

Boyle School

2023-2024



Parent / Student Handbook

Aspen View Public Schools



MISSION STATEMENT

We exist to provide the best possible education for all students to learn, grow and become responsible, independent members of society.

WELCOME and INTRODUCTION

Welcome to Boyle School for the 2023-2024 school year!

Communication between parents and students is an integral component of a successful school. Our handbook is designed to familiarize parents and students with Boyle School's educational programming, school policies, and activities.

The handbook will remain online for access and will be updated as needed.

Please contact us if you require more information.

Jason Mestinsek
Principal

jason.mestinsek@asperview.org

Caitlynn Hrynyk
Assistant Principal

caitlynn.chernish@asperview.org

GENERAL SCHOOL INFORMATION

Boyle School
5032 Taylor Road
PO Box 180
Boyle, Alberta T0A 0M0

See our webpage at:
boyle.asperview.org

Phone: (780) 689-3647
Fax: (780) 689-2061
Email: boyle@asperview.org



2023-2024 School Calendar (Grades K-12)

MONTH	DATE	ACTIVITY	OPERATION DAYS	INSTRUCTION DAYS
August 2023	17 23-25	Office open Organizational Day No students during above days	7	4
	28 28-30	First Day for Gr 1 - 12 Kindergarten - Personal Orientations		
September	1	Kindergarten Begins	20	19
	4	Labour Day – No School		
	6	Great Beginnings Starts		
	15	Professional Learning Day - No Students		
	26	Picture Day		
	28	Safely On Board		
	30	Nat'l Day for Truth and Reconciliation		
October	9	Thanksgiving Day – No School	21	20
	10	Professional Learning Day - No Students		
	19	Picture Retake Day		
	26	Parent Teacher Interviews		
November	6-10	November Break – No School	18	17
December	4	Professional Learning Day – No Students	16	15
	25-29	Christmas Break – No School		
January 2024	1-5	Christmas Break – No School	18	17
	8	Classes Resume		
	31	Professional Learning Day – No Students Semester 2 First Day		
		SEMESTER 1 TOTAL	100	92
February	1	Semester 2 First Day	20	18
	15-16	Teachers' Convention		
	19	Family Day – No School		
March	4	Professional Learning Day – No Students	16	15
	25-29	Spring Break		
April	1	Easter Monday - No School	21	21
	2	Classes Resume		
May	16	Professional Learning Day - No Students	22	20
	17	Day in Lieu – No School		
	20	Victoria Day – No School		
	31	Last Day of Great Beginnings		
June	13	Last Day of Kindergarten	19	18
	21	National Indigenous Peoples' Day		
	26	Last Day for Students		
	27	Last Day for Staff		
		SEMESTER 2 TOTAL	98	92
		TOTAL DAYS	198	184

Boyle School Teaching Staff

Mrs. Felice Lund	Kindergarten
Mrs. Deidre Keller	Grade 1
Mrs. Andrea Fullerton	Grade 2
Miss Jessica Feniak	Grade 3, Elem STEM
Mrs. Jahala Chrnyk	Grade 4
Mrs. Kimberly Knisley	Grade 5
Mrs. Shereen Lane	Grade 6A Math 6, Science 6
Mrs. Stephanie Cumbleton	Math 7, 8, 9 / Math 30-2 / Math 20-1
Ms. Natasha Gillman	Math 10C/ Bio 20 /Science 9/ Science 7/ Science 10/ Math 20-3/30-3
Mrs. Elise Murphy	Phys Ed 1,2,4,6A,7,8,9 / Bio 30
Mrs. Huyana Turner	English 8/ English 20/ P.E. G.B,Kgn, 3,5,6B / Sr. Phys Ed
Mr. Joshua Wallace	Science 8 / Science 14,24 / Chem 30/ CALM/ Soc 20/ Chem 20
Mrs. Cindi Sawchuk	Social 10/ English 30/ Social 30 / LA 9 / Social 7/ Social 8/ STEM
Mr. Mel Cordingley	Sr. Construction
Mrs. Tara Laroue	Grade 6B, Social 6,English 6/ Inclusive Ed.
Mrs. Caitlynn Hrynyk	Assistant Principal / Gr 6 Science
Mr. Jason Mestinek	Principal / Off Campus

Support Staff

Ms Shelley Roth	Business Manager
Mrs. Eveline Jordan	Student Records Secretary
Mrs. Nancy Amero	Virtual School Coordinator, Career Counsellor,
Mrs. Cary Marshall	Librarian / EA

Educational Assistants

Sheena Clyburn Nicole Poulin Shayla Derko Jackie Neil Maureen Tulloch Debbie Johnson Brittany Paradis
Olga Schalin

Custodians

Mel Cordingley Catherine Harmacy

Boyle School Schedule

Bell times are highlighted

Grades K – 6 Schedule

Period	Time
1 st Bell- Homeroom	8:46 am
1	8:46 a.m. – 9:20 a.m.
2	9:20 a.m. – 9:54 a.m.
3	9:54 a.m. – 10:28 a.m.
AM Recess	10:28 a.m. - 10:43 a.m.
4	10:43 a.m. – 11:14 a.m.
5	11:14 a.m. – 11:45 a.m.
6	11:45 a.m. – 12:16 p.m.
Lunch Break	12:16 p.m. – 12:35 p.m.
	12:35 p.m. – 12:54 p.m.
7	12:54 p.m. – 1:25 p.m.
8	1:25 p.m. – 1:56 p.m.
PM Recess	1:56 p.m. - 2:10 p.m.
9	2:10 p.m. – 2:41 p.m.
10	2:41 p.m. – 3:12 p.m.

