

STUDENT / PARENT HANDBOOK

2018-2019



GRANDE CACHE COMMUNITY HIGH SCHOOL

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Principal's Message

Welcome to an exciting new year at Grande Cache Community High School. GCCHS is a small high school, but I believe that we offer a great number of complimentary classes and a variety of extra and co-curricular experiential learning opportunities.

I encourage our students to be active participants in their education. Get involved in the many activities offered such as noon hour Student Council Activities, Intramurals, Palisades trips, Senior High Volleyball, Golf, Cross Country Running, Wrestling, Basketball, Curling, Rugby, Badminton, New York Trip, Ireland/Scotland Trip, YMCA exchange trip, and Marmot skiing trips. School is what you make of it. Please remember to attend and be on time for classes. Please be diligent in your studies and make use of study hall and the extra time many of our staff provide for after school instruction.

Take care and have a great year.

Mrs. Jacqueline Mines
Principal

Our Vision

Grande Cache Community High School is a professional learning community where student learning is valued in a supportive and inclusive environment sustained by the staff, students and community partners.

The following five pillars describe the future we see for our school. These five characteristics shape our school's goals and ongoing efforts as a staff committed to working within a professional learning community.

A responsive curriculum: high expectations for all students, infused with the flexibility to provide for the individual needs for diverse learners.

A supportive climate: a safe and inclusive place that fosters learning and recognizes accomplishments of students and staff.

Engaged students: who are equipped with the skills to apply learnings to new situations in the school-community and future endeavors.

A committed staff: professional and support staff who work collaboratively as a professional learning community.

Community partners: parents and community members play an integral role in the life of the school and are focused on the goal of optimizing student learning.

Our Mission

To work in partnership with the community to meet the unique learning needs of all students as they become contributing members of the community and engaged citizens.

STAFF LIST 2017-2018 SCHOOL YEAR

Administrative Staff

Principal

Mrs. Jacqueline Mines

Assistant Principal

Mr. John Warenycia

Instructional Staff Grades 9 – 12

Mrs. Anastasia Hoskins

Mr. Colin Bullock

Ms. Colleen Coughlin

Mr. Darrel Delisle

Ms. Heidi Kongsrud

Ms. Julia Lis

Mr. Greg Nolan

Mrs. Jenna Nolan

Ms. Jacqueline Riehl

Mr. John Warenycia

Instructional Staff Christian Program

Mrs. Dorothy Bock

Mr. Stephen Bock

Mr. Arthur Cota

Mrs. Heather Wells

Secretaries

Ms. Jennifer Goodliffe-Accounts

Mrs. Roberta King-Students Record

Teacher Aides/ Classroom Support

Mrs. Jeanette Moreton

Mrs. Diana Wall

Mrs. Kim Ten Eyck

Library Aide

Mrs. Lyla Bailey

Family School Liaison Worker

Mrs. Amanda McDougall

FMNI Liaison

Mrs. Renee Fehr

BEST Coach

Mrs. Lisa Beckstead

EXPECTATIONS OF STUDENTS AT GRANDE CACHE COMMUNITY HIGH SCHOOL:

1. THE SCHOOL ACT

The School Act (Section 7) identifies (6) six required student behaviours as follows:

"A student shall conduct himself so as to reasonably comply with the following code of conduct:

- a) Be diligent in pursuing his studies,*
- b) Attend school regularly and punctually;*
- c) Cooperate fully with everyone authorized by the board to provide education programs and other services;*
- d) Comply with the rules of the school;*
- e) Account to his teachers for his conduct;*
- f) Respect the rights of others."*

2. EXPECTATIONS FOR STUDENT BEHAVIOUR

a) Providing a Safe and Caring School Environment

- **GCCHS is an allergy aware school. As such GCCHS has a number of students who are severely allergic to nuts. Please ensure any nuts or nut products are not brought into school to help us create a safe environment for all students.**
- Students will respect the rights of others by being quiet in the halls during class time. Students in grades 10 to 12 who have a study period are to do their school work at home or in the library. They are not to be in the main hallway until 5 minutes before class starts. Students on spares may only go to their lockers when the bell rings.

Rationale: The school is charged with the obligation to provide a safe and caring environment that is conducive to learning. Students who cause a disruption or who are not considerate of others are interfering with the rights of the other students to a proper learning environment. These interferences will not be tolerated.

Consequence: Failure to comply with the safe and caring school policies may result in teacher and/or administrative disciplinary action.

b) Electronic Devices (Cell Phones, Cameras, Personal Music Players, etc.)

All electronic devices are only to be used in the school at appropriate times as approved by individual teachers to enhance student learning (*GCCHS policy will adhere to Divisional policy AP353*).

