



FFCA NORTH MIDDLE CAMPUS

**STUDENT HANDBOOK
&
AGENDA**

2017-2018

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Calgary, AB.
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Follow us on Twitter: @ffca_nms

This agenda belongs to:

Name: _____

Address: _____

City/Town: _____

Postal Code: _____

Phone: _____

Homeroom Teacher: _____

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Principal's Welcome

Welcome to FFCA North Middle School for the 2017-2018 school year. Whether you are returning to our campus, coming to us from elementary school, or new to FFCA, we are glad to have you here with us this year. At FFCA, we are proud to offer a high quality program focusing on developing excellence in academics, character, and leadership capacity in a supportive learning environment. The strength of our school lies in the passion of all of its partners: our students, our parents and our staff.

Students, our staff are committed to helping you achieve your potential. We expect that you will strive for excellence, and that you will actively engage with our teachers when you receive instructional feedback. Our school is strongest when we all work to support each other and your commitment as students is a key element of that success.

Parents, you will feel a strong commitment to excellence and a desire for you to be a part of the educational process for your child while they attend FFCA. We expect you to be actively involved in their education. This means being open to regular communication from teachers and the school and actively supporting your child's learning at home. We encourage you to be involved in the school council, school events and fundraising activities of the school. As mentioned above, our school is strongest when we all work to support each other and your commitment as parents is another key element of that success.

While you are at FFCA North Middle School, please give us your best. We are committed to giving you ours.

John Deines
Principal Educator

Shawna Drummond
Associate Principal

Superintendent's Message

Hello!

To our returning families, welcome back to another year at Foundations for the Future Charter Academy! To those families joining us, thank you for choosing FFCA! Your active involvement with the education of your children is an integral part of what makes our organization so special. Your participation in our schools, as well as the feedback you provide, all contribute to the long-term success of our learners.

FFCA fosters strong, positive, respectful partnerships among students, staff, parents and community. Each of our seven campuses demonstrates excellence in the development of outstanding staff that are committed to a coherent vision of teaching and learning. Our staff understand that when parents are involved in the education of their children, students learn more, classrooms are enriched, the school improves, and the entire community benefits.

Welcome to Foundations for the Future Charter Academy!

Roger Nippard, Superintendent

Welcome to FFCA North Middle School!

Home of the Cobras



AUGUST

S	M	T	W	T	F	S
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	31		

SEPTEMBER 2017

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OCTOBER

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	30	31				

NOVEMBER

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DECEMBER

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JANUARY 2018

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	29	30	31			

FEBRUARY

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	26	27	28			

MARCH

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APRIL

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	30					

MAY

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	21	22	23	24	25	
	28	29	30	31		

JUNE

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	18	19	20	21	22	
	25	26	27	28	29	

JULY

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	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				

IMPORTANT DATES

- = No Classes for Students
- = Holiday: No School
- = Day One

- Aug. 23 - 28 Organizational Week - No classes
- Aug. 29 **Family Orientation**
- Aug. 30 **First Day of School**
- Sept. 4 Labour Day - No classes
- Sept. 28 Organizational Day - No classes
- Sept. 29 PD Day - No classes
- Oct. 5 & 6 **Learning Conferences** - No classes
- Oct. 9 Thanksgiving - No classes
- Oct. 27 PD Day - No classes
- Nov. 13 - 17 Fall Break
- Nov. 27 PD Day - No classes
- Dec. 8 **Report Cards Term 1**
- Dec. 25 Christmas Day
- Dec. 25 - Jan. 5 Winter Break
- Jan. 1 New Year's Day
- Feb. 1 & 2 **Learning Conferences** - No classes
- Feb. 16 PD Day - No classes
- Feb. 19 Family Day - No classes
- Mar. 12 PD Day - No classes
- Mar. 23 **Report Cards Term 2**
- Mar. 26 - Apr. 6 Spring Break
- Mar. 30 Good Friday
- April 9 PD Day - No classes
- April 26 & 27 **Learning Conferences**
Apr. 26 evening conferences – Regular school day
Apr. 27 morning conferences - No classes
- May 18 School Holiday - No classes
- May 21 Victoria Day - No classes
- June 1 Organizational Day - No classes
- June 28 **Last Day of School**
Early Dismissal
- June 29 **Report Cards Term 3**
Organizational Day - No classes

Class Schedule

TIME / DAY	1	2	3	4	5	6	7	8
8:10 to 8:20	ARRIVAL OF BUSES							
8:20	Entry Bell							
8:29 to 8:34	HOMEROOM							
8:34 to 9:35 PERIOD 1								
Break 9:35 to 9:43								
9:43 to 10:44 PERIOD 2								
10:49 to 11:50 PERIOD 3								
11:50 to 12:05 Lunch								
12:05 to 12:34 Recess								
12:34	Entry Bell							
12:40 to 12:55 USR	USR	USR	USR	USR	USR	USR	USR	USR
12:55 to 1:56 PERIOD 4								
2:01 to 3:02 PERIOD 5								
3:03 to 3:10	HOMEROOM							
3:15 3:20	First Bus Bell BUSES LEAVE							

FFCA VISION & MISSION

FFCA Vision

“Excellence in student achievement and character development through distinctive teaching and learning.”

FFCA Mission

“To provide a safe and caring environment where academic excellence, character development, parental involvement and staff leadership are valued and fostered.”

