

## 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 *School 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 district sites or at school or district 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 school 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 school 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 *School 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 District'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):

# LICENSE TO USE SCHOOL LOCKER

This document, when executed by the principal of \_\_\_\_\_ School and \_\_\_\_\_ (name of student), constitutes a license granted by the school to the said student to use locker no. \_\_\_\_\_ 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 effect 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, 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.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Principal Signature

# *FROSHING (Assault, and Abduction)*

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## **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.





## ALLERGIC REACTIONS

### The Risk in "FROSHING" (Assault & Abduction)

Any activities involving mixtures of common foods or household products can pose a significant risk of life-threatening reaction for someone with severe allergies (anaphylaxis).

An allergy is a state of hypersensitivity caused by exposure to a certain substance resulting in an immunological reaction. The body's defense mechanism interprets a normally harmless substance to be dangerous and defends against it. This causes the body to release large amounts of histamine producing some of the symptoms of an allergic reaction.

Allergic responses vary widely from person to person. Mild allergies may cause discomfort with symptoms like sneezing, runny nose, and itchy, watery eyes. More severe reactions include itching, hives, soft tissue swelling, nausea, vomiting, and difficulty breathing or swallowing. Mouth, throat, and breathing symptoms may quickly lead to anaphylaxis, which causes death in minutes if not treated immediately with life-saving medication. Severe allergic reactions are generally considered more dangerous if the individual also has asthma.

Most highly allergic individuals carry medication to prevent a severe allergic reaction from progressing to the irreversible stage. However, no medication is available to prevent a reaction from occurring in the first place. **THE MOST EFFECTIVE PREVENTION IS TOTAL AVOIDANCE OF THE ALLERGENIC SUBSTANCE.**

Common allergenic foods include peanuts, tree nuts, eggs, milk, fish and shellfish. Any food can be allergenic!

Common environmental allergens and irritants include dust, pollen, mould, animals, smoke, latex rubber, perfumes or scented products, paint fumes, and strong chemical cleaners. Many other products can cause allergy problems for sensitive individuals.

In regards to allergies, concoctions containing any of these components could present a life-threatening risk to allergic individuals, including those with asthma.

**HELP KEEP YOUR FELLOW STUDENTS SAFE!**

# 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.*

**Name of Student** \_\_\_\_\_

**Signature of Student** \_\_\_\_\_

**Date** \_\_\_\_\_



**St. Albert**  
PUBLIC SCHOOLS



**Greater  
St. Albert  
Catholic Schools**

## **Common Statement Drug Free Protocol 2020-2021**

St. Albert Public Schools, Greater St. Albert Catholic Schools and the local detachment of the RCMP are working together to ensure that St. Albert students feel safe in their schools. Together we have developed this common statement to remind parents and students of our zero-tolerance policies regarding drug use in schools.

### **Protocol Respecting 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.

Please remember that your locker belongs to the school, not you. This means that when you sign your license to use the school locker, your locker is subject to search at any time without notification by any personnel associated with the school or by persons representing other authorities, including the police.





**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:

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- In all cases, parents or legal guardians will be notified.

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

Name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

## 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.

## **Education Act – Code of Conduct**

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

- attend school regularly and punctually,
  - be ready to learn and actively engage in and diligently pursue the student's education,
  - 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,
  - respect the rights of others in the school,
  - 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,
  - comply with the rules of the school and the policies of the board,
  - co-operate with everyone authorized by the board to provide education programs and other services,
  - be accountable to the student's teachers and other school staff for the student's conduct, and
  - 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.

### 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



**St. Albert**  
PUBLIC SCHOOLS

## Code of Student Conduct

School Year 2020-2021

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.

Glensy 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

## 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 *School 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**



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