



SMITH SCHOOL HANDBOOK

<https://smith.aspenview.org/>

Smith School Contact Information

Smith School

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School Staff

Principal:	Amber Hensch
Administrative Assistant:	Amber McConaghy
Teachers:	Amber Hensch
	Sarah Ramer
	Larissa Serson
	Joral Waye
	Tom Skerritt
	Rebecca Weber

Educational Assistants:

Lucy Dixon	Rhonda Timms
James Meek	Dorey McConaghy

Custodian:

Edith Johnston

Family Liaison Worker:

Rebecca Weber

Vision Statement

Smith School develops and recognizes respectful, responsible, highly motivated individuals who enjoy life-long learning. Our role is to provide diverse learning experiences which engage students in developing confidence.

Mission Statement

Believe in yourself. Lead others. Achieve your goals.

Smith School believes:

- It is important that learning and behavior are held to high expectations by the students, staff members, parents and community.
- Communication between parents, students, staff, and community is vital for school success.
- Students engaged in a variety of academic programming, fine arts, sports and extracurricular activities results in well rounded character development.
- Properly utilized technology provides enriched learning experiences.
- Events which engage community and families are important for developing lasting memories and community history.
- Parental and community involvement contributes to the identity of the School.

DISCLAIMER

This handbook does not cover all aspects of the school's operation, and should not be considered final word. We reserve the right to amend its contents throughout the year as needed.

School Programs

Assembly

To promote a spirit of belonging among all students, staff, parents and community, we meet regularly to celebrate and recognize students and leadership in our school, as well as communicate information. We also begin special events with school wide assemblies.

Student Recognition

Students are celebrated for showing leadership and achieving proficient marks and talent in their classes.

E.C.S. Program

E.C.S. classes are held between the hours of 8:30 a.m. and 3:10 p.m. The program will run 3 days per week (Monday, Wednesday and Friday), starting August 30th and continuing 3 days a week for the entire 2024/2025 school year.

Aspen Health Services

Provides the following services; immunization, dental education and health awareness programs (in conjunction with the Health program), and a fluoride varnish program for grades 1 through 9.

Physical Education Program

All students are expected to have an indoor and outdoor pair of running shoes. Grades 7-9 will be expected to change into gym clothes for daily physical education classes. Skating, skiing, and swimming are part of the regular physical education program. All students are expected to participate. ***Running shoes must have non-marking soles.***

Co-Curricular and Extra-Curricular Programs

Sports and Field Trips: Students are expected to demonstrate good academic standing, behaviour and attendance in order to participate in field trips or sports trips. A contract outlining student expectations, signed by the parent, coach/teacher and player, may be required. A form will be given to students to obtain signatures from all of their teachers, the principal and parents before they are able to go on a sport and/or field trip. Any student who has had any type of suspension or does not meet the criteria prior to a sport or field trip may not be allowed to go. A parent may be required to accompany a student if deemed necessary by the principal.

Annual Christmas Concert

Our Christmas concert is held during the last school week before the Christmas break, and involves student representation from all grade levels.

National Indigenous Peoples' Day

Traditional and non-traditional activities to celebrate Indigenous culture & history will take place on or near June 21st every year.

Expectations of Students:

At Smith School, students are expected to:

- 1) Listen to instructions.
- 2) Do as they are asked the first time.
- 3) Keep hands, feet and objects to themselves at all times.
- 4) Not threaten, put-down, name-call or tease.
- 5) Use appropriate language and tone of voice.
- 6) Respect all staff members.
- 7) Take pride in their academics and try their best. This includes asking for help when needed.

Student Rights and Responsibilities:

Rights

Responsibilities

- | | |
|---|--|
| 1. I have the right to learn in this school. | 1. It is my responsibility to listen to instructions, work quietly, and to follow general classroom guidelines set by my teachers. |
| 2. I have a right to hear and to be heard. | 2. It is my responsibility not to talk, shout or make loud noises when others are speaking. |
| 3. I have a right to be respected. | 3. It is my responsibility not to tease or bug other people or to hurt their feelings. |
| 4. I have a right to be safe in this school. | 4. It is my responsibility not to threaten, kick, punch, or physically harm anyone else. |
| 5. I have a right to privacy and to my own space. | 5. It is my responsibility to respect the personal property of others and to accept their right to privacy. |

