



# ALEXANDRA MIDDLE SCHOOL

477 6th Street SE

Medicine Hat, Alberta T1A 1H4



Telephone: (403) 527-8571

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Email: alexandra@sd76.ab.ca

www.alexandraschool.ca

## WELCOME TO ALEXANDRA MIDDLE SCHOOL

Dear Students:

This handbook will help you understand the routines of your middle school and give you the information you need to help make your stay at Alexandra a success. It includes basic policies and guidelines that are common to most of the public schools in Medicine Hat and some that apply specifically to Alexandra Middle School. The successful operation of a school depends on the co-operation of everyone currently involved: students, parents and staff.

Alexandra Middle School has a fine staff of teachers, secretaries, custodians and teacher assistants. All of these people work very hard to provide the best possible learning climate for you.

This handbook is a handy reference about your school and should act as a guide for effective planning and involvement in the school. It is also to be used as a tool for communication between home & school and a homework schedule. Please keep this handbook because you will use this information throughout the school year.

We are happy to have you join our community and we trust that you will enjoy and benefit from your year at AMS.

Yours sincerely,

J. Peters, Principal

R. Thomas, Vice-Principal

T. Bartman, Vice-Principal

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### This Agenda Belongs To:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_

HOMEROOM No. \_\_\_\_\_

## **STAFF (Tentative)**

### **Administration and Professional Staff:** (Voice mail extension numbers are in parenthesis)

Principal J. Peters (3212)

Vice-Principals Gr. 7 R. Thomas (3213)  
Gr. 8 T. Bartman (3214)

Counsellor S. Ennis (3234)

#### Math/Science:

Department Head T. Whyte (3110)  
Teachers: T. Barabe (3311)  
A. Bechtold (3112)  
C. Dennison (3100)  
J. Fisher (3310)  
R. Martens (3102)  
M. McKee (3108)  
M. Rieder (3114)  
S. Werner (3107)  
M. Westers (3105)

#### Humanities:

Department Head J. Rempel (3204)  
Teachers: T. Carson (3203)  
M. Geib (3205)  
W. Anderson (3313)  
J. Grimes (3206)  
N. Hall (3104)  
J. Heller (3103)  
S. Jans (3207)  
E. Sand (3202)  
C. Tomczyk (3200)

Career & Technology: Lead Teachers  
Construction: M. McClain (3316)  
Foods: T. Barabe (3311)  
Vis. Com. /I.T.: R. Martens (3102)

Band: C. Dennison (3100)

#### Physical Education:

Lead teacher: K. Mortlock (3222)

#### Outdoor Education:

Lead teacher: D. Klein (3221)

#### Academies:

Hockey/Baseball M. McClain (3316)  
Dance A. Bechtold (3312)  
PE Extreme M. Geib (3205)

LAP C. Watson (3312)  
C. Louma (3106)

#### MyPlace Project

Facilitator: C. Hall (3208)  
TBD (3128)  
P. Georget (3209)

#### Office Personnel:

Administrative Secretary: V. Moch (3210)  
Student Records Secretary: L. Franz(3211)  
Library Secretary: K. Love (3217)

Educational Assistants: L. Irwin (3125)  
L. Lane (3127)  
TBD

#### Custodians:

Head Custodian: E. Cove (3220)  
Assistant Head: D. Roderick  
Custodians: B. Getz LOA  
D. Gehring  
Housekeepers: M. Kemp

**As the Alexandra community, we commit to a climate of RESPECT**  
*Each person is worthy of respect and we strive to treat everyone accordingly*

**Because we believe that everyone is worthy of respect, we will:**

**1) invest in our relationships by:**

- creating a welcoming place (smiling, greeting, helping one another).
- giving everyone a voice (opportunity to express their perspective).
- speaking appropriately (no insults/mockery, profanity, or threats).
- being honest yet considerate of others' feelings and circumstances ("Hard on the issues, **not** on the person").
- maintaining a sense of humour.
- accepting responsibility for our mistakes (realizing that everyone makes them, yet striving not to repeat them).
- recognizing each others' potential and celebrating their abilities.