Rationale: This is to ensure the security and privacy of all individuals. Electronic devices may be disruptive to the classroom. The presence of an electronic device during an examination compromises the integrity of the examination results, not just for the owner of the device, but for all students in the examination area. During an examination, no electronic devices are allowed.

Consequence: Electronic devices may be confiscated by a staff member and given to the office. Parents may be required to pick the electronic device up between the hours of 8 a.m. and 4 p.m. from the office if electronic device use becomes a problem for an individual student.

c) *Appropriate Clothing*

Students' appearance and dress is to reflect a standard of modesty and courtesy that is appropriate and fitting for an educational environment of the school and for making a smooth transition to the work place. Clearly not appropriate for school are extremes of style including, but not limited to, the following: exposed undergarments, tube tops, "see-through" attire, clothing that shows buttocks, obvious cleavage, and/or excessive waist/midriff, and clothing with symbols, insignias, and printed messages that are inappropriate. Wet or muddy outdoor footwear must be removed or cleaned to the supervising teacher's satisfaction upon entering the school. Only inside shoes will be allowed in the gym. Please ensure that you have clean inside white soled runners for use in the school gym.

Rationale: In our society, people are expected to dress appropriately and show respect for the school, custodians, others and themselves. Clean and appropriate footwear is necessary for health and safety reasons.

Consequence: If a student wears any clothing that is deemed inappropriate by a staff member, then the student will be asked to cover or change his or her clothes to something appropriate for school. Students will be sent home to change if no suitable clothing can be found. Students who refuse to comply with the request will be considered willfully disobedient.

d) *Student-Performance*

Students are expected to do all of their work on time and to the best of their ability. Refusing to do the work is not acceptable.

Rationale: Students must accept responsibility for their own learning. Part of learning involves doing the assignments on time to the best of one's ability.

e) *Co-operative Behavior and Respecting Authority*

Students are expected to follow classroom/school rules and procedures. In addition, students are expected to co-operate with all school staff. Willful disobedience will not be tolerated.

Rationale: The Education Act clearly states that students are expected to co-operate with the school staff and follow school procedures.

Consequence: Willful disobedience will not be tolerated. The teacher has the primary responsibility for discipline in the classroom, but when a student refuses to comply with a reasonable request or undermines the teacher's authority, and then the student will be sent to the office. The student will be suspended from class and an appropriate consequence will be determined.

f) Punctuality

Students are expected to arrive to class on time. Tardiness will not be tolerated. The three-minute break is designed to allow students to go to the washroom and their lockers. Students are expected to stay in the building during that time.

Rationale: In our society, people are expected to arrive at work on time. The student's job is to attend school. Students who arrive late miss the opening part of the lesson and disrupt the lesson. Students need to be responsible and be on time.

Consequence: Each teacher will have his/her own policy on tardiness, which will encourage the students to arrive on time. If tardiness becomes an ongoing problem, then the teacher concerned will contact the parents. If the student continues to arrive late, then a student / parent / administration meeting will be held to develop a Student Punctuality Improvement Plan. In the event that the plan is not effective, the student may be suspended or removed from class.

g) Attendance and Lates

Attendance is a very important and necessary part of successful completion of school courses. Students are expected to attend each and every class. Students with better attendance do better at school. When students are late to class, they disrupt the learning environment of the other students. The student will also miss the initial instruction for the class and then the teachers will have to take time away from the class as a whole to catch them up.

The GCCHS telephone auto dialer will inform parents of all unreported absences. The purpose is to keep all parents informed of the attendance of the children. The auto dialer message will ask parents to notify the school of the absence by the time the student returns to school. Power School also allows parents to monitor their child's attendance on a regular basis.

According to the School Act, the only reason that a student is excused from attending school is if the student is unable to attend by reason of sickness or other unavoidable causes (Section 13.15a).

Please contact the office for every absence and provide a note from the medical office for medical appointments, illness over two days and long-term medical conditions.

Rationale: There is a direct link between student achievement and attendance. Students need to attend regularly to do well. When a student is absent, she/he is missing valuable instruction. This policy is designed to encourage students to attend and not miss any more classes than is absolutely necessary.

Consequence: When attendance becomes a concern (1 - 4 absences) guardians will be contacted by the teacher. The teacher may also implement a variety of strategies to try to improve attendance: mandatory tutorials, disciplinary action or others. If attendance continues to be a concern (5 – 7 absences), the administration will contact the guardians and send home a letter outlining the possibility of a Case Conference. The administrator may also implement a variety of strategies such as: an attendance contract, disciplinary action or others. If attendance continues to be, a concern (7

- 10 absences) students and their parents will be required to attend a Case Conference. The Case Conference members will make recommendations. If the recommendations are not followed, a referral to the Alberta Attendance Board will be made. Individual teachers may also have additional attendance policies.