Student Conduct Policy

Students are fully responsible for their own behaviour at all times. Behaviour that is harmful to or interferes with the learning of others, that is disrespectful, disruptive or otherwise inappropriate, will result in corrective and/or disciplinary action from staff or the principal. Every effort will be made to respond to misbehavior in a manner that allows the student to learn and grow, that respects his or her dignity, and is appropriate to that student. We believe that treating students fairly does not mean treating them all the same, and so will employ judgment and discretion in responding to each student and each issue. Other variables, which will influence the choice of the response or consequence, are the severity of the misbehavior, the frequency of the behavior, and the time and place of the behavior. Suspension out-of-school, is a possible and likely consequence of such behaviours as physical violence, threats, extreme or persistent verbal abuse, blatant defiance or disrespect of staff members, vandalism or willful destruction of school or others' property, smoking, being under the influence of or possessing alcohol or illegal drugs. Expulsion from school may result from continued or extreme behaviour of these types.

Parents are expected to take an active role in dealing with student discipline. If parents have questions or concerns about a discipline issue, they are asked to discuss the concern with the homeroom teacher. If they are not satisfied, parents are then asked to contact the principal. Parents must provide contact phone numbers for themselves and an emergency contact should their child have to be sent home. Classroom teachers will be expected to deal with the majority of discipline issues. Incidents (other than infrequent, minor misconducts) will be documented and submitted to the office on "Office Referral Forms". Parents may be notified by phone or email of behaviors, depending on the severity and/or frequency of the incident/behaviour.

Guidelines for Dealing With Student Misconduct

Misconducts are categorized as a minor misconduct, major misconduct or a severe misconduct. All behaviors will be dealt with using the Behaviour Pyramid of Intervention.

Minor Misconduct: Dealt with "on the spot" by any school personnel.

- Interventions for Minor Misconduct: examples include teacher-student conference, time out, loss of privileges, or another logical consequence.
- A minor misconduct will become a major misconduct if it is continually repeated.
- If a minor misconduct is repeated parents will be contacted by the teacher

Major Misconduct: Major misconducts are behaviours that interfere with the orderly functioning of the school and threaten the safety and/or dignity of students or staff. Behaviours that fall in this category include defiance of authority, willful disobedience, physical or verbal aggression towards another student, threats, leaving the school without permission, disrespectful/abusive language, continuous disruption in the classroom, hallway and/or bus and smoking. Major misconducts are dealt with by the principal. Contact with the parent/guardian is made by the principal via phone. Logical consequences for student behavior are determined by the principal in consultation with teaching staff, and at times, with parents. Consequences may include a requirement for restitution, loss of privileges, in or out of school suspension, or others. Incident severity and frequency are considered.

Severe Misconduct: Behaviors that seriously threaten the safety of others or severely interfere with the orderly conduct of classes and school are considered severe misconducts. Some examples of severe misconducts include sexual harassment, assault, false activation of the fire alarm, vandalism, possession of a weapon, and the possession or consumption of alcohol or drugs on school property. The principal and possibly school district representatives will deal with severe misconduct. Severe misconduct could result in suspension from the school or bus for 1-5 days, and may lead to a recommendation for expulsion by the principal.

Vandalism will result in all related costs being paid by the parents/guardians.

Suspension, with the possibility of expulsion, is an appropriate consequence for:

- Possession and/or use of prohibited drugs/tobacco/vapes and/or alcohol;
- Physical or emotional abuse, violence, assault, and threats to student/staff safety;
- Open defiance and/or opposition to staff members
- Theft;
- Vandalism;
- Sexual and/or other harassment of other students or staff;
- Bullying; and
- Other conduct that negatively impacts the learning and or safety of students and staff

Please note the Administrator has the ability to use their discretion when disciplining a student. A student may face a suspension for a reason not stated above if it is seen fit.