Profile of an FFCA Graduate

With intentional thought given to the design of the learning experience at FFCA, graduates will leave us with core knowledge competencies, skills and abilities that are both essential and timeless. As creators of knowledge, students will have achieved the ability to think critically, care deeply and act ethically so that they can contribute to creating a world that cares and nurtures the diversity of cultures, celebrates personal contributions, and inspires others to reach their true potential. Proficient in their technological communications, FFCA leaders will be able to work independently or interdependently in a globalized society where partnerships and relationships strengthen the capacity to solve problems in collaborative ways. Possessing the attributes of life-long learners, graduates will be reflective and self-aware as they continue to evolve as successful individuals guided by moral purpose.

The FFCA Learning Experience

Directed by distinctive approaches to teaching and learning within a safe and caring culture, this charter school is committed to providing a successful learning experience that values the contributions of all partners. FFCA is a supportive learning community that cares about students’ learning needs and their unique talents, and has a strong desire to see each student achieve personal excellence. Over the course of 13 years with FFCA, each learner will experience:

- A coherent FFCA curriculum that scaffolds to build deeper understanding of core knowledge and skills associated with the learning outcomes stated in the Alberta Programs of Study.
- A learning culture where teacher professional development and collaboration are valued

and supported as key elements in optimizing academic achievements and personal growth of students.

- A strong partnership among students, teachers and parents to positively support the growth and development of learners.
- A caring and inclusive school culture where the development of positive relationships and effective interpersonal skills are the foundations for success.
- An appreciation for the value of learning goals and their relevance, and the criteria necessary to achieve success.
- An environment that focuses on maximizing learning opportunities through high levels of engagement.
- Ongoing assessment of learning in which the student, teacher and parent partner to use feedback to move learning forward.
- A multi-sensory approach to learning that allows students to augment their learning styles in achieving the desired learning targets.
- An opportunity for application of understandings about character development through active engagement in service learning projects and leadership opportunities.
- An opportunity to learn collaboratively and independently, to communicate effectively, to think critically and to express themselves creatively.
- Being part of a community that celebrates personal uniqueness through the wearing of school uniforms.

Teaching and Learning at FFCA

While following the Alberta Programs of Study, the FFCA coherently mapped curriculum empowers students to own and lead the learning process as a means of helping them to achieve academic excellence. FFCA strives for excellence and is purposeful and strategic in the selection and utilization of teaching methods and resources. Through the mindful approach embedded in the FFCA DI Framework, teaching and learning is characterized by a safe and caring environment, high expectations for all and frequent monitoring of student progress that maximizes learning opportunities for all students.

MIDDLE SCHOOL VISION

Each FFCA Middle School campus will maintain and build upon a structured approach to teaching and learning as enunciated in the Vision, Mission and Guiding Principles of Foundations for the Future Charter Academy. The Middle School experience will be the second phase of a consistent and coherent K-12 orientation to teaching and learning that provides students with a foundation of optimal academic achievement and strong character development. Each Middle School campus will be transitional in nature, continuing the experiences of students who are moving from teacher-directed behavior and performance towards ultimate status as independent learners and self-directed responsible adults.

Culture and Environment

Each FFCA Middle School campus is envisioned to be a place where all stakeholders take pride in, and demonstrate respect for, their school, themselves and others. Meaningful parent involvement will enhance the education of students. Staff will provide educational leadership, model collegial relationships and foster a sense of pride and ownership in the FFCA Middle School community.

Transitional and Expanding Opportunities

Students will be provided with a variety of learning opportunities in order to permit them to explore career interests, acquire essential life skills and experience enriching leisure pursuits. Students will have increased opportunities for self-directed learning, higher-order thinking and for applying the use of technology in every-day life

CAMPUS INFORMATION

Our Staff

Teaching Staff

Mr. Darcy Burtch Gr. 8 ELA/SS
Mr. Aaron Byford..... Gr. 5 Core
Ms. Melyssa Clare Spanish
Ms. Anneke Danzinger Gr. 5 Core
Mr. Jason Deis Physical Education
Mr. Mark Nightingale..... Gr. 7 ELA/SS
Ms. Kristin Duncan..... Spanish
Ms. Effey Garvey Gr. 6 Core
Ms. Reagan Jeffries..... Gr. 7/8 Math/Sci
Ms. Marla Johnson..... Gr. 7/8 ELA/SS
Ms. Denise Johnston Physical Education
Ms. Sarah Khimji..... Gr. 7 Math/Sci
Mr. John Kostas Gr. 7 ELA/SS
Ms. Candace Kraushaar .. Gr. 6 ELA/SS
Ms. Catherine McVeigh ... Gr. 5 Core
Ms. Joan Moore Gr. 8 Math/Sci
Ms. Val Ng Gr. 6 Math/Sci
Mr. Rod Pittman Gr. 5 Core
Ms. Almira Ramji..... Gr. 5 Core
Ms. Olana Thomson..... Gr. 8 ELA/SS
Ms. Amy Vetter Art / Music
Ms. Meagan Villalobos..... Gr. 6 Math/Sci
Ms. Michele Lisiecki Gr. 6 ELA/SS
Ms. Jennifer Wangler Gr. 8 Math/Sci
Ms. Sheena Wazir..... Gr. 5 Core
Mr. Danny Williamson..... Gr. 7 Math / SS

Learning Support Staff

Ms. Cyndi Baak..... ESL Assistant
Ms. Christina Brown..... ESL Assistant
Ms. Joni Kaul ESL Assistant
Ms. Michelle Trenholm..... Librarian
Ms. Maria Ana Zalduendo Learning Assistant

Custodial Staff

Mr. Luis Albis Custodian
Ms. Disney Lara Custodian

Administration & Office Staff

Mr. John Deines Principal Educator
Ms. Shawna Drummond .. Associate Principal
Ms. Christine Payne..... Counsellor
Ms. Kimberly Johnson Admin Assistant
Ms. Brenda Wong Secretary
Ms. Gurpreet Grewal..... Secretary

**All staff can be reached by email at:
firstname.lastname@ffca-calgary.com**

School & Office Hours

Supervision is provided at the campus from 8:05am through 3:20pm on regular school days.

