



**Calgary Board
of Education**

Simon Fraser School

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Simon Fraser School Handbook



2024-2025



Simon Fraser School Handbook 2024-25

Welcome to Simon Fraser School for the 2024 - 2025 school year.

As a student/parent/guardian, you are a member of a fine educational community that is proud of its achievements through academics, athletics, fine/practical arts, and citizenship.

Please know that we believe strongly in a partnership between parents/guardians, students and school staff. This handbook has been created to help navigate our educational journey this year to make the most of our time together. Inside this handbook you'll find important information about our school policies, procedures, and resources available to support educational success.

Our goal is to create an environment where every student feels valued, supported, and empowered to achieve their best.

Please take time to read through this handbook carefully. Understanding its contents will help ensure that your experience at Simon Fraser School is positive and productive. If you have any questions or need further clarification, don't hesitate to reach out to a teacher, counselor, or administrator.

Welcome aboard, and here's to a successful year ahead!

Gayleena Clark BA, BEd, MEd
Principal, Simon Fraser School
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Student Code of Conduct – AR 6005

The Calgary Board of Education (CBE) has a common [Student Code of Conduct](#). CBE students, parents/guardians and staff are responsible for being aware of the Student Code of Conduct. Please ensure you and your child understand this important regulation to support learning, safety and well-being.

Attendance Procedures

Attendance is taken every period. Doors open at 7:40 am. Students may be dropped off before that time if they are meeting a teacher for a supervised event (6:55 a.m.). In the morning, we have 'open' hallways, and students are free to go to lockers. Students are not permitted to be in unsupervised spaces.

At lunch, students are asked to follow expectations of the lunchroom supervisors. After eating and cleaning up lunch spaces/items, students may attend a supervised activity, visit quietly with friends in the main hallway/lunchroom, or enjoy the weather outside. At the half bell, all students need to move into a supervised space or go outside. The Learning Commons is open at 12:09 **to complete schoolwork or read**. Students are encouraged to use this time to take advantage of intramurals, clubs, computers, extra help, etc.

Lates for school

Plan to arrive at school with sufficient time to prepare for class. If students arrive after the late bell, they need to check in at the office before proceeding to class. If students are late due to a medical appointment, etc., parent/guardians need to contact the absentee line. Unexcused lates be addressed with the teacher concerned.

Lates for classes

Two minutes are provided for movement from class to class. For classes to start on time, and to avoid congestion in the hallways, students must report directly to their next class. Do not return to lockers or go to the washroom currently. If students have to make a "stop," they need to check in with their next class teacher and obtain permission to leave. Lates between classes are resolved with the teacher concerned.

Absences

Regular attendance is essential for success in school, and encourage appointments be made outside of school hours when possible.

When a student is absent, we require:

- A phone call or email from a parent/guardian each day the student is absent. 403-777-7290. Press 1 and record your students' first name, last name, homeroom, and the reason for the absence. We access this line regularly throughout the day.

Extended Absences

In the case of prolonged illness, we would appreciate phone or email contact as soon as possible, and a doctor's note should be provided for longer absences. It is the student's responsibility to be sure that he/she checks with teachers prior to departure re: assignments or tests, and again upon return. Please take advantage of PowerSchool and Google Drive.

When students are absent for family holidays, tournaments, etc. parents must fill in an "Extended Absence" form prior to the absence, that will be kept on file. These forms are available in the office. Absences during this time are recorded as "Family Event".



Early checkout

If, for any reason, a student must leave early, a note, email or phone call should be provided in advance and given to the office or homeroom teacher. The student must check out through the Main Office. At no time should a student leave the building without following these procedures. Students should not text parents to pick them up without communicating with the teacher and office.

Personal Mobile Device Policy

As per [Ministerial Order #014/2024](#), children may not use Personal Mobile Devices (PMD) during instructional time. This policy includes any personal electronic device that can be used to communicate with or access the internet, such as a cellphone, tablet, gaming device, laptop, or smartwatch. This also includes devices capable of communicating with a PMD such as headphones, AirPods, or smart speakers.

If parents/guardians need to contact their child during school hours, they may call the school and we will forward the message to the student. Similarly, if a student needs to contact a parent, they have access to a phone in the classroom or the office.

