



Prince Albert Collegiate Institute

*Student Handbook 2023 - 2024*

**“At Prince Albert Collegiate, you Belong”**

## Administration Message

Prince Albert Collegiate has a history of providing excellent education since 1910. We would like to welcome you to become part of our family. At Prince Albert Collegiate staff everyone works hard to foster a family atmosphere that allows students to be themselves. We know that when students can explore who they are- that's when the magic happens. Our goal is for all of our students to their explore passions, love school, graduate and transition into life after high school with real choice.

This student handbook was prepared to assist you during your time at Prince Albert Collegiate. We all choose schools for different reasons; students choose PA Collegiate because they want a place where they can belong, be accepted and thrive academically.

This handbook is divided into goals, student code of conduct and general information. Our intent is that you use this handbook as a guide to help you be the best possible version of yourself that you can be.

By understanding and reading through this handbook; you have already made the first step in having a great school year.

Sincerely,

Mr. Dave Lokinger  
Principal

Ms. Jodi Honch  
Vice-Principal

## Goals

**By the end of June 2024, 100% of all students who have registered as a grade 12 student will graduate.**

**By the end of June 2024, 100% of all students who have registered as a grade 11 student will have earned 16 credits.**

**By the end of June 2024, 100% of all students who have registered as a grade 10 student will have earned 10 credits.**

## **Student Code of Conduct** **(Adapted from SRSPD Student Code of Conduct)**

Your understanding of the student code of conduct is crucial to the wellbeing of all students in this school. By understanding and working to uphold the values set forth by this code, you are making our school community a **safe and secure** learning environment.

A **safe and secure** school learning environment is one that is physically, emotionally and psychologically safe, characterized by:

- Respect & Caring for ourselves & others
- Respect for law and order,
- Respect for democratic values, rights and responsibilities,
- Respect for the diversity of our school culture

Violation of this code may result in disciplinary action. Our school believes in proactive student discipline. When students are actively choosing to disrupt the learning environment of students, administration will discipline students accordingly.

Discipline can look like:

- Verbal reprimand
- Suspension from extra-curricular activities
- In School Suspension
- Out of school suspension (1-3 days)
- Out of school suspension (3-5 days)
- Out of School Suspension (10 days)

Examples of behavior that is in violation of the student code of conduct could be, but is not limited to:

- Harassment of another learner- verbal, physical or emotional.
- Any behavior that is intended to embarrass, shame or humiliate another learner either on social media or face to face.
- Unwanted physical touching.
- Consensual fighting (on or off school property)
- Theft.
- Reinforcing/ enabling or instigating any type of illegal behavior.
- Using or being in possession of a controlled or banned substance.
- Any behavior that compromises the safety of the students at Prince Albert Collegiate. E.g. online threats with the intent to intimidate or defame the reputation of the school, student body or staff.
- Disregard for academic honesty.

## **Use or Possession of a Controlled or Banned Substance**

Would include by not limited to Alcohol, cannabis, tobacco and tobacco products

In all case, the intent of the disciplinary action is for the safety and security of the school. Every student has the right to attend a school that is safe and free from illegal activity. In any event involving a student, we will ask that devices/ phones are turned off and turned into the general office.

Using or being in possession of a controlled or banned substance (cannabis products, nicotine products alcohol) at school is a serious offence and will not be taken lightly.

In the event that there is a concern that a student is in possession of a controlled or banned substance, the Principal may conduct a line of questioning and/or a non- invasive search

*Alcohol/ Banned/ Controlled Substance:* Any student in possession of alcohol (or any other controlled substance), or under the influence of alcohol/ controlled substance will:

- 1) Caregivers will be called immediately.
- 2) The student will be removed from the school.
- 3) The student could face charges from the Police.

*Intent to Sell or Distribute Controlled Substance:* Any student intending to sell or distribute any controlled or banned substances (i.e., cannabis product, tobacco/vaping product, alcohol) will:

- 1) Caregivers will be contacted immediately.
- 2) The student will be removed from the school.
- 3) The student could face charges from the Police.
- 4) The suspension of the student could be up to 10 days; this would be dependent on a number of factors.

*Tobacco/ Vaping:* Refer to the section Smoking/Vaping in this handbook.

## **Possession of Weapons**

At no time are weapons (A partial list of dangerous items specifically excluded from schools includes: rifles, pistols, pellet and cap guns, knives including small pocket knives, dynamite, fireworks, firecrackers as well as chemical or biological irritants (pepper spray, etc.) and laser pointers) permitted in the school.

