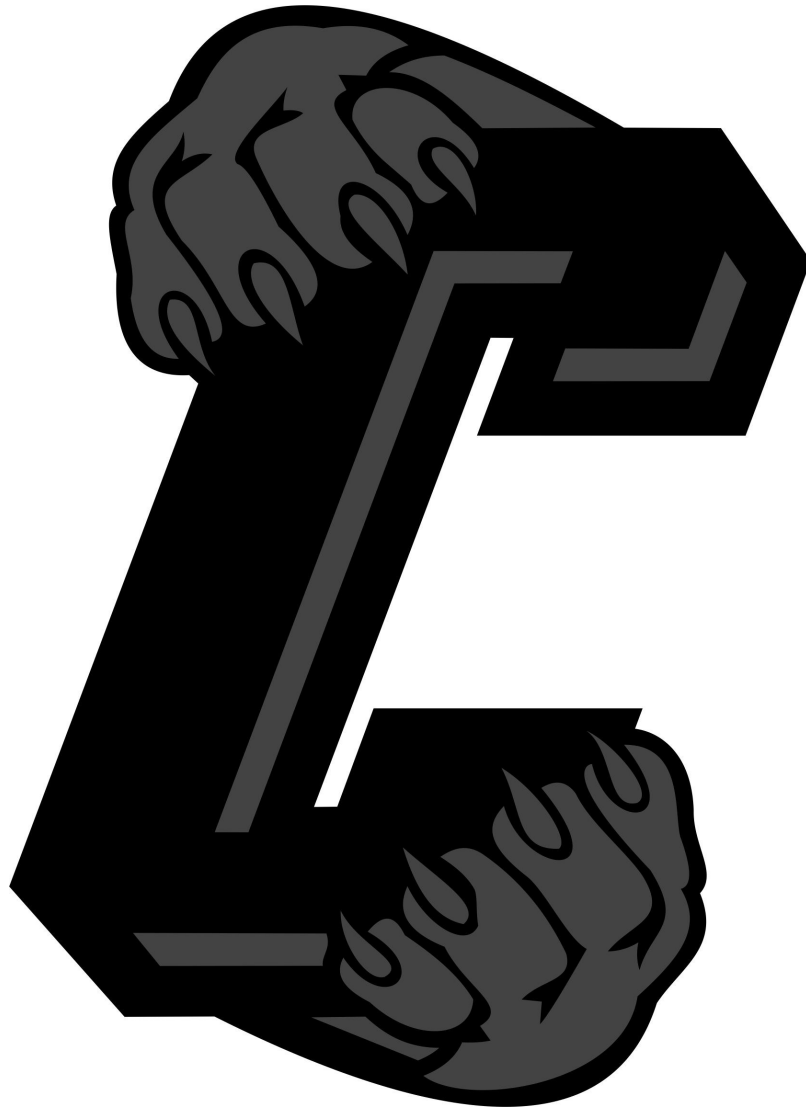


HILLSIDE JUNIOR SENIOR HIGH SCHOOL

HANDBOOK

2019-2020



**Northern Gateway**  
Public Schools

### **MISSION STATEMENT**

To maximize the potential of all students by providing the best curriculum instruction and learning opportunities in a safe and stimulating environment.

### **VISION STATEMENT**

A Caring Commitment to Learning

### **PRINCIPAL'S MESSAGE**

Welcome to Hillside High School, home of the Cougars! We are a grade 7-12 school with approximately 440 students, and offer a broad range of programs in all grades to meet the diverse needs/interests of our students.

In addition to a full academic program, Hillside provides many opportunities for our students and their parents to participate in school life. Research shows that involvement in extra-curricular programs increases academic success; so join a team, play an instrument, help create the yearbook, plan or participate in a school activity!

I encourage both students and their parents to stay involved in the 2019/2020 school year at Hillside. Have a great year!

Darlene Wood

Principal

HILLSIDE JUNIOR SENIOR HIGH SCHOOL

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## **A. ATTENDANCE POLICY**

There is a strong correlation between good attendance and high student achievement. Research indicates that absenteeism continues to have a direct negative effect on student achievement, promotion, graduation, self-esteem, and employment potential. Hillside's Attendance Policy focuses on improving school attendance through the combined efforts of students, parents, teachers and community.

