



Spruce Grove Composite High School 2016-2017



STUDENT HANDBOOK

“BEST”

Building Excellence and Success Together!

1000 Calahoo Road
Spruce Grove, Alberta T7X 2T7
Telephone: 780-962-0800
Fax: 780-962-9555

E-mail: sgchs@psd70.ab.ca

Report a Student Absence: SGCHSAbsence@psd70.ab.ca

Website: sgchs.psd70.ab.ca

Principal: Ms. Cheryl Otto

Assistant Principals/Grade Coordinators/Counsellors:

Mr. Mark Rose, Assistant Principal (Grade 10 Coordinator)
Mrs. Mary Stewart (Grade 10 Counsellor)
Mr. Cam Robertson, Assistant Principal (Grade 11 Coordinator)
Mrs. Kim Oakley (Grade 11 Counsellor)
Mrs. Katherine Mann, Assistant Principal (Grade 12 Coordinator)
Mrs. Patricia Mennie, (Grade 12 Counsellor)

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SCHOOL PROFILE



SGCHS is the public high school of choice for residents of the City of Spruce Grove and surrounding areas. Our diverse programming helps to meet the needs of students arriving from feeder schools: Broxton Park, Graminia, Meridian Heights, Woodhaven, Greystone Centennial, and new students from around the world.

MISSION:

BEST.....

Building **E**xcellence and **S**uccess **T**ogether!

VISION: SGCHS is a place where everyone:

- is responsible for a safe and supportive environment
- embraces lifelong learning
- demonstrates respect, courtesy and honesty
- is provided with a quality education
- takes responsibility for their learning
- welcomes the involvement of parents and community
- works collaboratively to create and effective learning environment
- strives to be responsible global citizens.

MOTTO:

“AGIS QUOD ADIS”.....
Do Well What You Do

VALUES: At SGCHS we believe that:

- all decisions are based upon implications for learning
- mutual respect creates a safe environment
- all students can achieve academic success through individualized programs
- parents and community are an integral part of student success
- staff collaboration maximizes student potential
- every student can develop leadership qualities and characteristics
- enthusiasm, dedication and commitment lead to success
- all students should be responsible contributing members of society
- SGCHS has a positive and engaging environment.

A SGCHS graduate will:

- communicate effectively through reading, writing, speaking, listening and numeracy skills
- think critically, creatively, and use appropriate problem-solving techniques
- take responsibility for their behavior and well-being
- respect the rights and dignities of self and others
- set personal goals and develop skills/strategies for achievement
- be self directed and motivated to continue learning
- demonstrate effective knowledge and use technology effectively
- be flexible, adaptable and confident when facing new problems and challenges
- will be an active and responsible community member
- work independently and cooperatively.

PROGRAMMING

We are extremely proud of our school and of our academic performance over the years. Our broad range of programs provides the opportunity for excellence and success for every student. Our caring, conscientious and innovative staff is committed to supporting the efforts that lead to success.

POSITIVE HIGHLIGHTS OF SGCHS

- field trips/exchanges (Japan, Germany, France, Norway, Australia, Egypt, New York, Spain and England)
- high student achievement
- communication within the school as well as with the community
- career transition
- excellent Student Services Department (including Counseling)
- excellent grade 10 transition program
- clean and environmentally friendly school
- modern Science and Technology departments
- safe and caring school (Comp Card, drug prevention program, zero tolerance for drugs, No Bull, SADD, MADD, etc.)
- excellent recognition of student achievements
- quality coaches for our students
- School Council – great parent involvement
- excellence in programming and extra curricular activities



PRINCIPAL'S MESSAGE

“Successful change requires: painstakingly laying a foundation; planning in incredible detail; tediously covering and recovering all the bases; continuously explaining and re-explaining; dealing with naysayers; playing politics; soothing egos; dispelling fears; cheerleading; troubleshooting; communicating; compromising; coaxing; cajoling; and ultimately, dragging a few stragglers kicking and screaming into the future. That’s hard work. It’s also leadership”. Robert Ramsey, Educator, Author

Welcome to Spruce Grove Composite High School. At SGCHS, we create a caring environment where students develop skills and competencies for a successful future. We are pleased that you have chosen us to continue your educational journey. SGCHS hopes that the time you spend learning with us will be richly rewarding for you. Our Mission Statement: “BEST” (Building Excellence and Success Together) is what we all strive to achieve.

We are very proud of our school and of our student’s remarkable academic performance. Our broad range of programming provides an opportunity of success for every student. Our caring and conscientious staff is committed to supporting the efforts that lead to that success. Our expectations of you as a learner and a citizen of the school are high, but we believe you can live up to these high standards. Simply put, success can be achieved by all if you:

- ✓ attend all classes,
- ✓ engage in learning
- ✓ take ownership of your education
- ✓ get involved in extracurricular activities.

Knowing the importance of planning a quality educational experience, we ask that you make every effort to ensure that the personalized program you develop will meet your learning success plan today and for your future. The dedicated staff in our Student Services Department will be pleased to assist you in acquiring the information you need to make good decisions in this process. We strongly urge you to consult with your current teachers and counselors if you are uncertain about program choices at high school or beyond.

Learning is the constant....Time is the variable.

We trust that you will make a serious commitment to learning and personal development, and we look forward to serving your needs as you take the necessary steps needed to graduate from Spruce Grove Composite High School, where “failure is not an option”.

Live, Love, Learn, Leave a Legacy

Ms. Cheryl Otto
Principal

SCHOOL COUNCIL

(meets 3rd Tuesday of the month @ 7:00 p.m. in Library Union Café)

On behalf of SGCHS, School Council would like to welcome you to "the Comp" and extend an open invitation to all parents/guardians of SGCHS students to attend our monthly School Council meetings. Our short, informative meetings allow you to:

- Get to know the administration
- Get to know the teachers
- Hear first hand about happenings that affect your student in the school, the division, and the province
- Give your input, ideas
- Express your concerns
- Ask questions
- Meet other parents
- Share information

Whether you attend occasionally or regularly, we look forward to working together to enhance student learning at SGCHS!

THE PANTHER PATH OF.....



PANTHER CODE OF ETHICS....

- E** **Exhibit** responsibility for your own actions and learning. **Be the best that you can be!**
- T** **Tolerate** differences in each other.
- H** **Honor** yourself and others.
- I** **Involve** yourself in positive and healthy activities.
- C** **Create** an atmosphere of fairness and cooperation.
- S** **Support** a safe, secure and caring community.

SGCHS IS A SAFE AND CARING SCHOOL:

- The staff at SGCHS continually provides students with a strong support system to assist the transition of students from junior high to high school. Strong focus on citizenship and responsibility.
- Our proactive drug prevention program taught as a component of the CALM Curriculum assists students with strategies for saying "no" to peer pressure, where to seek help for drug addiction or abuse, and where to go for help to ensure our school is a safe environment.
- A part of our staff Professional Development Plan is to better educate and prepare all staff in the area of street drugs, how to effectively deal with students under the

influence of drugs, better identify students at risk and to provide students with a safe classroom environment.

- The SGCHS Administration and Student Services teams work very closely with outside agencies in our community to provide assistance to students and families in need. (Sunrise Centre).
- Continued enforcement of our no tolerance policy for drug use of any kind, weapons or the intentional endangerment of our students.
- Continuous communication with students at assemblies on expected and appropriate behaviors is on-going (please refer to the Discipline Chart – Procedure 2.12 in the Student Agenda Booklet).
- The Administration team actively seeks the support of the School Board of Parkland School Division #70 if required.
- SGCHS staff provides individualized programming, advice, and academic support to help maximize student success through our High School Flexibility Enhancement Pilot Project.

A SPRUCE GROVE COMPOSITE HIGH SCHOOL STUDENT WILL:

- act with dignity and self-respect and will respect others
- respect school property and the property of others
- achieve at the highest possible academic level
- attend classes every day, on time and remain until dismissed by teachers
- bring all necessary materials to class
- have their comp card on their person at all times
- dispose of garbage in the garbage bins both in and out of school – NOT left for custodians to remove

A SPRUCE GROVE COMPOSITE HIGH SCHOOL STUDENT WILL NOT:

- loiter in the hallways during class time
- use tobacco/drugs on school property
- leave garbage behind for others to remove – garbage must be placed in the garbage bins provided

NOTE: All students are responsible for ensuring that they follow these behavior expectations. Consequences for inappropriate behavior may include some or all of the following:

- confiscation
- reprimand
- parental involvement
- loss of privileges
- detention – assignment to supervised study
- suspension
- removal from a course and assignment of a final mark
- disciplinary hearing

CELL PHONE PROCEDURE:

- During class time – for learning purposes only as directed by the instructor.
- Outside of class time (before school, during breaks, lunch time and after school) – cell phones can be used in the building except the LIBRARY, WHICH IS A CELL FREE ZONE, and CTS labs where student safety might be compromised.
- Consequences for breach of this policy will mean that cell phones will be taken away and given to the grade coordinator. For a first offence, students can pick up their cell phones at the end of the day from their grade coordinator. For subsequent violations, parents will be contacted and asked to come and pick up the cell phone.
- There is a phone in the General Office that students may use in **an emergency only**.

COMP CARDS:

Comp Cards must be on their person at all times to provide students with:

- a safe school environment
- access to documentation (schedules, report cards, etc.)
- access to any computer in the building
- textbook sign out through Business Services
- access to activities such as wall climbing
- access to gym for final exams
- access to privileges in the Library and Computer Lab.