The Alberta School Act states that students must attend school until they have reached 16 years of age.

If your child is found to be truant (missing without legitimate reason), a truancy letter will be sent home and placed in the student's file. A second and subsequent truancy may result in a suspension from class and/or school.

Parents are asked to leave a message at 827-3502 any time that their child is not going to be attending school. Please give the date, whether it is a.m. or p.m. or both, and the reason for the absence.

PLANNED EXTENDED ABSENCES FROM SCHOOL

When possible, the school encourages parents to plan holidays during the regularly scheduled school holiday periods. When this is not possible, parents must request the proper form from the office, complete it, have each subject teacher sign it in the proper place and return it to the office at least one month prior to the planned extended absence.

Rationale: The Education Act clearly outlines the acceptable reasons for missing school. Please note vacations are not an acceptable reason. However, the school understands that on occasion, it may be necessary to miss school for this type of reason. Parents must understand that any time that their child misses school, it will affect student learning.

Consequence: If students miss school for this type of reason, then they must be responsible enough to catch up on their missed work immediately upon their return to school. Failure to take this responsibility seriously will result in having to attend afterschool session to make up their work.

h) Tobacco Products

The use of any tobacco products (includes vaping) is not allowed in school or on school property. School property includes the area between the school and the Recreational Centre, the school field and Summitview grounds.

Consequence: Offenders will be suspended from school for 1 to 5 days. Visible tobacco products may be confiscated. **NO WARNING WILL BE GIVEN TO OFFENDERS.**

Rationale: Smoking under the age of 18 is **NOT** permitted by law. All students are under the authority of the school during the regular school day, so they will be dealt with by the school.

i) Vandalism

Students are expected to treat school property with respect. Vandalism will not be tolerated.

Rationale: In our society, we are expected to respect the property of other people. School property is not only the property of the School District, but also the property of the taxpayers of the province. These taxpayers should not be burdened with the cost of vandalism.

Consequence: Vandals will, at a minimum, pay for damages. Administrators may also suspend or remove a vandal from a class permanently.

Vandalism to a computer will result in the immediate loss of computer privileges.

j) GYPSD Threat Assessment Program

Grande Yellowhead Public School Division provides a safe and caring learning environment in all of the Division's schools. Part of this commitment involves being prepared to handle emergency situations appropriately and efficiently.

Together with our partners, the Royal Canadian Mounted Police, Alberta Child and Family Services Authority and Alberta Mental Health, we have developed a plan to respond to all situations in which students may be demonstrating behaviours that pose a threat to themselves or others. Any student, parent or staff member who becomes aware of a threat, or has reasonable grounds to believe that there is a potential risk to students, staff or divisional property, shall notify the school principal and/or their designate. Threats may be, but are not limited to, verbal, written, gestures or internet postings. The division requires that all threats or threatening behaviours be treated seriously: all threats or threatening behaviour will be assessed and appropriate interventions and disciplinary actions taken. The purpose of this administrative procedure is to determine how best to support students so that their behaviour does not become hurtful or destructive to themselves or others.

k) Swearing, Verbal Abuse and Physical Abuse

Students will be expected to be polite and respectful when addressing school staff and when interacting with their classmates. Swearing, verbally abusing and/or physically abusing a staff member or student will not be tolerated.

Rationale: In our society, people are expected to treat other people with respect and be polite. The school staff and the other students in the classroom should not have to tolerate abuse.

Consequence: Students who swear at, verbally abuse and/or physically abuse a staff member or student may be suspended for a minimum of one day to a maximum of five days. In some cases expulsion may be recommended.

l) Harassment/Bullying Policy

Students are expected to treat all members of the school community with respect. No form of harassment will be tolerated including cyber-bullying (*please refer to Divisional policy AP316*). This may include bullying that occurs outside school hours and off school grounds.

Rationale: Everyone has the right to feel safe in our school. No one has the right to infringe on that feeling of security.

Consequences: A student who harasses or bullies others may be suspended from school for a minimum of one day to a maximum of five days. A student may also lose computer/internet privileges and/or the right to bring electronic devices to school.

m) Fighting

Students are expected to resolve differences in a socially responsible manner. Fighting will not be tolerated.

Rationale: In our society, people are expected to resolve their differences without using force. People, who encourage violence or do nothing to stop violence, are also considered reprehensible in our society.

Consequences: Students who engage in fighting will be suspended for a minimum of one day and a maximum of 5 days. In some cases, a recommendation for expulsion may be made.