Hillside High School accepts the responsibility for the monitoring and tracking of attendance, contacting parents, and encouraging students to improve their attendance. Students who need to leave the school during the day must sign out at the office prior to leaving the school grounds and sign in if they return during the school day.

The Attendance Policy at Hillside High School for senior high students is:

- A. Regular and punctual attendance in all classes is required for the student's own benefit and that of other students who are depending on his or her contribution.
- B. Teachers will monitor attendance on a daily basis in each class and report attendance.
- C. The parent or guardian is responsible for advising the school of their child's absences by telephoning the school (780-524-3277) prior to, or on the morning of, an absence.
- D. Classes missed because of school authorized activities will not be considered absences.
- E. The school will report absences to parents through an automated call-out program at the end of each day.
- F. Students with attendance concerns will be subject to the following:
  - 1. When a student has 3 absences, the teacher will refer the student to the Student Programming Coordinator or Indigenous Support Teacher for program review.
  - 2. If a student's attendance falls below 80% they will be referred to school administration.
  - 3. A student who is referred to school administration may be placed on an attendance contract. Parents will be notified.
  - 4. A student on an attendance contract, in any class, may not be eligible to participate in any activities involving loss of class time.
  - 5. Students on an attendance contract will be monitored weekly for attendance. If a student does not meet the requirements of the attendance contract he or she may be put on an alternate program. This may include the following:
    - i. Meeting with the parents and the student to reach agreement on a mutually acceptable alternate program.
    - ii. Placement in the Gateway Outreach Program, fulltime or blended program depending on the situation.
    - iii. Home study with assistance from the Gateway Outreach Program or Alberta Distance Learning.
  - 6. If an agreement cannot be reached between the school, the parents and the student about a placement, the parents have the right to appeal the decision with the principal and/or Superintendent of Schools. Appeal procedure can be obtained from school administration.

## **B. APPEALS PROCEDURE**

In order that the rights of students and parents are protected in the evaluation practices of Hillside High School, all policies, procedures, and judgments are made in a spirit of fairness and justice.

### **1. APPEALS AT THE SCHOOL LEVEL:**

- a) The notification of appeal should be made in writing to the school principal within one week of the time final standings are released to the students. The school principal shall acknowledge receipt of the appeal and indicate the expected date when a decision with regard to the appeal will be reached.
- b) To review the basis of any final standing or promotion decision the principal shall employ the procedures listed below as is necessary.
  - i. Consultation with teacher involved;
  - ii. Check of records;
  - iii. A personal hearing of the student's and/or parent's appeal;
  - iv. A review of evaluation procedures followed;
  - v. Allow the student and/or his/her parents to see the graded final examination.
- c) The school principal shall confirm in writing the outcome of the appeal to the student and/or parents. The final decision may be to retain, increase or decrease a final mark.

### **2. APPEALS AT THE SCHOOL DIVISION LEVEL:**

- a) Should a student or parent not be satisfied with the outcome of an appeal made to the school principal – the student or parent may request a hearing from the Superintendent of schools. This request must be made within 2 weeks of receiving the principal's decision.
- b) The Superintendent of schools may appoint an appeal committee to assist in the process.
- c) The Superintendent of schools shall:
  - i. Arrange a hearing of the student and/or his/her parents;
  - ii. Review the circumstances and the evaluation procedures followed in determining the final standing, and:
  - iii. Submit a report and a decision to the principal and parent or student with regard to the appeal. The decision may be to retain, increase or decrease a final mark.
- d) The decision of the Superintendent of schools shall be considered final.

Each teacher must keep a file or a record on each student so that the teacher can at any time during the course and until appeal dates have passed, present sufficient concrete information, including a copy of the final examination to demonstrate a student's achievement in a subject and a reasonable justification for the marks awarded.

Student's records shall be kept on file for 60 days following the reporting of final examination marks. Such records are to be available to those persons responsible for hearing appeals.

### C. BELL TIMES

**There will be a Monday to Friday rotation with full timetables handed out to students on the first day.**

#### Block/Period Schedule

8:48	Warning Bell
8:53– 9:59	Block One (66 Minutes)
9:59-10:03	4 Minute Break
10:03-11:09	Block Two (66 Minutes)
11:09-11:13	4 Minute Break
11:13-12:19	Block Three (66 Minutes)
12:19-12:59	Lunch (40 Minutes)
1:02-2:08	Block Four (66 Minutes)
2:08-2:13	5 Minute Break
2:13-3:19	Block Five (66 Minutes)

### D. COURSE EVALUATION AND STUDENT ASSESSMENT:

Assessment for Learning (Formative Assessment) is a systematic process of collecting information or evidence about student learning and is not assigned a grade/mark for the report card.