BEHAVIOUR PYRAMID OF INTERVENTION

Level One - Proactive Behaviour Education Plans

We emphasize a proactive approach to behavior to establish a solid foundation for students, guiding them toward success. Central to this foundation is our Student Code of Conduct, which is shaped by key virtues identified through our moral intelligence program. This code provides clear expectations for students, parents, and staff, ensuring informed engagement from all parties. Our school community collaborates in various ways to reinforce positive behavior expectations, including:

1. Regular discussions with students on the Student Code of Conduct as teachable moments arise.
2. School staff modeling appropriate behaviors and encouraging students to do the same when interacting across grade levels or representing the school.
3. Spirit days and activities organized by the Students' Union to foster school pride and a sense of belonging.
4. Monthly school calendars, posts on Social Media, and interactions between teachers and parents to keep parents and community members informed about school activities and encourage their involvement.
5. Collaboration with external agencies to offer targeted programs such as Dragonfly, RCMP, and the Local Firefighters.
6. Providing staff training in Non-Violent Crisis Intervention and First Aid.
7. Ensuring outdoor supervisors wear bright vests for visibility and accessibility on playgrounds.

Level Two - Staff intervention

When incidents occur, students are reminded of expected behavior and may be referred to the Student Code of Conduct. If a student continues to disregard these reminders and behaves disrespectfully, staff may initiate appropriate interventions, which could involve contacting parents:

- First offense: Managed by the teacher
- Second offense: Handled by administration
- Third offense: Supervised time away (supervisors collaborate with students on strategies to prevent future incidents)

*In cases of major incidents, staff will communicate with the parent or guardian. Staff members are advised to maintain records of student behaviors.

Level Three- Family School Liaison Worker and/or Administrative Intervention

As a crucial component of our school's behavioral intervention framework, the Family school Liaison Worker (FSLW) plays a significant role across its three levels. The FSLW actively engages in proactive initiatives such as small group sessions focused on enhancing social skills and delivering classroom presentations on Moral Intelligence. Additionally, she provides individual therapeutic counseling and accepts drop-in appointments as necessary.

If students do not respond appropriately to staff interventions, they may be referred to the FSLW or administration. The following interventions may be implemented:

The FSLW and administrative team will review Log Entries and Events Tracking. Students with a high number of entries may have their records printed and sent home, accompanied by a phone call and a letter detailing their activity tracking report.

- First offense: Half-day In School Suspension (ISS) and a meeting with the FSLW to develop a prevention plan to avoid escalation.
- Second offense: One-day ISS.
- Third offense: One-day Out of School Suspension (OSS), followed by three-day OSS, and then five-day OSS.
- After each OSS, parents and students must meet with administration.
- Further disciplinary actions may be taken as warranted, including expulsion.

The administration retains the authority to address significant behavioral issues on a case-by-case basis in accordance with Aspen View policies.

Student Guidelines: School

The following are guidelines for student behavior within the school, the classroom, outside the school and on the bus.

- Show respect for others by speaking courteously to all students and adults, using appropriate language free from profanity, and asking for permission before using the property of others.
- Move in the hallways and school grounds in an orderly manner.
- Care for school property and equipment.
- Wear appropriate, non-marking indoor footwear at all times.
- Do not smoke, drink or vape in the school or on school property. Any illegal substance, smoking paraphernalia, cigarettes, alcohol or vapes found on school property will be confiscated and given to the principal who will dispose of the item properly. Parents/Guardians will be contacted immediately.
- A written note or phone call from the parent is required for excusable lates and absences.
- Students should not arrive at school before 8:25 am as no supervision is provided before then.
- Students are to remain on their bus until the bell rings at 8:25am.
- Students going home before regular dismissal time must report to the office, provide appropriate consent (parent note, call to the office) and notify the bus driver that they will not be on the bus.
- Snack items which involve shelling (such as sunflower seeds, peanuts) are not to be consumed at school. The school is an **allergy aware school**.
- Students are to remain in the classroom to eat their lunch (unless elsewhere for an organized and supervised activity).
 - If students are late in the morning or afternoon, they are to report to the office.

Student Guidelines: Classroom

The following are guidelines for behavior in classrooms:

- Students are to be punctual and prepared for classes. They should not enter or leave without permission.
- Students assigned regular seats are responsible for the desks assigned.

