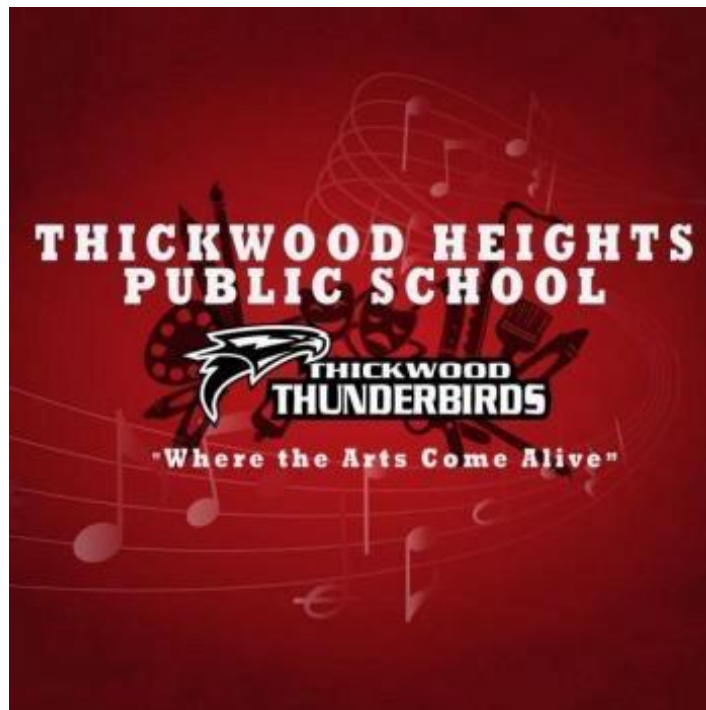


Thickwood Heights School

"Where the Arts Come Alive"



School Handbook 2025-2026

**Thickwood Heights School
96 Silin Forest Road
Fort McMurray AB
T9H 3A1**

Telephone: (780) 743-8417

<https://thickwood.fmpsdschools.ca/>

Twitter: [@thickwoodArts](#)

Instagram: [@thickwoodarts](#)

Facebook: [Thickwood Heights Public School](#)

Welcome to the 2025/2026 School Year at Thickwood Heights!

We are on track for another great year full of classroom learning, fine arts activities, field trips, and a focus on community building and culture. Plans are in place to enhance student Literacy and Numeracy and apply new Alberta Curriculum.

Our amazing staff have been working hard to set up interactive spaces to engage our students and create the family feel that Thickwood is known for. Watch for information on our Meet the Teacher coming out early in the year and be sure to follow us on FaceBook @ThickwoodHeightsPublicSchool

This document is an overview of the structure and systems at Thickwood Heights. Please never hesitate to reach out by phone at 780-743-8417 or email (tifanie.book@fmprsd.ab.ca) if you have questions about the school. Parents are also encouraged to join our School Advisory and Parent Council Groups which meet monthly to provide parent feedback on school initiatives and provide support to students in the classroom.

Looking forward to a great year,

Tifanie Book
Principal

School Mission Statement:

At Thickwood Heights School, students are challenged to reach personal excellence in a safe and caring environment. Lifelong learning is inspired through the development of academic, artistic, physical and social skills.

School Vision Statement:

Our vision is a school climate where teachers and parents work together for the development of children through ongoing communication and involvement.

Thickwood Heights School will:

- educate all students through quality instruction, leading to personal excellence
- provide a creative climate that fosters freedom of expression in all disciplines
- promote personal wellness through daily physical activities, teamwork and sportsmanship
- encourage positive social interaction through activities that recognize and celebrate responsible citizenship
- teach and reward students for positive behavior

2025-2026 Thickwood Key Dates

August	19	School Open for Registration
	25	Teachers Return
September Eagle Teachings (Love)	2	Orientation for Grade One and Kindergarten
	2	Open House and Meet the Teacher 4:30 pm - 6:30 pm
	3	First Day Back for All Students
	5	Welcome Back Assembly- 9:00 am
	9	Metis Bev
	15	International Dot Day
	15	School Picture Day
	19	Terry Fox Run
	29	Orange Shirt Day (FMPD)
	30	Truth and Reconciliation National Holiday - No School
October Buffalo Teachings (Respect)	2	Monthly Assembly
	10	PLF (No School)
	13	Thanksgiving (No School)
		Downie & Wenjack - The Secret Path Week
		Literacy Night
	24	Photo Retakes
	27-30	Theme Week
	30	Family Halloween Dance- 5:00 pm - 7:00 pm
	30	Halloween Parade
	31	Institute Day for Staff (No Classes)