IF A STUDENT DOES NOT HAVE A COMP CARD:

- students who fail to have their Comp Cards with them will be asked to go to **the Library** to obtain their second complimentary Comp Card
- if students have already been issued their second Comp Card they will be asked to go to the **Library** and purchase a third card at a cost of \$5.00
- if students have no funds with them to purchase a Comp Card, arrangements can be made with their Grade Coordinator to pay the next day.

PANTHER AUXILIARY ASSOCIATION

Panther Auxiliary is a parent run non-profit association that was formed twenty years ago to provide support, mainly financial, for extracurricular activities. The main fundraisers for the Association are bingos at the Spruce Grove Bingo Hall and a Casino in St. Albert every 18 months. Funds raised by the Association are used to purchase uniforms, pay tournament entry fees, supply first aid kits, cover transportation and accommodation costs for out of town travel and equipment. Four twenty passenger buses have been purchased to ensure safe transportation for students. Every parent is required to provide two bingo workers for EACH activity their son/daughter participates in. In lieu of working a bingo, two \$200 cheques are required OR you may be a representative for your student's activity on the Panther Auxiliary Board. There is also a \$200 uniform deposit for any team that your student plays for. A non-refundable participation fee of \$250.00 will be required by all students involved in most of our extracurricular programs. The two bingo deposit cheques, and the uniform deposit cheques are to be made out to Panther Auxiliary and will be collected at the parent/athlete meeting, which is held at the beginning of every season. The participation fee may be paid by cash, Visa or Debit the night of the parent meeting or by a cheque made out to Parkland School Division No. 70.

EMERGENCY RESPONSE PLAN

To ensure students and staff are adequately prepared throughout the year, the school will practice emergency response drills such as fire drills, lock downs, and evacuations.

Fire Drills – Students must proceed quickly and in an orderly fashion to their designated site outside of the school as determined by their classroom teacher.

Lock Downs – Students must clear the hallways and public areas and proceed quickly and in an orderly fashion to a classroom to await further instructions.

Evacuations – Students must proceed quickly and in an orderly fashion to an area outside of the school as determined by the school Administration and as communicated by the classroom teacher. Students must stay with their class. In the event that the school must be evacuated, students will be safely transported to the Spruce Grove arena where they can be released to the custody of their parents.

Parkland School Division Emergency Response Plan

Parkland School Division's first priority is the safety, security, and well being of our students and staff. While we hope our schools are never faced with an emergency situation, we are prepared to respond to an incident if one should occur. We have taken steps to prepare our schools and school jurisdiction to deal effectively with emergency situations that may occur in or around a school during the school day. Our comprehensive Division Emergency Response Plan is complemented by individual plans tailored for each school. These plans are reviewed regularly. In order for our Emergency Response Plan to be effective, we depend on the cooperation and assistance of many people, including the police and the fire departments, and parents. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. Please observe the procedures explained below.

In The Event of an Emergency: Do not call the school or your child's cell phone.

We understand and respect your concern, but it is essential that the phone systems be available for emergency communications. If you call the school you will tie up lines and systems required for communicating with emergency responders and may inhibit our ability to send or receive critical information. By calling your child's cell phone, you could potentially put them in harm's way, depending on the nature of the crisis. Please do not call, we will ensure that you get the information you need by contacting you.

What happens during a Lock-Down or Shelter-in-Place?

In the event of a lock-down or shelter-in-place, the school will be locked with NO arrivals or departures of anyone including staff, students or parents. You will not be allowed to pick-up your child until after an “all-clear” is given and established student release procedures are in order. This procedure will be strictly adhered to under all circumstances. Please do not go to the school until instructed to do so.

What if the school is evacuated?

It may be necessary to keep the streets and parking lot clear for emergency vehicles. If it's necessary to evacuate the school, students will gather at a primary assembly location, pre-determined by each school, to ensure their safety. Students will remain at the assembly location until they are returned to the school or released to their parent/guardian. Depending on the severity of the situation, students may be transported to a secondary assembly location away from the school. You will be notified of this via the Division website and the media.

How do I reunite with or pick up my child during or after an emergency?

Should circumstances merit, the school may activate a student release procedure. This allows the school to do a controlled release of students to their parent/guardian. Should it be necessary to activate the student release procedure, instructions on where and when to pick up your child will be posted on the **Division website** psd70.ab.ca. Students will remain at either the primary or secondary assembly location until they return to the school or are released to their parent/guardian. Instructions on where, how and when you are able to pick up your child will be posted on the front page of our website. Please also read the Procedures for Parent-Child Reunion. Carefully read all information you receive from the school regarding emergency procedures as assembly locations are different at each school. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.

Procedures for Parent-Child Reunion

To ensure your child's safety, and to assist staff in quickly reuniting you with your child, please observe the established procedures. We recognize that you may be worried and want to be reunited with your child as quickly as possible. However, this system has been established to ensure your child's safety. You could be jeopardizing your child's or another child's safety by not adhering to these procedures.

1. Detailed release instructions will be posted at the secondary assembly location.
2. A designated Parent Waiting Area will be established at the secondary assembly location. Please wait in this area until your child is brought to you. This is for the safety of both you and your child.
3. No student will be released unless you or an individual designated on the student's Emergency Information Card arrives to pick up that student.
4. Every parent/guardian will be required to sign for the release of their child. This step is extremely important, as it is the schools only means of ensuring all students are accounted for at all times. Please do not take your child from the secondary assembly location without signing for their release. You will also be required to show valid identification during this process to ensure students are safely released to their custodial parent/guardian.

All students will be kept at the secondary assembly location until a parent/guardian can arrange to pick them up.

Note: It is imperative that the information on your child's **Emergency Information Card** is current. Each school refers to this information in the event of an emergency.

For more information contact:

The Centre for Education
Phone: 780-963-4010

What's the quickest way to receive emergency information?

The Division has established a number of ways for you to quickly and accurately receive emergency announcements and status reports without having to call your child's school.

- Go to the Division website at: psd70.ab.ca
- Call the Centre for Education at 780-963-4010.
- Tune into a local television station.
- You will receive instructions through the school's crisis notification system about where, how and when you are able to pick up your child.

And finally, carefully read all information you receive from the school regarding emergency procedures and talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency. We are proud that Parkland School Division has safe schools, and we are doing everything possible to keep it that way. We appreciate your cooperation and support. If you have any questions about this information or other aspects of our safety procedures, please contact the Centre for Education at 780-963-4010.

EMERGENCY CLOSING BULLETIN

Schools in the system may be closed to students due to inclement weather. Notice of school closures will be released to the public via radio stations. **(Listed above).**

If weather conditions deteriorate during the day and it becomes necessary to recall individual or all buses, every effort will be made to enable students to arrive home safely during adverse weather conditions when they are dismissed earlier than regular dismissal time.

In cases where a single school has to be closed for reasons unique to it, the Principal will make whatever arrangements necessary for early dismissal. In cases where a single bus has to be suspended, the bus driver will use a phone fan out system to advise parents/guardians. If individual school closure or bus suspension is known sufficiently early in the day, this information will be broadcast by all radio stations.

STUDENT ACTIVITIES - STUDENT LEADERSHIP

Students interested in contributing to the overall climate of the school through organized activities can assist council members and, as a result, experience satisfaction in a job well done.

There are also opportunities to attend provincial and national conferences, which encourage leadership skills at many levels. Student Leadership organizes a variety of activities throughout the school term. The Student Leadership looks forward to presenting a variety of activities such as a talent show, Kinette Club Christmas Hampers, the annual Blood Donor Clinic, as well as others not yet scheduled. Participate – Get involved in class activities, teams and clubs. If you can't find an activity to suit you, start something!!

LUNCH-TIME ACTIVITIES

Eleven things to do at lunch-time:

- meet your friends for lunch in the school lounge or outside when the weather is good
- make some new friends by inviting a classmate to join you for lunch
- join a school team, club or activity
- get involved in intramurals
- organize an activity you are interested in
- check out the Library
- surf the net
- finish your homework so your evening is free
- get extra help in a subject, or ask a teacher to start a study group
- join a lunch time tutoring session available in various subjects
- find a willing teacher to sponsor a games room: chess, cards, backgammon, etc.

LIBRARY

The Library is considered the “learning centre” of the school, and you are encouraged to use all it has to offer.

- Library hours are 8:00 am to 4:00 pm on school days Monday – Friday.
- Your Comp Card is required for any Library services.
- Besides “regular” reference materials, the Library has magazines and leisure reading materials
- Students are encouraged to bring their own USB drive
- Food or beverages are NOT allowed in the quiet work area of the Library **(only in the Union Café area)**.
- Photocopy services are available
- Computers are available for word processing and research on the Internet as well as a scanner for student use
- We are here to answer your questions and help you find research materials that you require
- Students are expected to work quietly while in the Library
- Cell phones may only be used as a learning tool.

EXTRA-CURRICULAR ACTIVITIES

You are strongly encouraged to support and participate in competitive and non-competitive activities at SGCHS. The following sports and clubs are active in our school. Information about them can be obtained from the general office. Note that, as the school year progresses, this list of activities may change.

Inter-scholastic sports – students can get involved in badminton, basketball, cheerleading, cross-country running, curling, volleyball, swimming, water polo, football, golf, rugby, soccer, track and field.

