

Hugh Sutherland School

Student Handbook



Dream It, Believe It, Achieve It

www.hughsutherlandschool.ca

403-337-3326

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Welcome from the Administration

On behalf of the entire staff at Hugh Sutherland School (HSS), we are thrilled to welcome you to our school. We hope your years here are full of learning, growth, and discovery! Whether you're a seasoned Kodiak or a new cub joining our pack, we're here to support you on your educational journey.

This handbook is your guide to navigating the wonderful world of HSS. Within these pages, you'll find information about our shared expectations to help set you up for success. But remember, the handbook is just the beginning.

Our school motto, "Dream It, Believe It, Achieve It," is more than just words. It's the philosophy that drives us. We believe in fostering a supportive environment where your dreams can take flight. Our dedicated teachers, passionate coaches, and the numerous caring individuals are here to empower you to turn your aspirations into reality.

Don't be afraid to step outside your comfort zone, explore your interests, and embrace new challenges. Remember, every Kodiak has the potential to achieve greatness. So get involved, participate with enthusiasm, and let your unique spirit shine!

We are excited to embark on this adventure with you throughout your time at HSS.

With a warm Kodiak welcome,

Dean Nielsen
Principal

Kristina Rentz
Vice-Principal

Teri Sadek
Vice-Principal

Expectations, Mission, Vision, and Motto

School Expectations

We expect our students to be:

Responsible, Respectful, and Resilient

School Mission

Hugh Sutherland School engages every student in a meaningful, collaborative and supportive environment and empowers them to reach their full potential and become well rounded global citizens.

School Vision

Hugh Sutherland School will be recognized as a proud, dynamic, collaborative community of learners in which all students are empowered to excel in a complex, interconnected changing world.

School Motto

We endeavour for all of our students to be inspired during their time at Hugh Sutherland School and to:

Dream It, Believe It, Achieve It

Attendance Procedures

Rationale

The administration and teaching staff of Hugh Sutherland School firmly believe a strong correlation exists between consistent student attendance and a successful learning experience. These attendance procedures exist to promote a beneficial educational experience for all students at HSS. Research has shown that students who have less than 90% attendance will have their academics negatively affected. Our hope is that students and parents use this percentage to help determine if your child has an attendance concern.

Further, Section 31 of the Alberta Education Act states “A student, as a partner in education, has the responsibility to (a) attend school regularly and punctually.”

Hugh Sutherland School is committed to the full implementation of the Alberta Education Act which clearly defines student attendance as a responsibility that is shared among parents/guardians, students, teachers, principals, and the school board.

Daily or Period Absences

1. **For any absences, either for a full day or for a period, a parent or guardian must excuse the absence** by phoning the HSS office by 3:00 p.m. the day of the absence.
2. If the parent or guardian has not phoned by 3:00 p.m. to excuse the student’s absence, the school auto dialer (Alert Solutions) will phone home with a notification message.
3. The parent or guardian needs to phone the school leaving a message or speak to the office directly to excuse the absence. The parent may also provide the student with a signed note by the parent or guardian excusing the absence which is submitted to the office.

Students are responsible for any missed assignments or exams during an absence. Please be sure to contact your teachers and check Google Classroom.

School Sign Out Procedures

When any student leaves school after attending for a portion of the day, the student is required to sign out at the office and provide confirmation that parent/guardian has given approval for their leaving either with a note or a phone call.

Late to Class

When a student is late for class, they must sign in at the office. The office will then change the student from absent to late within PowerSchool. The student may then be subject to individual teachers’ late policies.

School Visitors

All visitors to the school must stop at the office to sign in and pick up a visitor's name tag upon arrival. They must return the name tag and sign out from the office upon departure.

Student Expectations

Student Code of Conduct

Hugh Sutherland School believes in promoting a positive and inclusive school culture. To meet that goal, students are expected to:

- Respect others and school property
- Follow all school rules and policies as set out in this handbook and by school staff
- Respect all school staff members and follow their instructions
- Attend classes regularly and be punctual
- Complete assignments on time and participate actively
- Use appropriate language and behaviour
- Seek help when needed and contribute positively to the school community

School administration will address any breaches of conduct on an individual basis.