November Bear Teachings (Courage) Begin with the End in Mind (LIM)		WITS Presentation for Grades K-3
		Remembrance Day Presentation/Service
	10	No Classes (PTI Day In-Lieu)
	11	Remembrance Day (No Classes)
	6	Monthly Assembly - 9:00 am
		Rock Your Mocs (Louis Riel Week 15-19)
	19th & 20th	PTIs & Bookfair
	21	PLF
December Sabe Teachings (Honesty)	5	PLF
	4	Monthly Assembly
		Christmas Concert
		PJ Day
		Bazaar
		Holiday Theme Week
	19	PLF No Classes
		Lunch Recess Holiday Dance
January Turtle Teachings (Truth)	5	First Day Back
	8	Monthly Assembly
	16	PLF
		Report Cards go Home
	19-23	Alien Inline 2026
	30	PD Day (No School for Students)
February Wolf	5	Monthly Assembly
		Global School Play Day

Teachings (Humility)		Family Dance for Valentine's Day & Have a Heart Day
	13	PLF
	16	Family Day (No School)
		FMMBA School Visit
		Pink Shirt Day
	23-27	Convention Break (No School)
March Beaver Teachings (Wisdom)	5	Monthly Assembly
	13	PLF (No Classes)
	25th & 26th	PTIs & BookFair
	27	PLF (No Classes)
April	2	April Assembly
	3	Good Friday - No School
	6-10	Spring Break - No School
		Earth Day
	24	PLF
		ECDP Open House 5:00 pm - 7:00 pm
		ECDP Open House 9:00 am -12:00 pm
May	7	Monthly Assembly
	15	Day-in-Lieu (No School)
	18	Victoria Day No School
		Metis Fest Day
		Talent Show Assembly
		City Wide Track and Field 5/6
	29	PLF

June		Pride Week
	5	PLF
		English Part B Grade Six PAT
		Fun Run with Giants and School Field Day
		Math Part A Grade Six PAT
		Marth Part B Grade Six PAT
		Volunteer Appreciation at Morning Pick-Up
		SS Grade Six PAT
		Kindergarten Farewell/Grad
		Grade Six Farewell/Grad
	19	Water Park Day (Wood Buffalo Water Park)
	23	Awards Assembly
	24	Last Day for Students
	24	Report Cards Go Home

GENERAL INFORMATION

Office Hours:

7:00 am - 3:30 pm on on regular school days

Thickwood Bell Timetable	
8:00 am	First Bell
8:05 am	Second Bell
10:05 am - 10:20 am	Recess
11:40 am - 12:00 pm	Lunch
12:00 pm - 12:20 pm	Recess
2:40 pm	Dismissal

Kindergarten (am) 8:05 am - 10:55 am

ECDP - 11:54 am - 2:40 pm

Communication

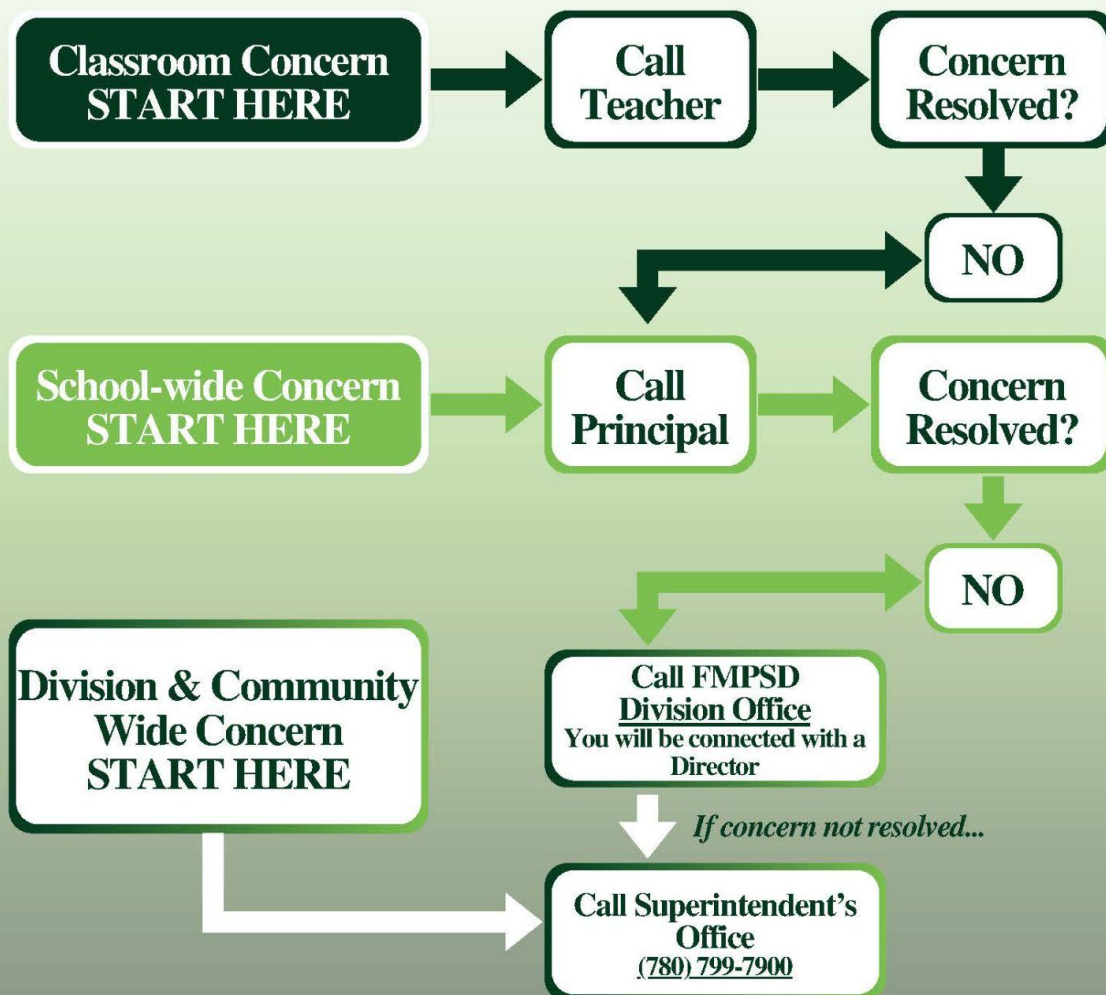
Parents and students are valued, contributing members of our school community. We welcome your involvement and encourage open, ongoing communication between home and school. To support effective communication please share your email, home and cell numbers to your homeroom teachers and the secretarial staff.