Assessment of Learning (Summative Assessment) is the judgment we make about the assessments of student learning based on established criteria and a mark/grade is recorded for the report card.

The purpose of assessment is to improve student learning. This means that judgments of student performance must be criterion-referenced so that descriptive feedback can be given that includes clearly expressed next steps for improvement. Tools of varying complexity are used by the teacher to facilitate this. For the more complex evaluations, the criteria are incorporated into a rubric where levels of performance for each criterion are stated in language that can be understood by students. Where possible, students will be engaged in their own assessment through self-reflection and the construction of rubrics.

Assessment is embedded within the instructional process throughout each unit rather than being an isolated event at the end. Often, the learning and assessment tasks are the same, with formative assessment provided throughout the unit. In every case, the desired demonstration of learning is articulated clearly and the learning activity is planned to make that demonstration possible. This process of beginning with the end in mind helps to keep focus on the expectations of the course curriculum outcomes. The evaluations are expressed as a percentage/mark/grade based upon levels of achievement.

### E. MEDICAL CONDITIONS & DISPENSING OF MEDICATION

Staff is not to dispense prescription or non-prescription drugs to students unless authorized to do so by the school or division administration under the approved policy as outlined in Northern Gateway's Administrative Procedure 315. Students with allergies or chronic medical problems must indicate on their registration forms the nature of the problem. This will enable the staff to effectively deal with a medical concern should the situation arise. All information will be strictly confidential.

### F. EMERGENCY PROCEDURES

1. Each classroom has an emergency exit map posted near the door. When the alarm rings, the class is to proceed quickly and quietly in an orderly fashion out the appropriate exit door. Students are to remain in a line until further instructions are given from the teacher.
2. Lockdown drills will be practiced during the school year to ensure student safety in case of an internal or external threat. During lockdown, students are expected to remain quiet and in the classroom until the drill is over.

3. If the alarm rings during the break, students must exit through the nearest exit and proceed outside to the teacher they had in their last block.

#### **G. GUEST PASSES**

Any visitor to the school must report to the office. If a student wishes to have a student from another school or a visitor, the student must make arrangements with the classroom teachers and administration minimum of one day before the visitor arrives at the school. If permission is granted the visitor must stop at the office upon his/her arrival at the school and collect a guest pass.

#### **H. BUS PASSES**

If a student needs to ride a bus that is not his/her normally assigned bus, their parent must call the school or write a note indicating this. The office will provide that student with a bus pass allowing them to ride the unassigned bus. If a student does not have a bus pass, they will not be allowed to ride any bus other than the usual one.

#### **I. EXTRACURRICULAR POLICY**

##### Hillside School Athletic Policy

The primary purpose of the athletic program at Hillside School is to promote the physical, mental and social well being of the participants. Athletics at Hillside School stresses co-operation and sportsmanship within a team concept at each level of participation. It is hoped that these qualities will help prepare the individuals involved for their future roles in life.

Students who participate in athletics at Hillside School must conduct themselves in a positive and responsible manner. By participating in athletics one becomes a student athlete and becomes a role model in their school, community and to their peers.

##### General Regulations

1. All students will follow eligibility, transfer and starting dates standards as established by the Alberta Schools Athletic Association (ASAA) and Hillside School. Students not meeting or maintaining these standards will not be allowed to participate in any athletic program.
  - a) Academic eligibility: Students must meet the academic standards established by Hillside School. e.g. Attending classes, completing assignments etc.
  - b) School Standing: Students must be in good standing, which includes payment of all appropriate school fees or arrangements have been made with the school.
  - c) Availability/conflicts: Students who will not be able to attend practices, games and/or tournaments due to other commitments (ie. Minor sports, jobs, transportation issues) will not be eligible to play on Hillside extra-curricular teams
2. Any student found to be in possession of, or use of, cigarettes, vapes (e-cigarettes), alcohol, cannabis or any other illegal substance during any activity of the team will be subject to school suspensions, possible removal from the team and possible exclusion from other school teams.
3. Any civil or criminal law infraction or conduct by a student that is determined by the coach or school administration to be detrimental to the athletic program could result in suspension from the activity.
4. Students must travel to and from any contest in transportation provided by the school. Students will not be allowed to transport themselves or other students to athletic contests. All school transportation rules apply to student athletes. The only exceptions are:
  - a) Injury to a participant which would require alternate transportation; or