Club Activities – German, French and Japanese exchanges, Senior Class Grad Council, Yearbook, Running Club, Wall Climbing, Drama Productions and Citadel Group Club, Panthers Book Club, Skills Canada, Sign Club, Panther Board Game Club, Students Union, Tennis Club, Reach (Trivia), Robotics, Le Club de theatre Francois, Fitness Club and many more.

Eligibility Criteria:

- You must have paid the student activity fee
- You must be enrolled in a full program for your grade level
- You must be in school, in class, working to the best of your ability to be eligible
- You must be a positive ambassador for the school
- You must be putting forth a satisfactory effort in school courses, and you must be attending regularly
- You must meet the eligibility requirements of your particular competitive activity (eg: ASAA – Alberta Schools Athletic Association)
- You cannot participate when suspended from classes.

FUNDRAISING

All fundraising is done by Panther Auxiliary or at the approval of the Principal to avoid duplication of the event. No Fundraising will be allowed without a written proposal, staff advisor and a clear purpose of what it is being used for.

CAFETERIA – managed by Chartwells

The cafeteria staff welcomes you for a meal during breakfast or lunchtime. Regular snack foods such as juices, sandwiches, salads and other healthy selections, etc., are available daily, as well as hot items. Please help to keep the cafeteria and lounge area clean. Students must clean up after themselves.

BUSINESS MANAGER – Ms. Keri Zylla

Our Business Manager is located in the General Office. She is responsible for a number of services to students including:

- Accepting payment for school fees, field trips, etc. Payments may be made with cash, cheques, debit, Visa or MasterCard
- Locker distribution
- Sale of school merchandise.

TEEN HELP OUTSIDE THE SCHOOL

LOCAL

R.C.M.P.....	911
Stony Plain.....	780-968-7267
Spruce Grove.....	780-962-2222
Mental Health Helpline.....	780-735-3633
Children's Mental Health.....	780-962-7539
Victim Services.....	780-968-7272
Stony Plain Family & Community Support Services (FCSS).....	780-963-8583
Spruce Grove FCSS.....	780-962-7618
Westview Health Centre.....	780-968-3600
Public Health Nursing.....	780-968-3700
Social Services (Child Welfare).....	780-962-7635

CRISIS

Community Youth Help Line	211
Distress Line & Suicide Line (24 hours).....	780-482-4357
Alberta Poison Centre.....	1-800-332-1414
Youth Emergency Shelter.....	780-468-7070
Family Violence.....	780-310-1818
Kids Help Line.....	1-800-668-6868
24 hour Child Abuse Hotline.....	1-800-387-5437
Teens Helping Teens Line.....	1-800-852-8336
Tough Love Alberta (Parent Support Group).....	780-464-5597
PEP Parents Empowering Parents.....	780-410-8516
Westview Women's Health Clinic.....	780-960-9533 ext. 221
Bullying Help Line.....	1-888-456-2323

SEXUALITY

Sexual Assault Centre (24 hour).....	780-423-4121
Birth Control Centre.....	780-735-0010
AIDS/Sexuality Transmitted Disease Info.....	1-800-772-2437

OTHER RESOURCES

Eating Disorders Education Organization.....	780-944-2864
Alberta Health Services (formerly AADAC)	780-968-6466
Addiction Help Line (24 hour).....	1-866-332-2322

YOUTH EMPLOYMENT

Career Information Hotline.....	780-422-4266
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STUDENT SERVICES DEPARTMENT

Our Student Services Department, located between the Student Lounge and the General Office on the main floor, is an integral part of our school. Student Services consists of:

- Career Centre and Portfolio support
- Educational, Career and Personal Counselling
- A Career Research Centre
- Study Skills Workshops
- Crisis support

Each grade level has a designated Counselor:

- Mrs. Stewart – Counselor/Inclusive Education
- Mrs. Oakley – Counselor/Inclusive Education
- Mrs. Mennie – Counselor/Inclusive Education
- Mr. Partington - Work Experience/RAP Coordinator
- Cst. Chornoby – School Resource Officer

CAREER PLANNING

One of our aims is to ensure that students of all abilities are proactive in setting personal goals beyond high school. To that end, we have introduced a career planning program that is developmental in nature and involves all of our students.

Our Career Planning Program includes:

- school-to-career transition program
- updated scholarship information posted to our SGCHS Website: sgchs.psd70.ab.ca
- updated post-secondary and open house information on our school bulletin boards
- the annual post-secondary event jointly sponsored by Spruce Grove Composite, Memorial Composite High Schools and St. Peter the Apostle
- job shadowing, student for a day and buddy system
- work experience and RAP
- calendars and information for all accredited colleges and universities in Alberta
- career action plans.

Great Career Planning Website: <http://www.alis.gov.ab.ca> or
www.careercruising.com

AWARDS AND SCHOLARSHIPS

Students are encouraged to see their grade level counselor for information on scholarships and awards, etc. Application forms and information are available in Student Service as well as on our school website at sgchs.psd70.ab.ca
Service to school and community, academic achievement

Grade 12 Awards

Premier Citizenship Award

Value: Plaque and letter from Premier

Leadership in school and community, positive impact in community/school

Chamber of Commerce Award

Value: \$200 and trophy/plaque

Service to school and community

Orest Haydey/Connie Archer Panther Auxiliary Award

Value: 2 @ \$100 (one male/one female) and trophy/plaque

Involved extensively with programs supported by the Panther Auxiliary Association

Darren Schellenberger L.I.F.E. Award

Value: \$500 and trophy/plaque

Life, Integrity, Friendship, Enthusiasm (must be a grad supported by 10 classmates and 1 teacher – grads vote)

Brook Wain Memorial H.E.A.R.T. Awards

Value: 2 @ \$250 and plaque

Humor, Energy, Achieve, Respect, Truth

1 to the most dedicated, hardworking member of the senior men's volleyball team

1 to the most dedicated, hardworking member of the badminton team

Commitment Award (Mr. George Hrazdil)

Value: 2 @ \$500

To a student who is a hard worker, has leadership potential, and pursuing post-secondary studies

George B. Cuff Leadership Award

Value: \$250 and plaque

Leadership, service, academic achievement, preference to leadership participant

Alberta Summer Games Legacy Award

Value: 4 @ \$750

Leadership, going on to further study and in financial need.

Border Paving Engineering Scholarship (competition with Memorial Composite High School)

Value: \$1000 and plaque

Academic excellence and further study in engineering or engineering tech. (highest av. using blended marks in Eng. 30, Math 30/31, Chem. 30 and Physics 30)

Dr. Hans Herchen Award

Value: \$300 and plaque

Grad who achieves the greatest number of credits in three years of high school.

Health Professions Award Dr. Kalhs/Dr. Romanowski**Value: \$250 and plaque**

Academic excellence, pursuit of career in the health profession

Spruce Grove Rotary "Student Recognition" Award**Value: two at \$1000 and plaque**

Exemplifies "Service Above Self"; involved in community service, school/church service or youth assistance

Merit Contractors Association CTS Studies Award**Value: \$300**

Top Grade 12 CTS Student

Alexander Rutherford Scholarships

Value: \$300 (75-79.9% av.)	\$ 400 (80%+ av.)	- Grade 10
\$500 (75-79.9% av.)	\$ 800 (80%+ av.)	- Grade 11
\$700 (75-79.9% av.)	\$1300 (80%+ av.)	- Grade 12

Must be enrolled in post-secondary institution to apply.

Spruce Grove Part Stop Mechanics 3 Award**Value: Tool Kit**

Top Grade 12 Mechanics Student

Etudes Sociales**Value: \$100 and Certificate**

Highest Etude Sociales 30 (blended) mark

Outstanding Female/Male Athlete of the Year sponsored by Panther Auxiliary Award**Value: Currently Under Review**

Top female/male athlete who shows significant contributions to the school's P.E. program both curricular and extracurricular

German30/31 Consulate Award**Value: Books**

Highest achievement in the German language

English 30-1 Award**Value: \$100**

Highest English 30-1 grade

Social Studies 30-1 Award**Value: \$100**

Highest Social Studies 30-1 grade

Governor General's Canadian History Medal**Value: Medal and Certificate**

Highest Gr. 12 average in Eng. 30, SS30, Math 30 and top two Sciences at 30 level

Mathematics Award**Value: \$100**

Highest Math 30 grade

Science Award**Value: \$100**

Highest 30-level Science grade

Outstanding Diploma Exam Achievement**Plaque**

Student must achieve 100% on a diploma exam only

Rental Bus Lines Scholarship - Heavy Duty Mechanic**Value: \$500.00*****Rental Bus Lines Scholarship – Food Studies*****Value: \$500.00*****P E P Award sponsored by Pepsi*****Value: 2 @ \$300 and plaque or 1 @ \$600**Student with a learning disability going on to further study
(P E P – Performance-Effort-Persistence)***Mayor's Award*****Value: \$500**

Top Average for all three years of High School

French as a Second Language Leadership Award - Grade 12**Value: \$100 and plaque**

Must complete 30 level French course, academic marks are NOT a criteria. Must demonstrate outstanding leadership in promoting French Language Learning Opportunities (personally and in Parkland County). No past Immersion.

French Immersion Leadership Award – Grade 12**Value: \$100 and plaque**

Must complete [10/20/30 Immersion, academic marks are NOT a criteria. Must demonstrate outstanding leadership in promoting French Language Learning Opportunities (personally and in Parkland County). Value: Certificate from Division Office

French Immersion Certificate – (names submitted to CO for Certificates)**Value: French Immersion Certificate from Parkland School Division**

Students graduating in French Immersion (3 years) will receive recognition of their achievement in the form of a French Immersion Certificate from Parkland School Division.