Regular communication can be found on the Thickwood website, in monthly newsletters and regular emails home to parents. If you are not receiving emails from your child's homeroom teacher, please contact them directly.

Our school website is updated regularly <https://thickwood.fmpsdschools.ca/> for current events and contact information. Should you have questions or concerns please feel free to contact us. We are happy to help!

Principal Tifanie Book	tifanie.book@fmps.ab.ca	780-743-8417 (ex.4300)
Vice-Principal Nedessa Reid	nedessa.reid@fmps.ab.ca	780-743-8417 (ex.4327)

Addressing Concerns @FMPSD



If you cannot
determine whom to call
START HERE

Contact Us.
We want to hear from you.
☎ (780) 799-7900 ✉ info@fm-psd.ab.ca

www.fm-psd-schools.ca/contact

Assessment ([AP 360](#))

Within education, reporting is the process of communicating information about students' academic performance, progress, achievements, and behaviour. Within FMPSD, teachers regularly monitor students in relation to learning outcomes, individual student goals, and individual support/program plans. Teachers collect this evidence in various ways and share it with families through PowerSchool, Individual Program Plans, Behaviour Support Plans, email updates, phone calls, in-person conversations and report cards.

Reporting Timeline:

FMPSD Reporting Schedule ECDP to Grade 12

- Two Reporting Periods (January and June)
- Two Parent-Teacher-Student Conferences (November and March/April)
- Monthly (K-6) / Bi-Weekly (7-12) updates to PowerSchool

Students in kindergarten to grade 6 are assessed using indicators of achievement. Assessments are associated with the learner outcomes as outlined in the Alberta Program of Studies and students receive an indicator based on their knowledge, skills, and understanding.

How are Grades Determined?

Kindergarten to Grade 6

Students in kindergarten to grade 6 are assessed using indicators of achievement. Assessments are associated with the learner outcomes as outlined in the Alberta Program of Studies and students receive an indicator based on their knowledge, skills, and understanding.

K-6 Indicators of Achievement*

BEG	APP	MEET	EXT
Student is beginning to demonstrate an understanding of current grade level expectations.	Student is approaching current grade level expectations.	Student is meeting current grade level expectations.	Student is extending further than current grade level expectations.
*Some learner outcomes can not be extended. For example, a student can not know more than 26 letters of the alphabet.			

Curriculum and Program of Studies

In Alberta, Curriculum or Programs of Study are determined by Alberta Education. It identifies what students are expected to learn and do in all subjects from kindergarten to Grade 12. You can find the current [K - 6 Programs of Study](#) on the Alberta Education websites. Alberta Education has developed a series of curriculum implementation resources for parents on their

website, curriculum.learnalberta.ca. We encourage you to explore these resources and learn more about the content and structure of the new curriculum.

PowerSchool Parent Portal (<https://www.fmpsdschools.ca/our-division/parents/parent-portal>):

All parents and guardians are encouraged to sign up for PowerSchool Parent Portal through the link above. This program is a secure web-based student management system designed to strengthen communication between the school and home. It provides parents and legal guardians online access to their children's progress in school as well as their attendance. Parents can pay fees and register for the upcoming school year from parent portal accounts.