The campus office is open from 8:00am through 4:00pm on regular school days.

Bell Schedule

Event	Regular	Delayed Start (Extended HR)	Assembly (Extended Lunch)
Entrance Bell	8:20	8:20	8:20
Homeroom Start	8:29	8:29	8:29
Period 1 Start	8:34	9:24	8:34
Period 1 End	9:35	10:15	9:25
1 Minute Bell	9:42	10:22	9:32
Period 2 Start	9:43	10:23	9:33
Period 2 End	10:44	11:14	10:24
1 Minute Bell	10:48	11:18	10:28
Period 3 Start	10:49	11:19	10:29
Period 3 End	11:50	12:10	11:20
Lunch Recess Start	12:05	12:25	11:35
Hallways Clear Bell	12:09	12:29	11:39
Lunch Recess End	12:34	12:54	12:04
1 Minute Bell	12:39	12:59	12:09
USR Start	12:40	1:00	12:10
<i>Assembly</i>			<i>12:25</i>
Period 4 Start	12:55	1:15	1:15
Period 4 End	1:56	2:06	2:06
1 Minute Bell	2:00	2:10	2:10
Period 5 Start	2:01	2:11	2:11
Period 5 End	3:02	3:02	3:02
Homeroom End	3:10	3:10	3:10
Bus 5-min. Warning	3:15	3:15	3:15
Bus Departure	3:20	3:20	3:20

Student Drop-off & Pick-up

The staff parking lot is reserved for staff only. Parents are not to use the parking lot to pick up or drop off students. Parents dropping off or picking up students are asked to do so:

- in the alley adjacent to the parking lot south of the lot entrance
- on the west side of 1st St. NE
- on the community streets north of McKnight Blvd.

All drivers are asked to follow all traffic rules including avoiding U-turns, stopping in the bus zones, blocking traffic and parking in front of residential driveways.

All pedestrians are asked to avoid jaywalking and cross streets safely at intersections or pedestrian crossings.

Lockers/Security

All students are assigned a half locker for the school year. Students are responsible for purchasing their own locks. Students are expected to keep their belongings securely locked in their lockers at all times. The locker remains the property of the school and administration may access it at any time if deemed necessary. Students are discouraged from bringing valuable items to school.

Student Phone

There is a phone for student use outside the school office. There is no charge for the use of this phone. It is only to be used outside of scheduled class times or with the explicit permission of their teacher or office staff.

Vending Machines

There is no cafeteria on-site. The SRC operates some snack and beverage vending machines. Students are only to use these machines during permitted times during the school day. Pop is not available in the vending machines and students are prohibited from having pop on campus.

Walking Field Trips

A number of field trips may occur which involve walking to various locations within the local community. Consent is completed as part of the online registration process each year providing permission for students to participate in all of these activities which are supervised by staff. Students are not permitted to leave campus without staff supervision. Other field trips will require specific parental consent.

Hot Lunches

The campus council organizes hot lunches on various days during the school year. Students not participating in the hot lunch program on these days are asked to bring a lunch to school as usual. Parents are asked to not drop off lunches purchased at other restaurants for students on these days.

Student Leadership Club (SLC)

Every September, students from grades 5 – 8 are invited to apply to be a member of the Student Leadership Club. This is a motivational leadership club that encourages students to make a difference in their community and on a global platform. We seek students who have demonstrated and are committed to making a positive change in their school, local community and internationally. The SLC undertakes initiatives that inspire and support a positive school environment for students and foster a global awareness of other countries.

Intramurals & House Leagues

To promote school spirit and a sense of community and belonging, middle school students will all be part of a house league. There are five house league teams at NMS:

- Anacondas
- Rattlers
- Copperheads
- Pythons
- Vipers

Throughout the year, students will have opportunities to earn points for their house by showing school spirit, participating in intramurals, and other activities. Every student will receive a house shirt to wear during assemblies, intramurals, the Terry Fox Run, and other special activities.

Athletics

FFCA North Middle Campus offer students the opportunity to participate in competitive inter-school athletics in several sports including:

- cross-country running
- cheerleading
- volleyball
- wrestling
- basketball
- badminton
- soccer
- track & field

Competitive athletics are intended to meet the needs and desires of those seeking a higher intensity competitive environment in which winning is an important, although not the only, goal. There are required fees to cover the costs associated with offering these programs.

Provincial Examinations

Grade 6 students participate in the provincial achievement testing (PAT) program each May and June. The testing dates for grade 6 for the 2017-2018 school year are as follows:

- Gr. 6 Language Arts Part A (Writing)
To be scheduled between May 7 and 11
- Gr. 6 Language Arts Part B
To be scheduled between June 11 and 28
- Gr. 6 Mathematics
To be scheduled between June 11 and 28
- Gr. 6 Social Studies
To be scheduled between June 11 and 28
- Gr. 6 Science
To be scheduled between June 11 and 28

CAMPUS COMMUNICATIONS

Ongoing communication between home and school helps to set students up for success in learning. We will keep parents informed of student progress through conferences, report cards, phone calls, notes, online communication, and school agendas.

Parents are encouraged to become familiar with the "Being Heard" document. Copies are available at each campus office.

Student & Family Orientation

A mandatory pre-year orientation is held for students and parents. This orientation is usually scheduled one weekday prior to the beginning of classes. At this orientation, expectations for stakeholders are reviewed and goals for the year are discussed. All students and at least one of their parents are expected to attend.