- b) Parents may request their child to return with them or another parent. This request should be made prior to the day of the event and in writing to the principal for her approval. The Principal or designate will then notify the coach of approval.
  - c) Students may not drive themselves or other students to or from any contest.
5. All student athletes must exhibit proper behavior and good sportsmanship. It is expected that athletes will maintain self-control and show respect for others at all times. Any student athlete who displays unsportsmanlike conduct toward an opponent or official or uses profanity during practice or contest will receive immediate counselling by the head coach, and in addition, possible suspension from that game, possible suspension for the next game or possible suspension from the team.
  6. All athletes must meet all expectations of the coach for attendance, practice and behavior.
  7. Any athlete who is serving a suspension may not participate in a practice or a game while the suspension is in effect. The athlete may also be subject to consequences set forth by the coach. Expectations will be made known at the beginning of practice prior to the start of the season.
  8. Student athletes are responsible for uniforms, equipment and medical kits that belong to Hillside School. Each athlete is financially accountable for all equipment and uniforms that are damaged or not returned at the end of the season.

#### **J. STUDENT PERFORMANCE POLICY**

It is expected that students at Hillside will strive to achieve success within their school programs. Key factors to success in any educational program are to attend classes as scheduled, contribute positively to the learning environment by following class routines and procedures, and completing tasks assigned by teachers. Students who are not meeting success for attendance or behavioural reasons will be referred to an administrator. The following procedure may be followed as a result of the referral:

1. The student will be counselled at the school level and parents may be notified.
2. If, after a specified amount of time, no improvement is noted following the counselling, a performance review will take place and a performance contract put into place. Contracts may apply to a specific class or the student's entire educational program.
3. At the end of the time frame noted in the performance contract, if the terms have been met the contract will be removed. If the terms of the contract have not been met, the contract may be extended or the student may be placed on an alternate educational program.

#### **K. SCHOOL COUNCIL**

All parents are encouraged to join the Hillside School Council. The School Council meets several times through the school year and acts as the liaison between home and school. In addition to providing advice to the principal on school practices and policies, it is also an excellent source of information to parents on the teaching practices, organizational structure and special activities of Hillside High School.

#### **L. SCHOOL FEES**

Technology Fee—\$30 for all students

NOTE: School fees must be paid or arrangements made prior to students participating in extra school activities.

Additional fees will be charged for the following "programs"

- A. Project fees in Practical Arts Courses- (I.A., Home Ec., CTS)
- B. Extra-Curricular Activities (team fees, uniform deposits, tournament costs, transportation)

Hillside Jr/Sr High School is pleased to provide School Cash Online, a convenient and secure online payment system that offers a way for parents to pay for school activities, field trips, hot lunches and other fees.

To access online payments, please enroll at [ngps.schoolcashonline.com](http://ngps.schoolcashonline.com) or go to our website, [HillsideHigh.ca](http://HillsideHigh.ca) and click the link under the Parents and students - school fees tab; it takes less than 5 minutes. Once registered, you will be able to see your



online payment history, print receipts and receive email notifications whenever new student fees are posted for your child. Should you have any questions please don't hesitate to contact Mrs. Grotkowski at the school, 780-524-3277.

**Fees are due September 30, 2019.**

#### **M. FIELD TRIP FORMS/MONEY REMITTANCES**

All field trip forms and monies are to be handed to our accounts secretary, Mrs. Grotkowski. Fees must be paid by the deadline given before students will be allowed to participate in extra-curricular events or to complete special projects in Industrial Arts/Home Economics/CTS programs.

If you are unable to pay the fees all at once, you are encouraged to speak to the principal to make arrangements.