PSD 70 CITIZENSHIP SCHOLARSHIP – GRADE 12

Value: 10 x \$500

Must meet the following criteria:

- has a weighted average in all grade 12 courses of 70% to 79.5%
- has demonstrated good citizenship and participation in their local and school communities, strong attendance (>80% attendance rate)
- has not received any other major school-based award or scholarship
- is enrolled in a post-secondary institution

Pipeworx Ltd. – Tradesperson Leadership Award

Value: \$500 and Certificate

Awarded to a graduating student who has demonstrated excellent leadership skills in a tradesman class.

Pipeworx Ltd. – Apprenticeship Award

Value: \$250 and Certificate

Awarded to a graduating student who is registered in a welder program at post secondary institution.

Pipeworx Ltd. – Pipeline Award of Excellence

Value: \$250 and Certificate

Awarded to a graduating student enrolled in a pipefitter course at a post secondary institution.

Spruce Grove Part Stop Mechanics 3 Award

Value: Tools and small plaque

Awarded to the Top Mechanics 3 student.

Merit Contractors Association Award

Value: \$300 and plaque

Awarded to the student who shows excellent achievement in construction related course(s), demonstrates leadership qualities in the classroom and has a cooperative attitude with fellow students and teachers.

SGCHS Construction Award

Value: Tools and plaque

Awarded to the student who has top standing in Construction.

Rebecca Nantel Award

Value: Plaque

Awarded to the student who demonstrates outstanding dedication and achievement in theatre.

E.W. Hall Memorial Band Award

Value: \$100 and Plaque

Awarded to the top Music 30 student

The Robert Chamney Memorial Scholarship

Value: \$500 and plaque

Awarded to a graduating student from the Registered Apprenticeship Program (RAP) enrolled in the Electrical Apprenticeship Program at NAIT. Preference will be given to students with a learning disability and/or who demonstrates overcoming of obstacles. Another trade will be a secondary consideration.

Brian Dyrkach Mathematics Achievement Scholarship Award

Value: \$200

SGCHS graduating student who has shown significant effort, achievement and work ethic in Mathematics. The recipient will have completed Pure Math 30 in good standing and is planning on attending post-secondary studies in the fall at a recognized institution, in a facility related to Mathematics, Science or Engineering.

Alfred Dao Yearbook Award

Value: \$250/plaque

Given to the most dedicated member of the yearbook committee. The recipient must be on the yearbook committee for the full year and identified by the teacher organizers as the student that has consistently gone above and beyond their duties.

The Claudio Baretta Scholarship

Value \$1000 and plaque

Awarded to a grade 12 student who is a graduate of SGCHS and demonstrates the following qualities:

- Involved in extracurricular school or community activity
- Tenacity...never gives up
- Compassionate
- Passionate about learning
- Positive
- Helper
- Working at their personal best
- Love for their school.

The Helen Coombs Memorial Award

Value \$500 and globe

Awarded to a grade 12 student who is a graduate of SGCHS and demonstrates the following qualities:

- Any social action/volunteer work in the school or community for an international purpose
- Perseverance regarding course work, willing to work hard to improve course completion or grades
- Dedicated participation in an extracurricular activity such as drama, art/music and/or a sports team

Graduation – DIPLOMA AND GRADUATION REQUIREMENTS

Alberta Education issues the High School Diploma and Certificate of High School Completion, which you will receive in the mail in September. NOTE: SGCHS strongly recommends that all students attempt to graduate with a minimum of 110 credits for their Diploma and 80 credits for their Certificate of High School Completion.

Credit Requirements:

All students will be required to earn a minimum of 100 credits in high school, including:

- English – 15 credits (including 5 credits in either English 30-1 or 30-2)
- Social Studies – 15 credits (including 5 credits in either Social Studies 30-1 or 30-2)
- Mathematics –10 credits (5 credits must be at Grade 11 level)
- Science or Biology or Chemistry or Physics 10 credits (5 credits must be at the grade 11 level).
- Physical Education – a minimum of 3 credits
- Career and Life Management (CALM) – 3 credits
- Career and Technology Studies (CTS) or Fine Arts or Second Languages or Physical Education 20 or 30 – a minimum of 10 credits in any combination
- Two Grade 12 courses – a minimum of 10 credits in addition to English and Social Studies
- Plus: other credits of your choice totaling 24 credits.

CERTIFICATE OF ACHIEVEMENT (K & E)

To qualify for a Certificate of Achievement, Integrated Occupational Program, students must earn a minimum of 80 credits, and 40 of these credits **MUST** be in Occupational Studies. (See Registration Handbook for more details).

SPECIAL NOTE: ALL senior class/graduation information updates will be posted on the school website. Grade twelve students wishing to attend the Senior Class Banquet, Commencement Ceremonies and Dance must meet the following criteria:

- Minimum expectations: Students must have obtained a total of 80 credits or more by the completion of semester one in their grade twelve year, be enrolled in a minimum of an additional 20 credits for semester two and be eligible to graduate. (Please refer to the information above to ensure that all criteria comply with the Alberta Learning graduation requirements).
- **A Senior Class group photo will be taken the middle of May in the bus turnaround –envelopes will be available in the office to pre-order the day of photo. Dates will be announced closer to.**
- All students must have their \$60.00 Commencement fee paid prior to purchasing their tickets for the Senior Class Banquet, Commencement Ceremonies and Dance. Check in Business Services if unsure.
- **The \$60.00 fee covers:**
 - **Rental of gown and stole
 - **Purchase of commencement cap and tassel
 - **Graduation photo sitting fee and proofs
 - **One 5x7 “crossing the stage” photo
 - **Commencement certificate/cover from SGCHS.

GRADE LEVEL

All students registering at SGCHS will be classified by GRADE LEVEL according to the following criteria:

- to be classified as a student at the NEXT grade level, students must successfully complete four of the compulsory grade 10 level courses and three of the compulsory courses at the grade 11 level

AND

- obtain a MINIMUM of 32 credits to advance to grade 11 and a minimum of 60 credits to advance to grade 12 classification.

STUDENTS WHO ARE UNSUCCESSFUL WILL REMAIN AT GRADE LEVEL.

DIPLOMA EXAMS

Diploma Exams are conducted in the following courses: English 30-1, English 30-2, Social Studies 30-1, Social Studies 30-2, Mathematics 30-1, 30-2, Biology 30, Chemistry 30, Science 30 and Physics 30. The student's final course mark will consist of a 50/50 weighting of the school awarded mark and the diploma examination mark. The student's high school transcript will show a school awarded mark, a diploma exam mark and a final course mark for each subject. Check SGCHS website for exam schedule sgchs.psd70.ab.ca Students must write their exam a minimum of one hour before handing in to the supervisor. Classes end on January 18th for semester one and June 16th for semester two. All students are expected to be in classes up to and including these dates.

ATTENDANCE FOR FINAL EXAMS

Final exams must be written at the scheduled time. Only illness confirmed by a doctor's note or emergency situations will be accepted as a valid excuse for not writing an exam. If there are exceptional circumstances that will not allow a student to write a final exam at a scheduled time, a request must be made in writing to the grade coordinator at least two weeks prior to the scheduled writing time. A decision will be made based on the information provided. Students whose requests are approved will be scheduled to write final exams during the first week of February for semester one courses, and the first week in July or the last week of August for second semester courses. An early holiday is not considered school excused. Extenuating circumstances should be communicated to the Principal in writing.

IMPORTANT: On scheduled diploma examination dates, students who arrive late to school as a result of inclement weather may be allowed to write the examination upon approval of Alberta Education.

During exams, parents/guardians should use their discretion when sending their children to school during inclement weather conditions even when buses are running and schools are open. (see page 15-16 for details as to school closure announcements)

For the safety of students who ride school buses, it is the responsibility of parents/guardians to ensure that their children are suitably dressed for coping with the

weather should buses become unserviceable while transporting students or should students have to wait at bus stops.

Parents/guardians are also encouraged to have a contingency plan in place for the care of their children when it becomes necessary to close schools during adverse weather conditions.

PROCEDURES AND REGULATIONS

We develop and promote the growth of student self discipline and encourage and reinforce responsible behavior. According to *“The Panther Path”*, students:

- respect the rights and dignity of others
- are actively involved in their learning
- are punctual and regular attendees at school
- are aware of their responsibilities as outlined in the student agenda booklet

Submission of grades to Alberta Education: To ensure that a student received a withdrawal on their Alberta Education Transcript and not a final grade in the course, the following procedures must be adhered to:

- a meeting with the student’s Grade Coordinator must occur to ensure all paper work is properly filled in and submitted prior to the deadline

After the above deadlines, a final grade in the course will be issued, submitted to Alberta Education and will appear on the student’s transcript.

1.1 INDEPENDENT STUDENTS

An Independent Student is a student who:

- is 18 years of age or older, or
- is 16 years of age or older and
 - a) who is living independently and not financially dependent on their parents
 - b) who is part to an agreement under section (7)2 of the Child Welfare Act, or
 - c) on behalf of whom a social allowance is issued under section 9(1) of the Social Development Act
- Students 16 years of age or older (but younger than 18) who declare themselves as independent students, must demonstrate their independent status by completing PSD Division Statutory Dedication Form.

Independent students must validate their absences by noon on the school day following the absence. Independent students with poor attendance are required to provide medical certificates as proof of illness and are expected to comply with school rules and policies.