Students who refuse to follow this policy may be subject to [Administrative Regulation 6006: Progressive Student Discipline](#). Please note, the steps taken for progressive discipline in regard to this policy at Simon Fraser School.

- **First Incident: Verbal Warning**
Student is reminded of the expectations regarding responsible use of Personal Mobile Devices and/or social media
- **Second Incident: Confiscation and Parent/Guardian Informed**
Student will turn in the mobile device to the teacher/office, and it will be returned to the student at the end of the school day. Parent/guardian is informed by the teacher/admin
- **Third Incident: Confiscation and Parent/Guardian Involvement**
Student will turn in the mobile device to the office and can retrieve the phone at the end of the school day from the office. An Administrator will contact parents/guardians to inform them of the repeated infractions
- **Fourth Incident: Loss of Privileges**
A parent/guardian meeting will be scheduled with administration and students will be held accountable based on Administrative Regulation 6006 - Administrative Regulation 6006: Progressive Student Discipline.

Please note, students who choose to bring personal mobile devices to school do so at their own risk. The security and storage of these items is the sole responsibility of the owner or user. CBE assumes no responsibility for the safety, security, loss, repair or replacement of student PMDs.

There may be exceptions granted by school administration allowing students to use personal mobile devices during school hours. These include:

- **Medical Reasons** - students with identified medical needs may require PMDs to monitor medical conditions. For example, diabetic monitoring.
- **Complex Learning Needs** - students with complex learning needs may require the use of personal mobile devices. These accommodations will be outlined in the student's Individualized Program Plan (IPP).



- **Educational Purposes** - certain circumstances may warrant access to PMDs as determined by the school administration. For example, English as Additional Language Learners (EAL) accommodations

Computers, iPad and other Networkable Digital Devices:

Simon Fraser students are privileged to have access to a substantial number of networked computers/digital devices with internet access, CBE-supplied email accounts, and network storage for electronic files. The responsibilities that come with this access are spelled out in the Calgary Board of Education's [Administrative Regulation 1062 - Acceptable Use of Electronic Information and Resources](#).

In the use of electronic information resources, persons must not harm or attempt to harm. Any violation of this regulation, or the principles or expectations set out in it, may result in: Student disciplinary measures under [Administrative Regulation 6006- Progressive Student Discipline](#).

Backpacks and bags

Students are welcome to use backpacks, purses, or bags to and from school. Backpacks are not allowed in and between classes for health, safety, and security reasons.

Locks and lockers

Students are assigned lockers and may not change lockers during the year. Lockers are school property, and the school reserves the right to open them at any time.

One lock is issued per locker, and only school issued locks may be used. It is important for you to keep the combination secret. The school is not responsible for lost or missing materials or locks. Be sure to test that your lock is closed before you leave the locker. There is a \$10.00 charge for replacing lost locks.

Students will be charged for damage to lockers. The Simon Fraser Locker Agreement must be signed by both the student and the parent/guardian.

Financial Need

If at any time a student/family is in financial need and their financial situation is a factor regarding a student's participation in a school sponsored activity, including trips, parents may contact the school.

For all Central Fee Waiver inquiries, please visit the [Calgary Board of Education](#) website for more information.

School and personal property

We recommend that students do not bring valuables to school unless they need them for a specific purpose. Students are responsible for their own property and any books or materials the school loans you. It is important that students lock up valuables in lockers. The school is not responsible for lost or stolen items.

Dress code

Dressing appropriately is an important part of being prepared for school. All students and staff are responsible for managing their own personal clothing while still promoting a welcoming, caring, respectful and safe learning and work environment.

Basic Principle: clothes must be worn in a way such that genitals, buttocks, breasts and chests (including nipples) are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this requirement.



Depending on your course-load & other student activities, activity-specific requirements are in place (physical education, science labs, construction, foods, and other activities where unique hazards exist.) Please refer to the Physical Education Clothing section for proper apparel specifics, as well as course outlines for option specific guidelines.

At Simon Fraser, students **MUST** wear (which meets the basic principle above):

- Top (shirt, tank top, etc. with fabric in the front, back and on the sides under the arms)
- Bottom (pants, sweatpants, shorts, skirt, dress, leggings, etc.)
- Shoes

At Simon Fraser students **MAY** wear (if it meets the basic principle above):

- Hats & hoodie sweatshirts. Items over the head must allow the face and ears to be visible to staff, and not interfere with the line of sight of any student or staff. Please note that the personal digital device policy applies to earphones and air pods, so these must remain in student lockers.
- Religious headwear
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, (including spaghetti straps), and halter tops.

