



2021 – 2022

**PKHS Registration Information Package
Agreements / Waivers / Notifications**

**** IMPORTANT INFORMATION ATTACHED ****

The pages contain the policy information pertaining to the *SIGNATURE PAGE* included in your child's Registration.

These pages are crucial for registration at PKHS for the 2021-2022 school year.

Please read over carefully and sign the corresponding sections on the *SIGNATURE PAGE*.

These pages are for you to keep for your reference during this school year.

FOIP NOTIFICATION

Freedom of Information and Protection of Privacy (FOIP) Act
Collection of Personal Information Notice under s. 34 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 *Education Act* and its regulations (e.g. for the establishment of a student record, determination of residency) and pursuant to [section 33\(c\)](#) 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).

This information will be made available to employees of St. Albert Public Schools and the Board of Trustees within the scope of their roles and responsibilities, and to individuals working with the children in schools and Alberta Education, on a need to know basis. Please read the following information about the types of activities for which personal information is collected. The information will be used for authorized programs and activities that are vital to a healthy, well functioning school life. We realize that there may be occasions where you have concerns relating to the safety of your child with respect to any of the uses of this information. In such cases, please contact the principal of the school where your child attends to discuss your concerns.

The uses to which the personal information collected on the registration form may be put, which are considered part of a vital, healthy and well functioning school are listed below. In order to assist the Board in maintaining a vital and healthy environment, participation of all students is important and encouraged. The activities where personal information may be used are:

- The use of student's name, photograph or comments about the student in the school calendar, newsletter, year book, graduation book or other school publications.
- The taking of individual, class, club or team photos for school purposes and the use of student photos for the issuance of student identification cards and student report cards.
- The use of student names on artwork or other creative work or material of students displayed at the school or division sites or at school or division sponsored displays within the community; provided that a copyright consent form has been signed respecting the works created by each student.
- The use of student names, related contact information and telephone numbers for absenteeism verification, for kindergarten parents' information or for distribution to parents regarding field trips.
- The use of family name and address information for the purpose of satisfaction surveys.
- The use of student names' for recognition purposes on honour rolls, at graduation ceremonies, and for scholarships or receipt of other awards or for birthday recognition purposes within the school or jurisdiction.
- The use of student names on class lists posted for the purpose of class placement for the coming school year.

- The use of student names 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 the student's behalf.
- The use of student's name, address, parental and emergency contact information, for the provision of transportation services.
- The taking of photos and/or videos of classroom or other school sponsored activities and their use by the media or other organizations where students are not identified by name or face, or interviewed. 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 such events taking place. Please note that photos and/or videos of Education Activities that are open to the general public may be taken and used for purposes outside the school.
- The taking of photos or videos of classroom or other Education Activities by school board personnel or agents for non-profit and educational purposes, where the material will be used within the school. Where individual students are identified or interviewed and the material is to be used outside the school, separate and specific consents will be required. You will be contacted prior to such events taking place.
- The public may access school newsletters through the respective school websites. The newsletters regularly include news items such as student activities, sports clubs and recognition of students who have received awards. Student names and/or pictures may also be included.

The information collected on the student registration form is required to allow the Board, through its administrators to make such decisions as are necessary in order for it to fulfill its obligation to provide students with an appropriate education program, to provide a safe and secure environment, to protect the student's rights and to determine eligibility for particular programs and the funding available both under the *Education Act* and Regulations and through the *Charter of Rights and Freedoms*.

The information will be made available to employees of St. Albert Public Schools, its authorized agents, and the Board of Trustees, within the scope of their roles and responsibilities, and to individuals working with the students in schools and to Alberta Education on a need to know basis.

The information will be used for authorized programs and activities that are a part of normal school life. We realize that there may be occasions where you have concerns relating to the safety of your child with respect to any of the uses of this information. In this case, please contact the principal/administrator at the school where your child attends or the Division's FOIP Coordinator, Michael Brenneis, Associate Superintendent of Finance at 60 Sir Winston Churchill Avenue, St. Albert, AB, T8N 0G4, phone (780) 460-3712.

If you wish to request that your child's personal information be **withheld** for any reason, please contact the **school principal directly**.

I have read St. Albert Public Schools FOIP Notification and understand that my child's personal information will be used to provide an educational program that meets their needs and provides a safe and secure school environment.