Restricted Substances

Student use of alcohol, illegal drugs, marijuana, cigarettes, smokeless tobacco products (i.e. Zyn, chewing tobacco), and e-cigarettes (i.e. vapes) is illegal and prohibited on school property or during school-related activities.

Students who are suspected of being under the influence of or in possession of any of the above substances or are involved in providing any of the above substances to another student while in attendance at school, at a school-sponsored activity, or on school property shall be immediately reported to the principal. The principal shall ensure that the health and safety of the students is protected. The incident shall be addressed accordingly by the principal and involve parents/guardians. The student shall be suspended by the principal and it may be recommended to the superintendent that the student be expelled, depending on severity and frequency of offences.

Dress Code

As a Grade 5-12 school, students are expected to dress in a manner that is appropriate for a learning environment and prepares students for the expectations of the workforce.

1. Students must wear at all times:

- An opaque shirt (with straps/sleeves and fabric in the front, back, and on the sides under the arms, and that covers the midriff to the belly button), AND

- Pants or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts) that fully cover the buttocks and are visible beyond shirt length at all times, AND
- Shoes.

2. Students cannot wear any clothing (including headwear) that has:

- Violent language or images
- Images or language depicting drugs or alcohol or any illegal item or activity (example: beer logos, marijuana leaves)
- Hate speech, profanity, or pornography (example: Playboy logo)
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals visible undergarments (visible waistbands and visible bra straps are permitted)
- Accessories that could be considered dangerous or could be used as a weapon

Students who do not follow the dress code will be asked to either change or cover-up. Students must not wear the article to school in the future. It is at the discretion of school administration and staff to determine the appropriateness of dress. Repeated offences and/or failure to comply may result in further disciplinary action. If students or parents require clarification, please contact the administration.

Please see the athletic handbook for athletic dress code policies.

Playground Rules

The following rules are expected to be followed by all students on the playground:

- Treat people with respect
- Listen to adults and follow their instructions
- No food or drinks on the playground
- No inappropriate language
- No physical contact (one-hand touch in tag)
- No throwing rocks, snowballs, etc.
- No climbing on or damaging trees
- No use of wheels on school property (bikes, scooters, skateboards, etc.)
- Park bikes and scooters in the bike racks
- No technology on the playground
- Proper use of equipment
 - Sit on swings, one person per swing, stand outside of gravel if not on a swing
 - Follow the Gaga Pit rules
 - No standing on the picnic tables or structures not intended for play

- Stay in the boundaries - west wall of the Gr. 5 wing, north wall of the band room to east wall of the north gym
- No use of the track or green space inside the track

Cell Phone Policy

Starting the first day of school (Sept. 3, 2024), Chinook's Edge School Division will align with the Alberta government's Ministerial Order on Personal Mobile Devices and Social Media in School. ***In accordance with the government's new standards, students will not be permitted to use cellphones/personal mobile devices (Personal mobile devices include: cellphones, smartwatches, and tablets) and social media during instructional time. Student access to social media will not be permitted on Chinook's Edge networks.*** These guidelines will ensure our students' learning environments are free from distractions, allowing our teachers to deepen engagement and learning. These restrictions will differ slightly by grade and school configuration:

Kindergarten to Grade 8: Students are not permitted to use personal mobile devices at school and or during school hours.

Grades 9 - 12: Students are not permitted to use personal mobile devices during instructional time, but may have access before school, during spares and class transitions, at lunch and after school. Students will store all personal mobile devices out of view and powered off in a school determined designated space. If a student has a specified, documented educational, health or medical reason for the use of personal mobile devices, a principal, in consultation with parent and classroom teacher, may permit limited use.

In accordance with the Ministerial Order, Chinook's Edge will use a progressive discipline approach emphasizing education, communication and ongoing support to help students and parents understand the importance of responsible use of their personal mobile devices, which aligns with the Ministerial Order. At Hugh Sutherland School, personal mobile devices that have been used at unpermitted times will be brought to the office by a staff member and will be returned to students at the end of the day in the first and second instances. Should there be a third occurrence, a call will be made home requiring a parent/guardian to collect the student's device.