1.2 RETURNING GRADE 12 STUDENTS

All returning grade 12 students will be directed to our Outreach Program to complete their high school requirements. Students may apply in writing to the Grade Coordinator for permission to enter a fourth high school year. If students have valid educational reasons for returning and are accepted, they must carry a minimum of 10 credits per semester and be registered in Work Experience if not previously enrolled in 35 credits.

1.3 MINIMUM CREDIT LOAD REQUIREMENTS

All students in grade 10, 11 and 12 will be scheduled in courses required to receive an Alberta Education High School Diploma or Certificate of High School Completion during each of their consecutive high school years. Grade 12 students who are on a spare must remain in the Library or Cafeteria, or be off the school property until commencement of their next class.

NOTE: Students will not be allowed to linger in the hallways during a scheduled spare. It is strongly recommended that all students try to achieve a minimum of 110 credits by completion of their grade 12 year. The student lounge area is a quiet work space only.

It is procedure that all grade 10 and 11 students carry a full program. Students in grade 10 and 11 who are having difficulty in a course are encouraged to seek the additional help of a tutor. Students who are withdrawn from class will be scheduled for a Study Hall block under supervision.

Parents who request that their student in grade 11 do not carry a full timetable are required to give their student permission to go home during that block of time.

1.4 COURSE WITHDRAWAL PROCEDURE

Students in grade 10 and 11 who are withdrawn from a course will be placed in our In Reach Centre to complete work for that course or a suitable alternative. Parents are informed and asked to sign a permission form for such course changes. Students cannot decide to independently stop attending a class and say they have withdrawn.

Please refer to our calendar for the Last Day to withdraw for each semeste

1.5 COURSE CHALLENGE

As outlined in the Program of Studies. Some restrictions apply. Further details and applications are available from the Counselors and approval must be obtained from the Department Head.

1.6 SEMINAR/TCT/PLT

SGCHS has in place a variety of processes for supporting student success, attendance and expectations. Students who are not responding to encouragement and support for improvements will be required to develop a personal success plan that may include: studying in a supervised environment, studying at home or attending our Outreach and/or InReach Centre. Other appropriate programs are also available which will lead to student success. All grade 10 and 11 students are scheduled into a full timetable.

SEMINAR: Self-directed learning time that occurs Monday-Friday from 2:27 – 3:07 pm. Students have access to their teachers for one-on-one or small group support. It is **expected** that students are in attendance at this time. The school day ends at 3:07.

TCT (Teacher Collaborative Time): Five times throughout the semester, classes will **not start until 10 am**. This provides the opportunity for staff to meet and discuss their practice and address issues concerning the learning of their students. **For bused**

students who cannot arrange a ride, there are large areas for them to work in until classes begin at 10 am.

PLT (Personalized Learning Time): Three days throughout the semester, students will have access to approximately two hours of self-directed time. Similar to seminar, students will have access to their teachers for extra support or be able to work with their peers or collaborative projects. **As with seminar, attendance is expected.**

1.7 STUDENT PROGRESS AND ATTENDANCE INFORMATION:

One report card will be distributed during each semester and one at the end. A progress report from teachers can be requested at any time or viewed online.

SGCHS has in place an automated phone out system whereby parents will be called on a daily basis notifying them of any absences during that day.

1.8 LEAVING CLASS EARLY

If you need to leave class early, you must report to the Office with your note before leaving. If no note a confirmation phone call home is necessary to excuse the student.

1.9 LOCKERS AND LOCKS

The care of personal property is each student's responsibility. Lockers and locks are issued in August during registration along with the taking of school photos and payment of school fees. Combination locks provided by the school must be used on lockers. All lockers and locks remain the property of Parkland School Division #70. **Non school locks will be removed and replaced with an appropriate lock.** Administration has the legal right to inspect lockers, if deemed necessary, to maintain the integrity of the school environment. In order to keep lockers secure, ***students are not to share their locker or locker combination with others.*** The school is not responsible for lost items.

1.10 STUDENT DRESS AND APPEARANCE

Students are expected to dress appropriately for a learning environment:

- students are not allowed to wear overly revealing clothing
- students wearing clothing deemed to be offensive or inappropriate will be required to change (clothing that promotes alcohol or illegal substances, inappropriate language or racial issues is not acceptable)
- skirts must be no shorter than mid-thigh
- pants/jeans need to cover underwear
- shorts must be modest and cover underwear (we only want to see the cheeks of your face)
- tops must meet waistline; midribs and backs must be covered; necklines must be modest
- backless tops, belly shirts, and see-through tops are NOT permitted
- accessories deemed to be potentially dangerous to the wearer or others may not be worn in school. NOTE: Special rules may be made by teachers for their particular subject area
- footwear is mandatory at all times
- footwear that marks or damages the floor are not permitted
- Comp Cards must be available when requested.

1.11 SCHOOL GUESTS/VISITORS

Under exceptional circumstances, students may wish to invite a guest to attend classes. Permission may be granted provided approval has been given by an Administrator and all of the student's teachers have been notified at least two days in advance of the visit.

All school grounds are private property. Only students registered at a given school are authorized to be on school grounds or in the building during school hours. All visitors:

- must obey all school rules
- must obey the directions of any staff member
- must park in designated visitor parking areas only
- should make an appointment if possible
- must sign in at the general office to receive a visitor pass
- must wear the visitor pass in a visible location

Visitors who fail to comply with the above will be considered trespassers and:

- will be directed to leave the grounds
- will be subject to the disciplinary procedures of their home schools
- the RCMP may be contacted and requested to initiate a charge of trespassing under the School Act.

1.12 STUDENT PARKING

Students are expected to keep the parking lot clean. All garbage is to be placed in the containers provided. Due to the shortage of parking spaces, only grade 11 and 12 students will be allowed to park in the student parking area. **NO GRADE 10 PARKING. Vehicles found parked in staff, 24 hour reserved or the fire lane will be ticketed and/or towed at the owner's expense. There will be no parking passes issued for students. Parking will be on a first come first served basis for grade 11 and 12 students only.** Staff parking is on the **first 2 rows closest to the school (southside of the parking lot).** Students are not allowed to idle their vehicles in the parking lot upon arrival, during lunch hour, breaks or after school. **NOTE: There is NO student parking allowed at the United Church on Grove Drive or in visitor parking on the south side of the school. Students will be ticketed and/or towed.**

1.13 ACCIDENTS AND ILLNESS

When a student becomes injured or ill, he/she is to notify a staff member. If the injury or illness appears serious, parents will be contacted and arrangements made for medical attention or for the student to go home. Under no circumstances is a student who is ill to remain in a washroom or leave the school without contacting a staff member.

1.14 COMMUNICATION

Information is shared through a variety of methods:

- daily announcements
- website updated daily
- monitors throughout the school
- phone calls home

- postings on bulletin boards within the school and our electronic sign board on Grove Drive
- local paper
- e-mails
- **ALL** school information is posted on our school website at sgchs.psd70.ab.ca

1.15 APPEAL OF FINAL MARKS PROCESS

- You have the opportunity to appeal teacher-assigned final marks. If you question a mark, the first approach should be to the teacher who assigned it. If still dissatisfied, you should appeal in writing to the school principal. This appeal should be made promptly on receipt of the mark and must include your reasons for the appeal.
- The reply will be made in early February or September for semester one and two respectively.
- The principal's ruling may be further appealed to the Superintendent of Schools. Appeal policies and procedures are available in the general office.
- For details refer to Parkland School Division #70 Policy H27.

1.16 MARKS ROUNDING POLICY

All final grades assigned to a student are reviewed by the Administration in consultation with the Department Head or the individual classroom teachers. **NOTE:** Final grades of 48%, 49%, 78% or 79% are then looked at carefully in accordance with all course activities used in the evaluation process to obtain the final grade.

1.17 CHEATING

If you are suspected of cheating during a quiz or examination, your quiz or examination will be taken away. The paper, along with any evidence seized by the teacher, is presented to a school Administrator with a report of the circumstances. You will be given an opportunity to explain the circumstances relating to the incident in a meeting with the school Administrator. If upon investigation you are innocent, opportunity will be provided to write an equivalent examination without penalty. In cases where the Administrator, after consultation with you and the teacher, feels that the evidence indicates your guilt, or where there is an admission of guilt, your parents will be notified of the decision. You will receive a grade of "0" for the quiz or examination unless you and/or your parents or guardians successfully appeal the decision.

1.18 OUTREACH PROGRAM Telephone 780-962-1414

NOTE: All students must be referred to Outreach by an Administrator.

What can Outreach/In Reach do for you?

- provide an opportunity to complete your education and earn an Alberta Education High School Diploma using distance learning materials
- provide assistance with career exploration
- teachers and educational assistants provide one-on-one instruction in course work
- provide individual assistance with personal and social issues and liaison with community support programs
- you must meet with your grade coordinator and complete an Outreach Referral Form prior to booking an appointment

- you participate in an intake interview with the Outreach Coordinator/Assistant Coordinator to develop an individual program plan

1.19 RETURNING STUDENTS

If you have previously withdrawn from school, you will be subject to special guidelines intended to facilitate a successful return to school. Please contact a Counselor or Grade Coordinator for detailed information about the application process. If you need to upgrade, you will be subject to approval. Students will be enrolled provided there is space available, their commitment is sincere, and are prepared to register in Work Experience for a maximum of 35 credits.