Website

Most campus information can be found at <http://nms.ffca-calgary.com>.

Email/Voicemail

Most communication from the school occurs by email. Our teachers also frequently use email to contact parents. *Please ensure that we have your current email address on file.*

To minimize disruption of classes, email is the preferred method of contacting our teachers. You may also leave our staff voicemail messages via the main school phone number. We are committed to responding to your inquiries within 2 working days. For urgent matters, please contact the office by phone.

Newsletters

Our campus publishes a monthly newsletter around the last Wednesday of every month. It is distributed by email and posted on our website on these dates. For those families that do not have email access or who would prefer a paper copy, please inform our office of this so that we may send these with your child.

Online Communication

Our teachers utilize online communication tools such as Edsby. In each class, teachers will provide students and parents with information on how to access the class page for details about the class including course outlines, homework and other important updates.

Agendas

Each student is provided with this agenda that contains valuable school information for both students and parents. At the beginning of the school year, parents are asked to review the agenda with their children. Parents and students are asked to sign the agenda to signify their understanding and support of the expectations and procedures outlined here. A copy of the commitment page is kept on record at the school.

In addition, the agenda is often used as a communication tool between the teachers and parents. With students who are beginning middle school or experiencing difficulty in meeting work requirements, the agenda will be initialed daily by the teacher after the student has recorded any homework assignments to be completed. Parents are asked to sign the agenda under the teacher's initials after viewing the student's completed homework. The agenda can be used for any other messages between the school and home as well.

Report Cards

The school year is divided into three academic terms. Formal report cards are distributed at the end of each term. *Year-end report cards are sent home with students on the final half-day of the year. After noon on the final half-day, all report cards not picked up will be mailed home.*

Character Reports

Character reports are distributed in the middle of each term just prior to or following learning conferences. These include an element of teacher assessment as well as student self-reflection focusing on growth and improvement.

Learning Conferences

Learning conferences are held three times during the year within each term. These conferences are mandatory for the first two terms. Students are expected to attend with at least one parent / guardian.

School Council Meetings

School council meetings are held monthly. All parents are encouraged to attend school council meetings as they are one of the best ways to stay informed on school happenings.

EXPECTATIONS OF STUDENTS

Attendance

Regular attendance is required of all students at FFCA. Student success in school is directly tied to attendance. Extended leaves and unexcused absences are not in the best interest of students and will not be approved as per FFCA Administrative Procedure AP-I-201.1

Punctuality (Being on Time)

It is the responsibility of each student to arrive for class on-time or early. Tardiness will be dealt with by classroom teachers in accordance with the severity of the problem.

Preparedness (Class Supplies)

A list of required supplies is provided for students. All students are responsible for bringing all materials needed to each class as required by their teacher(s). These supplies may need to be replenished as necessary throughout the year:

Homework

FFCA's demanding academic programs require homework to be done by students on a regular basis. Homework is often assigned on weekends. Regular reading is also expected of students in addition to assigned homework. Students are expected to complete all homework on time and to the best of their ability.

Parents are asked to ensure students accomplish this work. Consequences for incomplete homework may include loss of free-time privileges during the day, after-school detention or in-school suspension.

The following homework amounts should be expected for an average student. Struggling students and those with additional learning needs may require more time:

<u>Grade</u>	<u>Time</u>	<u>Purpose</u>
5-6	30-60 min.	80% Practice & Review / 20% Independent Learning
7-8	60-75 min.	70% Practice & Review / 30% Independent Learning

Proactive management of larger assignments and projects will help to minimize significant loads above these levels. Homework will only be assigned on regular school days. Extra homework will not be assigned over holidays or long weekends.

Uniform Requirements

FFCA is a uniform school. As such, students will be in proper uniform (specified below) while in attendance at school or at school-related functions (including field trips) as required.

1. Students are to be in full uniform at all times while in the school with the following exceptions:
 - Entering/exiting building (within 3 minutes)
 - PE or other classes where teachers/activities require other clothing
 - Changing is to occur in the designated washrooms ONLY. In halls, students are expected to be in either full uniform or full gym strip at all times.
2. Shirts are to be tucked into pants or kilts at all times while in the school.
3. Buttoned shirts are to be buttoned to within one button from the top.
4. Kilts are to be modest length.
5. All socks and tights are to be black - no semi/transparent nylons, prints or patterns
6. No undergarments are to be visible through, above or beneath the uniform.
7. No headwear is permitted in the building except for religious items which should meet the expectations for hair accessories shown below.
8. Dress shoes are to be clean and laces or buckles done up.
9. All parts of the uniform must be kept clean and in good condition.
10. All uniform items should be labeled with the child's initial and last name

Boys Full Dress Uniform

- ✓ Plain, solid all-white golf shirt or turtleneck to be worn with the vest, cardigan or sweater
- ✓ Burgundy crested pullover sweater*, vest* or cardigan* (Approved Supplier only)
- ✓ Grey monogrammed dress pants* (Approved Supplier only)
- ✓ Non-patent leather black lace-up or slip-on dress shoe with or without functional non-decorative buckle or Velcro closure, maximum heel height of 2 inches; Non-marking soles
- ✓ Black dress belt - plain
- ✓ Black socks

Boys optional items for daily wear:

- ✓ Grey monogrammed hemmed shorts* (Approved Supplier only)
- ✓ Burgundy monogrammed golf shirt* (Approved Supplier only) to be worn without a sweater or vest
- ✓ Grey monogrammed cargo pant* (Approved Supplier only)
- ✓ All-white dress shirt (non-stretch fabric)* (Approved Supplier only)

