

Administrative Procedure 151

SUMMER AND SEPTEMBER INFORMATION

Background

Throughout the summer, Division Office receives numerous inquiries from parents and students for various school information. In order to respond to these inquiries, the Summer and September Information template is to be posted to each school's website.

Procedures

1. Division Office staff will advise parents and students to refer to the individual school's website under Parents for the completed Summer and September Information template. A message on the Division Office website will direct the public to the schools' websites for this information. This process will alleviate inquiries to the schools throughout the summer and at the beginning of September.
2. In June, the Executive Assistant to the Superintendent will create and share the Summer and September Information template with the Principal. The Google document template can be accessed via Google Drive – Shared with Me folder. Principals may share the template with other staff members for completing and posting.
3. An individual Summer and September Information template will be created for each school. Do NOT rename the template/document or create a copy. The template document is to remain in Google Drive since it is also shared with the Educational Technology Consultant.
4. Completion of Summer and September Information Template
 - 4.1 Complete the Summer and September Information template utilizing the detailed instructions below. The headings included in the template identify the common inquiries received at Division Office.
 - 4.2 Insert the appropriate information into the row below the headings as follows:
 - 4.2.1 Replace the instructions with the appropriate information for the school. All inserted information is to be shown in black font, with the exception of the school name in the title section.
 - 4.2.2 There are a few sections, sentences and information that have been included by Division Office which should NOT be deleted or changed. The information is typically bold font and where possible, the section has been highlighted blue.
 - 4.2.3 Delete information and/or the title/header/section if any information does not pertain to the school (i.e., diploma examinations, *myPass* marks on Alberta Education website, ECS/Kindergarten/Pre-Kindergarten Program, Timetable & Timetable Changes, etc.). If the school offers Kindergarten, do

NOT delete the Pre-Kindergarten information. If unable to delete the section, then indicate "Not Applicable".

5. Complete the template as follows:

5.1 School Name

5.1.1 Indicate the school name in the top row of the document title. (The school name can remain in red font.)

5.2 Contact Procedures During Summer

5.2.1 Indicate the administrator(s) school e-mail address and provide instructions to parents/students to either e-mail the Principal or leave a message on the school's answering machine to specify their inquiry or concern. Do NOT provide personal contact information such as home or cell phone numbers since the template will be posted on the school's website homepage. School administration/office staff should check e-mails and answering machine messages periodically throughout the summer. Do NOT refer to Division Office as a contact.

5.3 Report Cards & PowerSchool

5.3.1 Indicate the date and the method (email) that report cards will be distributed or the date that final marks will be available in PowerSchool.

5.4 Appeal Procedures for Marks, Credits, Report Cards

5.4.1 Indicate the specific appeal deadline date and provide procedures for parents/students to appeal a mark or credits issued and/or a report card. Allow sufficient time for School Administration to review the appeal to meet the Alberta Education deadline. Changes to school-awarded marks for diploma examination courses must be reported to PASI and Student Records before the official release date of Diploma Exam marks which will be available on myPass – refer to the template for the release date.

5.4.2 High schools should NOT delete or change the information referring to the date that diploma exam marks/marks will be available on myPass on (date) on the Alberta Education website.

5.5 June Newsletter

5.5.1 If applicable, indicate where the June newsletter is posted on the school's website or insert a link to the posted June newsletter by following the instructions to insert a link (refer to School Supply Lists).

5.6 Registration of New Students

5.6.1 Do NOT delete or change the information referring new families to register their child(ren) online via PowerSchool Registration. Do NOT delete the New Student Registration link.

5.6.2 Indicate the specific dates when and how the school will send a confirmation to parents/students that their registration has been accepted. Indicate any additional information/documentation that is required for the registration to be complete. Provide specific instructions if an appointment for a new student is required.

- 5.7 Returning Students – Verification Form
 - 5.7.1 Do NOT delete or change the information explaining the process for returning students and how their information will be verified.
- 5.8 School Start Date & Times for Grade 1 – 12 Students
 - 5.8.1 Do NOT delete the information regarding the first day of school and staggered entry, if applicable, for Grades 1 – 12 students. Information may be changed if approval has been granted by Division Office Learning Services and Transportation Departments.
 - 5.8.2 Indicate the regular day morning classes warning bell.
 - 5.8.3 Indicate the lunch hour times.
 - 5.8.4 Indicate the regular day afternoon classes warning bell.
 - 5.8.5 Indicate the regular dismissal time.
 - 5.8.6 These above times must correspond with the times indicated on the school's approved Instructional Hours Template and approved by Division Office. These start and dismissal times will be utilized for the School Opening Information posted on the Division website and messaged to parents in mid/late-August.
- 5.9 Early Childhood Services (ECS): Kindergarten/Pre-Kindergarten Programs
 - 5.9.1 Indicate the type of ECS program(s) offered (English and/or French Immersion), along with the days and times that the program(s) is offered. (e.g. English Program – Monday & Wednesday – 8:25 a.m. to 11:02 a.m.)
 - 5.9.2 Indicate the staggered entry date(s) for program(s).
 - 5.9.3 Indicate when/how parents are notified of staggered entry date(s).
 - 5.9.4 Indicate the start date(s) of regular classes for program(s).
 - 5.9.5 Indicate the warning bell time(s) for regular morning and afternoon classes and dismissal time(s).
 - 5.9.6 If a full day program is offered, indicate afternoon warning bell time to return from lunch and lunch hour times.
 - 5.9.7 Provide the supply list or insert a link (refer to School Supply Lists) or indicate when it will be distributed.
 - 5.9.8 Provide any additional information, e.g. registration, parents' meeting, etc.
 - 5.9.9 Do NOT delete or change the Pre-Kindergarten information if your school offers Kindergarten.
- 5.10 School Supply Lists
 - 5.10.1 Post the school supply lists for the upcoming school year to the school website. In the template, insert a link to the posted school supply lists by completing the following instructions:
 - 5.10.2 Instructions to insert link:
 - 5.10.2.1 Go to posted school supply list on school website. Right click on the address in the address bar and "copy" the URL address.