* Students who encourage and/or watch a fight will be subject to discipline procedures. When a staff member orders students who are in attendance at a fight to disperse, they are expected to do so immediately. Any recording and/or distribution of violent acts may result in disciplinary action. Failure to comply will result in a minimum of one day to a maximum of 5 days suspension.

n) Weapons

Students are expected to be weapon free. Having a weapon in school will not be tolerated.

Rationale: The students and staff of the school have a right to a safe caring environment.

Consequences: Violators may be suspended from 1 – 5 days. In some cases, expulsion may be recommended.

o) Drugs and Alcohol

The possession or use of alcohol or illegal drugs in a public place is a criminal activity. Students may not be under the influence, in possession of or trafficking alcohol or illegal drugs. Students in the presence of those who are using illegal drugs or alcohol will be subject to the same consequence as the user (please refer to Divisional policy AP352).

Consequence: minimum three-day suspension, possible RCMP involvement and referral to AADAC.

p) Criminal Activity

In the event of any criminal activity within the school or on the grounds, recommendation for expulsion may be made. The RCMP will be involved immediately.

B: SCHOOL PROGRAMS

I. JUNIOR HIGH SCHOOL PROGRAM: GRADE 9

The subjects for study in the junior high school fall into two categories as follows:

a) Core Courses

The compulsory subjects are Language Arts, Social Studies, Mathematics, Science, Physical Education, Health and Personal Life Skills.

b) Complementary Courses

Students shall select a minimum of three complementary courses per year from the general areas of Career & Technology Studies, Fine and Performing Arts and Second Language.

2. SENIOR HIGH SCHOOL PROGRAM: GRADE 10 - 12

a) HIGH SCHOOL DIPLOMA REQUIREMENTS

Minimum Alberta High School Diploma Requirements			
Grade 10	Grade 11	Grade 12	Credits Required
English 10-1 or <i>English 10-2*</i>	English 20-1 or <i>English 20-2*</i>	English 30-1 or <i>English 30-2*</i>	15
Social Studies 10-1 or <i>Social Studies 10-2*</i>	Social Studies 20-1 or <i>Social Studies 20-2*</i>	Social Studies 30-1 or <i>Social Studies 30-2*</i>	15
Math 10 Combined or <i>Math 10-3*</i>	Math 20-1 or Math 20-2 or <i>Math 20-3*</i>		10
Science 10 or <i>Science 14*</i>	Biology 20 or Chemistry 20 or Physics 20 or Science 20 or <i>Science 24*</i>		10
PE 10			3
	CALM 20		3
		Any grade 12 courses other than English and Social	10
CTS or Fine Arts or Second Languages			10
Total Credits Required to Graduate			100

Academic courses are listed first in a regular font, diploma courses appear second and are italicized and marked with a *.

This chart depicts the minimum requirements needed by students to graduate. Students are encouraged to take more classes to broaden their education.

All courses in grade 11 and 12 require at least 50% in the pre-requisite course. All courses from grades 10-12 require a mark of 50% or better to receive credit.

Graduation Policy

1. In order for a student to be eligible to participate in the GCCHS graduation exercises, the student must meet the following criteria.
 - 1.1 The student must have completed or be registered in sufficient credits and the required courses to obtain an Alberta High School Diploma or Certificate of Achievement or Life Skills Certificate by June 29th.
 - 1.2 Students enrolled in outreach or distance education correspondence courses and modules must be registered no later than the last day before spring break. All outreach or distance education correspondence courses and modules must be 80% complete.
 - 1.3 A student who has an unacceptable discipline incident during the school year leading up to graduation will not normally be eligible to participate in the graduation ceremony, but may appear before a Discipline Committee to request that due to exceptional circumstances they be allowed to participate in the GCCHS graduation exercises. The discipline committee will consist of school administration and teaching staff representatives. Behavior expectations are outlined in the school handbook.
2. A list of eligible participants will be posted prior to spring break. Students are responsible for checking and resolving any discrepancies from the list with the principal.
3. Final grades for diploma exam subjects are established by blending the school awarded mark and the diploma examination mark; therefore, students must meet the following criteria to participate in GCCHS graduation exercises.
 - 3.1 In the first semester, students must be in good standing in the blended mark in any required diploma examination subjects.
 - 3.2 In the second semester, students must have earned at least 50% in the school awarded mark in any diploma examination subject that students require to meet their diploma requirements.
3. GCCHS and Grande Yellowhead Public School Division employees may have no involvement in any aspect of activities relating to celebrations that are not a part of the school sanctioned graduation exercises; commencement ceremonies, dinner, and dance.

b) PRE-REQUISITE WAIVERS

Students who do not achieve a passing grade in an academic course may cross to a diploma level course in that subject area in consultation with teacher, parents, and administration.

c) COURSE CHALLENGES

Any student who is registered in senior high school and who believes that he or she already possesses the knowledge, skills and attitudes prescribed by the program of studies for a course, shall be allowed to demonstrate competencies through special assessment opportunities. These opportunities will differ from course to course. Challenges will include the student performing a number of tasks and showing samples of work that demonstrate the degree to which the student has achieved the expected standards for the outcomes of the course (this may include assessments such as course projects and a final exam).