Girls Full Dress Uniform

- ✓ Plain, solid all-white golf shirt or turtleneck
- ✓ Burgundy crested pullover sweater*, vest* or cardigan* (Approved Supplier only)
- ✓ Southridge plaid kilt* (Approved Supplier only) to be worn with modesty shorts
- ✓ Black modesty shorts
- ✓ Black knee socks or tights - no semi/transparent nylons, prints or patterns
- ✓ Non-patent leather black lace-up or slip-on dress shoe with or without functional non-decorative buckle or Velcro closure, maximum heel height of 2 inches; Non-marking soles

Girls optional items for daily wear:

- ✓ All-white blouse (non-stretch fabric)* (Approved Supplier only)
- ✓ Black monogrammed dress pants* (Approved Supplier only)
- ✓ Black dress belt - plain
- ✓ Black monogrammed skort* (Approved Supplier only) to be worn with black knee socks or tights (plain)
- ✓ Black monogrammed hemmed shorts* (Approved Supplier only) to be worn with black ankle or knee socks (plain)
- ✓ Burgundy monogrammed golf shirt* (Approved Supplier only) may only be worn with pant, short, or skort. No sweater, vest or kilt is allowed when wearing this item.

Note: For basic daily wear situations, burgundy sweater, vest or cardigan is optional if wearing kilt.

***Monogrammed = FFCA monogram or Wear It Swirl**

****Phasing Out – Burgundy pullover sweater, black short, black skort**

Uniform Accessory Guidelines

- ✓ Girls may wear one pair of subtle and non-distracting earrings (one per ear). Boys may not wear earrings.
- ✓ No other visible piercings are allowed for boys or girls.
- ✓ Rings, necklaces, chains and bracelets are to be subtle and non-distracting (no chokers, leather or studded bands).
- ✓ Girl's hair accessories need to be subtle, non-distracting and limited to the following colours: white, black, brown, burgundy, hunter green or Southridge plaid.
- ✓ Religious head-coverings are limited to the following colours: white, black, brown, burgundy, hunter green or Southridge plaid.
- ✓ Dyed hair will be permitted as long as hair is a natural colour.
- ✓ Make-up must be subtle and non-distracting.

Physical Education Uniform Requirements

North Middle Campus requires all students to wear uniform FFCA physical education clothing. One set of physical education clothing (shirt and shorts) is included in the activity fee for grade 5 students. All other physical education uniform clothing must be purchased from the school.

- ✓ Students change into a physical education uniform (shorts and shirt).
- ✓ Athletic shoes (non-marking).

Casual Day Dress Expectations

Each month the school has a themed casual day. On these occasions, students will have the flexibility to dress in a more casual and independent manner while maintaining the conservative standards and behavioural focus expected at FFCA on a daily basis.

1. Skirts/shorts must be conservative in length covering beyond mid-thigh (same as uniform shorts).
2. Tops worn may be sleeveless but must cover torso and shoulders (no exposed midriffs, cut-outs, narrow tank tops or spaghetti straps).
3. Undergarments must be completely covered by outer clothing.
4. Non-religious headwear (hats) will only be permitted if it is related to the theme of the casual day. This will be announced in advance.
5. All clothing must be free of inappropriate language or imagery.

BEHAVIOURAL EXPECTATIONS

Character Education & Student Leadership

FFCA fosters strong, positive, respectful partnerships among students, staff, parents and community. Character education is the foundation upon which student success is built. It is the means to foster sustainable communities that are safe, caring, supportive, respectful and inclusive. FFCA endeavours to prepare students to be strong and engaged citizens who care deeply, think critically and act courageously.

Students engage in learning experiences in relation to five character development foundations

1. Virtues education (compassion, respect, responsibility, self-discipline, integrity & perseverance)
2. Values awareness
3. Ethical decision making
4. Building relationships
5. Personal and team-based leadership.

This section explains our school guidelines, the importance of student responsibility, and our discipline procedures at FFCA. These expectations are reviewed with all parents and students as part of our family orientation conferences at the commencement of each school year. Parents are asked to discuss these expectations with their children. Students and parents will return a signed acknowledgment of these expectations at the beginning of the school year.

Guidelines for Success

Students at FFCA are expected to strive for personal excellence in everything they do. While standards of excellence vary from person to person and from task to task, students are expected to consistently put the school-wide guidelines for success into action.

These are:

1. Do your best.
2. Be responsible.
3. Treat everyone with dignity and respect.
4. Cooperate with others.

General School Expectations

FFCA will be a safe place where students positively interact with a focus on learning.

Decorum

1. Students are not to enter any classroom (including gymnasium) outside of class time unless supervised or explicit permission has been granted by teacher or administration.
2. Public displays of intimacy are not acceptable in the school building, on the school grounds or at school activities. This does not include appropriate hugging.

Language & Outerwear

1. Language is to be used as a respectful tool for communication. The use of profanity is not acceptable in the school building, on the school grounds or at school activities. Using language for the purpose of excluding others is also prohibited.
2. All outerwear worn on the campus grounds or in the building must be free of inappropriate language or imagery.

Food/Drink on Campus

1. Students may eat in class only with the prior approval of the teacher. In these cases, food and drink is to be limited to those of a healthy nature.
2. Students may chew gum in school as long as it is not seen or heard and does not impair full participation in the class activities. This determination is up to the teacher. Chewed gum is to be disposed of properly.
3. Students may eat food, drink or chew gum on the campus grounds but all litter is to be placed in garbage containers and all recyclable materials are to be placed in recycling containers.

Facility Cleanliness/Recycling

We encourage all students to use the appropriate disposal containers for paper and drink containers. All other garbage is to be disposed of in a garbage can.