Breakfast Program:

The breakfast program runs daily in the main office from 8:00 am - 8:10 am organized by the wonderful Ms. Moore. Breakfast options are free to all students.

Funds: School Fees, Busing and ECDP:

Students at Thickwood Heights School pay a \$50 fee to cover school supplies, outside of their backpack, indoor running shoes, water bottle and lunch kit. All school bussing is user pay and must be paid for the full school year at a cost of \$150 per student. The Early Childhood Development Program has a cost of \$800 per student.

Milk Program:

Students can purchase milk, chocolate milk, juice and bottles of water in the front office for \$1.00. All proceeds go to support school initiatives.

School Photos:

School Photos will take place in September and there will be package options for parents to purchase. Retakes will occur in October. A second set of optional Photos will also occur in the Spring

School Entrances

For the safety of all students, all outside doors, with the exception of the front door, will remain locked during the day. Each class has a designated entry door. At the bell, teachers go to their designated entry and open the door and greet them to ensure safe entry.

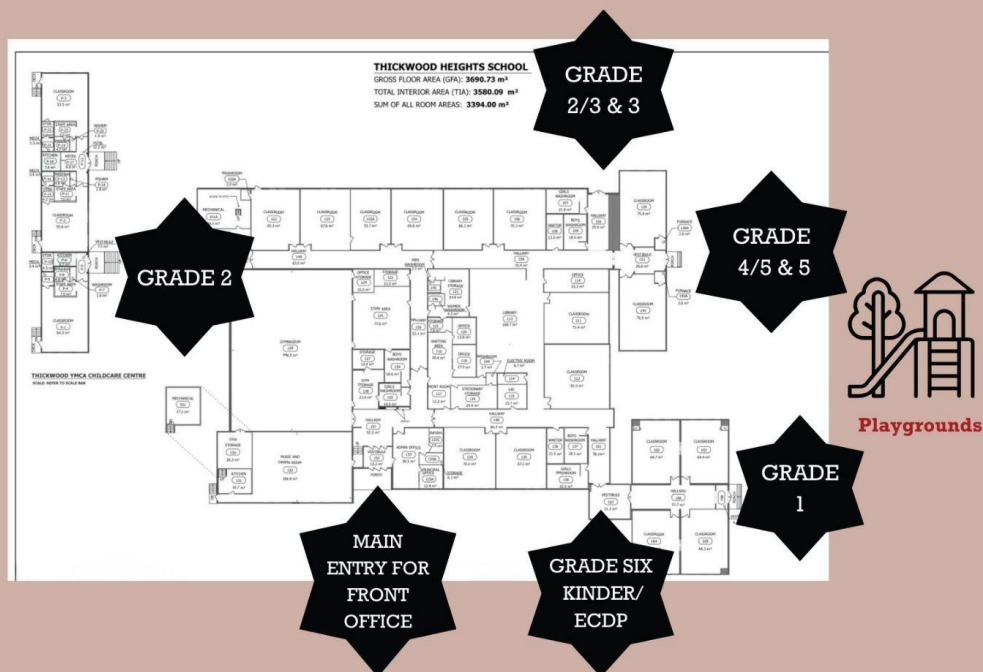
If your child arrives late, they must enter through the front door and check in at the office. All outdoor footwear must be removed at the door. All visitors must report to the office.

Thickwood Heights

2025-2026 ENTRY DOORS

Field between Thickwood and St.Paul's School

YMCA
Daycare



SILIN FOREST ROAD



Going To and From School:

Please review the following with students:

- Make after school arrangements with parents before school.
- Go directly home.
- Don't prevent others from going directly home.
- Follow safety rules.
- If traveling by bike please use a lock to prevent theft from the front bike stands
- Please do not bring dogs onto school grounds during pick-up or drop off (this is a city bylaw)

Staying Home When Sick

All remaining mandatory public health measures for COVID-19 were lifted on June 14, 2022 as Alberta entered Step 3 of the staged approach to relaxing COVID-19 measures. Isolation remains recommended for those with symptoms or a positive COVID-19 test.

More information from the Alberta Government can be found through this [link](#).

We continue to encourage general health measures for all students and staff to reduce the risk of transmission of all illnesses; these include such things as staying home when sick and practicing good hand hygiene and respiratory etiquette. We will also be maintaining high touchpoint cleaning as a standard practice across all schools.

Lunch:

Students stay for lunch and must remain on school property. If a student forgets their lunch, food will be available in the main office. The office does not heat lunches

Hot Lunch Program:

Thickwood Heights has a hot lunch program on designated days only. If students would like to participate in the program, forms and money must be in by the due date— late orders are not accepted. Food can be ordered through this [link](#) and the code is TWHL.