**2) see our roles and responsibilities within the whole picture by:**

- clearly communicating our expectations/rules/policies/perspectives.
- consistently implementing school policy/expectations, while considering the whole person (fair does not always mean equal).
- honouring our responsibilities (completing our assigned tasks, being on time, considering others).
- valuing school and personal property.

**“The secret of education lies in respecting each person.”**

**Adapted from Ralph Waldo Emerson**

**SCHOOL SLOGAN:**

... because students are worth it!

**SCHOOL MOTTO:**

“Excelsior”

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**1. ACCESS TO COMPUTERS**

Students and parents will complete a computer “Acceptable Use” form at the start of the school year. We believe that the technology is a very useful learning tool and expect that it is used appropriately.

**Alberta Education:**

A service to all families living in our province, Alberta Education has purchased the rights for all residents to freely access high quality reference material through the Internet via the Alberta Education website [User ID: LA39, Password: 3338] at: [hppt://www.learnalberta.ca](http://www.learnalberta.ca)

**2. ACCESS TO INFORMATION**

**Jayhawker:**

Alexandra publishes the "**Jayhawker**", our electronic monthly newsletter, at the beginning of each month. Important dates, student achievements and activities are reported in our ongoing effort to keep students and parents well informed. **The link to subscribe to the Jayhawker is on our school's website.** If you do not have email access, a limited number of hard copies will be available at the school office.

### **School Website:**

The Alexandra educational community has the ability to access considerable information via the Internet. General information about the school, time-table, staff, subjects, calendar of events and links can be found on our school website: [www.alexandraschool.ca](http://www.alexandraschool.ca)

Also, students are able to download via the internet any files they can access at school. Students may open their files at home, revise them and then upload the files to the school's network. The link to access this service along with the instructions is posted on our school's web page.

### **3. ACCIDENTS AND ILLNESS**

It is important that the school have emergency phone numbers in order to make contact with parents.

Students who become ill or are injured should report immediately to a teacher or to the office. After determining the seriousness of the illness or the severity of the injury, parents may be called. If the illness or injury is minor, the student may receive minor first aid and be asked to return to class.

### **4. APPEALS PROCEDURE**

In the event that you have a concern with student evaluation, a student conflict or student/teacher conflict, you are encouraged to follow the School District model for Healthy Interactions to help correct the situation. The policy expects that you make contact with: first, the staff member; second, the Department Head (if academic); third, the grade-level Vice Principal; fourth, the Principal and finally Central Office.

### **5. ATTENDANCE**

We believe that regular attendance is essential. Even excused absences for special events or family holidays can have an impact on grades. A student's best

opportunity for success is to be a part of the daily classroom discussions and feedback. Therefore, student's attendance is closely monitored to support regular attendance.

Have your parents/guardian phone (527-8571 ext 3211) or email the school ([alexandra@sd76.ab.ca](mailto:alexandra@sd76.ab.ca)) regarding your absence or on your return, bring a note explaining your absence.

Students please make an effort:

- a) to obtain and complete all the work assignments missed while absent and
- b) to make arrangements to make up tests that may have been missed while absent.

### **Unexcused Absences**

If a student has missed school and their absence has not been excused, they will need to clear this up with the office. If they can provide a note or contact has been made by a parent/guardian, this will excuse the absence in the system.

### **Sign out Procedures**

Students who have medical, dental or other appointments during school hours are required to present a note to their classroom teacher. When it is time for the student to leave class, he/she **MUST TAKE THE NOTE TO THE OFFICE** where they will then sign out. Students must **not** leave the school during the time classes are in session, without reporting to the office. If students become ill during the school day, they are to **come to the office** and a secretary will make contact with the student's parent or guardian.



### Sign in Procedures for Lates

Students arriving at school after the late bell (morning or afternoon) are to **report to the office** to check in. The office will issue the student a late slip for admittance to class.