Cell Phones & Personal Electronic Devices

FFCA recognizes that portable technologies can play an important role in learning for students. However, many devices which provide this advantage also provide significant means of distraction from a focused learning experience. As such, we believe that responsible digital citizenship can be promoted through the appropriate use of student-supplied technology

within the school as defined by the following guidelines:

1. Personal devices are to be stored in lockers and not seen or heard during the school day (incl. assemblies & field trips) unless explicit permission of the teacher is given.
2. No use of electronic recording devices (audio, video or pictures) is permitted within school at any time unless explicit permission of the teacher is given. *It is a FOIP violation to record other students and staff while at school or school activities.*
3. Students found using personal devices without permission will have the device confiscated and held by the teacher / office staff until the end of the day at which time they may pick the device up. If this situation occurs repeatedly the device will be held at the office until a parent or guardian comes to the school and picks the device up.

Fields/Grounds Expectations

Students will interact safely and respectfully when on the fields/grounds.

1. Contact sports and activities are not allowed on the campus except for officially approved and supervised curricular or co-curricular sports.
2. All garbage and recyclable materials are to be placed in the appropriate containers.
3. Students will only use the playground on their assigned days or with staff permission.

Hallway Expectations

The hallways will be a safe and quiet place where people interact with courtesy and respect.

1. Students will walk safely through the hallways, and are encouraged to travel on the right to facilitate efficient movement within the school.
2. Normal speaking voices will be used.
3. During class time, students are only to be in the hallways with the explicit permission of a staff member and are not to disturb others.

Washroom Expectations

The washrooms at FFCA will be clean and safe.

1. Students are expected to use the washroom during extended class breaks rather than missing class time.
2. If using washrooms during class, students must have explicit teacher permission.
3. Washrooms will be used appropriately and left clean.
4. Clothes are NOT stored in washrooms during P.E. classes.

Classroom Expectations

FFCA values maximizing learning time and creating a respectful and caring learning environment. Teachers work with students to make expectations clear and understood. Some rules are consistent from class to class and teacher to teacher such as:

1. Arrive on time with all materials.
2. Keep your hands, feet and objects to yourself.
3. Follow all directions immediately.

Library Expectations

In the library, students will follow the library rules as well as any other expectations of the supervising staff member. Because all activities are structured differently, expectations will be communicated for each activity. Some rules that are consistent for all library users are:

1. Whisper voices only in the library.
2. Food or drink are not permitted in the library unless approved by staff for a specific event.
3. School computers are to be used for academic purposes only.
4. All items are to be signed out and returned following use according to procedures.

Mobile Laptop/Tablet Expectations

Portable computing devices will be used in a manner which supports the educational objectives of the school.

1. Students are only to use FFCA mobile devices when supervised and are to use the specific device designated by the supervising staff.
2. Food and drinks are not permitted while using mobile devices.
3. Students will show respect for school property, ensuring no damage is caused to the laptops/tablets they use. This includes NOT customizing or changing device settings without staff permission.
4. Students will clean up after themselves after using the mobile devices. This includes making sure:
 - All laptops/tablets are shut down properly.
 - All laptops/tablets are plugged into the mobile cart in the designated shelf.
 - Any damage or malfunctioning of computers is reported to a staff member prior to returning the laptop to its cart.
5. Devices are only to be used for school-related work. Private email, messaging or social media is not to be used without permission of the teacher / supervisor.

Academic Conduct

Students will demonstrate personal integrity and responsibility in completing their own assignments and tests to the best of their abilities.

1. Students will complete all individual assignments and exams independently.
2. The student will ensure that all work submitted is their own, and if sources have been used, they have been appropriately referenced.
3. The student will make every effort to ensure that all material they have completed has been secured so no other student can make use of it in an inappropriate manner.
4. The student will ensure that all materials, notes, or written references to test items are out of view of themselves and others during examinations.

Assembly Expectations

FFCA students will demonstrate respectful behavior during assemblies by listening, participating, and following directions.

1. When the leader goes to the microphone and says, "May I have your attention please," all students will stop talking and look at the person at the microphone.
2. All students will listen carefully and participate fully, not talking unless called upon by the leader.

Bus Expectations

FFCA strives to maintain a clean, safe and friendly environment for everyone riding our buses to and from school each day. Students are to arrive at their bus stop 5 minutes ahead of the scheduled departure time. Drivers will only pick up or drop off students at designated stops and not allow boarding at non-designated stops.

FFCA encourages all parents to read through the "Parent Transportation Handbook" which is available on our website (www.ffca-calgary.com) and at each campus. All busing inquiries must be directed to the Transportation Coordinator either in writing or by phone (520-3206 ext. 158).

While on the bus, students are expected to follow the SORT principle:

- S – Stay Seated**
- O – Obey the Driver**
- R – Respect Others**
- T – Talk Quietly**

DIGITAL CITIZENSHIP RESPONSIBILITIES

Digital Citizenship (DC) is defined as the norms of appropriate responsible ethical behavior with regard to technology use. In 2012, Alberta Education released a *Digital Citizenship Policy Guide* which outlines expectations and conduct for all students in Alberta.

At FFCA, Digital Citizenship is an essential skill that we seek to model and develop so that **students are able to create a digital identity and digital footprint that will be a demonstration of their character in an online environment.** We foster the character of our students as global digital citizens through focusing on the FFCA Technology Student Acceptable Use Protocol and the intentional teaching of the nine elements of Digital Citizenship embedded in the FFCA Character Education Program.