Cell Phones:

Students are not permitted to use cell phones while in school or on the school grounds. Although students may have a cell phone in their possession, it must be kept in a locker, backpack, etc., and must be turned off. They must not be brought out in the open or they will be confiscated for a period of time, which will increase for repeat offenders.

Please review the policy for [Alberta Education: Cellphone Use in School Engagement](#), specifically Standards for the Use of Personal Mobile Devices and Social Media in Schools and page 21 of this document for more details from the FMPSD Administrative procedure.

Cameras:

Cameras are not to be used in the school building or on school grounds without teacher permission for privacy reasons. This includes video cameras and iPad or phone cameras.

Chromebook and Technology Use:

FMPSD follows AP: 140 for [Acceptable Use of Technology](#)

The use of the Division's ICT must be in support of education and research, and consistent with the educational objectives of the Division. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or provincial regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

- Chromebooks and Computers are for school related work only
 - Only approved educational games are allowed for use in the school
 - Chromebooks are to be treated with respect, cleaned and stored in the designated chromebook cart when not in use.
 - When cleaning Chromebooks, spray into cleaning cloth (not directly onto device) and wipe all touched surfaces
 - It is your responsibility to safeguard your password.
 - Don't download or install software, utilities, songs, games, etc.
 - Respect the work of others by:
 - not destroying data belonging to other students
 - respecting copyright laws. Footnote information belonging to others.
 - Avoid inappropriate material and internet sites.
 - **Immediately** back out of inappropriate sites if they are encountered.
-

Please Remember

Respect is Key; respect for self, for others and school property.

Polite cooperation with all school personnel is essential. Inappropriate language (swearing, cursing or other hurtful remarks) will not be tolerated.

All students have the right to attend school without being afraid or intimidated. Harassment of any type (sexual, verbal or physical) and unwanted or inappropriate touching will not be tolerated.

Clothing, book bags, etc. which display inappropriate language, slogans, pictures or symbols, or anything that might be considered offensive will not be permitted.

Bikes and skateboards are not to be ridden on school grounds. Bikes must be locked in the bike racks and skateboards must be kept in lockers.

Playground Rules and Guidelines:

Only Thickwood students at school are allowed on the playground during school recess breaks (10:05-10:20 and 12:00 - 12:30)

- Students are only allowed their designated supervision area (Parks or Field)
- Respect personal boundaries and keep hands to self
- Rocks, gravel, sand or snow stay on the ground
- Take turns on the equipment
- Slides are for going down only. Do not walk up the slides, or stand at the bottom, preventing others from going down
- No fighting or play-fighting
- Bike and skateboards are kept on the bike racks and not on school grounds during recess
- Only leave the fenced in area with the permission of the teacher
- Do not climb on the fences or Electricity Box
- Put garbage in the trash cans
- Only climb on things that were meant for climbing
- Line up for class at assigned doors when bells ring

Valuables and Personal Property

Students, not the school, are responsible for items lost or stolen. Please leave valuables (such as iPads, gaming devices) at home.

The Learning Commons and Library

Students will have assigned learning blocks in the learning commons with their class and will be able to take out books to read at home.

Dress Code

Students are expected to wear clothes that are appropriate to that of the workplace. The school and district believe that good grooming is valued by employers and co-workers. If clothing offends staff members or fellow students, a student may be asked to find alternate clothing. Decisions will be arbitrated by the Principal in consultation with the student's parents or guardian. Generally, bare feet are not permitted in the school building. Any clothing with print or graphics expressing profanity, rudeness, racial or ethnic slurs, or sexually suggestive images

or messages are not appropriate - students will be asked to change immediately, which may include going home to find appropriate clothing.

Emergency Procedures

Fire drills and practice lock down procedures are held throughout the year to familiarize students with safe evacuation of the building. Fire escape routes are posted in each classroom. Please make yourself familiar with these routes. In the event of a catastrophe or disaster, students will be evacuated to either Westview School or St. Gabriel's School.

It is illegal to tamper with fire alarms and/or fire extinguishers and equipment. Students who do so will be subject to disciplinary action and legal charges.

Illness/Injury/Appointments:

Students who are leaving during school hours due to illness, injury or an appointment must come to the main office and contact their parents by telephone or bring in a note from their parent/guardian approving the absence prior to leaving the school. Students are expected to check back into the main office when they return to the school.

In an emergency situation, every effort will be made to contact parents or guardians prior to removing a student from the school. When an injury or accident occurs, the classroom teacher will complete the appropriate District Accident Report Form.