### Excused Lates



A student must have his/her parent or guardian call the attendance secretary or write a note if they arrive late to school. Acceptable reasons for arriving late include: medical appointments, weather conditions and bus issues.

Excessive lates will be dealt with at the discretion of the school team.

### Class Lates

Students who are late between classes are to report directly to their classroom. Each teacher will have a plan to support students arriving on time.

## 6. BELL TIMES

The school office (403-527-8571) is open from 7:15 a.m. to 4:00 p.m. Monday – Thursday and 7:15 a.m. to 3:30 p.m. Friday.

### Regular Dismissal Schedule

8:13 a.m.	Warning Bell
8:18 - 9:12	Period 1
9:15 - 10:06	Period 2
10:06 - 10:11	Locker Access
10:11 - 11:03	Period 3
11:06 - 11:57	Period 4
<b>11:57 - 12:33</b>	<b>LUNCH</b>
12:38 - 1:29	Period 5
1:32 - 2:25	Period 6
<b>2:25 p.m.</b>	<b>DISMISSAL</b>

### Early Friday Dismissal Schedule

8:13 a.m.	Warning Bell
8:18 – 9:08	Period 1
9:11 - 9:58	Period 2
9:58 - 10:03	Locker Access
10:03 - 10:50	Period 3
10:53 - 11:40	Period 4
<b>11:40 - 12:16</b>	<b>LUNCH</b>
12:21 - 1:08	Period 5
1:11 - 2:00	Period 6
<b>2:00 p.m.</b>	<b>DISMISSAL</b>

**If parents want to leave a message for their child, please do so before 1:30 p.m. as students may be on a school activity off campus in their last period. We will only interrupt classes in the case of emergencies; otherwise messages will be delivered at the start of the day, prior to lunch and at the end of period 6.**

## 7. BICYCLES



If bikes are brought to school, they must be **secured with strong locks** in the bicycle compound at the south end of the school. We encourage bikes to be taken home at the end of each school day. **The school cannot be held responsible for damaged or stolen property.** Helmets are required by law and therefore must be worn when students ride their bikes to and from school.

## 8. BUSSING

Students being transported are under the authority of the bus driver. Those who refuse to obey the direction of the driver, or abide by bus regulations, may forfeit their right to ride on a bus. Questions or concerns regarding bus transportation should be directed to the school district transportation officer at 403-528-6572.

All students who travel by school bus should be aware that skateboards, roller blades & hockey equipment must be placed in a proper carrying bag (duffle bag), which must be kept beneath his/her seat.

## 9. ELECTRONIC DEVICES

*Electronic Devices are defined as any mechanical or electrical device that is capable of playing, recording, storing or transmitting sounds, images or data. Examples of these types of devices include cell phones, MP3 players, CD players, cameras, radios, PDA's and laptops.*

**Students are encouraged to refrain from bringing all electronic devices to school.** If they choose to do so, they should leave these items in their locker. School phones and cameras are available at the school for student use. Because these items are not allowed on campus, Alexandra Middle School is NOT responsible for lost, stolen or broken items nor do we have the resources to investigate the theft of these items for students who choose to ignore this expectation.

Student electronic devices must be **turned off and out of sight** from arrival at school until the end of the school day. *This includes prior to the start of the school day, during lunch, the break time in between classes and classes that are held outdoors and/or off campus.*

Alexandra staff will confiscate any electronic device when there is a violation of this policy.

- 1<sup>st</sup> offense** Students or parents pick up the device after school from secretary in the office, during office hours (7:15 a.m. – 4:00 p.m.).
- 2<sup>nd</sup> offense** Parents pick up the device after school from the office and has a conversation about future consequences.
- 3<sup>rd</sup> offense** Parents & students pick up the device after school from Vice Principal in the office. Student may receive a consequence.