#### **N. LOCKERS/SEARCHES OR INTERVIEWS BY STAFF**

##### **Administrative Procedure 351**

**Background**—Staff are to treat appropriately students who are being searched or interviewed.

##### **Procedures**

1. Searches of students or their private property are to be conducted only on the basis of reasonable grounds.
2. The Division owns student lockers and locks. Unauthorized locks will be cut off.
3. School personnel may carry out a general inspection of lockers to determine cleanliness or state of repair without prior notice and without the students present provided that:
  - 3.1 The school's rules provide for such inspection; and
  - 3.2 Students have been informed of the rules.
4. School personnel may carry out a search of lockers for school rule violations provided that an adult witness is present.
5. If suspected of wrongdoing, a student may be directed to empty his pockets, knapsack, purse, etc.; however, physical searches of students are not to be undertaken by school personnel. If, in the opinion of the school authority, a physical search must be conducted, the police are to be contacted.
6. If the proposed search revolves around a suspicion of criminal activity, then the police must be contacted and a proper search warrant obtained.
7. The Principal or designate must be present during all police searches.
8. Any property seized, as possible evidence in a criminal proceeding is immediately to be turned over to police. Property taken as a result of breach of school rules (e.g.: possession of skateboards at school) is to be retained in a secure manner and only for such period as may be prescribed by school rules in this regard.
9. If at the end of a school term or when a student has left school, unclaimed articles are found in a locker, items of value shall be bagged and marked and retained intact for a period of thirty (30) days, after which time they may be disposed of as the school administrators see fit.
10. School personnel have a duty to uphold the law and if crimes have been committed or if there are reasonable grounds to believe that students have committed crimes, the police must be contacted.
11. School personnel are obligated to comply with the provision of the Youth Criminal Justice Act.
12. School personnel are obligated to comply with the provisions of the Child, Youth and Family Enhancement Act.

##### **LOCKERS/VALUABLES**

Each student is assigned a locker and a lock on his/her first school day. Students must be sure the locker is securely locked and make certain that no one else has the combination. Periodic locker checks and clean-outs will be held throughout the

year. The school reserves the right to inspect lockers as the need arises. It is the student's responsibility to maintain a tidy locker. The school cannot be held responsible for a student's lost or stolen articles. Put names in all texts, notebooks, runners, etc.

Reference: Sections 20, 45, 60, 61, 113 School Act

#### **O. DRESS CODE**

Students are expected to dress appropriately for school. Clothing is not to disrupt the effective functioning of the school.

#### **P. PERSONAL ELECTRONIC DEVICES (Cell Phones)**

The following is Northern Gateway Public Schools Administrative Procedure 145:

##### **Background**

*The Division recognizes the openness to new and future technologies, and their educated use to create opportunities for many constructive and positive uses that can aid the instructional process. Further, regulated use of some personal electronic devices in the school and community may contribute to the safety and security of students and staff. However, unregulated use of such devices may pose a risk to personal safety; may disrupt instruction; may invade personal privacy and may compromise academic integrity.*

##### **Procedures**

- 1. Handheld communication devices, cell phones and other electronic devices are not to be used during regular school hours unless the Principal has granted written permission.*
- 2. Principals are required to communicate school expectations.*
- 3. In certain situations, the Principal may choose to restrict possession to student lockers.*

Research is showing that student achievement and feelings of being safe while at school are reduced when schools allow students to freely access their personal electronic devices and social media during instructional time. In response to this, Hillside High School students will not be permitted to use personal electronic devices in the school during instructional time. If a student is using their personal electronic device in the school during any scheduled class times, they will be taken from the student and handed in to the office. The student will be allowed to pick up the personal electronic device at the end of the day. If a second offense occurs, parents will be required to pick up the phone and a meeting will be held with school administration, the student and parent.

#### **Q. STUDENT SERVICES AND INFORMATION**

##### **1. ACCIDENT INSURANCE**

Students have minimum coverage with the Divisional insurance plan against accidental injuries, parents may wish to consider some additional form of insurance.

##### **2. ALCOHOL/DRUG/TOBACCO USE**

Students are not allowed to be in possession of or under the influence of alcohol, marijuana or any illegal substances. Students may not smoke on school grounds or during extracurricular activities. Students in violation of these expectations will be suspended from school and possibly referred to the school board for expulsion. Students who are in the company of people in possession of or under the influence of alcohol, marijuana or any illegal substances may be subject to disciplinary action of being suspended from school and possibly referred to the school board for expulsion.

### **3. CORRESPONDENCE COURSES**

Correspondence courses are available only for those students who are unable to take a required course in school due to: time tabling difficulties, program restraints, or the course not being offered in school (e.g. German).

Students must initially pay for their own correspondence course but will be reimbursed upon successful completion of the course. Application must be made to the school for reimbursement. The Principal must approve all applications. Students on correspondence must complete all modules and the final exam in the course within the first 15 days of the following semester or they will not be allowed to register in the next course. If the course is available to the student and he/she can fit it in his or her timetable, reimbursement will not be available.