Grades 7 – 12 Schedule

Period	Time
1 st Bell- Homeroom	8:46 am
1	8:46 a.m. – 9:19 a.m.
2	9:19 a.m. – 9:52 a.m.
Break	9:52 a.m. – 9:58 a.m.
3	9:58 a.m. – 10:31 a.m.
4	10:31 a.m. – 11:04 a.m.
Break	11:04 a.m. – 11:10 a.m.
5	11:10 a.m. – 11:43 a.m.
6	11:43 a.m. – 12:16 p.m.
Lunch Break	12:16 p.m. – 12:54 p.m.
7	12:54 p.m. – 1:27 p.m.
8	1:27 p.m. – 2:00 p.m.
Break	2:00 p.m. – 2:06 p.m.
9	2:06 p.m. – 2:39 p.m.
10	2:39 p.m. – 3:12 p.m.

Absence Reporting

Parents and guardians should call or email the school and let them know their child will be absent, either in advance or the day of. If a phone call or note is not received, Boyle School has an automated call-out system to let parents/guardians know what period the student was absent.

(780) 689-3647

boyle@aspview.org

Parents

Parents and guardians are welcome to contact the school during regular school hours to arrange appointments, talk to teachers, or to leave a message for a teacher to contact them. **Open communication is essential for student success.**

****For the safety of all students, parents must call to the office to pick up their children during school hours**** The student will be paged from their classroom and sent to meet their parent(s).

Volunteers

If you are interested in volunteering at the school, please contact the office for a volunteer package. Once completed, you can contact the classroom teacher and the principal to arrange for convenient times. We need to ensure a safe environment for all children in our school, **Aspen View policy indicates that a criminal records check/intervention check is completed before volunteering.**

School Council and the Parents' Advisory Association

Participate in the opportunity to be involved in your child's education at the ground level. By working together with representatives from the school and community we can promote the well-being and effectiveness of the entire school community and enhance student learning.

Regular meetings are held in the Boyle School Library at 7 p.m. on the second Monday of each month.

Parental involvement is ESSENTIAL for the development of policy, budgeting and consultation. PLEASE ATTEND IF POSSIBLE.

****This council is the primary fundraising body for the school and is responsible for funding many of the activities and purchasing equipment used by all students in the school. Without parental involvement, these opportunities would NOT be available for students.**

A little bit of your time will really impact your child's experience at Boyle School!

Student Fees

While there are no student fees charged this year, *there are costs that may be applied* to Jr. and Sr. CTS and Option courses. There will also be fees for extracurricular, field trips, etc.

Grade Reporting and Report Cards

Students and parents can view up-to-date grades using the Parent Portal on PowerSchool. Report cards are issued twice throughout the year. Report cards will be printed and given to students.

Parent – Teacher Conferences

Parent Teacher Conferences are scheduled for all grade levels and will occur two times throughout the year. These scheduled times are the perfect opportunity to meet with your child’s teachers and to discuss his/her progress. Please do not hesitate to request additional conference times with school administration or classroom teachers at any time throughout the year.

October 26, 2023

April 11, 2024

School Programs

Boyle School offers a wide variety of programs and activities for students in pre-Kindergarten, Kindergarten, and Grades 1 through 12.

Great Beginnings (pre-Kindergarten)

This is an opportunity for 3 and 4 year olds to have a head start heading into Kindergarten. There is a fee for students to attend. The calendar for this program will be provided to all Great Beginnings parents.

Kindergarten (ECS) Program

One class of Kindergarten will be offered this year. The number of required instructional hours for Kindergarten is 475. The ECS school calendar will be provided to all ECS parents.

Elementary Program

The Grade 1 to 6 core consists of a strong academic program.

Junior High Program

Junior high classes also offer a strong academic program. Academics, citizenship and sports activities provide opportunities for students to excel in different areas. Chances for student involvement are also available.

Senior High Program

Extensive selections of courses are offered to allow students in Boyle School to meet the Alberta Education diploma requirements. By choosing the correct course selection, students can achieve entrance requirements to various post-secondary educational institutions and programs (universities, colleges, technical schools, vocational centers, and apprenticeship programs). Additionally, Boyle School offers the Registered Apprenticeship Program (RAP), Work Experience and the Green Certificate Program.

Many scholarships and awards are available for students planning to continue their education after high school.

High School Class Withdrawal Procedures

Students wanting to withdraw from a high school course must get approval from administration by September 17 for Semester One courses and February 18 for Semester Two courses.

Senior High School Diploma Requirements

To earn an Alberta High School Diploma, a student must satisfy the following conditions:

- Earn a minimum of 100 credits
- Complete and meet the standards of the following courses:
 - ✓ English 30-1 or 30-2 or Français 30
 - ✓ Social Studies 30-1 or 30-2
 - ✓ Mathematics 20-1 or 20-2 or 20-3 (Ten credits in mathematics are required)
 - ✓ Science 20 or 24, or Biology 20, or Chemistry 20, or Physics 20 (or Science 10 and any other 5-credit science course) (Ten credits in the sciences are required)
 - ✓ Physical Education 10 (min 3 credits)
 - ✓ Career and Life Management (CALM) (3 credits)
 - ✓ 10 credits from Career and Technology Studies (CTS), or Fine Arts, or Second Languages or Phys-Ed 20 or 30
 - ✓ 10 credits in 30 level courses in addition to English 30-1 or 30-2 and Social Studies 30 or 33

These credits can be earned in the following ways:

- Authorized 30 level courses
(Including locally developed courses)
- Career and Technology Studies courses
(3000 series, advanced)
- Work Experience 35

Spares

- A. All Grade 10 students are to be enrolled in a full timetable. **THERE ARE NO SPARES AT THE GRADE 10 LEVEL. The student goal is to obtain a minimum of 40 credits.**
- B. All Grade 11 students are to be enrolled in a full timetable. SPARES MUST BE APPROVED BY ADMIN. The student's goal is to obtain a minimum of 40 credits.
- C. All Grade 12 students are to carry sufficient credits to ensure a High School Diploma.
- D. Grade 12 students may take their spares only in designated areas and must not disrupt the learning of other students (gymnasium is out-of-bounds during spares). This privilege may be revoked if a student displays disruptive behavior, or if the student's marks and work habits deteriorate. Grade 12 students may leave the school premises during their spares.

****Students MUST sign out at the office prior to leaving the school.****

Students taking virtual courses must report to a designated classroom (on time) for each period and remain there until the end of the period. Students are responsible to the supervisor during this time.

Work Experience

Work Experience 15, 25 and 35 (3 or 5 credits) are offered. Work Experience may be taken in the school or in the community, but the student must complete and sign a Work Agreement with the employer, his or her parents, and the school. A minimum of 75 hours is required for 3 credits, and a minimum of 125 hours is required for 5 credits. Before students can be enrolled in Work Experience they must complete the one credit Workplace Safety Systems (HCS3000) course at the beginning of the school year.

Virtual Education

Aspen View Virtual School is an online school designed to provide students with the same high quality programming but through an alternative form of instruction. The CAVE school in Athabasca uses a variety of methods to deliver the courses to the students. All courses are administered by a team of certified teachers who have an assigned group of students as they would if they were working in a conventional setting. Students must be registered at Boyle School and will be enrolled through our school.

Students work on their course materials in the designated virtual classroom suite with direct supervision. Completed student lessons are sent to tutor markers (qualified teachers) for evaluation.

Dual Credit Courses

There are a variety of courses that students can take in which they will receive both high school and post-secondary credits. Please see Mrs. Amero for details.

Student Evaluation

Senior High Evaluation

Students are evaluated (reports issued) for each course in which the student is enrolled twice per semester.

All reporting will be in exact percentage scores, with the following interpretation:

- Below 50%: Failure, no credits, cannot do subsequent course
- 50% and above: Pass, credits earned, can do subsequent course

Credits can be earned only once in each course. 50% is required to pass a course and receive credits in all Senior High courses.

Final Exams

Diploma Exams

- A. Students enrolled in specific Grade 12 academic courses will be required to write a Diploma Examination. 20% of this mark will be used towards the final mark in the course. Also, a mark of 50% must be achieved in order to receive credits in the course.

Other High School Exams

School final exams may be set for other high school courses.

Exam Appeals

Students completing Grade 12 courses, in which diploma examinations are available, may write the appropriate appeal exams when they become available. The student's final grade in a course in which he/she writes an appeal exam will be the higher of the original diploma exam mark or the appeal exam mark. Students must pay a fee to rewrite a diploma examination.

Student Conduct

Dress Code

Students love to express their great style and taste through their dress and they typically look excellent. It is our belief that the dress code accurately and reasonably dictates a standard for our school. This is a business-like environment; the important business being teaching and learning. Student dress must not be distracting to other students in the learning environment. Thank you to parents for your continued support in monitoring what is worn to school.

No backless shirts or tank tops. Shorts/skirts/dresses must be an appropriate length. No underwear showing. No high-cut shirts. Straps need to be as wide as student's thumb. No skin showing between shirt and pants. No logos with reference to drugs, alcohol, sex, or profane language.

Breaches of any component of the dress code will result in the student being asked to change their clothes or parents will be phoned and asked to bring other clothing.

Clothing used during physical education classes is not appropriate for other classes.

Headgear

While there is no longer a headgear policy, students are expected to remove headwear during the playing of the anthem and teachers may ask that students remove their headgear in class. No logos with reference to drugs, alcohol, sex, or profane language is allowed.

Energy Drinks

Caffeinated energy drinks are not allowed on school property or during school events. If a student is caught with one, it will be confiscated and thrown away.

Sunflower Seeds

Sunflower seeds are not allowed in the school building. They are very difficult for our custodians to clean up. For a first offense, students will be asked to put them away and take them home. Subsequent offenses will result in confiscation.

Personal Electronic Devices (Cell Phones / Music Players / Electronic Games etc.)

Elementary students from K-3 are not permitted to bring personal electronic devices to school. These items will be confiscated and held in the office until a parent can pick them up. Students in grades 4 to 12 may use personal electronic devices at the discretion of their individual teachers. ***Students in Grades K – 6 are not allowed to bring personal electronic devices onto the playground during recesses.***

CELLULAR PHONES & WIRELESS DEVICES

Our purpose in having a cell phone policy has been to ensure that learning in classes is focused and uninterrupted. Some students have demonstrated respect and responsibility using their cell phones; however, they do require the opportunity to further demonstrate their maturity and responsibility regarding cell phones.

Cell phones and similar wireless devices are not to be seen, heard or used in teaching and learning spaces, unless a student is specifically directed by a teacher to utilize a device. This includes use as multimedia players and cameras.

Violation of this policy will result in the device in question being immediately confiscated and turned over to an administrator in the office. Consequences for violating this policy remain unchanged and are as follows:

- **First Offence:** The device in question will be picked up by the student at the end of the day from the administrator in charge.
- **Second Offence:** A parent or guardian is required to pick up the device in question from the administrator in charge.
- **Third and Subsequent Offences:** Suspension procedures.