1.20 ELEVATOR KEYS

In order to use the elevator, you **MUST** provide a deposit of **\$10.00** in order to obtain a key from our Head Custodian. **NO** key will be issued without the deposit unless approved by your Grade Coordinator. When you return the key, the \$10.00 will be reimbursed to you.

1.21 CALCULATOR PROCEDURE FOR EXAMS

Students are entitled to, and in the courses of Math 10-20-30 require the use of graphing calculators. All students in the province are bound by the terms of the **Calculator Policy set out by Alberta Education**. A copy of the current policy can be found in the Mathematics 30-1 and 30-2 subject bulletins found at www.education.gov.ab.ca/k_12/testing/diploma/bulletins/default.asp. Students will implement this policy for all mathematics and science courses, for ALL exams. In particular:

- Students are responsible for ensuring that programmable calculators are cleared of all data and programs before examinations, including chapter tests, unit tests, midterm examinations, final examinations, and for other evaluations as required by the teacher.
- Staff will ensure that calculators have been cleared before all midterm and final examinations. Any calculator that cannot be cleared to factory specifications (see above website) will not be allowed in that examination.
- Staff will periodically and randomly check the status of calculators during other examinations.
- Any student found to be in the possession of a programmable calculator with data or programs other than those found in the factory operating system (including but not limited to programs, archived programs, flash programs, groups, archived groups and 3rd party operating systems such as *Ion* or *Mirage*) will be considered to be cheating on that exam, with the appropriate penalties applied.

1.22 CALCULATOR GENERAL USE POLICY

- Students are expected to use calculators only in those classes that require them. Calculators should be left in lockers during all other classes (whenever possible).
- Students will not be allowed access to calculators during exams in courses that do not require their use.
- Recreational programs (games, chat, etc.) are not allowed on programmable calculators in the school. Any calculator found to have these will be seized and

placed in the main office. The calculator will be released ONLY to the parents/guardians of the student who OWNS it.

- Data exchange cables or computer link cables are not allowed in the school. These cables will be seized, and placed in the main office. The cable will be released ONLY to the parents/guardians of the student who OWNS it.

1.23 Parent Request to Excuse Student From Attendance at School

NOTE: Parents are asked to please provide the school with a letter including all pertinent information if possible three weeks prior to their student leaving.

DISCIPLINE PROCEDURES

The basic goal of discipline in the school is to develop and promote the growth of student self-discipline and to encourage and reinforce responsible behavior. The school Administration supports the staff in the maintenance of proper order and discipline, that is consistent with Board policy. Unacceptable behaviors may result in student suspensions from 1 to 5 days.

2.1 STUDENTS' RESPONSIBILITIES:

- to respect the rights and dignity of others
- to become actively and productively involved in their own academic learning and social growth
- to reasonably comply with the following code of conduct (School Act, Revised Statutes of Alberta 2000 Chapter S-3)
- be diligent in pursuing their studies
- attend school regularly and punctually
- cooperate with personnel authorized by the Board of Education to provide educational programs and other services
- to comply with the rules of the school
- to be familiar with the discipline expectations and consequences as outlined in this agenda

2.2 PARENT/GUARDIAN RESPONSIBILITIES:

- to support the school procedures
- to contact appropriate school personnel when difficulties or concerns arise
- to promptly notify the school of ALL absences
- to ensure students are ready to learn

2.3 STAFF RESPONSIBILITIES:

- to take an active role in the maintenance of a positive school climate
- to demonstrate responsible behaviors
- to maintain on-going communication with parents/guardians.

When serious misbehavior occurs, every effort will be made to contact parents immediately, with the circumstances, consequences and future consequences explained in a follow-up letter.

Police may be notified if illegal activities are suspected. While school authorities will cooperate with police investigations, any action administered by the school is separate and distinct from any legal action.

DEFINITIONS

2.4 DIRECTED LEARNING ROOM – Students are not allowed the option of not completing work. Teachers that assign students to an after school tutorial will be sent to the Directed Learning Centre to help them become accountable, responsible and successful for their school work.

2.5 ALTERNATE CONSEQUENCES – An alternate consequence for poor behavior or non-compliance may be one of the following:

- out of school suspension
- after school detention
- school community service
- or other appropriate consequences that have been discussed with the parents.
- Transfer to alternative program (Outreach/In Reach, On-Line Distance Education, Work Experience, Connections for Learning, etc.)

2.6 OUT OF SCHOOL SUSPENSION

A student is suspended from classes, all school related activities and prohibited from all school premises, school buses and school property. Students are responsible for all assignments and tests assigned during an out of school suspension. Upon return to school they must be prepared to write any tests missed because of the suspension and report immediately to the grade coordinator.

2.7 SUSPENSION BY THE BOARD

A student is suspended from all classes and prohibited from school property until the Board of Education decides on reinstatement, disciplinary hearing and/or other measures.

2.8 ALCOHOL AND DRUGS

Where the discipline chart refers to “possession or use” of alcohol and drugs, this includes use prior to any school activity. Students who have alcohol on their breath or have drug odor are deemed to have “used” alcohol or drugs.

2.9 SMOKING/TOBACCO USAGE

SGCHS is a tobacco free school. Students who choose to use tobacco products (including snuff, chewing tobacco or eCigarettes) on SGCHS property regardless of age who choose to possess tobacco products while on school property may be suspended and the local RCMP involved if a student is under the age of 18.

2.10 FIGHTING

Students engaged in violent acts will be suspended. Students who congregate around a fight are deemed to be encouraging physical assault and are therefore, in violation of school rules. Students who do not disperse may face suspension.

2.11 APPROPRIATE USE OF COMPUTER TECHNOLOGY

All school computers are on a single network and have access to the Internet. All users must complete the PSD #70 Network User Agreement before using any school computer. This agreement is a legal document which states in detail what acceptable

use means, and by signing it, a student assumes full responsibility for his/her actions. Remember, access to the network at SGCHS is a privilege and not a right.

Some serious examples of inappropriate use include:

- using unauthorized software or installing it on a hard drive
- attempting to access files which are not in your own directory or in a public directory
- using another person's account, attempting to discover another user's password or giving another student access via your account
- damaging any equipment
- downloading games on workstations/network installing
- accessing inappropriate websites
- accessing sites deemed inappropriate ie: Nexopia, etc.

Breaches of the agreement may result in:

- loss of all Internet privileges
- loss of all access to computers/WiFi
- suspension from school
- referral to the Board of Education (disciplinary hearing)
- referral to the RCMP

Access to school computers shall be at the discretion of the lab supervisor. Students are responsible for all activities that take place from their individual accounts. **YOU MUST NEVER DISCLOSE YOUR PASSWORD.** If you forget your password, please notify your teacher.

2.12 PERSONAL ELECTRONIC DEVICES AND USE OF E-MAIL

Web-based e-mail may be used at teacher discretion. All personal electronic devices can be used for academic purposes

1. Consequences for breach of this procedure, cell phones may be taken away and given to the grade coordinator. For a first offence, students can pick up their cell phones at the end of the day from their grade coordinator. For subsequent violations, parents will be contacted and asked to come and pick up the cell phone.
2. **Students that use personal electronic devices to threaten or bully students or staff will be suspended and/or referred to a disciplinary hearing for expulsion. Students may also face legal action taken against them.**

2.13 STUDENT USE OF SCHOOL PRINTERS

Students may use school printers for school assignments only and with the permission of the lab supervisor.

DISCRIMINATION AND HARASSMENT

2.14 PROCEDURE All individuals have the right to work and learn in safe settings that promote equality of opportunity and prohibit discriminatory practices, including harassment and bullying.

2.15 DEFINITION

Every person in Alberta is protected from discrimination on the following grounds:

- race - belonging to a group of people related by a common heritage
- religious beliefs – system of belief, worship and conduct, including native spirituality
- gender being either male or female – subcategories of gender are pregnancy, equal pay and sexual harassment, sexual orientation
- physical disability – any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness
- mental disability – any mental disorder, developmental disorder or learning disorder, regardless of the cause or duration of the disorder
- ancestry – belonging to a group of people related by a common heritage
- place of origin – country of birth outside Canada.

SGCHS requires all individuals to treat others with dignity and respect and requires compliance with this policy by all individuals regardless of age. We define harassment as repeated unwelcome verbal, visual, (including personal technology device messages) or physical conduct. If the harassment is insulting or intimidating, it is discrimination. Examples of harassment include: verbal or physical abuse; threats; derogatory remarks; jokes; innuendo or taunts about appearance or beliefs; display of pornographic, racist or offensive images; and condescension or patronization that undermines self-confidence. Harassment can be bullying or outright physical assault.

2.16 GUIDELINES

- this policy applies to **all individuals** employed, volunteering or attending school (NOTE: volunteers may be required by Division Policy to provide criminal and welfare checks as a precondition for volunteer activity in our school)
- the school encourages the reporting of all incidents of discrimination and harassment to an Administrator or Counselor
- confidentiality will be maintained wherever possible; the complainant will be told “the contents of their correspondence and their identity will be disclosed to those individuals about whom they are complaining”
- all complaints shall be promptly investigated
- individuals will be protected from retaliation
- every reasonable effort will be made to ensure that the information gathered in the investigation is accurate and complete, and all relevant documentation, including the complaint, will be kept for as long as the student attends SGCHS
- appeals of decisions and actions directed may be appealed to the Superintendent
- this policy does not preclude the complainant from reporting discrimination or harassment complaints to the Alberta Human Rights Commission, or, if the matter is perceived to be of a criminal nature, to the RCMP.

