



WELCOME TO EIPS SUMMER SCHOOL 2024

On behalf of Elk Island Public Schools, welcome to EIPS Summer School. Our administration and staff work hard to provide a safe and caring learning environment where you can maximize your academic achievement.

As a student, you also play a significant role in helping create a positive learning environment. Please spend a few moments reviewing the guidelines outlined in this handout and share these guidelines with your parents/guardians.

SUMMER SCHOOL OFFICE SCHEDULE

Summer Office Hours (Bev Facey): 8:00 am to 3:30 pm

Phone number: 780-467-7292

The front entrance to Bev Facey Community High School (BFH) and Gym (west) entrance to Salisbury Composite High School (SAL) will be opened at 8:00 a.m. daily.

PARKING

Parking is available in the front and back lots at BFH, and the gym (west) entrance at SAL. There are no assigned parking spaces. Please do not park in the fire lanes at the schools.

ATTENDANCE

Students have the responsibility to regularly attend class, to be on time and to be fully equipped for class.

Attendance and punctuality are particularly important in Summer School because courses are accelerated. Parents or guardians are asked to call our office (780-467-7292) to report absences and lates. Students who have to leave early for any reason must first inform their teacher and then sign-out at the main office.

Attendance will be recorded in PowerSchool. A student's attendance record may be accessed using the parent or student portal (see section on **Assessment** below). As summer school classes are completed at an accelerated timeline (19 instructional days) and are optional programming, students missing a class may be removed from the course.

BREAK TIMES

Break time is determined by the coordinator and instructor, based on activities. Students may bring snacks that can be consumed in short 10-minute breaks. Please remember that you are responsible for keeping the school clean.



TEXTBOOKS

Students are responsible for their assigned textbooks and are expected to return them at the end of the course and in good condition. Lost or damaged books will result in the student not receiving a textbook rental refund. Textbook rental refunds will be issued by the end of September for returned textbooks and returned to the original method of payment.

STUDENT DRESS AND APPEARANCE

Students attending Summer School are expected to dress appropriately for school. Footwear must be always worn.

PERSONAL ITEMS

Students are encouraged to leave valuables at home, as there are no lockers available. Items like cell phones and jewelry are easily lost or stolen, especially from areas like Physical Education change rooms. Bicycles should be locked outside the school in appropriate areas; laptops should remain in the possession of the student during the entire time they are in school. **EIPS Summer School is not responsible for lost or stolen items.**

AGREEMENT FOR TECHNOLOGY USE

All EIPS students have completed the Student Acceptable Use Agreement for Technology form during the school year.

This agreement is a legal document. By signing it, students assume full responsibility for their actions. In summary, the agreement declares that computers may be used for educational purposes only. Appropriate usage includes using only EIPS authorized software, only accessing files from public directories, using their own passwords and school accounts only, and accessing the network only from school computers. Breaches of the agreement may result in loss of all access to computer privileges, removal from Summer School, and/or referral to the RCMP.

Students are responsible for all activities that take place from their individual accounts. They must therefore never disclose their passwords to anyone.

ASSESSMENT

Student work will be evaluated based on the assessment procedures of Elk Island Public Schools (Administrative Procedure 360), using a variety of measures. Some assignments will be assessments for learning, practice and feedback (formative). Some assessments will include marks (summative).

PowerSchool usernames and passwords are the same for Summer School as the 2023-2024 school year for EIPS students. Students who are new to EIPS and did not attend EIPS schools during the 2023-2024 school year can get their usernames and passwords from the main office.

Summer School final marks will be available via PowerSchool after the last day of classes.



STUDENT RESPONSIBILITIES

Elk Island Public Schools is committed to ensuring all members of the school community are provided with welcoming, caring, respectful and safe learning environments that respect diversity and foster a sense of belonging. All individuals within EIPS have the right to learn in settings that promote equality of opportunity, dignity and respect regardless of race, age, ancestry, place of origin, colour, religious beliefs, gender, gender identity, gender expression, physical or mental disability, marital status, family status, socioeconomic status and sexual orientation. More information regarding Welcoming, Caring, Respectful and Safe Learning Environments for Students can be found in Administrative Procedure 311.