Student Guidelines: Academics

The following are guidelines for academic behavior:

- Students are expected to strive towards their personal best academically
- Students are expected to advocate for their needs in the classroom. This may include additional time, clarification of assignment, reader/scribe, one on one support at recess or after school, etc.
- Students should maintain above 50% in all of their subjects. If students' marks drop below 50%, the teacher will work with the student to create a plan to improve their mark and relay the plan to the parents via email or phone call. If the student's mark does not improve within a month parents will receive notification from the principal.
- Students in Gr.8/9 who are struggling with regular programming in core subjects may be recommended for KE programming. Teachers will contact parents, and get parental approval before transferring a student to KE programming.

- All assignments are to be completed and handed in on time.
- Students should properly prepare for assessments. This includes studying at home.

Student Guidelines: Missing Assignments

The following are guidelines for missing/late assignments:

- Students are responsible for handing in their assignments on time and completed
- If a student is unable to complete an assignment on time they must talk to their teacher to create a plan.
- All late/missing assignments may be assigned a 0 and code of late or missing in PowerSchool. This is at the teachers discretion and after a teacher has provided opportunities for the student to hand in the assignment. If an assignment is handed in, the 0 will be changed to the appropriate grade.
- Late/Missing assignments can be considered a dead assignment after an acceptable time frame (2 weeks or more). A dead assignment means it is no longer able to be handed in for marks. This will only happen after a teacher has tried their best to help students hand in the assignment on time.
- Teachers will state their personal late/missing policy in the Syllabus handed out at the beginning of the school year for each course.

Student Guidelines: Retests

The following are guidelines for retests:

- Students can do a retest on all assignments and assessments except Provincial Achievement Tests and Finals at the discretion of the teacher.
- Teachers will state their personal retest policy in the Syllabus handed out at the beginning of the school year for each course.

Student Guidelines: Recess

The following are guidelines for recess behavior:

- Elementary and Jr.High students go outside at all breaks, but will remain indoors in severe weather.
- Out-of-bounds areas are:
 - All areas outside the fences on the East and North sides of the school.
 - Areas between the boundary fence and shelterbelt trees, including the trees (North side of the road).
 - Gym, except for scheduled activities.
 - Front area of the school.
- Students should report concerns and accidents to the supervisors on duty.
- All students must go outside and not loiter in the hallways at recess.
- If a student is getting help from a teacher they are to remain in the classroom with the teacher. Once they are done they must go outside if there is any time left.

- If a student wants to stay inside to work on an assignment they must get permission from the teacher and remain in the classroom at all times. Teachers have the right to deny the request.
- Students who are dropped off during recess time must report to the Main Office and proceed outside

Student Guidelines: Transportation

The following are guidelines for student behavior on the bus:

- Students have the right to ride on the bus to and from school in a safe and quiet manner.
- Students have a right to be able to engage in quiet conversations with other pupils in their assigned seating area.
- Students traveling on the bus are expected to place garbage and other papers in the garbage basket.
- Students will be assigned a seat according to a seating plan as decided by the bus driver. Students will sit in their assigned seat at all times when riding the bus.
- Students have a right to be safe from sharp objects, glass and other materials, which may cause injury. Protective guards must cover skate blades and other hard objects if these objects are transported on the bus. Permission must be granted by the driver to carry these objects, including archery equipment.
- Students are expected to be on time and ready at all times for loading.
- Students are expected to exhibit behavior on the bus, which is acceptable in the classroom.
- When behavior on the bus is unacceptable according to the rules above, the driver will remind the students of the expected behavior. If the behavior does not improve, the bus driver will fill out a "Bus Infraction Form." A copy will then be sent to parents, the transportation supervisor at Division Office and the principal.

Please note: Parents/guardians must provide contact phone numbers for themselves and their emergency contact in the event that an emergency arises.

Parents/guardians must personally notify the school if:

- Their child is going to be picked up from school by someone other than themselves.
- Their child is to be picked up or dropped off at an alternate location on the bus route.
- They have made arrangements for their child after school (staying after school, walking home with someone etc).

Dropping Off/Picking up students:

If you are dropping off or picking up your child outside of regular class time, please go to the main front doors and to the office to check in. To decrease interruptions to students' learning, parents/guardians will not be allowed to walk their child to/from their classrooms and in the hallways.

If you are dropping off an item your child forgot, please leave the item in the office. Students will be able to pick it up during recess. If the item is needed before then School staff will take the item to the student.

Parents are not allowed to hand deliver the item. Please note if there is a special circumstance where a parent needs to drop the item off contact the school administration to get approval beforehand.