Grade 12 students should note the deadlines for the correspondence completion to be eligible to participate in the graduation ceremony.

### **4. COUNSELLING SERVICES**

Hillside Junior-Senior High School provides counselling services in the areas of personal guidance, career counselling and academic planning. Students are encouraged to consult the counsellor as the need arises. Appointments to see the counsellor may be booked directly or through the office by the student. The counsellor also receives referrals from teachers, parents and other students. A career centre is available to students in the counselling area. The counsellor also acts as a resource for classroom programs.

### **5. LEARNING COMMONS**

Our school Learning Commons has a variety of material available for students. Most material can be borrowed for periods ranging from overnight to two weeks. Students may use the Learning Commons when a supervisor is present. Students may use the learning commons during the school day with the permission of their teacher and librarian. Students are expected to work on task and return material on time and be responsible for material they sign out. The school will issue bills (invoices) for damaged, lost or outstanding books.

### **6. REPORT CARDS**

Report cards are mailed out four times a year for Junior High and twice a semester for Senior High. Report cards are a vital part of the school's plan to communicate fully with the parents. Student detailed reports are made available upon request. Parent Teacher Interviews are held four times throughout the year. Parents may also monitor student progress through the Parent Portal of PowerSchool.

### **7. STUDY SKILLS**

To be successful, students should develop regular study skills and habits. Study/homework skills should be done daily. This includes:

- a. teacher assigned work
- b. work not completed during class
- c. work missed due to absence
- d. extra study time should be allotted to prepare for tests and exams.

## **R. KNOWLEDGE AND EMPLOYABILITY COURSES**

Knowledge and Employability courses are available to students in grades 8 through 12 who meet specific criteria. These courses are intended to provide students with opportunities to experience success and become well prepared for employment, further studies, active citizenship and lifelong learning. Knowledge and Employability courses include and promote:

- workplace standards for academic, occupational and employability skills
- practical applications through on- and off-campus experiences and/or community partnerships
- career development skills for exploring careers, assessing career skills and developing a career-focused portfolio

- interpersonal skills to ensure respect, support and cooperation with others at home, in the community and at the workplace.

Knowledge and Employability courses are designed to provide entry-level employment skills for students who have expressed a goal of leaving school before earning the requirements for a senior high school diploma. Some students may transition successfully from Knowledge and Employability courses to other courses to achieve a senior high school diploma or to continuing education and training opportunities; in some colleges or some apprenticeship programs. Reviewing each student's learning plans on an annual basis and adjusting their goals and courses as needed are important parts of the process.

#### Guiding beliefs

Enrollment in one or more Knowledge and Employability courses is determined individually on a course-by-course basis and is based on each student's secondary, continuing education and training and career goals, and how those goals relate to the philosophy, rationale and intent of Knowledge and Employability courses.

Enrollment in one or more Knowledge and Employability courses encourages students to be successful, engaged learners.

Decisions about enrollment in Knowledge and Employability courses are based on assessment information that identifies each student's achievement on a variety of measures that is gathered over time and recorded in the student's records.

Decisions about enrollment in Knowledge and Employability courses, based on consultation with parents/guardians and the student, will include informed yearly written consent of parents/guardians (if the student is under 16 years of age) and the student. They will also include the creation of a learning plan for each student that lists the student's goals and records and tracks courses needed to achieve those goals.

High school students enrolled in K&E courses will be eligible to earn a Certificate of Achievement at the end of grade 12.

### **S. TEXT BOOKS**

Students are completely responsible for all texts assigned to them. Damaged or lost texts will be charged to the student.

### **T. GRADE 10 & 11 TIMETABLES**

All grade 10's are expected to have a full timetable with no spares. Any student dropping or removed from a course will be required to make up the lost credits. All grade 11's are encouraged to carry a full timetable, however, they must have at least a 35 credit program. Any student on a spare working on Gateway courses, or on correspondence courses, is expected to be in the library or cafeteria during that block.

### **U. SCHOLARSHIPS**

Students attending Hillside High School are eligible for a wide range of scholarships. Application forms are available from Mr. Staples in the counselling office. A list of scholarships is available in the Senior High Handbook.