2.17 FROSHING

We believe that all students should be free to come to school without harassment of any kind. Therefore, initiating a student to SGCHS, both on and off school property, through froshing will not be tolerated. Froshing includes not only a physical act but also uttering a threat or intimidating through gestures or subjecting a student to any activity which can be demeaning, threatening, or embarrassing.



FROSHING = DISCIPLINARY HEARING

ALL incidents of froshing, either on or off school property, need to be reported to the school and parents or the police. Incidents that are reported will be dealt with in the same manner as is included in the harassment policy. Remember, froshing is an illegal assault, and offenders must be reported to be stopped.

2.18 BUS TRANSPORTATION RULES FOR STUDENT CONDUCT

The Bus Transportation Rules for Student Conduct apply to all students while on the bus, at pick-up locations, at transfer locations, during extra curricular activities, and while boarding and leaving the bus.

2.19 RULES

- directions, as given by the driver, must be followed
- students must sit in their assigned seats and remain seated while the bus is in motion
- all objects and parts of the body must be kept inside the bus
- quiet conversation is permitted on the bus – there must be absolute silence at railway crossings
- disruptive or destructive behavior such as pushing, spitting, fighting, use of profane language or the throwing of objects, or acts of vandalism are prohibited
- open beverage containers and eating are not permitted during regular bus runs and field trips
- the use of electronic games or portable radios/MP3s/iPods, etc., without headphones are prohibited
- students will not be permitted on buses if conveying, using or under the influence of alcohol or other controlled substances
- the possession, use, or conveyance of potentially dangerous items is prohibited.

2.20 PROCEDURES

Consequences for offences:

- Step 1:** Spoken warning to the student.
- Step 2:** Written warning. Misconduct report completed and parent/guardian notified by phone.
- Step 3:** Written warning. Principal/designate discusses the situation with the student and parents/guardians.
- Step 4:** One (1) to five (5) day bus suspension.
- Step 5:** Suspension with referral to the Board.

Consequences – Major Offences

For major offences, the discipline process will begin at Step 4 listed above. Major offences include:

- refusal to follow the directions of driver/staff member
- use of improper, profane or abusive language or gestures
- engaging in, but not limited to, fighting, intimidation or verbal or physical abuse of other students or staff
- use of tobacco or other smoking materials
- engaging in willful destruction of property or acts of vandalism
- engaging in any dangerous or unsafe behavior
- acts of vandalism when reparation charges have been assessed but not repaid
- riding the bus for any purpose while on suspension from school or the bus
- alcohol and/or controlled substances possession and/or use.

NOTWITHSTANDING THE ABOVE, THE SERIOUSNESS OF THE MISBEHAVIOR MAY WARRANT IMMEDIATE SUSPENSION OR REFERRAL TO THE SUPERINTENDENT FOR A DISCIPLINARY HEARING.

ATTENDANCE PROCEDURES

3.1 STUDENT ABSENCES AND EVALUATION

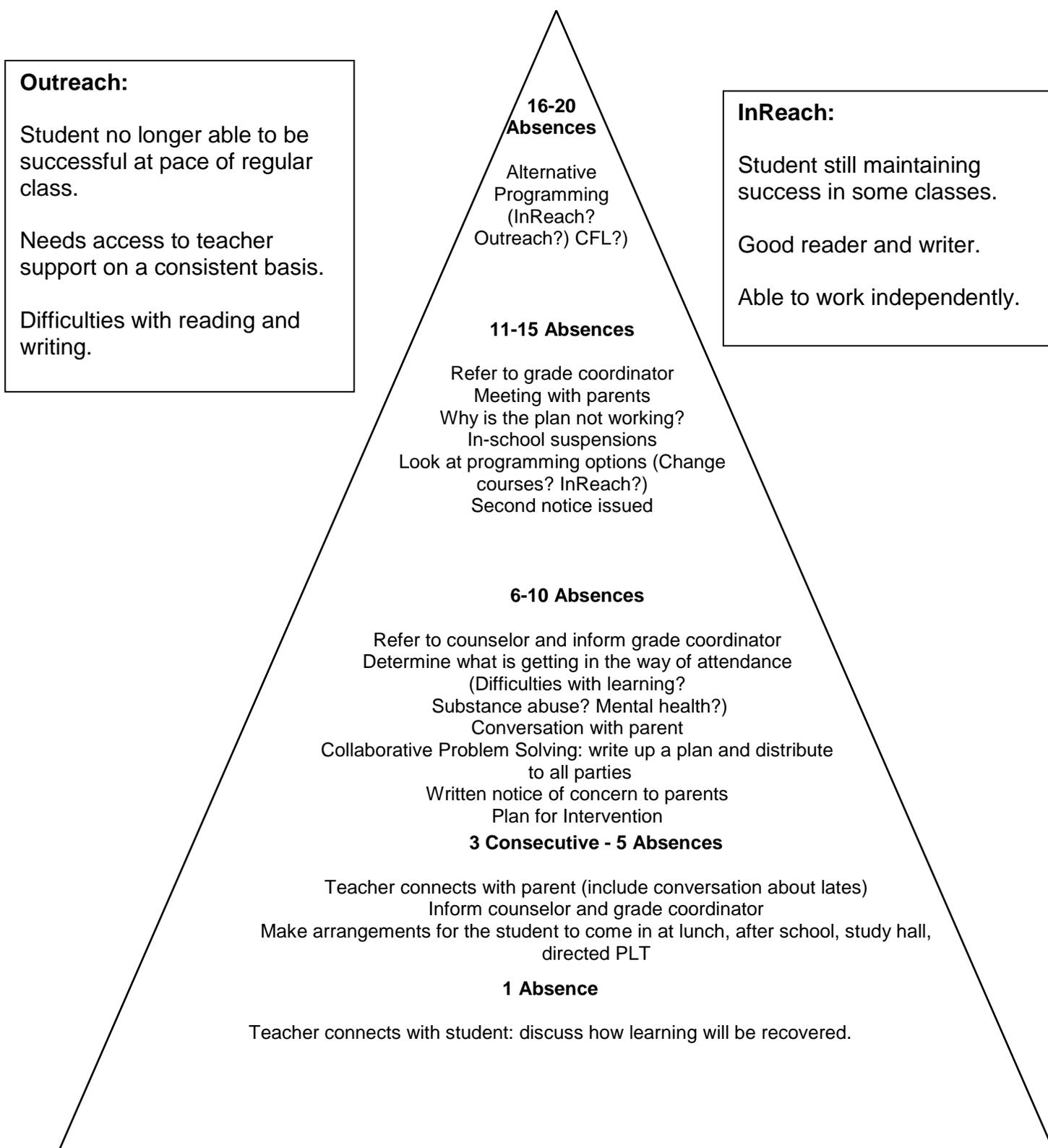
Students who are absent are required to complete all missed assignments and exams. Make up work will occur on PLT days, after school or on PD days whenever possible unless otherwise specified by your teacher. SGCHS expects all assigned work to be completed. Regardless of the reason, if course work is incomplete, students may be required to attend a tutorial from 3:15 – 4:30 Monday to Thursday. Staff supervision and assistance is available to ensure student success. The community has partnered with the school and is willing to flex students' work schedules to provide our students time to attend tutorials if necessary. Alternative times may be arranged with your classroom teacher. If a student's absences are excessive, parents will be contacted and an alternative form of education for the student will be looked at.

3.2 FIELD TRIPS

Field trips are a valuable component of the curriculum, but participation in them is a privilege. Students who have accumulated a significant number of absences may be required to forfeit the field trip and remain at school to attend their classes. It is the responsibility of students to ensure that they have assignments completed and are prepared for quizzes or examinations on their return from field trips. Students are expected to display the same responsible behavior on field trips as is required at school. International Field Trips are announced by the individual teachers hosting the trip. Be sure to listen for announcements and check our school website at

sqchs.psd70.ab.ca

3.3 SGCHS ATTENDANCE PYRAMID OF INTERVENTION:



3.4 HOMEWORK REQUESTS

Students are advised to have a “buddy” in each class who will provide assignments and information covered in class for short-term absences. Students may also contact their teachers via email with their teachers initial of first name, last name and PSD address ie: zsmith@psd70.ab.ca. Students can also phone the office and homework will be arranged for them.

3.5 EXCUSED ABSENCES (School Act Section 13.5)

- the student is unable to attend by reason of sickness or other unavoidable cause
- the day is recognized as a religious holiday by the religious denomination to which the student belongs
- the principal of the school has suspended the student from school and the suspension is still in effect
- the student has been expelled from a school and has not been given permission to enroll in another school
- the Board, or if the student is enrolled in a private school or
- resides in an unorganized territory, the Minister determines that the parent of the student has shown sufficient cause as to why the student should not be required to attend school, excuses the student from attending school for a prescribed period of time. **Please note: Parent/guardian awareness of an absence does not ensure that the absence is excused.**

3.6 EXTENSIVE ABSENCES WITH PARENTAL NOTIFICATION

A student is considered to have extensive absences once non- attendance is hindering progress in any given class. (These include excused and unexcused absences).

- parental notification does not indicate the absence was excused
- poor performance is most often associated with poor attendance
- extended illness or leave; please see your assigned grade coordinator and a medical note may be required.