Student's Name:	Guardian's Name:
Guardian's Signature (or student's, if living independently):	Date (MM/DD/YYYY):

LEGAL GUARDIANSHIP

Effective October 2005, amendments to the *Education Act* provide that a “parent” is:

- the guardian as set out in section 20 of the Family Law Act (“FLA”); or
- the guardian appointed under Part 1 Division 5 of the Child, Youth and Family Enhancement Act or Section 23 of the FLA

(which definition governs the vast majority of situations); or

- the individual who has care and control of the student if the student’s guardian resided in Alberta and has changed residence so that it is outside of Alberta or unknown; or
- the guardian appointed under a temporary or permanent guardianship order or agreement under the Child, Youth and Family Enhancement Act; or
- the Minister of Justice and Attorney General if the student is in custody.

While a parent is usually the legal guardian of their child, that is not always the case. Guardianship rights can be shared by parents or can be lost. As a student’s right to attend any particular school is based upon the residence of the “parent”, and as it is the parent who exercises the various powers, responsibilities and entitlements as a guardian under the Education Act, it is important that a school board determine who the legal guardians are for any particular child.

The FLA provides that, subject to any order of a court regarding guardianship of the child, the mother and father of the child are both the guardians of the child where the mother and the father:

- were married to each other at the time of the birth of the child; or
- were married to each other and the marriage was terminated by a decree of nullity of marriage, or a judgment of divorce granted less than 300 days before the birth of the child; or
- married each other after the birth of their child; or
- cohabited with each other for 12 consecutive months during which time the child was born; or
- were each other’s adult interdependent partners at the time of the birth of their child or became each other’s adult interdependent partners after the birth of their child.

If the above does not describe your relationship, guardianship is determined based on residence of the child. Section 20(3) of the FLA provides that the mother and the father are both the guardians of the child until such time as the child usually begins to reside with one of the parents, at which time that parent becomes the sole guardian of the child; or if the child lives with both parents, or alternatively, with each parent for substantially equivalent periods of time, both parents become the guardians of the child.

Despite subsection 20(3) of the FLA, if both parents agree in writing, both parents continue to be the guardians of the child even after the child begins to usually reside with only one of them. A parent with whom the child has usually resided for one year is the guardian of the child, even if the child no longer resides with that parent.

The FLA is provincial legislation that defines guardianship rights in Alberta. Parental rights may also be described using the terms of custody and access in cases where the parties are divorced or have commenced legal proceedings under the *Divorce Act*. The *Education Act* provides that where a person claims to be a parent or guardian, or claims the existence of any limitation on the authority of a parent or guardian, the onus is on that person to provide proof of the claim. Please provide copies of any current orders or agreements addressing guardianship rights, responsibilities, and entitlements or otherwise affecting the custody of or access to your child or child’s information to school administration.

**Drug Free
Protocol
for
St. Albert
Schools
2021-2022**

In June 1999, St. Albert Public Schools (formerly known as St. Albert Protestant Schools) and Greater St. Albert Catholic Schools entered into a formal agreement with the RCMP that permits the implementation of a Drug Free Protocol in St. Albert schools. The success of the two-year Drug Free Protocol pilot program led to the endorsement by both school divisions to continue with the program.

The aim of the Drug Free Protocol is to support what schools and parents/guardians are already doing to reduce and eventually eliminate drugs in secondary schools. It reflects the wisdom of several stakeholder groups, and the “safe, caring and secure schools” philosophy that is shared by both school boards, Alberta Education and other educational organizations. The Protocol continues to provide leadership in the development of a community response to drug issues in St. Albert.

Our goal is to maintain the best possible learning environment for our students, settings in which they feel safe and secure, and where they can learn without hindrance.

A wise person once said, “You are more than a human being, you are a human becoming”. We are sure that, as parents/guardians, you will share our goal for your children to grow and thrive in schools that enrich their journey into adulthood and responsible citizenship. As always, we welcome your support and value your encouragement.