In the event that a student does bring a contraband item into the school, this would be considered a serious disciplinary event and:

- 1) Caregivers are contacted immediately
- 2) The weapon is taken and destroyed or turned over to Police
- 3) The student **could** be suspended pending an investigation (Violent Threat Risk Assessment)

## **Conflict**

Given the nature of the school setting, there is always potential for conflict. Our goal as a school is to support our students through these conflicts, providing tips and tools for any future concerns that may arise. We offer student supports to help learn these strategies.

## **Students, Technology and Acceptable Use**

The guidelines for student acceptable use apply to a student using **any** technology within our school. Any violation of the acceptable use guidelines can result in disciplinary action.

The acceptable use policy applies to your personal technology that you are using at school (within the hours of 8:55 to 3:15). Any breach of the **Acceptable Use Policy** during those times can result in serious disciplinary action.

This could include and is not limited to:

viewing offensive material or any type of harassment (cyber bullying), Instigating threats or arranging for illegal activity.

Student Acceptable Use Guidelines (from SRSPD Student Code of Conduct)

2.1 Student access to and use of the computer network is monitored and the network is provided for students to meet school related learning only.

2.2 Any breach of the Acceptable Use Guidelines and Protocols by students may, while making allowances for academic penalty result in a temporary or permanent suspension of their computer privileges.

2.3 Some material accessible via the Internet may contain information that is defamatory, inaccurate, illegal, or offensive to some people.

2.4 Students will be instructed with respect to the appropriate and responsible use of

computer based information resources. Sources of information judged unacceptable will be blocked.

2.5 Classroom standards of behavior are expected when students are utilizing computers. Independent access to network services is provided to users who act in a considerate and responsible manner.

2.6 Access to computers is a privilege not a right. Loss of this privilege is a natural consequence of abuse and may restrict a student's ability to participate in some courses or course activities.

2.7 The Division reserves the right to review any material stored in files and will edit, report, or remove from its computer system any material which is deemed to be unlawful, abusive, or otherwise in conflict with the views and ethical standards held by the Division.

2.8 Network administrators and teachers may review files and communications of students at any time to ensure that they are utilizing the system in an acceptable manner.

2.9 As it is common to use computers in core curricular areas, parents who do not want their child to have access to computers must provide the school with written notice of their wishes.

3.1 I will not allow another person to use or know my login (ID) and password.

3.2 I will not intentionally seek to breach security of systems or material.

3.3 I will immediately report any security breaches of which I become aware to a teacher.

3.4 I will not send, intentionally receive, or look for material that is rude or offensive.

3.5 I will not use language that would be considered inappropriate within the school as determined by the principal.

3.6 I will follow the instructions of my teacher and only use the Internet for classroom assignments.

3.7 I will not make use of any copyrighted material without the consent of the proper individuals.

3.8 I will not download or install any executable files, music, or games.

3.9 I will not place unjustifiable demands on the Community Net's infrastructure or school network, server or computers, such as online games or streaming media.

3.10 I will not download any material without the permission of the supervising teacher.

3.11 I will not upload any material not specifically approved by the supervising teacher.

3.12 I will not use any part of the Saskatchewan Rivers' computer system for personal financial gain.

3.13 I will not attempt to change or modify in any way the setup of any computer in my school.

3.14 I will not make use of web-based email or chat on the school computers, except for educational purposes with the permission and supervision of a teacher.

3.15 I will ensure that all of my removable media will be scanned by school personnel for viruses and content before being used at my school.

3.16 I will follow any additional rules of my school regarding computer usage, printing, Internet access, and food and drink.

## **General Information**

### **Accidents**

If you suffer an injury while at school, report it immediately to your teacher or supervisor- even if it happens off campus. We will contact your care giver to let them know about the accident and advise as needed. In most cases, we will advise medical care first.

### **Announcements**

Daily announcements will be read over the intercom at the start of each day at 11:05. Announcements will be posted to the Edsby River of News daily.

### **Attendance**

We believe it is very important for you to attend school regularly. It is also respectful to be on time. If you are late or absent, you are expected to have a parent or guardian inform the school. Parents or guardians will be notified each day if you are not in your scheduled class(es).

We value the importance of being on time. If you are late repeatedly, your teacher will speak with you about the reason and help problem solve. Your teacher will contact your parents and administration if lates continue to affect your learning or the class.

### **Assignments**

Students are responsible for demonstrating an understanding of the work that is assigned, handing in what is expected in a timely manner, and meeting deadlines set by their teachers. Students unable to meet a deadline with good reason are expected to communicate with their teacher prior to the due date in order to make a plan for completing the work as soon as possible.

In order to realistically manage the learning program, to assess student work, and to record evidence, there are times when teachers require students to provide that evidence before a certain deadline.

Teachers will use professional judgement in determining that final deadline to demonstrate achievement. When it is no longer possible to provide sound judgement on the achievement of an outcome, it is too late to submit learning evidence. If there is insufficient evidence of achievement of an outcome, the student will receive an incomplete.