If a student must be contacted for any reason during class time, parents/guardians should contact the school office and the message will be relayed to the student. **For emergencies only**, the student will be contacted immediately in the classroom.

Responsible use of cell phones will be permitted in the **hallways and foyer** during the following **designated times** only:

- Before school
- During breaks
- After school

Students may use their cell phones outside of the school building.

Please be courteous and aware of others when using cell phones in designated times and locations.

The responsibility of loss of a cell phone is the student's.

NOTE: Alberta Education policy states that students may not bring cell phones and/or personal audio devices into an examination room.

BOYLE SCHOOL DISCIPLINE CODE

The following information provides a guideline the school will follow when dealing with disciplinary infractions. Any failure to comply with the school act or Aspen View policies will result in the imposition of disciplinary action designated by school administration.

Students shall:

1. Be diligent in pursuing their studies;
2. Attend school regularly and punctually;
3. Cooperate fully with everyone authorized by the Division to provide education programs and other services;
4. Comply with the rules and regulations of the school;
5. Be accountable to the staff members and volunteers for their conduct;
6. Respect the rights of others;
7. Be accountable for their guests' actions;
8. Be dressed in a manner which is conducive to learning, in good taste, and not a health or safety hazard;
9. Ensure that clothing does not have unacceptable words, phrases, pictures or graphics; and
10. Treat school property with due care and respect;

The Division prohibits the following on school property and at school related activities:

1. Alcohol;
2. Illegal drugs;
3. Weapons; and
4. Tobacco/Vaping use.

Discipline Cycle

A. Defiance, Disrespect, Skipping

All staff have the authority to make reasonable requests of students in regards to conduct in the school. Students showing defiance, disrespect, or skipping may be assigned a 20 minute detention to be served at lunch. Parents will be notified.

Students with repeat offenses will serve half day and then full day in school suspensions and may have the removal of extracurricular privileges at the discretion of administration in consultation with teachers. Administration will contact parents and arrange a meeting.

Serious acts of defiance, disrespect or any other conduct which is injurious to the physical or mental well-being of others or oneself may result in immediate suspension at the discretion of administration.

Smoking and Vaping

Smoking and vaping is not allowed at all on school property. This includes the parking lot and the hill beyond the parking lot.

Students caught smoking or vaping, or in possession of tobacco products on school property will serve out-of-school suspensions.

Extra-curricular Activities

Responsibilities and expectations come with participation in these extra-curricular programs. Besides the responsibilities of belonging to the team, and behaving as an ambassador for our school, our students have academic responsibilities.

Academic responsibilities include:

- Behaving in a courteous and respectful manner to all peers and staff
- Completion and handing in of all assignments
- Working to potential in class
- Regular attendance, no classes skipped
- Being on time to all classes
- All suspended students will be reviewed on an individual basis by administration and staff

If any of the above academic responsibilities are not being met students may not be eligible to participate with our sporting programs, extra-curricular field trips, and the hosting of events at our school. This serious decision will be made with all teachers involved with the student, in conjunction with administration.

Field Trips

Boyle School students have an opportunity to go on a variety of field trips within Alberta during this school year. On overnight field trips, the following rules must be followed:

- There will be a separation made between male and female students for sleeping arrangements.
- Doors to the rooms are to be left open at all times when male and female students are present in the same room.
- Existing school rules extend to field trips. Additional rules may be applied by the trip supervisor and/or organizers.
- Students not following rules will face consequences from school administration upon return to the school. In severe cases, parents will be called to come pick up students from a field trip.

Student Searches

- A. The school reserves the right to search and repossess the locker at any time without notice, under the direction of Boyle School administration. It is desirable that students be present when their lockers are searched.
- B. If suspected of wrongdoing, a student may be directed to empty his or her pockets, knapsack, purse, etc.
- C. Physical searches of students are **not** to be undertaken by school personnel. If, in the opinion of the principal or designate, a physical search should be conducted, the police shall be contacted.

Attendance Policy

Regular school attendance contributes significantly to academic success; consequently, monitoring of attendance is vital and must represent a cooperative endeavor of the students, parents, teachers, and school administrators.

Students

- 1. Students will maintain regular class attendance; and
- 2. In the event of an absence, students will be required to provide an explanation of the reason for the absence.

Parents or Guardian

- 1. Parents will be expected to encourage their children to maintain regular school attendance.
- 2. In the event of an absence, the parents will be responsible for providing an explanation for the child's absence.

Acceptable Use of Technology

Aspen View Public School Division encourages the responsible use of technology devices and contemporary digital tools in our schools to assist with instruction and learning. Therefore, all students within Aspen View Public School Division are eligible for Aspen View network services. These technology devices, digital tools and services include hardware, internet electronic mail (email) and/or digital collaboration access to cloud-based services for documents and other educational activities.

A detailed Administrative Procedure titled "Use of Cloud-Based Applications and Data Storage Facilities" and an Aspen View Technology Code of Conduct clearly articulate the responsibilities of all members and stakeholders within Aspen View Public School Division in regards to the use of technology, online resources and cloud-based services. Students

and/or parents need to provide informed consent before access is provided to the Aspen View network services.

Access to digital services are provided primarily through access to Windows-based and cloud-based services with a provided student login to the Microsoft Windows servers and Google-based services that connect to the Internet. Many teachers will also include educational activities during the learning day using various online digital services designed to meet educational goals.