This policy applies to non-diploma examination courses and only to the school awarded mark component of diploma examination courses. Credit in diploma examination courses can be achieved only through a combination of the school awarded mark (70%) and the diploma examination mark (30%). Challenges must be approved by the administration.

d) UPGRADING

Any student considering upgrading a 30 diploma level course to a 30 academic level course should have at least 65% at the diploma level.

3. C.T.S.

Career and Technology Studies is organized into **modules**. All activities within a module must be completed before a mark for that module will be assigned. Credits are earned by completing modules. A student may earn more or fewer credits than the timetable indicates depending on the number of modules completed. Modules will be listed on the course outline.

Marks and credits will be reported on report cards by module completed.

4. Outreach/Learning Connection/Correspondence

Students who enroll into one of these programs should notify the office. Courses that students may consider for enrollment include those not offered by the high school, or if a course conflicts with another in the school timetable.

5. Procedure for Withdrawing from a Senior High Course

Students are required to make changes to their timetable by the end of the first week of the semester. Students WILL NOT be allowed to withdraw from courses after September 15th, and February 16th.

Students who wish to withdraw from a course **must**:

- Discuss the withdrawal with the course teacher
- Discuss the withdrawal with administration
- Complete a course withdrawal sheet, including the signatures of the teacher, the student's parent, and the administration.

C. SCHOOL PROCEDURES

1. BELL SCHEDULE

Grades 9 - 12	Monday-Friday
<i>Morning Bell</i>	<i>8:27 am</i>
<i>Block 1</i>	<i>8:30 am - 9:37 am</i>
<i>Block 2</i>	<i>9:40 am - 10:47 am</i>
<i>Block 3</i>	<i>10:50 am-11:57 am</i>
<i>Lunch</i>	<i>11:57a.m-12:47 pm</i>
<i>Afternoon Bell</i>	<i>12:47pm</i>
<i>Block 5</i>	<i>12:50 pm - 1:57 pm</i>
<i>Block 6</i>	<i>2:00 pm – 3:08 pm</i>

Noon Hour - With a 53-minute lunch hour, we encourage our students to go home for lunch unless they are participating in noon hour extracurricular activities.

2. SIGNING IN AND OUT

Students wishing to leave school for any reason during their class time must sign out at the office and justify the intended absence, e.g. a dental appointment note card or a note from parent/guardian. Upon returning to school, the student is expected to sign in at the office.

If a student becomes ill during the day or must leave the school for a legitimate reason, then the student **must notify the subject teacher AND get permission from the office before leaving the school.** In the case of illness, the school will notify parents or emergency contacts. When a parent or emergency contact cannot be reached, then the student must remain at school.

Failure to follow the sign-out policy may result in an unexcused absence and/or discipline procedures for the student.

3. VISITORS TO THE SCHOOL

All visitors must report to the school office and sign in to ensure the safety and well-being of all staff and students. No student visitors will be allowed to attend classes due to insurance coverage.

4. STUDENT FEES

Supplemental Fees: In addition to the basic fee, materials costs will be charged to students on a per course basis, as required. The following is a list of some the supplemental fees.	
Art	\$20.00
Construction 10	\$30.00
Construction 20/30	\$60.00
Cosmetology 10	\$30.00
Cosmetology 20/30	\$75.00
DIP rewrite fee	\$26.25
ELITE	\$100.00
Fashion	\$10.00
Foods 10	\$30.00
Foods 20/30	\$60.00
Lock purchase	\$6.00 (For use through grade 12)

Media	\$15.00
Outdoor Ed	\$50.00
Photocopying	\$0.10 per page

As a school, we rely on these school fees to provide a high quality education experience. Students with outstanding school fees may be excluded from extra-curricular and co-curricular activities. This may also affect their ability to attend graduation ceremonies.

5. LOCKERS

Students are assigned lockers must use combination locks that may be purchased from the school. Combination needs submitted to the office. Students are advised that the lockers are the property of the school and a member of the administration team may inspect lockers at any time.

It is extremely important that students use the locker assigned to them and do not allow others to use their locker. Students will be held responsible for the contents of the locker. At the end of each year students are expected to clean all contents from their lockers. Students failing to do so may lose the contents of their locker.

