and exercise good judgment.

- I will not download or install any software, music, movies, or files of any nature unless I have been granted specific permission to do so by my teacher and the copyright holder grants permission.

- I will not share my Student Network Login password or any other user names and passwords provided by Grande Prairie Public School District personnel with anyone except my parents or legal guardians.

- I will always log out of the computer and any applications when I have finished using them, or when moving out of sight of my computer. I acknowledge that any actions done on a computer when I am logged in are traceable to me.

- I will not create, use, display, or store any offensive, obscene, inflammatory or defamatory language or images. I will not use the technology in any way that negatively affects any other student or person.

Section B: Use of personal computing devices at school

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students at Grande Prairie Public School District may bring their own technology to school.

Students at this school may bring their own *personal electronic/computing devices* which may be able to connect to the school's wireless network. Privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc. When using student-owned, personal computing devices at school, all of the General Use of Technology Guidelines (Section A) apply as well as the following:

- I will connect to the school's wireless network, and NOT to the school's wired network, or any visible network from the neighborhood. The guidelines below apply regardless of the wireless network used.

- In class, I will use the student owned device only with the teacher's expressed permission.

- The device I am using will have virus protection software which is up-to-date.

- I will turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on my device while connected to the school's wireless network.

- I understand the security, care and maintenance of my device is my responsibility. I will securely store my device when not in use.

- I understand that the school is not responsible for the loss, theft or damage of my device. I am fully responsible for my property while it is at school.

- I understand that personnel from Grande Prairie Public School District may access my personal electronic/computing device if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the device would reveal evidence of that breach. This may include, but is not limited to, audio and video recording, photographs taken on school property that violates the privacy of others, issues regarding bullying, etc.

[1] *A personal computing device includes but is not limited to the following that is owned by the student: Laptop computer, netbook, iPad, eReader, iPhone (or other device with internet access - e.g. BlackBerry, Cell Phone, iPod Touch, PDA, Nintendo DSi, etc.)*

Section C: Use of Cloud Based Applications and Google Apps for Education

Students at this school have access to *Cloud Based Applications* and *Google Apps for Education* services (email, online documents, calendar, video, etc.) for educational purposes. Cloud Based Apps and Google Apps accounts and services are managed by school district personnel. Student files (e.g. essays, presentations, email, etc.) are stored on cloud servers which are located in various countries including the United States of America. Contents will be subject to the law of the jurisdiction. For example, Grande Prairie Public School District cannot guarantee protection against possible disclosure of emails residing in the United States of America. Therefore individuals should make informed decisions about what kind of information they choose to transmit.

All of the General Use of Technology Guidelines (Section A) apply when accessing resources through Cloud Based Applications and Google
Apps for Education accounts, as well as the following:

- I understand that my first two initials of my first name along with my last name will be used by Grande Prairie Public School District to create a Google Apps account. I will be given rights to access this account.
- I will be provided with an email address (e.g. *first two initials.lastname@student.gppsd.org*) to use for school purposes. This address is what gives me secured access to my online file storage, documents, and sites
- I understand that personnel from Grande Prairie Public School District may access my Cloud Based Apps or Google Apps accounts if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the account would reveal evidence of that breach. This may include, but is not limited to, email messages, gadgets, archived chats, docs, sites, photographs, uploaded documents, etc.
- I understand that my parents or legal guardians also have access to my Cloud Based Apps and Google Apps account, including email, docs and sites. I can either log in and give them a tour of my files, emails, and sites, or the school personnel can share my logon ID and password with my parents.

Student Acceptable Use of Technology Guidelines and Agreement (Grades 4 – 12)

Student Name: _____

School: _____

Grade: _____

Student Section

Section A: General Use of Technology

I have read the Acceptable use of Technology Guidelines and Agreement. I agree to follow the expectations contained in these guidelines. I understand that if I violate the agreement, my account can be terminated and I may face other disciplinary measures.

Student Signature _____   Date _____

Section B: Use of personal computing devices at school

I have read the Acceptable Use of Technology Guidelines and Agreement for the use of personal computing devices at school. I accept all responsibility when bringing my own personal computing device to school.

Student Signature _____   Date _____

Section C: Use of Cloud Based Applications and Google Apps for Education

I have read the Acceptable Use of Technology Guidelines and Agreement for the use of Cloud Based Applications and having an email address and using a Google Apps for Education account. I accept all responsibility for using my Google Apps for Education account and email address as set forth in this document.

Student Signature _____   Date _____

Parent Endorsement (Grades 4 – 12)

I have reviewed this document and each paragraph with my child. I have discussed the importance of this agreement with my child.

Student Name _____ **School** _____ **Grade** _____

Section A: General Use of Technology

I understand that computer access is for educational purposes. I will instruct my child regarding acceptable use, including that which is set forth in the Acceptable use of Technology Guidelines and Agreement. I will emphasize to my child the importance of following the rules for personal safety.

I hereby release Grande Prairie Public School District and its personnel from any and all claims and damages arising from my child's use of, or inability to use, the Grande Prairie Public School District computer systems.

☐ I **give permission** to allow internet access for my child and certify that the information contained in this form is correct.

☐ I **DO NOT** give permission to allow internet access for my child.

*Parent/Guardian Name _____ Date_____

*Parent/Guardian Signature _____ Phone_____

Section B: Use of personal computing devices at school

My child understands the expectations and responsibilities associated with using a personal computing device at school as well as the appropriate and ethical use of the technology.

I hereby release Grande Prairie Public School District and its personnel from any and all claims and damages arising from my child's use of, or inability to use, their personal wireless device on the school's wireless network.

☐ I **give permission** to allow my child to bring his or her personal computing device to school for educational use.

☐ I **DO NOT** give permission to allow my child to bring his/her personal computing device to school.

*Parent/Guardian Name _____ Date_____

*Parent/Guardian Signature _____ Phone_____

Section C: Use of Cloud Based Applications and Google Apps for Education

My child understands the expectations and responsibilities associated with using Cloud Based Applications and having an email address and using a Google Apps for Education account.

I hereby release Grande Prairie Public School District and its personnel from any and all claims and damages arising from my child's use of, or inability to use, Cloud Based Applications and the Google Apps for Education account.

☐ I **give permission** to allow my child to have an email address issued by Grande Prairie Public School District.

☐ I **DO NOT** allow my child to have an email address issued by Grande Prairie Public School District.

*Parent/Guardian Name _____ Date _____

*Parent/Guardian Signature _____ Phone _____