Classroom Rules:

Each classroom teacher develops a list of reasonable expectations that contribute to the instructional program, classroom harmony and the development of student responsibility. Classroom rules will be distributed to students with course outlines.

Parents Visiting the School:

Any visitors to the school during the school day must check-in to the main office. Volunteers need to have a criminal records check, signed off by the Principal, and the permission of administration and the classroom teachers to volunteer in the building.

School Council:

The School Council, made up of parents, plays a vital role in the educational process at Thickwood. Meeting dates are usually determined at the first School Council meeting of the year and are held monthly. We welcome parents from all grades to participate in this advisory body and/or the fundraising group that supports school activities.

Through the volunteer efforts of parents and staff (& students if over 18), the potential to raise \$40,000 (or more) by working casinos through the School Council exists. These funds have been used to pay for a major portion of the costs associated with extra-curricular and co-curricular travel activities which include, but are not exclusive to, sports teams, art, drama, and other school programs. Transportation from Fort McMurray to attend tournaments, art galleries, ballet performances, etc. is very expensive but these trips do offer student opportunities that are not available locally.

FMPSD Student Rights and Responsibilities

AP 350 FMPSD

Background

Discipline starts in the home and the school has a secondary role in teaching and reinforcing appropriate student behavior. Within this context, the basic purposes of developing a conduct procedure are to provide conditions which make effective learning possible; to ensure the safety of persons and property; and to promote personal development, as well as the social behaviors and attitudes for appropriate participation in an adult democratic culture.

Definitions

Behavior - The manner in which one conducts oneself in specific circumstances.

Discipline/Classroom Management - Training that is expected to produce a specified character or pattern of behavior, especially that which is expected to produce moral or mental improvement, controlled behavior that results from training.

Punishment and Consequence - The penalty imposed for wrongdoing or misbehavior.

Procedures

The roots of good behavior are education, consistency and control. Since the District's primary purposes are educational in nature, the major efforts to implement this Administrative Procedure are to focus on positive educational approaches to student conduct.

Parents/Guardians must be involved in helping to resolve any major problems. Other expectations of parents/guardians include communicating and cooperating with the school, ensuring student health, modeling positive behaviors, providing a moral foundation, setting parameters and being actively involved with the school. Parents/Guardians are encouraged to become involved in setting procedures at school through appropriate channels.

Students must make every effort to learn expected school and classroom behaviors and their appropriateness to various situations. Teachers must teach social skills and problem-solving, model self-control and other socially acceptable behaviors, provide student supervision when

students are under school auspices, motivate students through effective instructional procedures, exhibit and exercise strong classroom management skills.

Consequences for inappropriate behavior are to be logically related to the nature and severity of the misbehavior, individually applied, firm, fair, consistent, and timely. The level of consequence for inappropriate behavior will reflect the age, maturity and individual circumstances of the student.

The following are prohibited in the schools:

Guns or offensive weapons;
Alcohol, cannabis, drugs, or other intoxicants; and
Tobacco and tobacco like products.

Expectations

Students are expected to exhibit appropriate behaviors of a personal and interpersonal nature. As well, students, particularly older students, are expected to exhibit the ability to reason through socially difficult situations.

Personal Factors -

Each student is expected to:

- Show consideration for how others feel;
- Maintain good grooming i.e. neat and clean appearance;
- Accept responsibility for their actions;
- Express feelings in a positive, appropriate manner;
- Show initiative; and
- Control Anger.

Interpersonal Factors -

Each student is expected to:

- Understand and help others;
- Share and cooperate with others;
- Explain opinions, beliefs and feelings;
- Show a reasonable amount of assertiveness;
- Be complementary to others for things done well;
- Actively listen to others;
- Ask questions;
- Participate in group activities;
- Accept people who are different; and
- Compromise where it seems appropriate.
- Demonstrate tolerance and understanding of others.

Social Reasoning -

Each student is expected to:

- Recognize unusual aspects of social situations;
- Understand why things have happened as they have;
- Resolve problems;
- Make decisions thoughtfully;
- Choose the best alternative; and
- Show curiosity.

Classroom Behaviors -

Each student is expected to:

- Attend;
- Work independently;
- Persevere at an activity for an appropriate length of time;
- Contribute to discussions;
- Do homework on time;
- Follow classroom procedure;
- Listen to the teacher giving directions;
- Complete tasks;
- Be on time; and
- Use time efficiently.

FMPSD Student Code of Conduct

AP 350 FMPSD

The District endorses a set of desirable personal and interpersonal character traits that incorporate universal values of respect, integrity, empathy, compassion, independence, cooperation, responsibility and self-control.