At Simon Fraser students **CANNOT** wear:

- Violent, sexual, or racist language, images, or associations
- Images or language depicting drugs or alcohol (or any illegal for minors' item or activity), or use of the same
- Hate speech, profanity, sexualization, pornography, or gang related affiliations/logos/images
- Clothing and accessories that depict or incite hate speech or the degradation of individuals or groups based on race, color, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, sexual orientation, body type, physical or mental disability, family status or socioeconomic status.
- Visible underwear (visible waistbands or straps on undergarments worn under other opaque clothing are not a violation)
- Bathing suits (except as required in class or athletic practices)
- Accessories that could be dangerous or considered as a weapon

Physical Education

Students are asked to change for Physical Education class.

Students in PE must come prepared to engage in their learning every day. Please see information below for expectations:

- Backpacks must be stored in student lockers before coming to class
- Proper footwear must be worn that is conducive for safe physical activity (ex. indoor running shoes)
- No food or drink is allowed in the gym (water is permitted)



School Procedures:

If we have an emergency in the school, it is important that everyone responds quickly, and without question. Classroom teachers will discuss with students the steps to follow, and evacuation routes. Several times during the year, we will conduct fire drills, and lock-down procedures. During these drills, **there should be no talking!** It is vital to remain quiet so that it is possible to hear any important announcements that may be made during the procedure.

During a fire drill, quickly leave the school in a quiet and orderly fashion following the teacher's instructions.

During a lock-down drill, students and staff sit on the floor, under the "green dot" sign (away from the door), remain silent until given the directive to "stand down" by a Police Officer or school administrator.

Lunchroom Policy

All students can eat lunch at school. Many choose to purchase lunch off campus while others bring lunch. We are fortunate to have several lunchroom supervisors who are responsible for supervision during the lunch hour. We expect all requests made by the supervisors to be followed quickly and courteously.

Students are to remember good table manners and co-operate with any request to clean-up.

Grade 5 & 6 Students must remain on school property under supervision. If older students choose to leave the school grounds, it should be only with their parents' approval. Students must arrive on time for afternoon classes.

Busing Expectations

Charter bus students should ride their designated bus only. Non-bus students **are not allowed** to ride buses for any purpose.

Students are issued one Zpass and you should make every effort to keep your Zpass safe and do not misplace it for the entire time you attend Simon Fraser School. If for some reason you misplace your pass, please advise the office.

Common sense should govern student behaviour regarding buses:

- Always meet the driver's expectations.
- Stand well back of the arriving or departing bus.
- Realize that riding the bus is a privilege that can be lost if expectations are not followed.
- Dress appropriately for winter weather.

Citizenship in the community

We count on all our students to be responsible for their behavior in the community. This implies courtesy and respect to businesses and taking responsibility for litter. Neighboring properties, the community playground equipment, and skating rink are off limits, as well the Dalbrent Medical Clinic and Community facilities are out of bounds unless you have business there. It also means showing traffic awareness and crossing streets with caution at intersections. This is not only an important responsibility but is also essential to your personal safety.

We allow grade 7-9 students to leave the grounds at lunch on the assumption that this has been discussed at home and that parents have given their approval.



This also means that when our students are out in public on field trips or attending extra-curricular sporting events (as a participant or a spectator), whether at Simon Fraser or elsewhere, we expect them to represent our school and follow the same behavioral expectations we have in the building. Please note the Student Code of Conduct still applies.



To parents/guardians and students:

School is a partnership between all of us, and together, we will make this a great year. Parents/guardians, thank you for spending the time to review the preceding pages, and acknowledging your awareness and support of our expectations by signing below.

Students, we know you will make good use of this "Handbook" over the months ahead. Your signature on this page indicates that you are a partner with your parents/teachers making 2024/2025 the best school year possible.

Gayleena Clark
Principal, Simon Fraser School

By signing below:

It is understood that the parent/guardian and the student have read and agreed with the information presented in this handbook

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Student Name: _____

Student Signature: _____

Date: _____