The nine elements of DC can be organized into three key themes:

- Respect and protect yourself: Digital Wellbeing;
- Respect and protect others: Digital Interactions;
- Respect and protect intellectual property and others property: Digital Preparedness.

• Inherent in these themes, is the student's responsibility to use technology while at school and for any work connected to school in ways that are consistent with the FFCA Student Acceptable Use Protocol and the nine elements of digital citizenship. In the event a student acts in a way that is contrary to the elements of digital citizenship, FFCA will work with the student involved and their parents/guardians with the intention of remedying any damage done and preventing future occurrences.

FFCA reserves all rights to limit student access to all digital environments and devices.

Use of FFCA Technology Resources

All FFCA students are expected to use FFCA technology and network resources in accordance with the *Network Resources Acceptable Use Protocol for Students*.

Network Resources Acceptable Use Protocol for Students

Foundations for the Future Charter Academy (FFCA) provides technology resources that support learning for students and staff. "Network resources" refers to all resources on the network of FFCA. This includes, but is not limited to, Internet access, e-mail, accounts, installed software, personal file storage and all hardware attached to the network.

As a student at Foundations for the Future Charter Academy, I value having the opportunity to use technology.

- I will use technology with care and respect, adhering to the Nine Elements of Digital Citizenship.

Digital Rights and Responsibilities:

- I understand that I have the responsibility to use technology with integrity. Technology access is a privilege. I understand that this privilege may be revoked if I fail to fulfill my responsibilities as a user of this technology.
- I will use technology owned by Foundations for the Future Charter Academy for educational purposes within the guidelines established by the teacher and the school.
- I will not download or install any software, music, movies, on any FFCA digital device.
- I accept responsibility for web pages and other materials I access, download, view, and/or produce, and I know they should be appropriate for school use at all times. I will respect the rules placed upon what I may or may not access, download or produce.


Digital Security:

- I practice Digital Security by not revealing my personal information such as my full name, age, address, or phone number, or those of anyone else at FFCA.
- I understand that Foundations for the Future Charter Academy uses a content filter for its internet access. I know it is possible that I may encounter inappropriate material. If this occurs, I will immediately close the window on the screen that depicts this material and inform my teachers and parents.
- I will be responsible for my login and password. I will not tell other students my password or leave a workstation where I am logged in. I will change my password frequently. I will not share any passwords or access codes with anyone except my teacher or parents when requested. I will also not use the account of another student or teacher.
- I understand that any school technology that I use, logs my activity and that this information may be monitored and viewed by my teachers or administration.

Digital Etiquette:

- I understand that my actions using the computer and accessing the internet reflect on me, my class and the school. I will conduct myself with integrity and exercise good judgment.




- In the event that I am utilizing a personal digital device while on FFCA network or premises, I understand that while personal software and preferences will be present on my own device, I still abide by the agreement for Acceptable Use of Technology for Foundations for the Future Charter Academy






The Nine Elements of Digital Citizenship

As members of a digital society, it is our responsibility to create digital citizens who can use technology responsibly.




RESPECT AND PROTECT YOURSELF: DIGITAL WELLNESS

 <p>Digital Wellness I understand that technology can impact my health and relationships.</p>	 <p>Digital Rights and Responsibilities I understand that everyone has the responsibility to use technology with integrity.</p>	 <p>Digital Security I understand how to keep myself and others safe when using technology.</p>
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RESPECT AND PROTECT OTHERS: DIGITAL INTERACTIONS

 <p>Digital Communication I understand how to choose appropriate digital tools to communicate responsibly.</p>	 <p>Digital Etiquette I demonstrate strong character when accessing technology and know that my actions impact others.</p>	 <p>Digital Access I know where and how I can access technology.</p>
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RESPECT AND PROTECT INTELLECTUAL PROPERTY AND OTHERS PROPERTY: DIGITAL PREPAREDNESS

 <p>Digital Law I am responsible for my digital actions and deeds</p>	 <p>Digital Literacy I understand the digital basics such as browsers, search engines, uploads, downloads, email and text.</p>	 <p>Digital Commerce I know how to buy and sell safely in a digital world.</p>
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Adapted From:
Alberta Alberta Education. (2012). Digital citizenship policy development guide. Edmonton, AB: Government of Alberta.
Ribble.M. (2011) Digital citizenship in schools. Eugene. OR. International Society for Technology in Education.

EXPECTATIONS OF PARENTS

Attendance Reporting

Regular attendance is required of all students at FFCA. Student success in school is directly tied to attendance. Parents are to report all absences and the reason to the office by 8:30am via phone 403-253-9257 or email at nmsattendance@ffca-calgary.com

Extended Leaves / Vacations

Extended leaves and unexcused absences are not in the best interest of students and will not be approved as per FFCA Administrative Procedure AP-I-201.1.

Parent/Guardian Partnership Commitment

Foundations for the Future Charter Academy (FFCA) is a school where parents and staff build strong relationships that support the academic achievement of students. When parents engage as partners, students learn more, classrooms are enriched, the school improves and the entire community benefits.

Parent partnerships are the cornerstone of the culture at FFCA. FFCA expects that 100% of families will engage in various forms of parental involvement. To this end, each FFCA campus will offer an array of opportunities through which parents can share their time, talents and abilities at home, at the campus and in our FFCA community. FFCA challenges parents on a yearly basis to demonstrate this commitment in support of their child's learning experience.

Ultimately, parent partnership at FFCA is characterized by the support and participation of parents at home, at the campus and in our 'one school' community. FFCA requires parents to take seriously their responsibility for being effective partners in their child's formal education. As partners, everyone shares in supporting FFCA learners in their pursuit of personal excellence within our community. This is the commitment that is expected when parents choose FFCA as their school.