Under the direction of the school and classroom teacher, students will be permitted to use classroom appropriate technology such as school/personal Chromebooks and laptops when appropriate to support learning activities.

From September to January, we will engage with staff and our stakeholder groups to ensure our procedure aligns with the Ministerial Order and that there is an opportunity for clarity and understanding with our stakeholders. We will use stakeholder feedback as we develop and update our policies and procedures regarding cell phones, technology, personal devices, and

social media. Each school in our division will be developing local school rules that align with these updates.

Support documents, literature and research related to cell phones/social media:

Reference documents:

[Government communication regarding cellphone use in schools](#)

[Ministerial Order - June 20, 2024](#)

Literature/research on the topic of cellphone use:

[Anxious Generation](#) - [Digital Minimalism](#) - [iGen](#) - [2022 OECD PISA Study](#) -

[2023 UNESCO Study on Technology in Education](#) - [2024 Norwegian Study on Middle School cellphone bans](#)

[The case for cellphone free schools](#)

Technology

Bring Your Own Device (BYOD)

- **BYOD** is quickly becoming the norm for many classrooms across the province and in our school division. Allowing personal devices, including Chromebooks, laptops, and tablets, into our classrooms helps personalize and enhance learning for our students. Students also develop a stronger sense of digital citizenship. **All students in Grades 7-12 are required to bring their own device and begin learning proper digital citizenship.**

Here is some information as parents consider as you purchase a device:

- **Google for Education** is already our common platform for our students and staff. It's easy to use and cost effective. Many students and staff are already using it because they have access to amazing tools anytime, from anyplace. Here are 3 things we would like all students, parents, and staff to know about Google for Education:
 - Google for Education is an internet based application that provides safe and secure access to applications such as word processing, document sharing and storage, video, audio, presentations, spreadsheets, and email.
 - Chinook's Edge School Division has been using Google for Education for the past number of years. Like most school divisions in Alberta, we have a legally binding contract with Google to ensure that student and staff information remains safe and secure according to our [Information Security Procedures](#).

- Student's last names are not used or displayed. For example, Jane Ethel Doe's username will be jed4321@cesd73.ca and her profile will list her as Jane Unknown.
- **Chromebooks** are the devices that Hugh Sutherland School is recommending for our BYOD classrooms. Here are 5 things we'd like all students, parents, and staff to know about Chromebooks:
 - Chromebooks are, on average, approximately one-third of the cost of traditional laptops. They serve as a simple and affordable option for teachers and learners. Chromebooks operate on the Chrome operating system and are designed to be used while connected wirelessly to the Internet.
 - Chromebooks support the majority of web-based applications, and allow students access to thousands of free apps through Google Chrome. Students safely store their data remotely using Google Drive. Students can print at school through Google Print.
 - Although Chromebooks do not allow the downloading of specific games or software, (i.e. Microsoft Office), they offer thousands of viable alternatives in Google Apps for Education.
 - Chromebooks can be purchased through many local retailers - both in stores and online. Common examples of Chromebook manufacturers are Samsung, Dell, and HP.
- **Other Laptops and Tablets** - can also be used in our BYOD classrooms as long as they meet the following basic standards:
 - ❑ 4G of RAM - Webcam - QWERTY U.S. keyboard or keyboard function.
 - ❑ Compatibility with both 802.11n and 802.11ac wireless networks.
 - ❑ Battery life of 5 hours or longer - as charging stations are limited in classrooms.
 - ❑ Capability of running Chrome browser.
- **Participation in BYOD** - is optional for grade 5 and 6 as we recognize that some students may choose not to bring a device to school. For projects that require the use of technology, school-owned devices will be made available. We are strongly encouraging students to bring their own device, but by no means is it mandatory at this point. If you have questions or concerns about how the device may be used, please talk to the classroom teacher or Mr. Nielsen.
- **Security, Maintenance, and Charging** - of personal devices is the student's responsibility.
- **Responsible Use of Technology** - remains a focus in our schools. As such all students and staff are expected to follow the expectations outlined in our [CESD Technology Responsible Use](#) document (link under the technology section of our website). Additional classroom procedures for personal devices may also be developed by teachers in BYOD Classrooms.

