

# Alexander Forbes The Academy 2024-25

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## Mission

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Alexander Forbes The Academy is a safe, supportive environment where we as a collaborative learning community provide diverse instruction and programs for students to achieve success and develop social responsibility.

## Vision

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To build a promising future of inspired, responsible, and innovative citizens.

## Values

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At Alexander Forbes The Academy, we value:

- The opportunity for every student to experience success.
- A stable and supportive environment respecting individuality.
- A family atmosphere where parents/guardians are partners.
- An innovative approach to prepare for a changing global community.
- Research and current educational practices that influence diverse instructional strategies.
- Accountability for all.
- A healthy, active lifestyle.
- An environment that provides stability and reinforces socially responsible behaviours.

## Student Responsibilities as outlined in the Education Act (September 1<sup>st</sup>, 2019)

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**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 their education.
- ensure that their 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

**When I practice my RESPONSIBILITIES,  
I help ensure that everyone's RIGHTS will be respected.**

## School Website and Social Media

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We use our Facebook (Alexander Forbes The Academy), newsletters, email, and the school website as our modes of communication.

Teachers will communicate regularly via phone, email, in-person meetings, or through an application such as Bloomz. Your classroom teacher will share the best way(s) to contact them.

## School Hours and Schedule

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The school office is open from **8:00 a.m. until 3:30 p.m.** To access the office, please come in through the front doors of the school (main entrance). Office personnel are available to answer the phones between 8:00 a.m. and 3:43 p.m. If you call outside of these hours, please leave a message.

### Regular Day

- Morning supervision begins at **8:10 a.m.** The first bell rings at **8:25 a.m.** Classes begin at **8:30 a.m.** Lunch is from **11:55-12:35** for grades 1-4, and from **12:25-1:05** for grades 5-8. Classes end at **3:05 p.m.** After school supervision will be in place until First Student buses arrive or **3:20 p.m.**, whichever is later. See the bell schedule on the last page of the Handbook for more detailed information regarding the regular daily schedule.

# Alexander Forbes The Academy 2024-25

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## Professional Learning Days

- Professional Learning Days provide our staff with scheduled time to engage in collaborative inquiry with their colleagues, using evidence of student learning to support continuous growth. The value of this time lies in the impact our learning has on the success of our students. The dates for Professional Learning Days in the 2024-25 school year are: September 20<sup>th</sup>, October 25<sup>th</sup>, November 22<sup>nd</sup>, December 13<sup>th</sup>, January 31<sup>st</sup>, February 28<sup>th</sup>, March 21<sup>st</sup>, April 21<sup>st</sup>, May 16<sup>th</sup>, and June 6<sup>th</sup>.

## **Visitors and School Security**

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When parents/guardians enter the school, we ask that you please come through the front entrance (facing Poplar Drive) and check in at the office. One of our office staff will be happy to assist you! *Visitors to the school are required to sign in and wear a badge, for safety purposes.*

Students from other schools or youths who are not attending school are not permitted in the school or on school grounds at any time during the school day. Likewise, Alexander Forbes The Academy students should not be at any other school during their operational hours without permission from that school.

## **Canteen – Notably Norwegian**

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Joan Samuelson with Notably Norwegian is back as our canteen provider again this year. Joan will start service for the year on Monday, September 9<sup>th</sup>. You can pre-order and pre-pay for food by contacting Joan at [notablyatforbes@gmail.com](mailto:notablyatforbes@gmail.com). The Notably Norwegian menu will be published on our website and Facebook page.

All students must submit orders prior to 9:00 a.m. Orders will not be accepted after that time.

## **School Council**

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The Alexander Forbes The Academy School Council works to improve the quality of school life for all students at Alexander Forbes. An organizational meeting (the Annual General Meeting) will be held on Tuesday, September 10<sup>th</sup>, but new members are welcome at any time throughout the school year. We strongly encourage all parents to become involved with this group. We will be looking for a representative on the council from each class in the school and hope that you will consider serving on this body. Generally, the meetings occur on the first Tuesday of each month at 6:00 p.m.

## **Closed Campus Policy**

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Alexander Forbes The Academy maintains a closed campus. **Students are expected to remain on designated school property for the entire school day, including lunchtime. Students are not permitted to leave school property and walk to convenience stores or other local businesses during the school day.**

Exceptions may be made in the following circumstances:

- Students who have appointments or who are ill and need to leave the school may do so after signing out at the office. In these cases, a note from the student's parent must be presented or an office administrator must speak to a parent over the phone.
- Parents who wish to give permission for their child to go home during **every** lunch must sign the permission form at the school, at the beginning of each school year. *Students going home every day for lunch are not allowed to take anyone else home with them or go to a convenience store/local business.*
- Grade 7 & 8 students who have permission to go home every day for lunch must sign-out at the office.