- 5.10.2.2 Go to School Supply Lists row in template and type text to appear in cell e.g. School Supply Lists.
- 5.10.2.3 Highlight the text, right click, select "Link".
- 5.10.2.4 In the Link box, right click to "Paste" the URL address in the Link box and the Text box should indicate the text you already entered, e.g. "School Supply Lists".
- 5.10.2.5 Click "Apply". Test the edited link in the template to ensure that it links properly to the school supply lists.
- 5.10.3 Indicate if supply lists have also been provided to local store(s)/location(s). Do not e-mail or provide paper copies of school supply lists to Division Office. Parents/students can print school supply lists from the school website.
- 5.10.4 For junior and senior high schools, provide a generic list if a detailed list is not available or posted on the school's website. Specify when the junior or senior high school students will receive a school supply list. If possible, identify the specific calculator that students are required to purchase for specific courses.
- 5.11 Timetable & Timetable Changes
 - 5.11.1 Indicate when the school will be providing to students their timetables for the upcoming school year. Indicate the dates and times for junior or senior high school students to contact the school to discuss changes to their timetable.
- 5.12 PoweSchool Parent Portal Classroom Placement
 - 5.12.1 Indicate when the school will provide PowerSchool Parent Portal classroom placement information to the parents/students for the upcoming school year. If available, indicate when the students' classroom schedules will be provided.
- 5.13 Additional Information
 - 5.13.1 Include any additional information that the school wishes to provide to parents and students.
- 5.14 Transportation Information & School Attendance Areas
 - 5.14.1 Do NOT delete the Transportation and School Attendance Areas link and the Transportation Department contact information.
- 5.15 Upcoming School Year Information
 - 5.15.1 Do NOT delete or change the School Year information.

6. Finalizing the Summer and September Information Template

Upon completion of the template, post the document no later than the deadline specified in the Executive Assistant's email as follows:

- 6.1 Save the completed template as a **pdf** document (Do **NOT** post the template as a google doc as the posting must be in pdf format)

- 6.2 Upload the **pdf format** of the completed Summer & September Information document to the school's website Media Library
 - 6.3 Click on the document to copy the URL address from the media file (appears on right side)
 - 6.4 Click on "Appearance - Menu"
 - 6.5 Click on "Main Menu"
 - 6.6 On the right side, click on "Custom Links"
 - 6.7 Paste the URL address into "URL" field
 - 6.8 Add: "Summer & September Information" in the Link Text
 - 6.9 Click add to "Menu": The new custom link will appear at the bottom of the "Menu Structure", drag it up to fall under "Parents"
 - 6.10 If posting assistance is required, contact the Educational Technology Consultant.
 - 6.11 Ensure (test) that the template has been posted correctly to the school's public website under Parents – Summer & September Information.
 - 6.12 Ensure (test) that all the links within the template are connecting properly once the template has been posted. (e.g. June Newsletter, New Student Registration, School Supply lists, Transportation Information, etc.) Conduct these tests as a parent/public member opening the document from the school website. Do NOT test from the school's website login page.
 - 6.13 **AFTER** the template has been approved by the Principal, posted and links tested, complete the google worksheet (Summer & September Information Templates Posted) shared with Principals by the Executive Assistant and insert a link that will connect DIRECTLY to the school's website **homepage** to the completed template and indicate "Posted".
7. The following procedures are to be completed on the last teacher workday:
 - 7.1 Record the following script on your school answering machine:
 - 7.1.1 **"(Name of) School is now closed for the summer. The first day of school for students is (day of week, date, and if applicable, grades for staggered entry). Please refer to the school website for specific Summer and September information located under the Parents title."**

(The above script is the minimum message required. Schools may add additional information if they prefer.)
 - 7.2 If the school's recorded message references facility emergencies such as vandalism, water line breaks, etc., provide 780-979-0977 (24 hour line) as the contact phone number. However, this phone number should not be referenced for Summer & September information or general parental and student inquiries.
 - 7.3 Display the completed Summer and September Information template on the front door of the school.
 8. The Division Office phone number is not to be provided as a contact to resolve issues such as student registration, appeals, report cards, etc. However, inquiries regarding student

transportation and designated school attendance areas are to be directed to the Transportation Department at Division Office.

Reference: Section 52, 53, 197, 222 Education Act