**Students who repeatedly violate the electronic device policy will be subject to further disciplinary action.**

## 10. EVALUATION POLICY

Teachers are responsible for determining the basis of evaluation in their subject areas. Tests are administered as one means of determining student progress. Since teachers administer small, regularly spaced tests throughout the year, students should maintain a consistent effort all year. Effort counts a great deal in promotion decisions and that performance on assignments is just as important as performance on tests. *Where possible, parents are requested to provide reasonable lead-time when requesting student work prior to a known student absence from school.* Please be aware that although requesting work while absent helps, it would never approach the same level of learning achieved had the student been present in class.

All students will write final exams. These final exams are comprehensive and count significantly towards the student's final standings. The final exams carry a value of 20% of the student's standings. The final exams are scheduled for the end of June. Exam dates can be found on the school calendar at the end of this section.

**FAMILIES ARE ADVISED NOT TO SCHEDULE HOLIDAYS DURING EXAM TIME.**

Small quizzes, larger unit exams, projects and assignments are all utilized in arriving at an achievement mark. Details of the evaluation system are included in course outlines.

### 11. EXCLUSION FROM CLASS

When a student is excluded from class, he/she will report to the office. An administrator will determine the next course of action. The goal will be to connect with the student and teacher to understand the situation with an acknowledgment of the concern. Administration will work with the students and teacher with the intent of creating a plan for improvement. Teachers will attempt to contact the parent by phone each time the student is excluded.

### 12. HOMEROOM

All students are assigned to a homeroom. On special occasions like the 1<sup>st</sup> day of school, assemblies and final exams, students will report to their homeroom. Their homeroom teacher will be one of their core teachers.

### 13. LIBRARY SERVICES

The library at Alexandra strives to support the school program by providing materials and services to students at levels appropriate to them.

- All pupils in the school are entitled to use the library to sign out books.
- Damage to books beyond reasonable usage and all losses shall be paid for by the student.

The library is fully automated and is a part of the Shortgrass Library System thereby connecting the students to several local libraries.

### 14. LOCKERS AND LOCKS

Each student will be assigned a locker for use at Alexandra. This locker is for storing books, coats, lunches and other personal items. In order to



provide a secure place for personal belongings, students should not change lockers or give out locker combinations. Students need to make sure the lock is placed on the locker and locked securely. The lockers are the responsibility of the person(s) assigned to them. Students are encouraged to leave personal valuables such as large amounts of money & special items at home.

Lockers are the property of the school district and are subject to inspection by the school staff. Periodic locker checks will be made by Alexandra staff to ensure that lockers are kept clean, safe and orderly.

The use of locks and lockers is included in the basic school fees. Only locks issued by the school will be allowed on the lockers. **“Students will be required to pay \$10.00 for any lock that needs to be replaced.”**

### 15. LUNCH POLICIES

#### **CLOSED CAMPUS**

Students are not to leave the campus at ANY time during the school day, unless **written** permission is given by a parent **each time** that it is necessary. The principal or vice-principal must also grant permission. Students living in the immediate Alexandra neighbourhood, who go home for lunch, will be exempt from this rule but are still required to sign in/out.

All bus students must eat their lunch at school and others are encouraged to do so.

We expect students to display manners and courtesy to others. Staff Supervisors will be on duty at lunchtime.

#### **In/Out Days**

During the lunch period, we expect that our students will spend some time outdoors. These are designated as **“out-days”**. When

the weather is extremely cold or wet, students are to remain indoors. These are designated as “**in-days**”.

### **Food Service**

Our district has set as a goal a focus on healthier choices. We will endeavour to monitor what is available at school. Our lunch facilities are limited; however, we do have a number of healthy alternatives and hot meal specials to choose from. When planning for lunch, please keep our environment healthy by using re-cycle and re-useable containers.

## **16. MyPLACE**

MyPlace is a school based mental health promotion, prevention and early intervention program for middle years’ students in the Medicine Hat Public School District. MyPlace has an office at Alexandra, next to the school library. The MyPlace program provides information to students through classroom presentations and events. The program can also provide individual support for students through the school success coach, mental health consultant and/or other community helping agencies. Students can be referred to the program through the school counsellor or one of the school administrators.