Students going home every day for lunch who have difficulties returning to school on time and/or following the above school policy may have their privilege removed, following a consultation between parents and school administration.

## **School Attendance**

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Educational research has identified regular school attendance as being a key factor in determining academic success. As well, **Section 31(a) of the Education Act states that it is the responsibility of the student to attend school regularly and punctually.** Students should attend school unless prevented from doing so by illness, bereavement, or other exceptional circumstances. Parent contact will be made for students who are habitually absent or late for school or classes (regardless of reason) via phone, email, and/or letter. Additional information about our division's attendance policy can be found [here](#).

# Alexander Forbes The Academy 2024-25

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## Communication of Absences or Lates to the school

Parents are asked to notify the school if their child(ren) will be absent. This enables us to ensure that all students are safe and accounted for in a timely manner each day.

Starting this year, our school is using School Messenger and the Safe Arrival system for communication around student absences. More information on accessing School Messenger to report a student absence can be found [here](#).

You can also call the school to report an absence. If you call before **8:00 a.m.**, please leave a message.

If no communication is received for an absent student before 8:30 a.m., school personnel will contact the student's parents.

All students must sign out at the office if they are leaving at any point during the school day. Parents must notify the office before a student can be permitted to leave.

Students who become ill during the school day cannot be sent home unless permission is received at the office.

## **Technology and the Internet**

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Alexander Forbes The Academy embraces technology. It is a privilege, and with this privilege comes responsibilities – both online and offline. Students should be aware of the dangers of certain online activities and their potential impact on both school and home. According to the School Act, students are responsible for their actions, no matter where they take place, if those actions impact the school environment. This includes inappropriate use of technology. From an educational standpoint, responsible use of technology offers several advantages for student learning.

### Personally Owned Devices and Social Media

- Definition of Personally Owned Devices (PODs): cell phones, tablets, laptops, air pods, smart watches, and any other device with an internet connection.
- Students in K-8 are not permitted to use PODs during instructional times. This is per [Ministerial Order #014/2024](#) from the Government of Alberta.
- **Students at Alexander Forbes The Academy are not permitted to use their PODs at any point during the school day, including non-instructional time (e.g., recess, lunch).**
- Students who have their PODs out will first be asked to put them away in their lockers. If the student does not comply, or if the POD is out again on the same day, the student will be required to take their POD to the office until the end of the day. Homeroom teachers will contact parents. After parents have been contacted twice regarding inappropriate POD use, an administrator will contact the parents to determine the next steps.
- Students are also reminded that use of the Division's wireless network is governed by the Grande Prairie Public School District's 'Student Responsible Use of Technology Guidelines and Agreement' which all students are required to sign as a part of attending the school.
- Students are not permitted to take videos or pictures on their PODs. The creation and distribution of unsolicited pictures in a school setting is a violation of the "Freedom of Information and Privacy Act".
- Students will continue to have access to technology through the use of school laptops and iPads for instructional purposes.
- Students will not have access to social media websites on the division network.

### Internet Use

- It is the **user's responsibility** not to initiate access to controversial, inappropriate, or offensive materials and to leave locations of inappropriate material immediately and notify their classroom teacher. Additionally, it is the **user's responsibility** to ensure s/he has logged out of school-based technology. Access to network services will be given to students who agree to act in a considerate and responsible manner and whose parents/guardian have signed the Network Resources "Acceptable Use Protocol" form. Violations of this protocol may result in the removal of technological privileges.

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## **Contacting Students at School**

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To assist with this positive transition, we ask that parents do not phone (or text) directly to their child(ren) during the school day as this can be very disruptive, and students are not permitted to be on their devices while at school. Rather, we ask that if you have a message for your child, please contact the office and our administrative assistants will ensure your message is passed on. Having a united front will make this transition easier for our students.

## **School Fees and Other Costs**

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School fees will be attached to any CTF option (Grade 7/8 students only) that requires consumables to be purchased. Parents/Guardians can access fees due through their parent login in PowerSchool.

Students will be charged the replacement cost of any materials they lose or damage.

## **Student Transportation and Personal Belongings**

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### Locks and Lockers

- All students in grades 1-8 will be assigned a locker. Students in grades 7-8 will be assigned a lock after the start of the school year.

### Personal Belongings

- We encourage students to leave all valuables at home, including personal mobile devices. The school, the school board, and its insurers take no responsibility for valuables lost, stolen or damaged while on school property.

### Student Transportation

- Students who ride **skateboards, scooters, or bicycles** must walk or carry their transportation once on school property. Additionally, these items are not to be ridden on school grounds during the school day, including the 20 minutes before and after school. **Bikes** should be locked up in the bike racks using a quality lock during school hours. Please note that skateboards and scooters are expected to be stored in your child's locker. There is not room to safely store scooters and skateboards in the boot room. As well, items are not secure from theft in the boot room. All students riding a bicycle must wear a helmet, as outlined by law.