### **Awards**

Prince Albert Collegiate presents awards to outstanding students for attendance, academic, athletic, spirit and service achievements periodically throughout the year (Bear Awards), formally at the end of each semester, and at the end of June at our Awards Evening.



## Bell Schedule

Period 1	8:55- 9:58
Period 2	10:01-11:04
Break	11:04-11:09
Period 3	11:09-12:12
Lunch	12:12-12:57
Period 4	12:57-2:00
Period 5	2:03-3:06

### Transitions and Breaks:

Teachers will have a designated break time for their students. This is not an opportunity for students to be off campus or any reason unless supervised by your classroom teacher.

### Phones and Devices

We believe technology should be used appropriately at all times. Use is considered a privilege, and the loss of such will occur if misused. Misuse of cell phones or devices includes any use that is causing a distraction to ANY learner in the school- including YOU! Think of school as a break from social media.

Recording of students for any purpose other than required to complete a school based outcome is a violation of the schools acceptable use policy.

Distributing photographs or videos of students in the school is against the law as students in school are in a "safe environment". If you receive an inappropriate photograph or video of a member of our learning community, bring it to the attention of the school immediately.

Language that is intended to disparage is unacceptable in any capacity. This includes texts or social media messaging. Use language that is helpful and builds others up at all times.

The school can enforce disciplinary measures on any issue that has a negative impact on the school learning environment. If the device is brought into the school, this becomes a school related issue and the school can intervene and enforce extreme measures. The Prince Albert Police can be called into investigate issues at the request of the school principal.

Cell phones and other technology used inappropriately may be taken and can be picked up at the end of the period or day. If your parents need to reach you, they can call and leave a message with the school office at 306-763-6485.

If you are in the office for a disciplinary reason, you will be expected to turn your phone off and turn it into the office. At no time will administration look at the content of your phone without a caregiver present.

Ensure that you have read and understand the Acceptable Use Policy at our school; this policy is section 2 of this Handbook.

## **Clothing**

You are expected to dress in a manner that is suitable for the workplace. Students will be asked to remove or cover items of clothing or accessories inappropriate for a school setting. This would include any clothing that has the potential to offend or promote illegal activity.

Students are not allowed to wear or display any emblems or pictures that may be a form of harassment as per SRPSD policy.

Hoods are not permitted to be worn during the school day.

Face coverings are permitted if they are medical grade and the student has health concerns.

Bandanas and gang related items are prohibited.

Backpacks and large purses are to be kept in lockers during the school day.

Prince Albert Collegiate has the BEST clothing; purchase your clothing items all year from the general office. We have a wide assortment of sweatshirts, hoodies, t-shirts and long sleeve t-shirts. Friday is always Bear Day, wear your PA Collegiate clothing every Friday!

## **Communication**

A goal of the school is to develop strong relationships with our families and community members. Parents and guardians are invited to call or drop into the school with any concerns they may have. Open and regular communication is the best prevention to many problems. If your caregivers information changes, please let u know quickly so that we can update our system.

## **Counsellors**

Laurel Hufnagel is our school social worker working for the school division. Laurel is available Monday, Wednesday & Friday to support students with issues which prevent them from being academically successful.

Ashley Kosolowsky, is also available to assist and support students who may be struggling with external forces affecting their school achievement.

Talk with your teacher or administration to help set up appointments with either Laurel or Ashley.

## **Extra-Curricular Activities**

At P.A.C.I., we have a wide variety of activities aimed at student participation. There is a direct relationship between school involvement and academic success. If you have any questions, please ask Prince Albert Collegiate staff, and listen for announcements regarding meeting times.

All Extra-Cur Activities will be posted outside our Gym Doors.

## **Fees**

We collect two fees per year:

A School Fee of \$30.00 will be collected from each student. This fee assists with the ability to enhance the learning opportunities in our school. You can pay with cash, cheque or online payment through our school.

A Grad Fee of \$60.00 will be collected from any student who wishes to participate in the graduation ceremony at the end of the year. The \$60.00 grad fee covers the Cap and Gown, sitting fee for grad photos and rentals of equipment used for grad. You can pay with cash, cheque or online payment through our school.

If you need a letter from the school because your fees are covered through a third party, please call Cindy Schneider (our school secretary) and she will be happy to give you the necessary forms to cover any fees. We will send invoices out as reminders for fees that are unpaid.

## **Fitness Centre**

The Fit Centre is available for student use daily at noon and after school for students and staff to use. Students are required to complete an orientation before using. For more information speak with Ms. Mamczasz.