Greater St. Albert
Catholic Schools 

Chair
Greater St. Albert
Catholic Schools



 **St. Albert**
PUBLIC SCHOOLS

Chair
St. Albert Public
Schools

Drug Free Protocol Operating Guidelines (2021-2022)

- As a general principle, possession of, or trafficking in, any illegal substance is utterly incompatible with the statutory requirement of the *Education Act* and the Student Responsibilities.
- The boards are committed to dealing with possession of, or trafficking in, illegal substances in the school environment in a vigorous way.
- RCMP personnel assisted by a trained canine member(s) of the force will conduct co-operative patrols of the school when reasonable suspicion exists.
- If any illegal substance is detected within school property as a result of an RCMP patrol of the school or at any other time, the appropriate student will be dealt with by school administration rather than, and instead of, the student being dealt with in a criminal context by the RCMP.
- The RCMP will not undertake any criminal investigation unless they believe that the circumstances are extraordinary, for example, the discovery of an amount of an illegal substance associated with the offence of trafficking.
- If the affected student is unable to provide compelling reason why the general principle should not be applied to him or her, a recommendation for expulsion may be the result.
- In all cases, the parents or legal guardians of an affected student will be notified of salient facts that have come to light as a result of any contravention of the Protocol.



St. Albert
PUBLIC SCHOOLS

IMPORTANT NOTICE

To: All Junior and Senior High School Students

Topic: Drug Free Schools

Be advised that all junior and senior high schools in St. Albert are committed to implementing the Drug Free Protocol.

It states:

- Possession of or trafficking in illegal drugs in any form is an act utterly incompatible with the *Education Act* which states that students are to comply with the rules of the school and respect the rights of others.
- School administrators and the RCMP, including canine members, will conduct cooperative patrols of the school when reasonable suspicion exists. If these patrols result in detection of illegal substances, recommendation for expulsion from the school may result. Please note that through our Student Conduct Policy, possession of alcohol or cannabis/marijuana may also result in a recommendation for expulsion.
- In all cases, parents or legal guardians will be notified.

I hereby acknowledge that I have read and understood the above information and notification.

*****READ THE ABOVE DOCUMENT AND SIGN THE SIGNATURE PAGE*****

Partnership Roles & Responsibilities

Board of Trustees: The boards of both St. Albert school divisions will work diligently to create and maintain a safe, caring and secure learning environment for all the students that they serve.

Students: All students are expected to comply with the *Education Act* and the intent of the Drug Free Protocol. They will also be asked to sign a locker license, which states that their use of a school locker is subject to search at any time, by school personnel in accordance with the Protocol. Lockers will continue to be assigned through the school office.

Parents/Guardians: Parents/guardians play an essential role in working with their school divisions to develop appropriate student behaviour and conduct. As such, they are expected to be aware of board policy and regulations, and the school's expectations for student behaviour. Parents/guardians are viewed as partners in every aspect of their child's education, and schools welcome their participation in the resolution of emergent issues that affect their children.

Staff: School Administrators will work collaboratively with the RCMP to ensure staff, students and parents/guardians know what the Protocol entails and what the procedures will be. They will communicate with parents/guardians in a variety of ways on an annual basis. They will also be responsible to notify the parents/guardians of a student found in possession and under the influence of drugs at school.

RCMP: Members of the St. Albert detachment of the RCMP will participate in student and parent information sessions. When reasonable suspicion exists, the RCMP will conduct canine patrols with school administrators in all secondary schools, and provide assistance as required to school and system administration.



"Together, we can achieve the extraordinary."

Education Act

"A student, as a partner in education, has the responsibility to:

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- (d) respect the rights of others in the school,
- (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- (f) comply with the rules of the school and the policies of the board,
- (g) co-operate with everyone authorized by the board to provide education programs and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community."

Education Act, Section 31

"If a student is suspended in accordance with section 36, the principal may recommend, prior to the end of the student's suspension, that the board expel the student if:

- (a) the student has displayed an attitude of wilful, blatant and repeated refusal to comply with Section 31, or
- (b) the student has displayed an attitude of wilful, blatant and repeated refusal to comply with the code of conduct established under section 33 (2),
- (c) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school, or
- (d) the student has distributed an intimate image of another person in the circumstances described in section 1(1.1)."

Education Act, Section 37(1)

Consequences



- Possession of illegal drugs will normally result in a recommendation for expulsion from the school being forwarded to the Board of Trustees.
- Alternative educational programming will be provided to students expelled for violation of this Protocol.
- A student will be required to complete an Addiction Services (formerly AADAC) or like program before seeking reinstatement into school.
- As part of the Protocol, legal charges will not be laid for possession of drugs unless the amount found is of sufficient quantity to indicate trafficking.



St. Albert
PUBLIC SCHOOLS

Code of Student Conduct

School Year 2021-2022

At St. Albert Public Schools, we are committed to providing a safe and caring school environment for our students. As such, the Board of Trustees has developed a Student Conduct Policy that promotes a positive attitude and acceptable student behaviour in our schools. The policy, which was developed with input from students, staff, parents/guardians and the community, is in place to ensure that our students get the maximum benefit from their education in a safe and inviting environment. We also believe that parents/guardians play an important role in assisting teachers and principals in implementing this policy.