Students are prepared to use technology properly and to access online tools and learning environments through specific instruction in Digital Citizenship. This is reviewed each year as students move from grade to grade in order to emphasize responsible hardware use and responsible online behavior. Despite Canada's Anti-Spam Law and Aspen View's best technical efforts to block offensive, inappropriate, suggestive, or otherwise obnoxious email (SPAM), staff may still have the potential to receive these at times. Through our district approach to proactively teaching Digital Citizenship skills, students are taught to exercise regular and appropriate caution before providing any personal information over the Internet through email or other social communications from home or from school-based technologies.

To obtain an account within the Aspen View network services, the school principal in the student's school must be satisfied that the student understands The Aspen View Technology Code of Conduct and related school or division procedures around acceptable behaviours. Your child's teacher has reviewed the Aspen View Technology Code of Conduct with the class as well as related expectations and we encourage parents to also review the information in this document with your child. Only upon parental consent can the school administration approve an Aspen View network services account for a student.

Sign-Out Book

This is only a record of when students leave and return to school. Signing this book does not give a student permission to leave the school. Permission must be obtained from Boyle School Administration. The sign-out book is kept in the school reception area.

Student Vehicles

Students are permitted to park their vehicles by the iron railing facing west of the school. Students are **not** permitted to park beside the school. It is expected that students will drive in a safe and courteous manner otherwise parking privileges will be revoked and law enforcement may be contacted.

Bicycles

Alberta Traffic Safety Act, Part 6 Division 5 Section 111 & 112 states “Cyclists aged 18 and younger are required by law to wear an approved bicycle helmet”.

Students at Boyle School will not be allowed to ride their bicycles to or from school unless they are wearing an approved bicycle helmet.

Locks

Locks for student lockers will be available for purchase from the school office. A student may also provide their own lock for their locker provided that the office has been given the combination or has been provided with an extra key.

Student Injuries or Accidents

In the event of a serious accident to a student, the school will contact the parent (or guardian) immediately. If the school is unable to reach the parent (or guardian), and it is deemed necessary to obtain medical assistance, the student will be transported to the hospital. **It is extremely important that we have the following information for each student:**

- Home and work telephone numbers for parents (guardians).
- Telephone number of **two** responsible adults, e.g. babysitter, who can be contacted in the event that parents or guardians cannot be reached.
- Specific and/or serious medical problems (allergies, etc.)

Illness and Communicable Diseases

- Children, who are suffering from communicable diseases such as pink eye, mumps, measles, colds, etc., **MUST** be kept at home until they have recovered.
- A student found to have lice or “nits” (live or dead) in school must be picked up by a parent or guardian immediately. The student may return to school after the parent or guardian administers proper treatment at home. This includes the removal of dead nits.
- If your child is under a doctor’s care for a recurring or long term illness, e.g. asthma, pneumonia, bronchitis, etc., please obtain a note from the doctor and forward it to the school. We will then endeavor to follow the doctor’s orders as specified in the note.
- Children returning to school after a period of illness must bring a note from the parent or guardian stating the reason for absence.

Administering Medicine to Students

Aspen View Public Schools Division

Background

The Division recognizes that good health is basic to the ability of students to achieve their personal and educational goals. Parents are responsible for advising the school of a student's health needs and for providing the school with information about health problems that could affect the student's behavior, learning and/or the wellbeing of other students and staff. Students who require medication are expected to take it at home under the direction of a parent.

While administering medication to students is not a responsibility of schools, staff members may be requested to do so. The administration of medication may be done only after:

- a) the use of the medication is prescribed by a physician; and
- b) other reasonable options, such as self-administration or parental administration, are determined to be impracticable; and
- c) a properly completed and signed Request for Administration of Medication to Student and Release form (Form 316-1) has been received from the parent and approved by the principal; and
- d) the principal has determined that sufficient resources are available in the school.

The Division reserves the right to reject requests for the administration of medication to students.

Procedures

1. A parent may make a request, through the principal, that medication be administered to a child during school hours or during school-sponsored events. Such requests shall be in writing, on the Request for Administration of Medication to Students and Release form (Form 316-1) properly completed by the parent and physician and approved by the principal.
2. No staff member shall administer any medicine to a student unless the conditions in procedure 1 above have been met.
3. All medication brought to school pursuant to procedure 1 above shall be kept in a secure location. The medication must be in the original prescription container, clearly labeled and specifying the name of the medication, instructions regarding the dosing schedule, method of administration and storage information (including any expiry dates).
4. Students who bring medicine to school or to school-sponsored events, for self-medication, shall be responsible for keeping secure their medications and medical equipment (e.g. epi-pens).
5. The Student Medication Schedule (Form 316-2) shall be completed by the staff member administering the medication and retained by the principal for that school year.
6. All forms that contain information regarding medication, including the approved Request for Administration of Medication to Students and Release, are to be placed in the Student Record File.
7. The Request for Administration of Medication to Students and Release form (Form 316-1) and the Student Medication Schedule form (Form 316-2) are valid only for the school year. Each form must be updated by the parent during the school year to reflect any change in student medication, in accordance with procedure 8 below.
8. The parent shall advise the principal, immediately and in writing, of any changes in the medication, medication schedule, or any other matter affecting the administration of medication to the student.

9. It is the responsibility of the parent to provide the school with a proper supply of medication and to ensure that the medication does not pass its expiry date and that any medical devices or equipment are in proper working condition.