A Safe and Caring School

Smith School welcomes parents/guardians, visitors, volunteers and student guests.

To ensure and maintain our policy of a safe and caring environment at Smith School, the following procedures are in place:

- All parents/guardians, visitors, volunteers and student guests are required to sign in and out at the office.
- Parents/guardians are asked to phone the school to make an appointment if they wish to meet with a teacher or staff member. Teachers will not be able to meet with parents/guardians during instructional time.
- To maintain optimum student learning and protect student privacy, all classroom visits must be pre-arranged and approved in advance with the classroom teacher.
- Students arriving late or leaving early must sign in/out at the office.
- In accordance with the School Act, it is expected that while in Smith School, parents/guardians, visitors, volunteers and student guests conduct themselves in a respectful, courteous and civil manner.
- At the beginning of the school year, a “Volunteer Form” will be sent home. Volunteers will be required to sign a confidentiality agreement prior to any volunteer work in the school. (This includes field trips/class trips).
- Volunteers are required to have a criminal record check and an Intervention Record Check.. Please contact the office for more information.

Cell Phones and Wireless Devices

Our purpose in having a cell phone and wireless device policy is to ensure that learning in classes is focused and uninterrupted. Students and staff demonstrate respect and responsibility using their cell phones and our goal is to teach and model the appropriate use of technology.

Cell phones and similar wireless devices are not to be seen, heard or used in teaching, learning spaces and recesses, unless a student is specifically directed by a teacher to utilize a device. This includes use as multimedia players and cameras.

Cell phones are to be kept in student’s lockers at all times except while eating lunch. Smith School is not responsible for any lost or stolen cell phones.

Violation of this policy will result in the device in question being immediately confiscated and turned over to an administrator in the office. Consequences for violating are as follows:

First Offence: The device in question will be picked up by the student at the end of the day from the administrator in charge.

Second Offence: A parent or guardian is required to pick up the device in question from the administrator.

Third and Subsequent Offence: Suspension procedures.

If a student must be contacted for any reason during class time, parents/guardians should contact the school office and the message will be relayed to the student. For emergencies only, the student will be contacted immediately in the classroom.

Note: Alberta Education policy states that students may not bring cell phones and/or personal audio devices into an examination room.

Note: Students choosing to bring any devices to school do so at their OWN risk. The school will not assume responsibility for items that are lost, damaged or stolen.

All parents/guardians and students must sign the “Aspen View Student/Parent (Guardian) Technology Code of Conduct Agreement” in order to have access to Aspen View network services for the duration of their time as an Aspen View student. This form will be sent home at the beginning of the year and with new students.

School Lockers

School lockers are available to grade 4-9 students on the understanding that lockers remain school property. The school may repossess lockers at any time without notice. Students should have no expectation of privacy, as lockers are subject to searches without notice under the direction of the Principal. It is desirable that students be present when their lockers are searched if necessary (as per Aspen View Public Schools – Policy #352-4.1) Students in junior high school and some elementary students will be allocated hallway lockers. Students supply their own locks, but the office needs to have the combination. Lockers should be locked at all times. **The school will not be responsible for items that go missing from lockers.**

Student Guests

Smith School understands having a visiting relative or friend join the classroom environment can be exciting for a student. Unfortunately, outside visitors can be disruptive to classroom learning. New students interrupt classroom routines, and can cause students to become uncomfortable. To ensure all of our students are learning and successful at all times, Smith School does not permit a guest to join for the day.

In certain circumstances, the principal holds the ability to approve a student guest.

Dress Code

We encourage students, staff, and volunteers to dress in clothing that allows them to be comfortable throughout the day while still being respectful towards the learning environment. We ask parents to monitor their child’s clothing to ensure clothing choices are appropriate for school. Clothing considered inappropriate includes items that show alcohol, drugs, weapons, gang insignia, sexual or other inappropriate symbols, depictions or messages; revealing clothing, or clothing inappropriate for weather conditions. Revealing clothing is generally defined as clothing which is see through, or allows undergarments to be seen. Students will be asked to change, cover up, or go home to

change if inappropriate clothing are worn. This code applies to all ages and genders.

Professional Learning Days

Students do not attend school on professional learning days.