Student Code of Conduct (Administrative Procedure 350)

The Student Code of Conduct sets out behavioural expectations for students, including those behaviours that are consistently promoted and modelled by all in the school community—staff, students and parents. Students shall be held accountable for conduct that occurs outside of the school building or school day and/or electronically if the conduct negatively affects members of the school community or interferes with the school environment. The Student Code of Conduct encourages compliance with section 31 of the *Education Act*.

Students are expected to display acceptable behaviour. Examples of acceptable behaviour include:

- Respect yourself and the rights of others in school.
- Treat all students and staff with dignity, respect and fairness at all times.
- Make sure your conduct contributes to a welcoming, caring, respectful and safe learning environment in the school that respects diversity and fosters a sense of belonging of others in your school.
- Resolve conflict or seek assistance to resolve conflict in a peaceful, safe and non-threatening manner that is conducive to learning and optimal growth. Parameters for addressing conflict between students may be dealt with through counselling, community conferencing or other forms of restorative justice.
- Refrain from, report and refuse to tolerate bullying or bullying behaviour, even if it happens outside of the school or school hours and/or electronically.
- Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school.
- Act in ways that honour and appropriately represent you and your school.
- Attend school regularly and punctually.
- Be ready to learn, actively engage in and diligently pursue your education.
- Know and comply with the rules of your school.
- Co-operate with all school staff.
- Be accountable for your behaviour to your teachers and other school staff.
- Take appropriate measures to help those in need of assistance.
- Be kind to all persons.
- Demonstrate honesty and integrity.
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- Demonstrate respect for authority, other people and their personal property, school property and equipment.
- Demonstrate digital citizenship through the appropriate use of technology.
- Contribute positively to your school and your community.

Summer School is an optional program with an accelerated pace offered by EIPS; students who do not follow the rules will be removed from Summer School.

SMOKING/TOBACCO/ VAPING

Elk Island Public Schools has declared all schools and school grounds to be tobacco and electronic cigarette free. Students are not permitted to smoke, vape, or use tobacco products, or be in possession of these products.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones must be turned off and are not to be used by students in the classroom unless the classroom teacher has allotted specific use for educational purposes. Students may use the complimentary telephone in the main office. Students must be aware that electronic devices, including cell phones, are not permitted during exams and that laser pointers are not allowed in any EIPS school.

EMERGENCY PREPAREDNESS AND RESPONSE

Elk Island Public Schools' (EIPS) first priority during an emergency is the safety of our students and staff. The division has developed an Emergency Response Plan and framework to deal with a wide range of potential emergencies. The plan works in collaboration with first responders and other local emergency preparedness plans.

For more information on the division and school emergency preparedness plan, visit the division website at <https://www.eips.ca/parents/emergency-preparedness>.

DIPLOMA EXAMS

Summer School Diploma exams will be written at Bev Facey Community High School. Your instructor will provide a Diploma examination schedule and examination rules. **If you are retaking a diploma exam course in Summer School, you will need to register and pay to rewrite the diploma exam with Alberta Education via MyPass. Please see summer school office staff if you need to get set up on MyPass.**



August 2024

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before, during, and after the administration. Teacher perusals are not permitted.

Thursday, August 1	9 AM–12 PM	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
	1 PM–4 PM	Français 30–1 Partie A French Language Arts 30–1 Partie A
Friday, August 2	9 AM–12 PM	Social Studies 30–1 Part(ie) A
	9 AM–11:30 AM	Social Studies 30–2 Part(ie) A
Tuesday, August 6	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
	1 PM–3:30 PM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Wednesday, August 7	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
	1 PM–4 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Thursday, August 8	9 AM–12 PM	Chemistry 30
	1 PM–4 PM	Biology 30
Friday, August 9	9 AM–12 PM	Physics 30
	1 PM–4 PM	Science 30