Administration of Medication Policy

- Boyle School staff will adhere to the Aspen View Public Schools Administration of Medication Policy.
- All medication shall be kept at the front desk, locked in a designated area.
- Administration of medication shall be performed in accordance to the written policy by either the Records Secretary or Office Manager.
- The “Student Medication Schedule” form shall be filled out each time a medication is administered to a student and signed by the individual administering the medication.
- Students who are medically fragile shall have relevant medical information and emergency procedures documented in their Individualized Program Plan.

Inclement Weather/Hazardous Road Conditions

- Schools shall remain open on all scheduled school days, regardless of weather conditions.
- If parents decide to send or take their child to school in inclement weather, it is the parents' responsibility to ensure that the child is adequately clothed for the existing weather conditions.
- If parents decide to keep their child home, it is the parents' responsibility to ensure that the child completes the required homework, so that the child does not fall behind those who attend school.
- Should weather conditions become extremely adverse during a regular school day, the principal may request approval from the Transportation Supervisor to initiate proceedings for an early departure of students. Parents will be notified in this event.

BOYLE SCHOOL AWARDS

Elementary Awards (Grades 1 – 6)

HIGHEST ACADEMIC AWARD (Grade 1-3)

Two awards per grade – one for Language Arts and one for Mathematics – will be given to a student who has excelled the most in the subject

HIGHEST ACADEMIC AWARD (Grade 4-6)

Two awards per grade – one for Language Arts, one for Social Studies, one for Science and one for Mathematics – will be given to a student who has excelled the most in the subject

ACADEMIC IMPROVEMENT

One award per grade – given to the student who shows the biggest increase in skill level in at least two core subjects from the first to the last report card

PHYSICAL EDUCATION

Two awards may be given per grade – one male and one female – to recognize teamwork and sportsmanship, progression of skills, and/or outstanding performance combined with the willingness to learn and/or be coached

FINE ARTS

One award may be given per grade – to recognize a student who excels in art, drama, and/or music within the school setting

CITIZENSHIP

One award will be given per grade – to recognize a student who consistently demonstrates strong leadership qualities in the classroom or organized school activities; displays a strong work ethic; demonstrates initiative, responsibility and organizational skills; demonstrates actions or behavior that promotes positive attitudes about Boyle School as its ambassador

Junior High Awards (Grades 7 – 9)

HIGHEST ACADEMIC AWARD

Presented to the student(s) that achieve the highest academic average based upon the final marks in the four core subjects of Language Arts, Math, Social and Science

ACADEMIC HONORS

80% or higher average in the four core subjects of Language Arts, Math, Social and Science

ACADEMIC IMPROVEMENT

10% improvement in at least two academic core subjects from the minimum grade of 50% from the first to the last report card

The following awards will only be awarded when a student demonstrates exemplary behavior and/or accomplishments to meet the following criteria:

CITIZENSHIP

This student must consistently:

- demonstrate strong leadership qualities in the classroom and in a variety of organized school activities, groups, clubs and/or teams
- display a strong work ethic
- demonstrate initiative, responsibility and organizational skills
- demonstrate actions or behavior that promotes positive attitudes about Boyle School as its ambassador

JUNIOR HIGH SPORTS

One or two awards (per grade) – one male and/or one female – may be given to recognize:

- teamwork or sportsmanship – the ability to work with fellow students
- progression of skills
- demonstration of observable skills throughout the year
- outstanding performance combined with the willingness to learn and/or be coached

Senior High Awards (Grade 10-12)

HIGHEST ACADEMIC AWARD

Presented to the student(s) that achieve the **highest academic average** in the core subjects' final marks of English, Math, Social and Science.

ACADEMIC HONORS

80% or higher in the combined average of **four** core subjects.

- For **individual courses** a student receiving **80%** in one or more Grade 10 courses will receive an Honors Award for each course with the exception of CTS courses and CALM
- **CTS** courses require a **90% average** and one award will be given for all courses earning a minimum of **5 credits**.

ACADEMIC IMPROVEMENT

10% improvement in at least two academic core subjects from the minimum grade of 50% from the first to the last report card

The following awards will only be awarded when a student demonstrates exemplary behavior and/or accomplishments to meet the following criteria:

ATHLETIC AWARD

The Boyle School High School Athletic Awards are presented to athletes who demonstrate elite athletic achievement, leadership, and have a high level of sportsmanship towards team members, coaches, and officials in at least two school sports. The amount of time invested in the sport will also be taken into consideration.

CITIZENSHIP

This student must consistently:

- demonstrate strong leadership qualities in the classroom and in a variety of organized school activities, groups, clubs and/or teams
- display a strong work ethic
- demonstrate initiative, responsibility and organizational skills
- demonstrate actions or behavior that promotes positive attitudes about Boyle School as its ambassador

Grade 12 Graduation Awards

- **Governor General's Medal:** In 1873, the Earl of Dufferin, who served as governor general from 1872 to 1878, created a medal to recognize scholastic achievements. The Governor General's Bronze Academic Medal is awarded to the student who graduates with the highest standing in his or her institution.
- **Valedictorian:** to the student(s) that achieve the **highest academic average** in core subjects final marks of **English 30-1, Social 30-1, Math 30-1 or 30-2 and two courses** from the selection of Chemistry 30, Biology 30, and/or Physics 30. Highest academic average will be determined from upgrading completed in the current school year.

- **Principal's Award:** in consultation with school staff, this award will be given to the student(s) that consistently demonstrate strong leadership qualities in the classroom and in a variety of organized school activities, groups, clubs and/or teams; display a strong work ethic; demonstrate initiative, responsibility and organizational skills; and/or demonstrate actions or behavior that promotes positive attitudes about Boyle School as its ambassador

Boyle Community Scholarships

There are a variety of community scholarships that students in Grade 12 can apply for. Members of the community will share the requirements for these scholarships at some time during the school year.