3.7 CONSEQUENCES OF TRUANCY

Truancy is defined as absence from school that is not considered excused. If a student is truant, the following procedure will be followed:

- The student will be required to make up all missed school work during after school tutorial or other non-instructional time as determined by the teacher or Administration, in a supervised area. Students will be asked to make arrangements with their parents or place of work to attend the tutorial(s) to ensure all work is completed and a 0% is avoided. For student success these tutorials need to occur in a timely fashion. Failure to attend a tutorial will result in non-compliance when given a directive by a teacher or Administrator and will result in an out of school suspension. Students are encouraged to be prompt with providing a parental note or phone message to the office. The school has a 24 hour answering machine. NOTE: regardless if the absence is excused or unexcused, students will be required to make up all missed work. Students are to refer to department policies.
- Failure to attend Study Halls/tutorials will result in further consequences such as suspension or loss of privileges. Parents/guardians will be notified by phone and/or letter in the case of a suspension.

- Continued trancies will result in an out of school suspension and a conference will be arranged with the parents/guardians to discuss reinstatement. The student may be asked to sign an attendance contract, establish a plan of successes, be scheduled for an appointment with a Counselor for strategy implementation or given an alternative educational program through our Outreach Department. **Truancy is defined as an absence from school that is not considered excused.**



3.8 STUDENT LATE PROCEDURE

All classes start immediately, after the sounding of the bell. Students are required to arrive in class on time, prepared for learning. Students are accountable to their teachers to arrive to class on time.

Consequences:

- **Teacher meeting with student**
- **Teacher contact with home/meeting**
- **Referral to Grade Coordinator**
- **Make up time at lunch or after school.**



Students who arrive to class/school 30 minutes or more after the bell will be marked absent. However, it is expected that students will be in class to avoid falling behind in their studies. **The students who arrive late to class are required to attend the scheduled class for the remainder of the block.** Only students arriving late for class because of an appointment with an administrator/counselor will be provided with an admittance slip.

NOTE: Where required SGCHS will report attendance to outside agencies i.e.: Probation Officer, Social Services, Child Welfare, Student Finance, Provincial Attendance Board, etc.

In general, when students are on the school grounds they are required to be in their designated class. Students do not have a “bank account of lates” from which they may draw on, nor should they delay arriving to class after they realize they will be marked “late”. **A late is defined as: arriving to class after the bell has sounded.**

Please note: Parent/guardian awareness of an absence does not ensure that the absence is excused. **Parents are encouraged to ask their children to bring home an attendance profile on a regular basis.**

SGCHS

Senior Class of 2017

Commencement Ceremonies

Handbook

May 19, 2017
Northlands Expo Centre

**Senior Class Banquet,
Commencement Ceremonies
and Dance**

**Northlands Expo Centre -
Friday, May 19, 2017**

SGCHS welcomes the **Senior Class of 2017**. Regular "Commencement Updates" will be posted to our website sgchs.psd70.ab.ca A commencement display case is located just outside Student Services where commencement information and senior class lists will be posted. Senior class members are reminded to keep themselves informed about commencement details or see Mrs. Nullmeyer in the main office.

Senior Class Fee

- ALL students, **including Outreach students**, are required to pay a non-refundable Commencement Fee of \$60.00.

Senior Class Fee of \$60.00 includes:

- Purchase of commencement cap and tassel
- Graduation gown rental
- Purchase of Commencement Certificate/cover
- Photo sitting Fee for senior class photos and immediate proofs
- One photo of student crossing stage receiving their certificate

Senior Class Photos

- Photos will be taken by Smart Photography.
- **In December, sitting time sign-up sheets will be available in the office. It is the students' responsibility to make an appointment.**
- **Grad Pictures are scheduled for January 16 – 26, 2017.**
- **At this time, students must have their Commencement fee of \$60.00 paid.**

- Retakes will take place on **February 9, 10 and March 3, 2017**. Proofs must be handed in when booking a sitting time for retakes.
STUDENTS THAT HAVE NOT TAKEN THEIR GRADUATION PICTURE BY MARCH 23 WILL NOT BE INCLUDED IN THE COMPOSITE OR YEARBOOK OR INCLUDED IN THE VIDEO FOR THE COMMENCEMENT CEREMONIES – ABSOLUTELY NO PHOTOS WILL BE INSERTED PAST THIS DATE!

Senior Class Rings

- Jostens will be in the school over the course of the year for grad ring orders.
- Watch the daily bulletins for dates.

Fundraising

If the **Class of 2017** wishes to participate in fundraising activities, these activities must be arranged by parent volunteer groups in consultation with school Administration.

Commencement Ceremony Information

- This year's ceremonies will take place on **May 19, 2017**, at Northlands Expo Centre in Edmonton.
- The event will consist of the banquet, commencement ceremonies and dance.
- **To participate in the commencement ceremonies, students must have completed or be enrolled in the criteria for commencement (see the following pages for criteria).**
- Ticket prices for the Banquet, Commencement Ceremonies and Dance are \$85.00 each. For those wishing to attend only the Commencement Ceremonies/Dance, the tickets are \$25.00 each. Students/parents may purchase as many tickets as they require. All tickets are sold online.
- **Tickets sales will be April 24, 2017 (9:00 am) to May 5, 2017 (11:00 pm) – NO tickets sold outside of these dates.**
- Everyone, **including senior class members** must purchase a ticket in order to attend the ceremonies.
- **Grand March** – SGCHS Grade 12 students only.

Commencement Ceremony Requirements:

To participate in the Commencement Ceremonies, a student must be in good standing and meet the minimum course credit requirements for an Alberta High School Diploma or Certificate of Achievement as established by Alberta Education at the time of the ceremony. Students must achieve a minimum of 80 credits by the end of semester 1 in their grade 12 year and meet the requirements for diploma subjects as listed below.

Because the final grade for diploma exam subjects is established by blending the school awarded mark and the diploma examination mark, the following rules will apply:

- In the first semester, students must have earned at least 50% in the blended mark in any required diploma examination subjects.
- In the second semester, students must have earned at least 50% in the school awarded mark on the **April 18** reporting period for any diploma examination subject required for diploma requirements.
- Registration for, or the intent to rewrite diploma examinations at the end of June or registration in Summer School, **DOES NOT** qualify students for participation in the commencement exercises.

OR.....

- Complete all the requirements for the Certificate of High School Achievement
- Complete all of the requirements of the Life and Work Skills Program (LAWS)
OR
- At the discretion of SGCHS Administration.

Students should be aware that any uncooperative behavior, late year pranks or expulsions will result in removal from the commencement list and from participation in the commencement ceremonies.

Alberta Education High School Diploma Requirements

100 Credits

Including the following:

ENGLISH LANGUAGE ARTS – 30 LEVEL

English Language Arts 30-1 or 30-2)

SOCIAL STUDIES – 30 LEVEL

Social Studies 30-1 or 30-2)

MATHEMATICS – 20 LEVEL

Pure Math 20, Applied Math 20 or Math 24)

SCIENCE – 20 LEVEL

20, Science 24, Biology 20, Chemistry 20 or Physics 20)

(A 10-credit combination of Science 14 and Science 10 is acceptable)

PHYSICAL EDUCATION 10 (3 credits minimum)

CAREER AND LIFE MANAGEMENT (CALM) (3 credits)

10 CREDITS IN ANY COMBINATION FROM:

- Career and Technology Studies (CTS)
- Fine Arts
- Second Languages
- Phys Ed 20 and/or 30
- Locally developed/acquired and locally authorized courses in CTS, Fine Arts or Second Languages
- Registered Apprenticeship Program

10 CREDITS IN ANY 30-LEVEL COURSE

(In addition to a 30-level English and a 30-level Social course)

(30-level English or 30-level Social courses from a different course sequence

may not be used to meet the 30-level course requirement)

- 35 level Locally Developed/Acquired and Locally Authorized Courses
- 3000 series (advanced level) in CTS courses
- 35-level Work Experience
- 35-level Registered Apprenticeship Program

SENIOR CLASS OF 2017 LISTS

- Updated senior class lists will be posted in the senior class display case outside the office starting the week of **April 18, 2017**.
- If a student's grades fall below 50% in any course required for graduation, the student's name will be removed from the senior class list.
- Students must pass all courses with a minimum mark of 50%.
- Students enrolled in SGCHS Outreach must meet the following commencement requirements:
 - A minimum of half the modules completed in the course by **April 18 and a mark to date of no less than 50% by April 18**.
 - An average greater than 50% in any courses required for the diploma as of **April 18**.

- Courses to meet commencement requirements that are being taken at Alberta Distance Learning or any other institute besides SGCHS or SGCHS Outreach must adhere to the following timeline:
 - All lessons must be received and corrected by the other institute by **April 18** with a passing grade at that point
 - At least 75% of the diploma course lessons must be completed by **April 18** and the course must have a passing average of at least 50%
 - **It is your responsibility to notify the school of any courses taken outside of SGCHS or SGCHS Outreach. If we are not notified of this information, it will cause your name NOT to appear on the Class of 2017 list.**
- Students names are removed from the commencement list as a result of:
 - failing marks in required courses (below 50%)
 - incomplete courses required for commencement
 - dropping courses prior to final examinations which result in insufficient commencement requirements
 - failing to attend classes
 - engaging in activities that are in violation of district and/or school policies (suspension, etc).

NOTE: Northlands has a ZERO tolerance for drinking under age. Please bring your ID with you to the ceremonies as Security will be checking senior class members at random throughout the evening. You will be asked to leave should you be found to under the influence of alcohol and/or drugs.