## **Gym Activities**

Students are required to wear gym clothing when taking Physical Education, Wellness, Fitness, or participating in any gym related activity. P.A.C.I. athletic shirts can be purchased for \$10 and shorts can be purchased for \$15. Students are expected to wear running shoes in the gym. Street shoes are not allowed. Please wear indoor runners to help protect our gym floor. Our Grade 9 students will be provided with a set of P.A.C.I. wear at no cost. Students are required to take off street shoes at the entrance.

## **Homework**

Whether at home or at school, doing homework is necessary for student success and attainment of credits. The amount of time needed will depend upon each individual. Students are required to complete all assignments on time. The library is also open each day at lunch. Students who find keeping up difficult should access extra help from teachers before school, at lunch, or after school. Students can also timetable support from Student Support Services into their schedule.

## **Intramurals**

Looking for something active and fun to do at lunch? Intramurals run throughout the year. All PA Collegiate students are welcome regardless of your ability, age, or grade. Intramurals are an opportunity to be physically active and have some fun!

## **Library**

The goal of our library is to support learning and instruction at P.A.C.I. To achieve our goal, we provide a number of services for staff and students such as:

- access to a broad collection of fiction and non-fiction resources.
- access to computers and on-line databases.
- the services of a library technician to assist with all stages of the research process: locating, recording, organizing, and presenting information.
- highlighting new resources to create interest in literature.
- a quiet work space for all; open every day at lunch!
- No drinks or food in the library please

Responsible use of our library and its resources is expected. Students who lose books will be charged a replacement fee at the following rates:

- Paperback book - \$10
- Hard cover book - \$20
- Textbooks – replacement costs vary

## **Lockers and Locks**

Students will acquire a locker of the 2022/2023. Only school locks are to be used on lockers. **The fee for replacing a lost lock will be \$10.** Non-school locks will be cut off. For safety reasons, backpacks and large purses are to be kept in lockers during the school day.

## **Noon Hour and Eating Areas**

The student lounge (downstairs - use the South East stairs near the Library) is available for students to eat their lunch. We ask students to be respectful and clean up after themselves when finished. Students will be allowed in the gym, fitness center, computer lab or other hallways with teacher supervision during lunch.

Students are able to leave the school grounds over noon break, but are expected to be back on time for their afternoon classes.

## **Parking and Vehicles**

Students driving to school are asked to follow basic road safety at all times. Students need to drive with caution, and share the parking space respectfully with the staff. Student and guest parking is provided in the center spaces of the parking lot with the exception of the two spots reserved for T.R.C. parking. Parking in the school parking lot is a privilege. Students may also park along 20<sup>th</sup> Street on the side by the fountain.

## **Photographs**

Student school pictures will be taken on Wednesday, October 13<sup>th</sup>

## **Smoking/Vaping**

Smoking or Vaping is not allowed on or in school property. A sidewalk area is designated for smoking on 20<sup>th</sup> Street. Please put extinguished butts in the garbage. Smoking between classes is NOT allowed.

If you are caught vaping in school you may be subject to a fine served by the Police. You will have your vape confiscated as well as any paraphernalia associated with the device. Admin will advise your caregiver of the infraction. The caregiver (listed on the registration form) will have one week to pick up the vape for the student, and then the vape will be destroyed. Students in violation of this rule may also face suspension.

## **Student Leadership Council (S.L.C.)**

The S.L.C. plans and organizes student activities such as dances and spirit days. All students are encouraged to participate in student organized activities. We encourage students to become involved in the S.L.C.

## **Textbooks**

Students will be issued textbooks at the beginning of each semester for some of their courses. All textbooks must be returned at semester end. A student who loses a book can purchase another from the office. Students will be charged for lost or damaged books

## **School Supplies**

Students are recommended to bring No. 2 pencils, coloured pencils, pencil sharpener, large pink erasers, ballpoint pens, loose-leaf paper, one large binder, 5 dividers, a ruler, and a water bottle. For phys. Ed

(supplied for grade 9) students should bring indoor running shoes, t-shirt, and shorts.

## **Important Dates**

Semester 1 Start Date: September 5<sup>th</sup>

Goal Setting Conferences: November 8<sup>th</sup>

Semester 1 Assessments: January 24, January 25, January 26

Semester 2 Start Date: February 2<sup>nd</sup>

Goal Setting Conferences: April 17<sup>th</sup>

Semester 2 Assessments: June 21, June 24, June 25

Last Day of Classes: June 25

Graduation: June 26<sup>th</sup>

## **Prince Albert Collegiate**

Phone: 306-763-6485

Fax: 306-922-5636

Email: [paci@srsd119.ca](mailto:paci@srsd119.ca)

Address: 45-20<sup>th</sup> Street West, Prince Albert, SK S6V 4E9

Website: <https://pa.srsd119.ca/>

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