6. VENDING MACHINES

Students are only allowed to use the vending machines before school, during breaks, at lunch and after school. Students may use the vending machine during class time if prior permission is given by the teacher.

7. BREAKFAST PROGRAM

The breakfast program is a free breakfast provided for free daily to all students in our school. The doors open at 8:00 am for breakfast and it is over at 8:30 am. Students are expected to clean up after themselves when they are done eating.

8. LIBRARY

The library is to be used for studying, homework, reading or research. Students disturbing others will be asked to leave the library and may lose their library privileges.

Backpacks are not allowed in the library. Students may leave their backpacks in their lockers, their classrooms or inside the door at the library.

9. COMPUTERS

Students and parents are required to sign waivers and letters of responsibility. Students found violating their user agreement will lose their computer privileges and may be suspended from school. Food and drink are not allowed in the computer labs.

10. EXTRA CURRICULAR SCHOOL ACTIVITIES

Students having the opportunity and privilege to participate in various activities including sports trips, extra-curricular trips and dances are required to be in good standing.

Students are required to be in school for the day of the activity if they wish to participate. Students must make arrangements with teacher(s) whose class(es) they will be missing while they are away.

Students who are experiencing attendance/non-performance **based on ability** or **behavior** problems in school may be excluded from an activity.

While on the activity, students are deemed to be in school. As a result, all school/school district rules apply. The use of tobacco, alcohol, or prohibited substances will result in suspension from school (One-day minimum, five-day maximum). **If a student is suspended on a trip, he/she may be prevented from participating in future activities, upon review and discussion by staff and administration.**

Students on school trips are deemed ambassadors of the school and town, so they are expected to display exemplary behavior. In cases where students do not fulfill their responsibility, parents will be informed and appropriate consequences will be administered.

Alberta School Athletic Association guidelines state that those senior students participating on senior school teams must be registered in a minimum of 800 minutes of instruction per week.

Preference will be given to students that are enrolled at the high school on a full time basis.

Staff will give permission to students to attend extra-curricular activities, based on the following student conduct considerations:

- Office referrals- includes suspensions
- Attendance concerns and issues
- Behavior, attitude and effort
- Academic performance based on abilities and work habits

If students are removed from an activity based on the above considerations or cancels at their own discretion, these students will be responsible for any costs that cannot be recouped by the school if a suitable replacement student is not found. It is important to note that a refund may not be provided.

11. DANCES

School dances may be attended by students enrolled in grades 9 – 12. All extracurricular expectations apply to dances. Students are required to be in school for the day of the dance if they wish to participate. Students must make arrangements with teacher(s) whose class(es) they will be missing while they are away

The following guidelines apply:

- Doors close at 9 p.m. No admittance after this time. (Students may make special arrangements with the office for late arrivals for extenuating circumstances).
- Students who leave may not return.
- no coats, drinks, or food allowed in the gym
- no smoking on/in school property
- no alcohol or drugs allowed

Students, who appear to be under the influence of drugs or alcohol, will not be allowed to enter the dance. Those who enter and are found to be under the influence of alcohol or drugs will be suspended from school and from subsequent dances. In both cases, parents will be contacted. In the case that we cannot contact parents, the Emergency Medical Service (EMS) will be contacted. Parents will be billed by the EMS.

Any illegal behaviour will be reported to the RCMP

12. ACCIDENTS

It is the responsibility of any student(s) involved in an accident, whether major or minor, to report it to a subject teacher or to the office at once.

The health and safety of the student is paramount. Under a teacher's direction:

- The injured student is moved, if the situation warrants, to a safe location.
- The parent/guardian is informed of the condition of the student. If a parent/guardian cannot be contacted, then the emergency contact will be notified.
- The injured student is transported to a location where professional services, if warranted, can be obtained. The parent/guardian is expected to make transportation arrangements to return the student to his/her place of residence.
- An accident report form is completed with a copy going to Regional Office, and one to the Principal.

13. LIABILITY FOR DAMAGE OR LOSS OF SCHOOL PROPERTY

Students who damage or lose school property may be charged for repairs or replacement.

14. STUDENT ASSESSMENT

Academic achievement in all senior high courses will be measured using exact percentages. As well, student work habits and personal development will be reported by utilizing programmed comments on our computer report card.