Our Student Conduct Policy is integral in supporting the work of the division. The six outcomes identified in the division's Three Year Education Plan are:

- Learning environments facilitate connection, curiosity and competencies.
- The diverse needs of our students are met in inclusive learning environments.
- Students demonstrate growth in literacy and numeracy skills.
- Students are resilient and have the skills to succeed when faced with opportunities and challenges
- Staff wellness and resiliency are supported through culture, collaboration and professional learning.
- Division growth is supported and managed by governance, public engagement and partnerships.

In order to achieve these outcomes, our students must have a safe and caring school environment, and all students need to feel accepted and respected. Through the commitment and cooperation of students, staff, parents/guardians and the community, we will provide our students with a safe learning environment.

Glenys Edwards
Board Chair

It is the responsibility of all of us in St. Albert Public Schools to provide a rich and inspiring educational environment for our students.

We work hard to ensure that our schools are safe and secure places for learning. We recognize, too, that appropriate student behaviour is essential in achieving our goals for student achievement, and the development of caring, compassionate, self-reliant and productive citizens. Our Student Conduct Policy is based on the principles of respect for oneself and for one another.

The policy serves to guide division staff, students, parents/guardians and community members as we work together to make our schools the best they can be.

Krimsen Sumners
Superintendent of Schools

Student Conduct

Each school shall have a written school Code of Student Conduct developed in consultation with staff, students, the school council and parents/guardians. The school shall communicate to parents/guardians and students:

- **expectations for student behaviour;**
- **a range of specific corrective measures that will be taken when students are found responsible for unacceptable behaviour;**
- **provisions regarding safety and security offenses; and**
- **any other matter which the principal deems necessary.**

Reference: Board Policy F-110, Administrative Regulation F-110-AR and Board Regulation F-110-BR

Student Rights and Responsibilities

Students shall be treated with dignity, respect and fairness by other students and staff.

Students shall be provided with a learning environment that is free from discrimination, harassment and abuse of any kind.

Students and parents/guardians shall be informed of the board's and school's expectations for student behaviour.

In the event of student misbehaviour, students and parents/guardians shall have the right to offer an explanation, and to be informed about consequences of misbehaviour.

Students are accountable for:

- attending school regularly and punctually
- contributing to a climate of mutual trust and respect
- using their abilities and talents to gain maximum learning benefits from their school experiences
- accessing and using networked information resources (technology) appropriately
- behaving appropriately when travelling directly to and from school
- behaviour beyond the hours of school operation if the behaviour detrimentally impacts the welfare of individual students or operations/climate within the school

Students shall be provided with opportunities for consultation and involvement in student-related matters.

Students shall show respect for:

- authority
- others and their property
- ethnic, racial, religious and gender differences, including students, staff and families who identify or are perceived as lesbian, gay, bisexual, transgender, transsexual, two-spirit, queer or questioning their sexual orientation, gender identity or gender expression
- school attendance and punctuality
- work habits, assignments and homework
- learning resources and equipment
- fire alarms and safety equipment
- division and school policies relating to smoking, alcohol, drugs, cannabis/marijuana and inhalants



St. Albert
PUBLIC SCHOOLS

60 Sir Winston Churchill Ave
St. Albert, AB T8N 0G4
Phone (780) 460-3712
www.spschools.org

Consequences

Failure of a student to meet the expectations for student conduct may result in one or more of the following consequences, such as:

- participating in deciding on an appropriate consequence
- accounting to parents/guardians
- making appropriate apologies, and where possible, making restitution
- making restitution for property damage to an individual or the board
- being referred to attendance board
- losing privileges for a time
- rendering service or serving a detention
- being temporarily excluded from class
- serving an in-school suspension
- serving an out-of-school suspension
- agreeing to a contract to improve personal conduct
- receiving assistance from the police liaison officer
- being expelled from the school

Grounds for disciplinary action that could lead to suspension or expulsion exist where a student has demonstrated unacceptable behaviour, such as:

- violation of the code of conduct as set out in the *Education Act*
- contravention of division policies and regulations related to student conduct
- wilful disobedience and/or open opposition to authority
- wilful damage to school or others' property
- interference with the orderly conduct of class(es) or the school
- use or display of improper or profane language
- conduct which threatens the safety of students and/or staff, including assault, discrimination and harassment
- possession and/or use of a weapon
- theft
- possession, trafficking or use of illegal drugs, alcohol, cannabis/marijuana or inhalants