Students are expected to learn, practice and develop such personal and interpersonal character traits and to contribute to the development of welcoming, caring, respectful and safe learning environments. Students are further expected to respect diversity and refrain from demonstrating any form of discrimination as set out in the Alberta Human Rights Act, including gender expression and gender identity as set out in the Alberta Bill of Rights. Students are to foster a sense of belonging amongst all students.

Within the aforementioned context, students are expected to pursue academic and cultural studies to maximize their individual potential in becoming self-reliant, responsive and contributing members of society.

In displaying acceptable behavior, students are expected to:

- Conduct themselves so as to reasonably comply with the following code of conduct:
- Be diligent in pursuing their studies;
- Attend school regularly and punctually;
- Cooperate fully with everyone authorized by the Board to provide education programs and other services;
- Comply with the rules of the school;
- Account to their teachers for their conduct;
- Respect the rights of others.
- Ensure that conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- Refrain from, report and not tolerate bullying or bullying behavior directed towards others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- Positively contribute to the school and community;
- Demonstrate desirable personal characteristics and behaviors when interacting with others that are respectful, responsible, fair, honest, caring, loyal and committed to democratic ideals.

Students are accountable for demonstrating respect for:

- Authority;
- Others and their property;
- School property, equipment and textbooks; and
- Differences in one another such as race, religious beliefs, color, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, and/or sexual orientation.

Students are prohibited from engaging in unacceptable behavior, whether it occurs within the school building, during the school day or by electronic means.

Examples of such behaviors include, but are not limited to:

- Use, possession of, sale, distribution of or active contact with, a weapon on a student's person, in a student's locker or desk, on District property, or in a vehicle on District property used by a student or occupied by a student as a passenger;
- Threats;
- Conduct which endangers others;

- Encouraging conduct which endangers or may endanger others;
- Encouraging unacceptable conduct;
- Use or display of improper, obscene or abusive language;
- Distribution or display of offensive messages or pictures;
- Theft, including identity theft;
- Assault;
- Willful damage to school or others' property;
- Use, possession of, distribution of, or active contact with, or collection of money for illicit drugs, alcohol, cannabis, or inhalants in school, on District property or in the context of any school-related activity;
- Attending school or any school-related activity under the influence of illicit drugs, alcohol, cannabis or inhalants;
- Personal or sexual harassment;
- Hazing, initiation activities, the formation or the operation of sororities, fraternities, gangs and secret organizations;
- Extortion;
- Disruptive behavior, willful disobedience or defiance of authority;
- Interfering with the orderly conduct of classes or the school;
- Tampering with fire alarms and safety equipment;
- Criminal activity;
- Contravention of the school's code of conduct;
- Workplace violence;
- Bullying, including cyber-bullying; and
- Inappropriate information technology use.

Unacceptable student behavior:

- May be grounds for disciplinary action; and
- Provides an opportunity for critical learning in the areas of:
 - Personal accountability and responsibility;
 - The development of empathy;
 - Conflict resolution;
 - Communication; and
 - Social skills development.

When responding to unacceptable student behavior, the following are to be considered:

- The effect of the student's behavior upon other students, the staff, the school, and the community;
- The nature of the action or incident that calls for disciplinary or alternative measures;
- The student's previous conduct and previous interventions;
- The student's age, maturity and individual circumstances;
- The impact of proposed action on the student's future behavior;
- The student's learning needs; and

- Any other information considered appropriate or relevant.

The consequences of unacceptable behavior may be:

- Assignment of a student whose behavior is unacceptable, disruptive or destructive to an alternate supervised location;
- Short term removal of privileges;
- Detention;
- Use of reasonable force as required by way of correction to restrain a student from carrying out a violent or destructive act that could harm the student or others;
- Alternative interventions such as community conferencing or other forms of restorative justice;
- Corrective student transfer;
- Suspension; and
- Recommendation for expulsion.

Support will be provided for students who are impacted by inappropriate behavior as well as for students who engage in inappropriate behavior.

Students will contribute, to the greatest extent possible, to a learning environment that is well-ordered, peaceful, safe, non-threatening, and conducive to learning and optimal growth.

FMPSD Attendance Policy

AP 330 FMPSD

The staff at Thickwood Heights School are committed to working in partnership with parents to ensure that students have every opportunity for success. We believe, and statistics show, that regular attendance is essential to learning.

Regular attendance is important because regular school attendance contributes to academic success and to development of responsible student behavior. Provincial legislation requires students to attend school regularly and punctually and identifies circumstances under which an absence may be deemed excusable.

Section 13 of the Alberta School Act states that “An individual who

- a) is eligible to be enrolled in a school,
- b) at September 1 in a year is 6 years of age or older, and
- c) is younger than 16 years of age, shall attend school.

Parents/Guardians are required to notify the school stating the reason, by telephone or in writing, when the student is excusably absent or late within three days of the absence.