Students will receive a course outline within the first week of each course. The course outline will include the following:

- objectives of the course
- a course description
- major projects to be completed
- nature of the assignments to be given
- criteria to be used in arriving at a final course mark and safety procedures to follow (where applicable)

Teachers will utilize a number of evaluation strategies. These might include any or all of the following:

- daily assignments/homework assignments
- class presentations/major projects
- quizzes / chapter tests/unit tests/term tests/final examinations
- laboratory observations/practical skills tests
- participation based upon curriculum

Daily Assignments and Quizzes

- Daily assignments and quizzes are defined as those worth less than 3% of the final grade.
- Students who miss quizzes and daily assignments are encouraged to complete the assignments in order to gain mastery of the concepts.
- Due to the differing nature of assignments in various subject areas some teachers may choose not to award any marks or may award a mark of zero for late completion of student work of this nature.

Assignments, Projects and Examinations

- A major assignment is an assignment, project, or exam that is worth more than 3% of the final grade.
- Students will be provided at least one week's notice of all dates for major assignments.
- If an exam is not written on time or a major assignment not turned in on time the student will be assigned a comment of NHI (not handed in) or INC (incomplete) until the student resolves the issue with the teacher.

- The teacher will make all reasonable efforts to assist students in writing missed exams and handing in all late assignments but if these efforts to assist students are not successful then a reluctant zero will be given.

Students are required to do all the assigned work as set out by the classroom teachers. To complete any missing assignments or tests/quizzes, projects, or the like, students will be required to work with their teacher as set out by the teacher.

A homework study room operates in the library from Monday to Thursday after school where teachers may send students to complete missing tasks. This homework room will be accessible to all students.

Students who do not complete tasks as set out by the teacher will be referred to the office for non-performance or defiance. Office consequences may include counseling, detention or suspension. Students who are unwilling to follow the direction of staff on completing assigned work may be referred to an expulsion hearing.

PLAGIARISM

Taking the ideas and words of another and stating them as if these were your own without crediting the source, is plagiarism. It is dishonest, a form of stealing and a violation of copyright. When you include in an essay, paper or presentation, information, ideas or wording from some other source (i.e. websites, encyclopedia, CD-ROM, magazines, newspapers and so on) you must acknowledge your indebtedness to the source, whether the specific information is quoted directly, merely summarized or paraphrased (common knowledge excepted). Failure to indicate indebtedness is plagiarism. Proper footnotes and bibliographies are essential. Bibliography information is available from the library. Students who plagiarize will be subject to disciplinary action.

15. FINAL EXAMS

Final exams will be written at the end of each term. Students will be required to stay for a minimum length of time (usually one hour) and will then be dismissed upon completion of the exams. Final exams are cumulative and are weighted at minimum of 20%, but no more than 30%. Diploma exams are weighted 30%.

a) Student Absences from Scheduled Exams

If a student is absent for a scheduled examination and has not made prior arrangements, then a medical certificate must be presented in order for the student to write the exam. The student should be prepared to write the exam when he/she returns to school. Should a student miss a final exam

without prior approval of the teacher and principal, then a doctor's note must be produced or the exam will be assigned a mark of incomplete.

b) Appeal Procedures for Diploma Examination Marks

Students who are dissatisfied with a Grade 12 diploma examination mark may

- Request in writing to the Director of the Student Evaluation Branch that the examination be rescored (The rescored mark is considered the final mark for that particular examination whether the mark is lowered or raised.), or
- Rewrite the examination at a later administration date. Students rewriting a diploma exam will be charged a fee of \$26.75 by Alberta Education before their marks will be released (Students rewriting the diploma examination will receive the highest diploma examination mark).

c) Repeating a Course (For Grade 12 Diploma Courses)

Students may repeat a course to obtain a new school awarded mark. Students are not required to rewrite the diploma examination. In such cases, the most recent examination mark will be reported with the new school awarded mark on a new result statement. The official transcript reports only the highest school mark, the highest diploma examination mark. Therefore, the marks shown on the result statement may differ from those shown on the official transcript.

D. STUDENT SERVICES

1. COUNSELLING

Academic counseling is provided by Ms. Heidi Kongsrud. She will have scheduled times in which she can meet with students to discuss both course and career planning.

Personal problems can be shared with the Family School Liaison personnel Ms. Amanda McDougall.

Ms. Renee Fehr is our FNMI School Liaison. Amanda and Renee work on an appointment basis. If there is an emergent need please see the office and they can be contacted on a quicker basis.

Mr. Sylvan Boley is available from Alberta Mental Health Services to provide counselling.

Lisa Beckstead is our Best Coach as will work with groups of students providing a variety of personal well being opportunities.

2. SCHOOL COMMUNITY TEAM

The School Community Team consists of the Family School Liaison Worker, FMNI worker, the Child Welfare Worker, the Mental Health Therapist, the Alberta Health Unit Nurse, Addiction counselor, Learning Support Teacher and the Principal. Team members provide cooperative programs between community organizations to improve services to children and their families. They:

- identify issues facing children and their families
- hold case conferences to discuss issues concerning specific children
- act as a support to parents and teachers

3. SCHOOL COUNCIL

School Council meetings will be held once each month. Membership in the council consists primarily of parents, one or two teachers, one or two students, and the Principal.