Role of Parents/Guardians

Parents/guardians play an essential role in working with the school division to develop appropriate student behaviour and conduct. The division expects that parents/guardians will:

- be aware of board policy and regulations together with the school's expectations for student conduct
- cooperate with the school and division in the implementation of policies, regulations and codes of conduct
- review this *Code of Student Conduct* and the school's code of student conduct with their child(ren)
- work with the school to resolve student conduct issues that affect their child(ren), when they arise

“...when you go out into the world, it is best to hold hands and stick together.”

Robert Fulghum

BOARD OF TRUSTEES

Kim Armstrong
Cheryl Dumont
Glenys Edwards
Stanley Haroun
Sheri Wright

Role of the School Division

Mission

Through our commitment to excellence in public education, we strive to ensure all students become life-long learners, confident and capable of shaping their future and meeting the challenges of today and tomorrow.

Beliefs

- Our students' learning is central to everything we do.
- It is a shared responsibility of the school community to encourage all students to become respectful, responsible, global citizens who demonstrate tolerance and acceptance.
- By setting high expectations, students are challenged to achieve to their full potential.
- Schools must be safe and caring environments where students, staff and parents feel connected, valued and respected.
- Public education is the foundation of equal opportunity that recognizes and enhances the value and potential of all.
- The classroom is central to student learning.
- Members of our school community have a shared responsibility and obligation to provide learners with optimum learning environment.

Student Conduct Policy

The Board of Trustees believes that a safe and caring school environment is paramount. The board is committed to ensuring the school environment is inclusive, equitable and welcoming for all members of the school community. The board expects that student diversity be respected, accepted and supported in every school. The board also believes that all members of the school community share in developing and fostering appropriate student conduct, and in the maintenance of order and discipline necessary for quality learning environments. The board expects students to exhibit socially responsible and respectful behaviours so that teaching and learning are maximized. Accordingly, students shall conduct themselves in a manner that demonstrates respect for the dignity of others and which reasonably complies with the code of conduct as specified in the School Act, the St. Albert Public Schools' Code of Student Conduct and the school's code of student conduct.

Reference: Board Policy F-110, Administrative Regulation F-110-AR and Board Regulation F-110-BR

All staff play a vital role in developing student behaviour and conduct by:

- upholding board policy and regulations together with the school's expectations for student conduct
- being committed to *"treat students with dignity and respect and (be) considerate of their circumstances."*

ATA Code of Professional Conduct

Education Act – Code of Conduct

"A student, as a partner in education, has the responsibility to:

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- (d) respect the rights of others in the school,
- (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- (f) comply with the rules of the school and the policies of the board,
- (g) co-operate with everyone authorized by the board to provide education programs and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community."

Section 31 of the *Education Act*

To support section 31 of the *Education Act*, section 36(1) states:

That a teacher or a principal may suspend a student in accordance with subsection (2) or (3) if in the opinion of the teacher or principal

- the student has failed to comply with section 31, or
- the student has failed to comply with the code of conduct established under section 33(2),
- the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school, or
- the student has distributed an intimate image of another person in the circumstances described in section 1(1.1).

The *Education Act* states that:

- a principal can recommend that the board expel the student, and
- the student will be offered another education program by the board.



LICENSE TO USE SCHOOL LOCKER 2021 - 2022

This document, when executed by the principal of Paul Kane High School and this student, constitutes a license granted by the school to the said student to use a Paul Kane locker during the school year subject to the right of the principal to terminate this license for any reason that the principal considers reasonable. The granting of this license does not confer any property right or interest in the locker to the student, and the student acknowledges that the locker is subject to search at any time without notification to the student by any personnel associated with the school or by persons representing other authorities, including police authorities. If necessary in order to affect such searches, such persons have full authority to remove any locks by any means required to gain access to the locker. The Board of Trustees has entered into a Protocol which permits police searches of lockers in accordance with that Protocol.

By signing this license to use the locker (on the form signature page), the student agrees to be bound by all the rules of the school and the board respecting use of lockers and respecting contraband or prohibited items. The student further acknowledges awareness of the notice on the back of this license.