### **V. PERSONAL LEARNING TIME (PLT)**

Students in grades 10-12 will have the opportunity on Fridays to experience personal learning time in Block 2. This will give the students the opportunities to meet with teachers in courses they are struggling in for extra help or to write exams they may have missed due to appointments or illness. Students are expected to go to the classroom teacher for further assistance or catch up on missing assignments. Students may also use this time to meet and collaborate with other students or to work on homework and projects.

## **W. STUDENTS' IMPORTANT TELEPHONE NUMBERS**

AADAC/Northern Addictions Centre Grande Prairie 538-5210 (free call through RITE Line 310-0000)  
For problems with alcohol or drugs. Counselling, groups, detox, treatment programs.

AADAC Help Line 1-866-332-2322. 24 hours/7 days a week. For anyone with concerns about alcohol and drug problems.

MITAA Valleyview 780-524-2909

Child Abuse Hotline 1-800-387-5437

Sunrise House Youth Shelter 1-780-539-3287 (collect calls accepted)

Early Intervention Program 780-524-7654

FCSS Community Resource Centre 780-524-7653

Gateway Outreach School 780-524-5508

Hillside High School 780-524-3277

PACE Sexual Assault Centre 1-780-539-6692

RCMP 780-524-3343

The Breakfast Club 1-780-539-7142 (for teens ages 13-17 having trouble coping.)

## X. STAFF LIST

Darlene Wood	Principal	Les Serediak	Assistant Principal
Alyssa Benard	Sr. Math, Jr/Sr Sci, Chemistry 20/30		
Vimmy Berry	Band, Jr Options, Math 7&8		
Sharmaine Boman	Indigenous Support Teacher, Inreach, Sr. Foods		
Markus Breitzkreuz	Jr. & Sr. PE		
Tyler Brochu	Jr. & Sr. PE		
Kim Caron	Math 9, Sr Math		
Meghan Caron	LA 7,9 & 10, PE 7&9, Jr Options		
Steve Chaffey	Sr.Social, Art, & Drama, Jr Options		
Derek Cooney	Chemistry, Physics, Sr. Math		
Patricia Galandie	Gateway Outreach School		
Kevin Gauthier	LA 7&8, SS 7, Jr Options		
Rossanne Gebers	LA 8, K&E 8&9		
Shelley Kirchner	Sci 7&8, PE 8, Jr Options		
Craig Lawson	Sr Soc, Sr English, LA 9		
Travis Loewen	Math 7&8, PE 9, Jr Options		
Jonathan Lowe	Sr Science, Sci 9, Jr Options		
Jody Morrison	IA, Jr Options		
Laurena Newman	Counsellor, Inclusive Ed.		
Bev Osborne	Jr. Sci , Jr. Math		
Suyapa Schilperoort	Sr Art, Sr Foods, Jr. Options		
Linda Serediak	Science 9&10, Biology		
Darren Slaney	Sr Eng & SS, LA 9		
Lindsay Storie	Jr. Science/Math		
Matt Staples	Sr English, Program Co-ordinator		
Alexandria Wolfe	Jr. LA, Cree Language, Options		
Joyce Viker	Cafeteria		
Jacquelin Boyd	Secretary	Bev Grotkowski	Accounts Secretary
Joan Carroll, Shannon Kobe, Susan Loewen, Gaeb Orr, Breann Wells Education Assistants			
Karen Staples	Learning Commons Facilitator		

**Y. FOIPP—Freedom of Information and Protection of Privacy Act (FOIP Act)**

Collection of Personal Information Notice under s. 33 of the *FOIP Act*

The *FOIP Act*, which came into effect for school boards on September 1, 1998, sets controls and standards on how public bodies, such as school boards, collect, use and disclose personal information that is in their custody or under their control.

The *FOIP Act* requires that school boards collect personal information directly from individuals the information is about, that these individuals be provided with the legal authority for the collection, be explained the purpose of the collection and how the information will be used, and be provided a contact person should they have any questions relating to this activity.

- The information collected on this form, as part of the school registration process is personal information as referred to in the *FOIP Act*. This personal information is collected pursuant to the provisions of the *School Act* and its regulations (e.g. for the establishment of a student record, determination of residency) and pursuant to section 32(c) of the *FOIP Act* as the collection is related directly to and is necessary to a school board's obligation to provide students with an education program that meets their needs and to provide a safe and secure school environment (e.g. program placement, determination of eligibility and/or suitability for provincial or federal funding, contact and health related information in the event of problems or emergencies). Personal information may also be provided to the Minister of Education for the purpose of carrying out programs, activities, or policies under his administration (e.g. research, statistical analysis).