Every parent is automatically a member of the School Council and is welcome and encouraged to attend all Council Meetings. A chairperson and a secretary will be selected at the first meeting.

4. CLUBS AND SPORTS

Clubs and sports evolve on an annual basis according to student interests and staff expertise. These will be advertised via the morning announcements, hallway T.V., posters, and newsletters throughout the year.

E. PARENT/HOME COMMUNICATION

1. SCHOOL NEWSLETTER/ANNOUNCEMENTS/WEBSITE/FACEBOOK

A school newsletter will be sent home with students to each family on a monthly basis. School Calendar updates and special events will be included. Parents, students and teachers are encouraged to make submissions.

Announcements are made each morning and posted on the hallway T.V.

Our school website is updated on a regular basis. It has a full calendar of events and many of our teachers have homework and assignments posted on their web pages.

The website address is <http://grandecacheschool.ca/>

The Facebook is under “Grande Cache Community High School and Sonrise Christian Program”

2. COMMUNICATING STUDENT PROGRESS

POWER SCHOOL

Report cards are issued at the end of each semester. There are detailed progress reports that are mailed home in the middle of each semester. These progress reports are followed by parent teacher interviews.

If necessary, or upon request, interim progress reports will be forwarded to parents in October-December. When new classes commence in the second semester, an interim progress report may be forwarded to parents in March.

Through our school operating system PowerSchool we are unable to grant fulltime access to your current grades and attendance via the internet. To access this information you will need to follow these steps:

1. Open the internet browser on your computer
2. Type <http://pschool.gypsd.ca/public/> into the address bar
3. Type your Username and Password. Students use their regular login they use to access computers at school. Parents use the username and passwords that were mailed to them. If you misplace your password stop by the school and the office staff will be happy to assist you. It is advisable that you keep your username and password secure and not share it with anyone else.
4. View the information.
5. Remember to log off when you are finished.

Parents are welcome to review their child's program. As per GYPSD policy, all parents/visitors need to sign in at the office. Parents may request a meeting with staff at a mutually agreeable time. It is our expectation that all interactions will be courteous and respectful. Please note that classes cannot be interrupted and any form of harassment or abuse will not be tolerated.

F. AWARDS

1. HONOURS AND AWARDS

Students who have achieved an average of 80% on their term report cards are recognized with an Honour Roll Certificate.

There is an awards banquet held in the school for students and parents. Students are recognized for athletic achievement, academic achievement and school citizenship.

2. SCHOLARSHIPS

The community of Grande Cache sponsors a number of scholarships that are available to students of the graduating class. Students must make application for those scholarships. Applications forms

will be available from the office by mid-April and must be submitted to the scholarship committee by due date. No late applications will be accepted.

Information regarding scholarship criteria is printed on the application form.

A student may apply for a scholarship in the year that he/she participates in the school graduation ceremony. Some scholarships may be deferred for one year.

Alexander Rutherford Scholarships - Eligibility Criteria

Students can earn a maximum of \$2,500 toward their post-secondary education through Alexander Rutherford Scholarships. These scholarships are awarded to students when they enroll in post-secondary institutions and have earned over 75% average in five high school courses at each grade level. The subjects must include English, any two other cores subjects (math, science, social), and any two other subjects including CST courses.

Average	75.0% – 79.9%	80.0%+
Grade 10	\$300	\$400
Grade 11	\$500	\$800
Grade 12	\$700	\$1300

G. Important Contact Numbers

Emergency

Fire, Police, Ambulance 911
 Kids Help Phone 1-800-668-6868
 Bullying Help Line 1-888-456-2323
 Poison Centre 1-800-332-1414
 Disaster Assistance Line 1-888-800-6493
 Child Abuse Hotline 1-800-387-5437
 Child & Family Services 1-800-638-0715
 Mental Health Crisis Help Line 1-877-303-2642
 AADAC Help Line 1-866-332-2322
 Crime Stoppers 1-800-222-8477

Local

Child & Family Services 827-2245
 Amanda MacDougall- FSL 827-1766 (c)
 RCMP (non-emergency) 827-2222
 Victim Services 827-3440
 Fire (non-emergency) 827-3933
 Hospital 827-3701
 Health Centre 827-3504
 Transition House 827-3776
 (after hours crisis line) 827-1791
 Sheldon Coates Elementary School 827-4343
 Summitview Middle School 827-3820
 Town of Grande Cache 827-3362
 Recreation Center 827-2446
 GYPSD School Division (Edson) 1-800-723-2564