Known Student Medical Problems

It is the responsibility of parents to advise the school of any medical problems their children may have which affect their day-to-day performance. Parents must advise the school, in writing, of any prescription medications, which they may want a designated staff member to dispense. This letter must also accompany a note from a Doctor. All medication (cough syrup, headache medication etc.) must be handed into the office. Students who have an allergy that requires an epipen, must provide an epipen to the office.

Student Valuables and Belongings

We encourage students to keep personal possessions i.e. toys, games, etc. at home. Student belongings are to be clearly marked for easy identification. Students who bring items to school must accept the risk that these items may be lost, damaged or stolen. **Staff members and the school assume no responsibility for lost, damaged or stolen property.** Do not leave money and valuables in the change rooms. Students who lose valuable articles are to report such to their teacher. If the student and teacher are not successful in locating the lost item, the student and/or teacher should report to the office. Clothes left in the locker room will be put in the lost and found box. Clothes not picked up after Christmas break or when school is finished at the end of June will be given away to local charity groups or discarded.

Student Textbooks and Library Material

- Students are responsible for all texts and materials borrowed/signed out from the school. These items are to be cared for by the student. They should not write in, deface or otherwise damage these materials.
- If a textbook becomes lost, report it to your teacher and conduct a thorough search.
- **Students will be required to pay for lost or damaged textbooks and library books shortly after the loss is discovered.** Money will be refunded if the text is eventually found, provided it is in reasonable condition.

Library

- Your cooperation is needed to make your library an effective place to study, research and read. Only those intending to use the library as such should be in the library.
- Please take pride in caring for our books. Return books promptly in good condition. Books are signed out one week at a time.
- **Students with overdue books will not be permitted to sign out new books until the book is either returned or the replacement cost is paid.**
- Parents are responsible for paying for the replacement cost of any lost or damaged (beyond repair) books. The replacement cost for fiction books is \$5.00 and for non-fiction is \$10.00.

Fire Drill

A continual alarm will sound. Students are to inform a staff member if any sign of a fire is evident. All students and staff are to be familiar with exit routes and fire drill regulations. 5 practice fire drills are carried out per year.

Lock Down/Hold and Secure

All students and staff are to be familiar with lockdown and hold and secure procedures. 5 practice lockdowns are carried out per year.

Critical Incident Plan

Smith School recognizes that procedures and conditions, accident prevention and the preservation of health are of primary importance to student and personnel safety. We have developed a Critical Incident Plan for Smith School which addresses how to handle a variety of emergency situations.

Closure Due to Inclement Weather

Parents should always use their own judgment when considering sending their child to school during serious weather conditions. In accordance with Aspen View Public School's policy, parents should check the school and division websites, facebook pages and/or listen to local radio stations. The school is always open during operational days, even when buses do not run.

Parent-School Communication

Parents and teachers are encouraged to establish a regular system of communication. Student agendas will be available for students in grades K-6 at the beginning of the year at a cost of \$10.00. All students are expected to use an agenda as a daily organizational and communication tool.

Please avoid texting students during class times. You can contact school staff through email, agenda book or phone call. Communication between school and parents will also be done through the school's website, alert solutions through powerschool and facebook.

Concerns regarding student behavior, marks, classroom activities, and teachers must be directed to the teacher first. We suggest a phone call or in person meeting for concerns that may be misunderstood or need an in depth conversation. Teachers will respond back to parents in a timely manner.

Concerns regarding programming, curriculum, or unresolved concerns that need more attention should be directed to the Principal. The principal will respond back to you in a timely manner.

Information regarding student pick up, attendance, and school wide trips or fundraising can be directed to the Administrative Assistant.

Please note all interactions between parents and school staff are to remain professional and respectful. Parties have the right to cease a conversation if disrespectful language and tone are being used.

Student Assessments/Parent-Teacher Interviews

Parents are encouraged to regularly check Parent Portal through Powerschool for an up-to-date snapshot of how their child is doing throughout the year. Please contact the school office to find out how to set up an account. Tutorials are also available on the Smith School website.

Parent/teacher interviews will be held in the Fall of 2024 and the Spring of 2025. Parents can request a phone interview if needed. If parents have questions or concerns regarding their child's marks please contact the teacher at any time during the school year.