Other local awards and memorial scholarships Grade 12 students will learn about these awards and scholarships during the school year.

Aspen View Awards & Scholarships Policy Statement (AP 370)

Background

The presentation of scholarships and awards to students recognizes and encourages excellence in various curricular, extra-curricular and service programs.

Procedures

Awards at the grade 12 level:

- 1.1 A \$300.00 award will be given to each Grade 12 student who has achieved an average of 80% or higher subject to the conditions outlined in these procedures.
- 1.2 A \$500.00 award will be given to each Grade 12 student who has achieved an average of 90% or higher subject to the conditions outlined in these procedures.
- 1.3 The list of award recipients must be submitted to Division Office at least three weeks prior to the awards ceremony to allow sufficient time to prepare cheques.
- 1.4 The students' average must be based on the highest marks earned in Grade 12 level courses in a minimum of 25 credits. Five of these credits must be in English. Special Projects and Work Experience are excluded.
- 1.5 All eligible courses must be for a minimum of 5 credits each. In the event of 3 credit courses, two may be combined and will be considered as a 5 credit course. CTS modules bundled in 5's at the 30 level will also be eligible.
- 1.6 A letter of congratulations, signed by the local trustee(s) on behalf of the Board of Trustees, will be included with the scholarship cheque.

Course Eligibility:

- 1.6.1 Only courses completed while the student is in attendance at one of the Division schools will be considered.
- 1.6.2 Distance Learning courses will be eligible if the course was not available to the student through regular instruction in school.
- 1.6.3 For the purpose of determining student averages, only the student's final blended mark will be used. If a student repeats a course or writes a supplemental, only the first blended mark assigned by Alberta Education will be used for the purposes of this award. For courses where there is no diploma exam, the school awarded final mark will be used.
- 1.7 Schools holding high school awards events must notify Division Office of the date of the event no later than the first Tuesday of September.
- 1.8 To be eligible a student must complete Grade 12 (earned a high school diploma) by June of the scholarship year. Final course averages shall be verified by the Superintendent's office. Final marks along with the student's name, must be submitted by the first Tuesday in September to the Division office by the principal.
- 1.9 Extenuating circumstances shall be dealt with on an individual basis subject to the approval of the Superintendent.

Rutherford Scholarships

These scholarships, which are provided by The Alberta Heritage Scholarship Fund, are intended to encourage and reward senior high school students who have demonstrated outstanding academic ability. Students may qualify for the following awards:

Grade 10:	Average of 75-79.9%	\$300.00	Average of 80% or higher	\$400
Grade 11:	Average of 75-79.9%	\$500.00	Average of 80% or higher	\$800
Grade 12:	Average of 75-79.9%	\$700.00	Average of 80% or higher	\$1300

The scholarships are awarded to students earning a minimum average of 80% in five designated subjects in grades 10, 11 and 12. Applicants must be Alberta residents who plan to enroll or are enrolled in a full-time post-secondary program of at least one semester in length. These scholarships will be awarded after Grade 12 graduation.

GRADUATION POLICY

Boyle School will host a commencement ceremony that recognizes the completion of grade 12.

Students will be eligible to participate in the commencement ceremony of Boyle School if:

1. They are enrolled as a student with Boyle School and / or taking courses through the CAVE and using Boyle School as their home school.
2. Have met all the Alberta Education credit graduation requirements or enrolled in the courses to meet those requirements
 - a) A minimum of 80 credits completed by the end of the first semester of their grade 12 year.
 - b) Passed or enrolled in English 30 level and Social 30 level
 - c) Passed or enrolled in enough courses to meet High School Diploma Graduation requirements as determined by Alberta Education.
 - d) Passed or enrolled in enough courses to meet the graduation requirements for a certificate of completion as determined by Alberta Education.
 - e) In the event that special circumstances prevent a student from meeting the requirements, the school has the final say in determining eligibility.

Grade 12 students who meet the above requirements will participate in a **cap and gown ceremony** held prior to their banquet.

INCLUSIVE EDUCATION

Inclusive Education Vision:

Boyle School is committed to providing students with exceptionalities the supports they require to progress to the best of their ability.

Procedures for Assessment:

- 1) Students are identified as requiring an assessment by their classroom teacher's observation of schoolwork or behavior, by parent or student request, as indicated in their cumulative files, or as needed.
- 2) The referral is made to the inclusive education coordinator.
- 3) A determination is made as to which assessment is most appropriate.
- 4) A permission form is sent to the parents/guardians.
- 5) If permission is obtained the assessment is completed in the school by the inclusive education coordinator or is referred to a psychologist for more extensive testing.
- 6) If a psychological assessment is required an assessment referral form is completed by the Inclusive Education Coordinator, which is then sent to the Director of Student Services for approval.
- 7) A psychologist is then booked for assessment.
- 8) At a later date a case conference is scheduled with all stakeholders to review the results of the assessment and to develop a plan from the recommendations.
- 9) Students are identified as having a special need through observation and assessments.
- 10) Assessments need to be re-done every three years.

Procedures for Referral:

- 1) Students are referred to services by outside agencies through their classroom teacher's observation of schoolwork or behavior, by parent or student request, as indicated in their cumulative file, or as needed.
- 2) The referral is made to the inclusive education coordinator who fills out the appropriate forms and sends them to the parent/guardian for approval. Several outside agencies have different referral processes, but generally parental permission is always sought prior to services being provided.
- 3) If permission is obtained, the referral is passed on to the appropriate outside agency and a date is scheduled for agency personnel to meet with the student.