As a parent of a student attending Foundations for the Future Charter Academy, you gave your commitment to actively seeking every opportunity to engage as partners when you registered your child/children at FFCA this year.

We set a target of 20 hours of documented partnership for each family in FFCA. This commitment may be met in a number of ways:

1. Participating on the NMS Campus Council
2. Participating on the NMS Casino Society Executive
3. Participating in Learning Conferences
4. Attending / Participating in school events such as WinterFest, musical, athletics competitions, etc.
5. Participating in other Partnership Possibilities

NMS Campus Council

Our campus council consists of our principal educator, a teacher, and a group of parents who play an important role in advising, supporting and enhancing the teaching and learning experiences in the campus. They meet one evening per month at the campus.

The positions available on the campus council are:

Chair:

- The Chair prepares the meeting agendas and conducts the monthly meetings.
- Is a member of FFCA Association of School Councils (ASC) which meets monthly. (ASC consists of all campus Chair & Vice Chairs, Board Chair and Superintendent).
- Signing officer on the School Council account.

Vice Chair

- Supports the Chair, providing back-up to chair meetings and communications.
- Support council and ASC committees.
- Signing officer on the School Council account.

Treasurer:

- Maintains the financial records for school council.
- Compile annual budget with Chair, Vice Chair and Position Coordinators.
- Liaison with bank for updates and changes to signing authorities.
- Assists the Chair to provide yearend report to the board.

Secretary:

- Records minutes of School Council Meetings
- Prepares minute reports for review by Chair and Vice-Chair
- Provides minutes and agendas for all council members
- Provide minutes to campus secretary for upload to campus webpage

Parent Partnership Coordinator:

- Keeps track of the volunteer hours of campus parents
- Assists with communication and finding parents volunteer opportunities.

- Promotes volunteerism through communication and events
- Liaison between school council and parents

Community Services Coordinator:

- Promotes and organizes various events through council to help build community, commitment, culture and spirit of cooperation amongst our internal and external FFCA community.
- Partnership with campus teachers and administrator on community events.

Fundraising Coordinator:

- Researches potential fundraising options and provide options to school council for discussion.
- Organize and provide details and timelines for fundraising options
- Is responsible for collecting all orders and monies during the fundraising campaign

Fun Lunch Coordinator:

- Uses the Healthy Hunger on-line order system
- Select and arrange vendors for the year
- Update teacher and class information
- Provide ordering instructions to campus parents

To express an interest in any of these positions, please contact: nms.schoolcouncil@ffca-calgary.com

NMS Casino Society Executive

Member of the Society Executive may be, but do not have to be, members of the Campus Council. The Society allows the North Middle School Campus to participate and receive casino funds which historically provides \$60,000-\$70,000 every 20-24 months to support our school.

The North Middle School Campus Society is made up of the following positions:

Chair:

- Prepares monthly agendas and conducts the society meeting.
- Responsible for signing cheques and working with the Treasurer on spending the casino funds on school related purchases.

Vice Chair:

- Supports the Chair, provides back-up to chair meetings and communications.
- Works with the Volunteer Coordinator for positions required during the casino dates.
- Is a signing officer on the Society account.

Treasurer:

- Keeps records of all financial transactions of the Society
- Presents written account of the funds to the Society members at each monthly meeting.

- Responsible for signing cheques, making deposits and coordinating with the bank.

Secretary:

- Keeps accurate minutes of the monthly Society meetings
- Ensures that all members receive the minutes that were taken at each meeting.

Volunteer/Communication Coordinator

- The Volunteer Coordinator arranges volunteers for the Casino

NMS Partnership Possibilities

Our school council and staff at NMS have identified many opportunities for parents to partner by volunteering throughout the school year. These include activities such as helping supervise school activities and field trips, coaching an athletic team, working our casino, distributing hot lunches on casual days, updating bulletin boards, configuring technology, copying or scanning resource materials, marking spell-a-thon or math-a-thon quizzes and many other activities. These activities are sometimes identified by staff directly, but most of the time you will receive an email from nms.partnership@ffca-calgary.com. Please review these emails when received to see how you can further partner with the school.

LOG YOUR PARTNERSHIP HOURS**

Parental Partnership is an important part of our FFCA charter mandate which is evaluated by Alberta Education. As such, it is critical that we document the partnership activities of our families. All families are able to log their partnership hours online as follows:

1. Go to www.ffca-calgary.com
2. Click on *Quicklinks*
3. Click on *FamilyLogin*
4. Select *Family Login*
5. Enter your: Username (usually your email address) & Password
6. On the right hand menu bar under 'FAMILY ZONE', click on 'Family Volunteer Hours'
7. Enter your volunteer hours by providing the requested information

PARENT & STUDENT COMMITMENT FORM

PARENTS:

The student agenda is an organizational tool for the student, but it is also a means of communication between the school and the home. You can verify homework assignments and communicate with the teachers in the pages of the agenda.

We ask you to please read the preceding pages and signify your commitment to and support of the FFCA practices and procedures outlined in this agenda by signing your name below.

In particular, we would like to draw your attention to the parent and student expectations described within this agenda including the character/behavioral and homework expectations. Please familiarize yourself and your children with these expectations.

I, _____, have read the foregoing pages of the agenda and I am committed to supporting the school and the school staff in implementing the practices and procedures of FFCA.

Signature of Parent / Guardian

STUDENTS:

We ask you to please read the preceding pages of this agenda and signify your commitment to and support of the FFCA practices and procedures outlined in this agenda by signing your name below.

I, _____, have read the foregoing pages of the agenda and I am committed to participating fully in my education and to respect the practices and procedures of the school.

Signature of Student