Documentation is required to excuse a student when the student has nine or more absences. This applies to all students, regardless of age.

FMPSD and Government of Alberta Use of Personal Mobile Devices in Schools

(including Cell Phones, Smart Watches, and all Wearable devices)

[AP 145](#) (FMPSD) & [Ministerial Order on Personal Mobile Device and Social Media](#)

Fort McMurray Public School Division recognizes the potential benefits of personal mobile devices for communication, information access, and enhanced learning opportunities. However, to ensure a focused and respectful learning environment, the use of these devices during instructional time will be limited. This Administrative Procedure is implemented in response to the Minister of Education, mandating that all school divisions limit student use of personal mobile devices during instructional time as well as access to social media in schools. The Administrative Procedure aims to balance the benefits of technology with the need for minimizing distraction in learning environments, allowing for growth in student well-being, and the protection of personal privacy and academic integrity.

Personal Mobile Devices: Any electronic device used to communicate or access the internet, including (but not limited to) cell phones, tablets, laptops, smartwatches, wearable devices, and gaming devices.

Instructional Time: Any time scheduled for purposes of instruction, examination/testing and other student activities where direct student-teacher interaction and supervision are maintained.

Non-Instructional Time: Periods during the school day not designated for instruction, such as before/after school, breaks, lunches and lunch.

Guidelines:

Student Use of Personal Mobile Devices:

To aid in a learning focused room for all learners, students are expected to have their devices powered off, or in silent mode and stored in a location as determined by the Principal (in their backpack during school hours - 8:00 am to 2:40 pm).

Refer to [AP 316: Administering Medication or Medical Treatment](#) and [AP 317: Life Threatening Medical Conditions](#) for emerging medical requirements. Students may have accommodations that are outlined in

their IPP or Learning Support Plan that permits the use of a personal mobile device.

A formal request for exemption must be submitted by the parent and/or guardian, accompanied by documentation from a healthcare provider or relevant specialist. Approved exemptions will be documented, and teachers will be informed of the necessary accommodations to ensure that the student's learning needs are met while maintaining a respectful learning environment. All exemptions must still follow all Administrative Procedures for proper use of technology and focus on either supporting their educational or medical needs.

Confiscation of devices may occur if a student fails to abide by this

The Principal may formulate and implement bring your own device procedures at the school site. All student use of Personal devices is expected to follow these guidelines as well as those included in [AP 350](#) and are subject to restorative actions if students do not comply with these procedures as per [AP 355](#).

To ensure the safety, wellbeing and education of students:

Settings such as change rooms, washrooms, and private counseling rooms are device free zones to protect privacy.

Devices are not to be taken into test or examination settings unless students have been given permission.

School Authority:

Schools have the right to regulate the use of personal mobile devices during instructional and non-instructional times, on school property, or during school-sponsored activities.

Security and Responsibility:

The security and storage of personal devices is the sole responsibility of the owner/user. The school division is not liable for lost, stolen, or damaged devices unless gross negligence is proven.

Temporarily surrendered devices must be securely stored by staff in a manner that allows the students to identify their devices, such as a cell phone, hotel/pocket organizer, in plain view.

Violations of privacy, such as unauthorized recording or sharing of images or videos, are subject to following [AP140](#) and [AP182](#).

Social Media Use:

In the ever changing world of social media we will begin with a handful of sites blocked but understand this may change as new sites appear and are in use. To start with we will be blocking; SnapChat, X, Facebook, Instagram, Tik Tok, Discord, BeReal, KIK, Kids Messenger.

Focus on learning during instructional time: Access to available social media platforms is limited to non-instructional periods unless it is part of a teacher approved educational activity

Guidance on Appropriate Use: As we focus on growing our students' knowledge of how to be safe online, they will continue to be educated on responsible social media use, including understanding privacy settings, recognizing the permanence of online actions, and avoiding cyberbullying or inappropriate content.

Responses to Misuse: Inappropriate use of social media, including but not limited to cyberbullying, sharing inappropriate content, or violating others' privacy, may result in restorative actions, loss of device privileges, suspension, or other actions as deemed appropriate by school administration as per AP 355. Parents and/or guardians will be contacted to discuss each incident.

Restorative Actions:

Progressive responses by the Principal for inappropriate use may include verbal warnings, personal mobile device being taken away, and potential requirements that personal mobile device not be brought on school property.

Parents and/or guardians will be contacted to discuss all restorative actions.

Emergency Situations:

In the event of an emergency, such as a lockdown or an evacuation, the Principal will develop and inform the school community of the acceptable use of personal mobile devices in that situation.

Annual Review and Communication:

This Administrative Procedure will be reviewed annually and communicated to parents and/or guardians, students, and staff. The Administrative Procedure will be readily accessible to the school community.