Outside agencies include: FCSS, Aspen Health OT, Aspen Health SLP, Aspen Public Health Nurse, Mental Health, Aspen View OT, Aspen View Behavioural Consultant, Youth Connections

Procedures for Inclusive Education Documentation:

- 1) The classroom teacher has the primary responsibility for developing, implementing and monitoring student Individualized Program Plans.
- 2) The Inclusive Education Coordinator is responsible for completing the monitoring forms for Aspen View Division office.
- 3) The classroom teacher in cooperation with the Inclusive Education Coordinator are responsible for keeping anecdotal records for students with severe behavioral or emotional challenges.

All permission forms signed by parents/guardians will be retained in the cumulative file.

Appeals Concerning Student Matters

PROVINCE OF ALBERTA EDUCATION ACT

Section 42 Appeal to the Board

(1) The failure of a person to make a decision is deemed to be a decision that may be appealed under this section.

(2) Where a decision that significantly affects the education of a student or of a child enrolled in an early childhood services program operated by the board is made by an employee of the board or an employee authorized by the board under section 52(1) to make a decision,

- (a) the parent of the student, and
- (b) in the case of a student who is 16 years of age or older, either a parent of the student or the student,

may appeal that decision to the board within a reasonable time from the date that the parent or student was informed of the decision.

Section 43 Request for review by the Minister

(1) If a board makes a decision on an appeal to it or otherwise with respect to

- (a) the provision of specialized supports and services to a student in accordance with section 11(4) or to a child enrolled in an early childhood services program, or
- (b) the expulsion of a student

a parent of a student or child affected by the decision, and the student if the student is 16 years of age or older, may request in writing that the Minister review the decision.

(2) A request under subsection (1) must be made within 60 days of the date on which the parent or the student, if the student is 16 years of age or older, is informed of the decision.

(3) Where a dispute arises as to which board is responsible for a student or child referred to in this section, a board or other person that is a party to the dispute may request in writing that the Minister review the matter.

(4) A person who may review a student record under section 56 may request in writing that the Minister review a decision of the board, made on an appeal to it or otherwise, respecting access to or the accuracy or completeness of the student record.

Diploma Exam Scheduled Dates - January and June

Wed, January 10	9:00 A.M.–12:00 P.M.	English 30–1 Part A/ 30-2 Part A
Thurs, January 11	9:00 A.M.–12:00 P.M.	Social Studies 30-1 A/ 30-2 Part A
Mon, January 22	9:00 A.M.–12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Tues, January 23	9:00 A.M.–12:00 P.M.	English 30–1 Part B/English 30-2 Part B
Wed, January 24	9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part B/ 30-2 Part B
Thurs, January 25	9:00 A.M.–12:00 P.M.	Biology 30
Fri, January 26	9:00 A.M.–12:00 P.M.	Chemistry 30
Mon, January 29	9:00 A.M.–12:00 P.M.	Physics 30
Tues, January 30	9:00 A.M.–12:00 P.M.	Science 30
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Tues, June 11	9:00 A.M.–12:00 P.M.	English 30–1 Part A/ 30-2 Part A
Wed, June 12	9:00 A.M. -12:00 P.M.	Social 30–1 Part A/ Social 30–2 Part A
Mon, June 17	9:00 A.M.–12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Tues, June 18	9:00 A.M.–12:00 P.M.	English 30–1 Part B/ English 30-2 Part B
Wed, June 19	9:00 A.M.–11:30 A.M.	Social 30–1 Part B/ Social 30-2 Part
Thurs, June 20	9:00 A.M.–12:00 P.M.	Biology 30
Mon, June 24	9:00 A.M.–12:00 P.M.	Chemistry 30
Tues, June 25	9:00 A.M.–12:00 P.M.	Physics 30
Wed, June 26	9:00 A.M.–12:00 P.M.	Science 30

Wednesday, June 21, 2023 is National Indigenous Peoples Day—no diploma exams are scheduled.

2023 - 2024 Provincial Achievement Tests

Monday, May 15	9:00 A.M.–10:20 A.M. 9:00 A.M.–10:20 A.M.	Grade 9 English Language Arts Part A Grade 9 K&E English Language Arts Part A
Wednesday, May 17	9:00 A.M.–11:00 A.M.	Grade 6 English Language Arts Part A
Tuesday, June 20	9:00 A.M.–10:00 A.M. 9:00 A.M.–10:15 A.M.	Grade 6 English Language Arts Part B Grade 9 English Language Arts Part B Grade 9 K&E English Language Arts Part B
Thursday, June 22	9:00 A.M.–9:20 A.M. 9:00 A.M.–9:30 A.M.	Grade 6 Mathematics Part(ie) A Grade 9 Mathematics Part(ie) A
Friday, June 23	9:00 A.M.–10:10 A.M. 9:00 A.M.–10:20 A.M.	Grade 6 Mathematics Part(ie) B Grade 9 Mathematics Part(ie) B Grade 9 K&E Mathematics
Monday, June 26	9:00 A.M.–10:00 A.M. 9:00 A.M.–10:20 A.M. 9:00 A.M.–10:15 A.M.	Grade 6 Social Studies Grade 9 Social Studies Grade 9 K&E Social Studies
Tuesday, June 27	9:00 A.M.–10:00 A.M. 9:00 A.M.–10:15 A.M.	Grade 6 Science Grade 9 Science Grade 9 K&E Science