******READ THE ABOVE DOCUMENT AND SIGN THE SIGNATURE PAGE.******

Student Acceptable Use of Technology Agreement for Secondary Students

As a student of St. Albert Public Schools, I value having access to technology to support my learning. I know that along with this privilege goes great responsibility. To demonstrate my commitment and understanding of the level of responsibility required, I have read each of the expectations listed below. I will abide by these rules and expectations. When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times, by:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying, including forwarding messages or supporting others in harmful, inappropriate or hurtful online behaviours;
- protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online;
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours;
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me;
- investigating and adhering to the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult;
- handling devices with care and notifying a teacher of any damage or required attention;
- abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video and citing references where necessary;
- not downloading unauthorized programs, including games; and
- not interfering with network systems and security, the data of another user or attempting to log into the network with an account other than my own.

In addition, when I use my **personal mobile devices** (including my phone), I agree to be a safe, responsible and ethical user at all times, by:

- connecting only through the wireless network designated for students;
- setting a password on my device to protect personal information;
- keeping devices on silent during school; only making or answering calls or messages outside of class time (except when approved as part of a class activity);
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved class activity;
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding messages;
- obtaining appropriate consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces; and
- recognising the school is not responsible for any lost or damaged personal devices.

Use of Cloud-Based Applications

As a student of the district, I will have access to cloud-based applications, including Google Apps for Education, for educational purposes. These cloud-based applications are managed by district personnel. Student-created files may be stored on cloud-based servers which may be located in various countries, including the United States of America. Contents of servers are subject to the law of the jurisdiction where the servers are located. St. Albert Public Schools cannot guarantee protection against possible disclosure of student-created files residing on servers outside of Canada. By agreeing to access cloud-based applications, I also agree to the following:

- My first name and the first letter of my last name will be used by St. Albert Public Schools to create a Google Apps for Education account. This account may be linked to other cloud-based applications.
- An email address (e.g: johns1234@5565.ca) will be provided to use for school purposes. This address is what gives me secured access to cloud-based applications and Google services.

FROSHING (Assault, and Abduction)

NOTICE TO: Parents and Students of St. Albert's High Schools

In past years, during the last weeks of August and the opening week of school, a few students from the junior and senior high schools have been involved in activities that are criminal acts. These activities include assault (intimidation, harassment, breaking eggs over heads, coating people with various mixes, writing on people's skin and clothing, teams initiating (hazing) team members) and abduction (forcing people to go where they do not want to go) under the threat of assault. Some of these activities are **life threatening**, particularly to people with severe allergies.

School suspensions of up to five days have been received by persons committing these acts on their way to and from school or during the school day. At all times, legal measures have been encouraged resulting in some criminal charges being laid or alternative measures of community service and a fine.

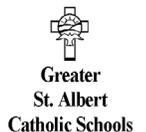
In consultation with St. Albert high school students, parents, the community of St. Albert, the trustees and administration of the two St. Albert school divisions, the RCMP and the City of St. Albert – all of whom subscribe to the Safe and Caring Schools initiative – **participation in these “froshing” activities will not be tolerated.** As a result, students who participate in these activities will be dealt with severely. Consequences will include a five-day school suspension and/or expulsion (the removal of a student from a school or school division) and may include exclusion from extra-curricular school activities and criminal prosecution.

Students are reminded that they have the right to refuse to participate either as a “frosher” or as the person being froshed.

Students in St. Albert do not have to be “froshed”.

During registration, all students will be asked to sign a declaration that will remain on file at the receiving high school. This declaration will restate the intent of St. Albert schools to deal harshly with the participants of criminal “froshing” activities. The student's signature will indicate that he/she understands the consequences of being involved in assault or abduction (froshing) activities.

Should you have any questions regarding assault or abduction or the consequences of such acts, you are invited to call a school administrator at any of the high schools.



IMPORTANT NOTICE

**TO: ALL ST. ALBERT STUDENTS
IN JUNIOR AND SENIOR HIGH SCHOOLS**

TOPIC: "FROSHING" - ASSAULT AND ABDUCTION

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

St. Albert Public Schools' Policy F-110 states:

Students shall conduct themselves in a manner that demonstrates respect for the dignity of others and which reasonably complies with the code of conduct as specified in the Education Act, the St. Albert Public Schools' Code of Student Conduct and the school's code of student conduct.

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

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

I, hereby, acknowledge that I have read and understood the above information and notification.

******READ THE ABOVE DOCUMENT AND SIGN THE SIGNATURE PAGE******