## **17. PROHIBITED SUBSTANCES**

### **Drug & Alcohol Use Policy**

As a school community, we believe that students should be able to attend school knowing that the environment is healthy and free from substances and influences that create an unsafe atmosphere.

Physical signs or indications of being under the influence of drugs or alcohol may include, but not be limited to, smelling of drugs or alcohol and inappropriate or erratic behaviour that may be related to substance abuse. Parents will be contacted to take the

student home. Medicine Hat Police Services will also be contacted.

The use of drugs is strictly prohibited. To assist with drug violations, the K-9 Unit of the Medicine Hat Police Service will periodically visit the school.

### **Smoking & Tobacco Use Policy**

AMS is a “**Tobacco Free Environment**”. Students are NOT permitted to smoke or possess tobacco products or related smoking materials on or near school property. In accordance with provincial legislation and MHSB #76 Policy 825, having a Tobacco Free Environment enhances the physical, mental and social health of students and staff.



## **18. REPORT CARDS**

Student progress is reported, to students and parents, four times during the school year. Formal written **report cards** will be issued on the following dates:

**Nov. 9 Feb. 3 Apr. 19 June 30**

In addition to these report cards, Parent/Student/Teacher Conferences are held on two occasions:

**Nov. 16 (5:30 p.m. to 8:00 p.m.)**

**Nov. 17 (3:00 p.m. to 5:30 p.m.)**

**Feb. 8 (5:30 p.m. to 8:00 p.m.)**

**Feb. 9 (3:00 p.m. to 5:30 p.m.)**

If parents have concerns about their son’s or daughter’s academic progress, they are invited to contact the school to arrange for an interview with specific teachers.

## **19. SCHOOL ADVISORY COUNCIL**

Alexandra Middle School believes that parents and the school form a partnership in the education of children. Parental involvement is the key to maintaining this healthy partnership.

**20. SCHOOL DRESS AND GROOMING**

Students attending Alexandra should dress appropriately. School staff has final say on what is acceptable attire for the school.

Some examples of clothing that would be inappropriate for school include:

- Clothing and accessories, which have vulgar language or suggestive sexual thoughts and alcohol or other drug logos.
- Clothing or accessories that appear to reflect intimidating behaviour, such as trench coats and bandana's, are not acceptable.
- short tops (tummy or back exposed)
- low-cut or revealing tops
- spaghetti straps that expose undergarments
- halter tops and tube tops
- Shorts/skirts should be a suitable length so as not to embarrass others in the classroom.

Students who come to school wearing inappropriate clothing will be asked to wear clothing provided by the school, other clothing the student may have with them at school or return home to change. Students will be re-admitted to class only when such a change has been made.

In addition, we want students to be aware that all head wear (caps, hankies, etc.) will be removed when entering the school.

**21. STUDENT ACTIVITIES**

**Clubs**

There are many clubs operating at Alexandra. These have included Yearbook Club, Science Club, Meet & Greet Club, Free (Christian) Club, Sewing Club, Performers Club and Chess Club. If you are interested in one of these clubs, please check the daily bulletin for meeting times.

**Interscholastic Sports / Activities**

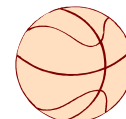
Students who become involved in school teams (football, volleyball, wrestling, badminton, rugby and basketball) may be required to pay a participation fee. This fee will help offset the increasing costs of tournaments. Fees will be identified at tryouts. We believe it is important for all students to have the opportunity to participate and don't want financial constraints to limit this. If you require assistance please speak with the coach or administration to arrange supports. Most Alexandra athletic events are scheduled for school day afternoons or weekends, with as little disruption to the student's academic schedule as possible. Parents are encouraged to attend our games.

School teams are called The Jayhawks. However, the combination MHHS/Alexandra teams are called "The Hawks".

Our school colours are Blue and Gold.