- **Note** - if you are unable to provide your own device, please contact the school to make alternate arrangements.

If you have any questions, please contact Dean Nielsen by email dnielsen@cesd73.ca.

Security

Students are responsible for all electronic devices and personal property that are brought to school. They must be willing to take full responsibility to ensure items are not damaged, lost, or stolen.

Student Parking

High School students park in the east parking lot. The first two rows in the east parking lot are reserved for HSS staff as per the signs.

Bicycles, Skateboards, and Scooters

Students are not permitted to ride bicycles, skateboards, and scooters on school property.

All bikes are to be parked in the bicycle racks located by the west ball diamond or in front of the east high school doors. The school does not assume responsibility for bicycles parked on the school grounds. We provide bicycle racks where students can park their bicycles. Please make sure that bikes are locked. Students not using the bicycle racks are to stay away from the bicycle area. Please remember to wear a protective helmet when riding your bike, skateboard or scooter.

Student Lockers

Students in Grades 5-10 are assigned lockers. In Grades 11 & 12, students wishing to have a locker assigned to them will request one by filling out the form sent out to students. Students must use school-provided locks, which are available for purchase at the office. Students are expected to keep lockers clean. They are personally responsible for any damage to lockers or

damage/loss of locks. Any items posted on or in lockers must be appropriate for a school setting. School administration has the right to search lockers at any time.

Nut Aware Guidelines

In Middle School, teachers will be aware of the students with nut allergies in the class. With permission from the families, the class will know who has an allergy and precautions will be taken as other students bring in nuts and/or nut products. These precautions include:

- eating away from the student with the allergy
- washing hands and desktops after a child finishes the nuts and/or nut products in their lunch.

In High School, we will have wipes provided for students who do have nuts/nut products in their lunches to wipe down their spaces when finished eating. We encourage students with a nut allergy to talk to those that they are eating with so that they are aware of their allergy.

We will continue to advocate for awareness of how serious nut allergies are and for students to use caution as they bring nuts/nut products in the building.

The school has EpiPens in the office, but the students with allergies are encouraged to carry their own as well. If a student is beginning to feel an allergic reaction coming on, please let a staff member know right away. We will be further educating our staff on what to do in these situations.

For potluck items or any food that will be shared, we continue to ask that we keep these items nut free. We do not want any students accidentally eating nuts/nut products if they have an allergy.

Administering Medication to Students

School employees do not generally possess the expertise required to determine the need for, or the appropriate means and resources to administer medication/medical treatment to students. It is the primary responsibility of the parent, through and with appropriate attending health care professionals, to inform school staff of a student's medical condition and provide the necessary training for the administration of medication/medical treatment.

In order to avoid any confusion over what is or is not required, the following procedures for the administration of medication should be adhered to.

Parents may request to the school that medication (supplied by the parent) be administered to a child during school hours. Such requests shall:

- be in writing - the form is at the office
 - issued by the parent in the case of non-prescription medication and issued by a doctor or pharmacist in the case of prescription medication
- specify the time(s) at which such medication should be administered
- specify the exact dosage and method of administration
- specify the duration of the treatment
- outline procedure to be followed in case of suspected adverse reaction

School staff are unable to provide any student with medication that has not followed the guidelines above.

Learning Commons

Students are responsible for all materials checked out from the Learning Commons. Students will be charged for materials that are damaged or not returned. These materials could include: books/novels, textbooks, scientific calculators, Chromebooks, and chargers. Students will be charged the replacement cost of the material.

PowerSchool Parent and Student Portal

Parents and students can view grades and attendance via the PowerSchool Parent Portal. If you have yet to set up your account, please feel free to contact our office for login information and instructions.

Students are able to login to Student Sign In using their CESD Google Account.

School Fees

All school fees must be paid in full or a payment plan established before students will be allowed to participate in extracurricular activities such as field trips, athletics, and Cap & Gown Graduation Ceremonies. Please contact the office at 403-337-3326 if you would like to set up a payment plan.