Once the information is collected and compiled, Northern Gateway Regional Division NO. 10 believes the uses listed below are part of a vital, healthy and functioning school and participation of all students is important and encouraged. Here are some examples of activities where the information may be used:

- The use of a student's name, photo and comments in the school calendar, newsletter, yearbook, graduation book or other small publications.
- The taking of individual, class, team or club photos for school purposes.
- The use of student information, including photos, for the issuance of transit/bus transportation passes and for other identification purposes.
- The use of student's name in honour rolls, work ethic, (listings), graduation ceremonies, scholarship or other awards within the school or school boards.
- The use of student's name and academic information necessary for determining eligibility or suitability for provincial, federal or other types of awards or scholarships in the event the board applies on a student's behalf.
- The use of student's name, related contact information and telephone numbers for absenteeism verification.
- The taking of photos and/or videos of classroom activities and their use by the media or other organizations where students are not interviewed or identified by name. Where individual students are identified or interviewed and the material will be used outside the school a separate and specific consent will be required. You will be contacted prior to this event taking place. Please note: (1) that photos (including names) and/or videos of school activities that are open to the general public may be taken and used for purposes within and outside of the school and (2) that graduation pictures will be taken and used for purposes within and outside of the school; i.e. local newspapers.
- The taking of photos/videos of classroom or other school activities by the school board where the material will be used within the school. Where individual students are identified or interviewed and the material will be used outside the school, a separate and specific consent will be required. You will be contacted prior to this event taking place.

- The use of student's name on artwork or other creative work or material of students displayed at school board sites or another school or school board sponsored display in the community, provided the attached copyright release form is properly completed. [Note that this relates to the *Copyright Act* (Canada), not the *FOIP Act*]
- The school has a school council which represents the parents and engages in activities of the school. The school will normally make the parent/guardian name, phone number, mailing address, student name and grade level available to the school council for contact purposes.
- The use of student's phone numbers provided to Bus Drivers for transportation purposes.
- Transmitting student information over the airwaves for transportation purposes.

## **Z. SCHOOL CALENDAR**

### **Northern Gateway Public Schools — 2019-2020 Official School Year**

Aug 27-30- Staff Planning and Development/P.L.C. Days

Sep 3- First Day for Students

Oct 11 - P.D./P.L.C. Day

Oct 14 - Thanksgiving Day

Nov 8 - P.D./P.L.C. Day

Nov 11 - Remembrance Day

Nov 12 & 13 - No school, Day in Lieu of Parent Teacher Interviews

Dec 23 - Jan 5 - Christmas Vacation

Jan 6 - Back to School

Jan 31 - Staff Planning and Development Day

Feb 3 - First day of second semester

Feb 17 - Family Day

Mar 5 & 6 - Teachers' Convention (Valleyview)

Mar 20 - P.D./P.L.C. Day

Apr 3—13 - Easter Vacation

May 15 - Day in Lieu of Parent Teacher Interviews

May 18 - Victoria Day

Jun 26 - Last Day for Students

Jun 29 - Staff Planning & Development Day



### Hillside School Rules

No energy drinks

The first bell is to inform a student to get their supplies and go to class. The second bell is the start of class and doors will close

The bell at the end of class is to inform the teacher that class time is over, it is not an automatic dismissal

Students are not to be dismissed before the bell rings

No students are to leave the school during class breaks

Students are to sign in/out when arriving late to school/leaving early

We are a nut aware school

### Standard Operating Procedures—Classroom Rules

One student out the class at a time

Students will not return to their lockers for supplies

Students will clean up their areas at the end of class including papers, excessive dirt, food wrappers

Students will not be sent back to their lockers to return hats/coats

Food is allowed in classes, but the teacher may exercise their discretion regarding the frequency & health values

No Food or drink when using classroom technology

### Computer Labs

ABSOLUTELY no food/drink in the labs

Keyboards pushed in, chairs pushed in at the end of class

Papers cleaned/picked up

### Attire

No sunglasses to be worn in the building

No hoods on in the building

No parkas, no bulky winter boots in classrooms

Clothing that discusses alcohol, drugs, sex, promotes hate, swearing, inappropriate gestures, too revealing are not allowed