	S	O	N	D	J	F	M	A	M	J
	E	C	O	E	A	E	A	P	A	U
	P	T	V	C	N	B	R	R	Y	N
X-County	X									
Football	X	X						X	X	
Volleyball	X	X	X							
Wrestling	X	X	X							
Basketball			X	X	X	X	X			
Badminton							X	X		
Rugby								X	X	X
Track & Field									X	X



### **Intramurals**

The intramural program at Alexandra provides the opportunity for all students to participate in noontime activities. This program is designed to hold the interest of both the participants and the observers.

Examples of past activities:

- Floor Hockey                      Schlockey
- Basketball Bump                  Tug-o-war

### **School Dances**



Student Council will organize school dances and will communicate the expectations at that time.

### **Special Events:**

Alexandra sponsors a variety of social activities for students during the school year. Some of the activities, such as Building “A Better Community” and Track and Field Day occur during school hours and therefore attendance is mandatory. We believe that these activities are important for the development of the whole child. **Please do not excuse your child from these activities.**

### **Student Council**

Student Council represents the student body in co-ordinating activities for students. It consists of students who are interested in promoting positive student interaction in the school. All AMS students can become a member of student council.

## **22. STUDENT COUNSELLING SERVICES**

The school counsellor is available to provide assistance to students who request help in solving personal problems. Counselling services include providing assistance to students & their family who:

- Wish to discuss personal, social and school life problems; in the selection of

school programs and classroom achievement.

- Give direction toward the development of study habits necessary for successful learning.
- In the exploration of their vocational interests, aptitudes and abilities for the purpose of selecting appropriate programs.
- Link families to community support services.

The school counsellor is always ready to listen and will keep your conversation confidential.

## **23. STUDENT FEES**

Basic Instructional Materials & Supplies Fee & CTS	\$150.00
Complimentary Courses	\$75.00

### **Unique Program Course Fees**

• Band Students:	*\$50.00
• Outdoor Education	\$40
• Academies: Hockey	\$450
Baseball	\$200
Dance	\$200
PE Extreme	\$200

\*All band students who use school equipment must pay an instrument and instruction rental fee. All grade 7 students, who are first year band students, and grade eight students, who use the larger colour instruments or play percussion, qualify for access to school equipment. Students who own their own instrument are not charged this fee.

### **Note:**

- Course fees must be paid (or arrangements to pay the fees by instalments such as \$22.50 per month) prior to September 30<sup>th</sup>. Please note the **Basic Instructional Materials and Supplies Fee** must be paid or arrangements in place to pay these fees prior to the payment of any other fees.
- All fees are due upon registration and arrangements to pay the fees must be

made **no later** than September 30, 2011. Please make cheques payable to **Alexandra Middle School or AMS**. Only one cheque is required for families with more than one student attending Alexandra Middle School.

- **Visa or MasterCard** may be used. Also, fees may be paid on a monthly or quarterly basis by writing a series of post-dated cheques. Cheques must be dated for either the 1<sup>st</sup> or the 15<sup>th</sup> of the month. Please check with the office about available payment options.
- The individual student shall be held responsible for the books/equipment rented to him/her. If a book is lost or damaged during the year, the student will be charged for this loss/damage.

#### **Optional Fees:**

- |  |
|--|
| <ul style="list-style-type: none"><li>• Yearbook (received the following fall) \$30.00</li></ul> |
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#### **24. STUDENT RECOGNITION**

The faculty of Alexandra is proud of all our students. We feel outstanding academic achievement and citizenship, on the part of individual students, should receive recognition.

#### **Report Card Recognition**

A recognition ceremony will be held at the end of the first three report periods to showcase students who have earned special merit.

#### **Honours List**



The four academic core courses: Language Arts, Mathematics, Science and Social Studies are included in determining Honour Roll status.