### Student Pick-Up and Drop-Off

- All vehicles in our parking lot must be in a parking stall. Following this guideline will prevent the blocking off cars that are already parked and/or available parking spaces. Most importantly, this will help keep our students safe.
- For immediate pick-up and drop-off of students, please use the drop-off zone beside the kindergarten playground. As a courtesy to our school community, it is important that this space be used efficiently. For visits requiring more time, please park in a stall.
- When parking on the street, please follow all signage and be courteous to our neighbors by respecting driveway spaces and private parking lots. Please be mindful of the crosswalks leading to our school. Parking too close to the crosswalks reduces visibility and presents a significant safety risk to our students.

## **Academics**

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There are three formal reporting periods during the school year. Students will be assessed using outcome-based reporting. Essentially, Grades 1 - 8 students will be assessed in terms of how well they meet curricular outcomes using a 4-point scale.

Ongoing school-home communication is essential for understanding the development of skills. You can expect regular emails from your child's classroom teacher to keep you informed of concepts being explored in class and ways you might be able to extend learning outside the classroom.

# Alexander Forbes The Academy 2024-25

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## Homework

- The purpose of homework is to reinforce skills that have already been explicitly instructed by the classroom teacher. Homework may also be assigned to help students gain background knowledge prior to exploring the concept in class (such as pre-reading on a topic). It is expected that when required, students will complete assigned homework.

## Missed Assignments and Assessments

- Students are responsible to ensure that any assignments or tests given while they are absent are completed on the student's return or prior to departure. When a student arrives back from an absence the student should arrange with their teachers to complete the missed work.

## Being Prepared

- Students are responsible for coming to school and to class with all the necessary supplies and equipment to accomplish the tasks assigned to them. This includes two pairs of footwear (one for outside and one for inside), and any necessary supplies for class. Teachers may request additional supplies throughout the year if a student requires it. If you need assistance with supplies for your child(ren), please contact your child's teacher or the office.

## **Positive Behaviour Expectations**

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Behaviour issues in schools can interfere with learning, instruction and maintaining a positive school environment. The purpose of school wide expectations is to facilitate academic achievement and healthy social development of students in a safe, supportive learning environment.

In our school, we expect, explicitly teach, and reinforce positive behaviours. Incidents are managed on a case-by-case basis, according to our policies and school-wide intervention plans.

## Knightly Behaviour

At our school, we strive to embody the characteristics of our mascot – the knight. Students may be recognized or rewarded weekly for demonstrating the following Knightly Behaviours:

- |                                    |  |
|------------------------------------|--|
| ▪ Bravery                          | ▪ Always doing their best              |
| ▪ Trustworthiness                  | ▪ Welcoming attitude                   |
| ▪ Putting others before themselves | ▪ Good choices                         |
| ▪ Role model for other Knights     | ▪ Generosity                           |
| ▪ Good manners                     | ▪ Perseverance                         |
| ▪ Positive leadership              | ▪ Contributions to a greater community |
| ▪ Dependability                    | ▪ Accountability for their own actions |

## Hands-Off Policy

- In order to protect and respect the safety and dignity of students, Alexander Forbes The Academy maintains a “**HANDS-OFF**” policy for all students at all times during the school day. This policy strictly forbids any type of negative or inappropriate physical interactions between students (i.e., slapping, punching, kicking, pushing, tripping, play fighting, etc.). The “**HANDS-OFF**” policy also refers to touching or taking other people's property. Once these expectations are clearly explained to the students at the beginning of the school year, they are consistently monitored, and consequences will apply when necessary.

# Alexander Forbes The Academy 2024-25

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## **Dress Code Policy**

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Alexander Forbes' dress code supports equitable and fair treatment of all students and staff regardless of race, gender, religious beliefs, cultural observances, body type, or household economic status. Our staff strives to apply this dress code to all in a fair and consistent way.

### Values associated with our dress code:

- We respect each other.
- We presume positive intentions of one another.
- All students should be able to dress comfortably for school and engage in educational activities with the comfort of knowing they will do so in a respectful environment.
- Student dress code adherence should not result in unnecessary barriers to school attendance.
- We appreciate diversity and the breaking of gender stereotypes.
- We accept and appreciate creative expression.

### Purpose of the dress code is to:

- Maintain a safe environment at school in classes where protective or supportive clothing is needed, such as but not limited to science class, physical education, shop, home economics, etc.
- Maintain an ease of engagement with any learning tasks that are required. Dress should be functional in the learning environment.
- Allow students to wear clothing that is comfortable.
- Prevent students from wearing clothing that contains offensive images and images, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing that denotes, suggests, displays, or references alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Ensure that students are treated equitably regardless of race, sex, gender identity, ethnicity, religion, cultural observance, household income, or body size/type.