**First Class Honours** – Students who achieve an average of 90% or higher.

**Honours** – Students who achieve an average of 80% but less than 90% in the same subjects.

#### **Annual Awards Recognition**

During the fall of each year an Awards Evening is held to recognize student achievement during the previous school year. Awards are given for academic achievement, citizenship, sportsmanship and for involvement in the activities of the school. Over \$2500 in awards are dispensed at this event.

#### **25. SUPPORTING LEARNING CENTRE**

The Supporting Learning Centre is a place where kids can go to receive academic support, write exams or to develop resolution strategies, all within a supported environment. In some cases the Supporting Learning Centre may be able to provide accommodations that cannot be offered in the regular classroom setting or can provide individualized or small group help in completing assignments, learning new concepts, or studying for tests.

**COUNSELLING SERVICES****COMMUNITY SERVICE CONTACTS****Support Groups**

Al-Ateen	403-527-8252
Alcoholics Anonymous	403-527-2065
Grief Support Groups	403-504-8026
Miywasin Society of Aboriginal Services	403-526-0756
Youth Action Society	403-528-8068

**Formal Helping Services**

Addictions & Mental Health Service	403-529-3582/403-529-3500
Big Brothers/Big Sisters	403-527-6640
Bridges Family Programs	403-526-7473
Canadian Mental Health Association	403-504-1811
Community Health	403-502-8200
Sexual Health	403-502-8216
Food Bank	403-528-4566
John Howard Society	403-526-5916
McMan Services / Inn Between	
Youth Shelter (Parent/Teen Mediation)	403-527-1588
(After 5:00 p.m.)	403-529-6367
McMan Parent Link Centre	403-504-0833
MH Family Services	403-504-8026
Outreach Support Service	403-581-8581
Palliser Adolescent Services (PAS)	403-529-8903
Regional Autism Coordinator	403-527-3302
Southeast Alberta Child & Family Services	403-529-3607

**24 Hour Resources**

Addictions Help Line	1-866-332-2322
Child Abuse Hotline	1-800-387-5437
Child & Youth Advocate	1-800-661-3446
Children Services Crisis Unit	1-800-638-0715
Family Violence Info Line	403-310-1818
Fire/Police/Ambulance	911
Health Link Alberta (Crisis Line)	1-866-408-5465
Hospital	403-529-8000
Kid's Help Phone	1-800-668-6868
Poison Control Centre	1-800-332-1414
Sexual Assault Response Committee	403-504-8026
Victim Assistance	403-529-8480
Women's Shelter	403-529-1091
	1-800-661-7949

The following Community Agencies have professionals available to work out of our school:

**Addictions & Mental Health**      **Community Nursing**      **MH Police Services**  
**MyPlace 527-8571 ext. 3209**      **City of Medicine Hat Community Development Worker**

**\*Student information is collected to assist in the decisions made about the education and well being of your child.**

## **PARENT PERMISSION FORM**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Homeroom

As a result of changes in copyright and various other legislation, schools are required to get written permission from parents before any of the children's work can be displayed outside of school. We request that all parents read, check subsections, sign and return this form to the school to be included in your child's cumulative record.

I hereby grant permission to Medicine Hat School District No. 76 on behalf of my child to:  
*(Please check all the appropriate lines)*

- \_\_\_\_\_ a. **record and tape (audio or video) my child**  
\_\_\_\_\_ b. **publicly display any of my child's works**  
\_\_\_\_\_ c. **reproduce any of my child's work**

for non-profit, educational purposes. I understand the production(s)/work(s) may be shown at educational displays during open house, in-service sessions and other school related activities at school or school board sites or at school or school board sponsored displays in the community, the Internet, or included in educational or promotional materials.