### Dress Code Expectations:

- **Basic Principle:** Certain body parts must be covered for all students, always.
  - Clothes must be worn in such a way that breasts, buttocks, and genitals are fully covered with opaque fabric.
- **Students must wear:**
  - A shirt (with fabric in the front, back, and on the sides under the arms).
  - Pants/shorts or equivalent (skirt, sweatpants, leggings, dress, etc.).
  - Footwear.
  - Specific attire related to safety and performance based on course requirements.
- **Students may wear:**
  - Headwear
  - Ripped jeans
  - Tank tops (spaghetti straps, racer backs, etc.)
- **Students cannot wear:**
  - Clothing with violent images or language.
  - Clothing with language or images that depict drugs, alcohol, or any illegal item or activity.
  - Clothing that displays hate speech, profanity, or pornography.
  - Clothing with images or language that may contribute to a hostile or intimidating environment.
  - Any clothing that reveals undergarments.
  - Swimsuits (unless required in class).
- **Dress Code Adherence**
  - Students in violation of the dress code will be asked to choose one of the following options:
    - Put on alternative clothing if already available at the school.
    - Put on temporary clothing provided by the school.
    - Call parents/guardians and have them bring alternate clothing to the school.
  - Staff will apply the dress code consistently. They will speak to students away from others so as not to create embarrassment for the students.

# Alexander Forbes The Academy 2024-25

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## Footwear

- All students are asked to have a pair of clean indoor shoes they can change into when they arrive at school. Street shoes or running shoes which have been worn outside will not be allowed for gym activities. Shoes with soft soles, which mark the hallways, should not be worn at school.

## Administrative Procedures

- All additional school procedures which include, smoking and tobacco use, alcohol and drugs, as well as suspensions are informed by the *School Act* and our division's administrative policies which can be found online at <https://www.gppsd.ab.ca/District/Pages/Administrative-Procedures.aspx>

## Harassment

- Students and staff must feel safe from threats and harassment. Harassment of any kind will not be tolerated. Students who feel that others are harassing them need to take responsible action to protect their rights. It is our recommendation that the following steps need to be taken by those being harassed:  
Advise the person who is causing a problem that you wish them to **stop**.  
Ask a teacher, administrator, counselor, or parent to **help** solve the problem.  
Keep **telling** people until the harassment stops.

## Bullying

- Definition: A conscious, willful, deliberate, repeated, and hostile activity marked by an imbalance of power, intent to harm and/or threat of aggression. It can occur within a peer group or between groups. It can occur at school and outside of school. Forms of bullying include:  
Verbal: name calling, sarcasm, teasing, spreading rumours, threatening, making negative references or unwanted comments directed to one's culture, ethnicity, race, religion, gender, sexual orientation, or any other factor(s).  
Social: mobbing, scapegoating, excluding others from a group, humiliating others, gestures or graffiti intended to put others down  
Physical: hitting, poking, pinching, chasing, shoving, coercing, destroying, unwanted sexual touching  
Cyberbullying: using the internet or text messaging to intimidate, put down or spread rumours about someone

Please review the Student Code of Conduct as outlined by our School Division. The link can be found [here](#).



# Alexander Forbes The Academy 2024-25

## 2024-25 Bell Schedule

### Alexander Forbes Bell Schedule 2024-25

ECS	GRADE 1-4	GRADE 5-8
<b>MORNING KINDERGARTEN</b> 8:30-11:15 (Monday-Friday)	8:25 – First Bell	8:25 – First Bell
	8:25-8:30 – Transition Time	8:25-8:30 – Transition Time
	8:30-9:00 – Block 1	8:30-9:00 – Block 1
	9:00-9:30 – Block 2	9:00-9:30 – Block 2
	9:30-10:00 – Block 3	9:30-10:00 – Block 3
	10:00-10:25 – Recess/Nutrition Break	10:00-10:25 – Nutrition Break/Recess
	10:25-10:55 – Block 4	10:25-10:55 – Block 4
	10:55-11:25 – Block 5	10:55-11:25 – Block 5
<b>AFTERNOON KINDERGARTEN</b> 12:20-3:05 (Monday-Friday)	11:25-11:55 – Block 6	11:25-11:55 – Block 6
	11:55-12:35 – Recess/Lunch	11:55-12:25 – Block 7
	12:35-1:05 – Block 7	12:25-1:05 – Lunch/Recess
	1:05-1:35 – Block 8	1:05-1:35 – Block 8
	1:35-2:05 – Block 9	1:35-2:05 – Block 9
	2:05-2:35 – Block 10	2:05-2:35 – Block 10
	2:35-3:05 – Block 11	2:35-3:05 – Block 11