- \_\_\_\_\_ d. **have access to the Internet for education purposes**

during the course of the year. This will be limited in primary (K-3), and controlled in upper elementary. Signing this form indicates that you are aware of the Internet access and give your permission for your child to have access within the school. **Students' signature is required after reviewing the computer rules found on the back of this page.**

- \_\_\_\_\_ e. **participate in field trips, and to the form of transportation decided to be the most appropriate for the particular trip.**  
\_\_\_\_\_ f. **abide by Alexandra Middle School policies as listed in the school handbook.**

**Please return this completed form to the school where it will be kept on file**

For my child, I give permission as checked above for the display of work and/or Internet access and/or field trips.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for as long as my child remains at Alexandra School or until I/we rescind the permission in writing.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Relationship

***\*Please return to your student's homeroom teacher by September 2, 2011. Thank you.***

## Computer Rules for Students

(Based on Medicine Hat School District #76 Policy #690)

### **I will make proper use of the computer. It is a tool to make it easier to learn:**

- I will not damage or remove computer equipment, programs or data.
- I will not change the computer settings that make it difficult for others to use the equipment.
- I will not share my password with anyone.
- I will not attempt to disrupt the computer or the network.
- I will not use the computer equipment or network for illegal purposes. (For example downloading copyrighted pictures, sound and text; falsely ordering products on-line; and participating in on-line gambling.)

### **The Internet and Email are valuable educational tools. I will make effective use of these powerful resources:**

- I will not use the Internet, Email, Instant Messaging Services or Chat sites to access or promote sexual or hate material.
- I will not use the Internet, Email, Instant Messaging Services or Chat sites to harass, annoy or threaten others.
- I will not misrepresent my identity on the Internet, Email, Instant Messaging Services or Chat sites.

### **Should I accidentally enter an inappropriate Internet site or open an inappropriate Email message, I will exit the Internet site or delete the Email and immediately inform the teacher of the problem that has occurred.**

### **If I don't follow these expectations it could result in:**

- Loss of use of the equipment (temporary or for the duration of the school term),
- Suspension from the class or school (up to five days),
- Removal from the class and placement in different class (subject area) for the duration of the school term,
- Expulsion from school (no longer attend the school you currently are at for the rest of the school term),
- Or involvement of the police (depending on the seriousness of the situation).

### **I have read this policy and know what is expected of me.**

**Student Signature** \_\_\_\_\_ **Class** \_\_\_\_\_

## Building "A BETTER COMMUNITY" Permission Form

### Permission for September 2<sup>nd</sup>, 2011

Dear Parent / Guardian:

Each year the staff at Alexandra looks at ways to strengthen and build positive interactions between our students and staff. With the knowledge that communities that work together are more successful, a committee has developed a number of activities that buddy grade seven homerooms with a corresponding grade eight homeroom. Specifically, these grade seven / grade eight teams have an opportunity to review the Student Agenda together. In previous years, this task has proven to be invaluable to our "senior" students, as they too find it meaningful to review the contents of the Agenda while taking on a leadership role.

As a culminating event to our first days at school, on Friday, September 2<sup>nd</sup>, 2011 a number of fun co-grade activities have been planned for Kin Coulee Park. Students will be expected to arrive at Alexandra at the regular time (warning bell rings at 8:13 a.m.) for attendance and instructions. Homeroom classes will walk to Kin Coulee Park. At the end of the morning, students will walk back to the school for lunch and an afternoon activity.

It is important that you sign the bottom of this letter to acknowledge your permission for your child's participation in this activity. Without permission, students will be assigned work at Alexandra School under teacher supervision.

A small concession will be available where students can purchase bottled water and/or freezies. Please help ensure the students are dressed appropriately for the weather (hat and sunscreen and perhaps bring bug spray). If this activity is cancelled due to the weather you will be notified by the local radio stations and we will proceed with regular day one classes. If you are able to assist with supervision, please contact Mrs. Thomas (527-8571 Ext. 3213).

Sincerely,



Jason Peters  
Principal

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**PLEASE SIGN AND RETURN THIS PORTION OF THE LETTER BY  
FRIDAY, SEPTEMBER 2<sup>nd</sup>, 2011**

I give permission for my son/daughter \_\_\_\_\_ to participate in the activities at Kin Coulee Park on Friday, September 2<sup>nd</sup>, 2011.

\_\_\_\_\_

(Parent / Guardian Signature)