

**STURGEON COMPOSITE  
HIGH SCHOOL**

**2008-2009**

**Mr. Brigden, Principal  
Mr. Pollmann, Vice-Principal  
Mrs. Kuik, Vice-Principal**

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**TABLE OF CONTENTS**

I. GENERAL INFORMATION	3-5
II. EXPECTATIONS FOR STUDENTS	5-10
III. STUDENT FEES	10
IV. STUDENT SERVICES AND INFORMATION	11-12
V. STUDENT ACTIVITIES	12-14
VI. STUDENT FACILITIES AND SERVICES	14-16
VII. SCHOOL TIMETABLE	16-17
VIII. SCHOOL CALENDAR	17
IX. HEALTHY INTERACTIONS	18

**- SCHOOL FLOOR PLAN -  
- I GENERAL INFORMATION -**

**WELCOME**

A warm "Welcome Back" to all parents, students and staff. As a team working together, we will provide our students with an exceptional variety of educational opportunities and extracurricular activities from which to choose, as well as a safe and positive climate in which they can function. Together we will provide the conditions which enable our students to maximize their potential, to be productive citizens and

to be accountable. We look forward to working with parents, staff and students as we strive towards these goals in the 2008-2009 school year and remember "Together We Can Influence Tomorrow"!

The Administration

## **PERSONNEL**

In addition to working with their classroom teachers, students should remember the following staff can also help them:

	Mr. Brigden	Principal
	Mr. Pollmann	Vice-Principal
	Mrs. Kuik	Vice-Principal
		Counsellor
Mrs. May		Counsellor
Mr. Dunsmore		
Ms. McKeever	Special Education Coordinator	Counsellor
Mrs. Properzi & Mr. Zweifel	Student Activity Coordinator	Grade 10 Coordinator
Mr. Anderson		Grade 11 Coordinator
Mr. Hubick		Grade 12 Coordinator
Mr. Allen		Athletic Director
Mr. Nelson		Business Manager
Mrs. Young		Receptionist
Constable McKay		School Resource Office

## **OFFICE AND LIBRARY HOURS**

The general office is open daily from 8:00 a.m. to 4:00 p.m. The library is open from 8:30 a.m. to 3:30 p.m. except on Mondays when it is closed during block 1.

## **COURSE CHALLENGES**

In keeping with Alberta Education guidelines, SCHS students may challenge a course, provided they meet the necessary criteria. See the counselling department or administration for details of the process. Please note the application deadlines are October 1, 2008 and March 1, 2009.

## **MARK APPEAL PROCEDURE**

Students who wish to appeal a final mark should first discuss the situation with the teacher concerned. If the matter is not resolved, then the student may complete an appeal form which can be obtained from the main office and present it to the principal, who will forward the request to the school appeal committee for a ruling. All appeals to the principal must be presented within thirty (30) days of receipt of the mark.

## **PARENTAL REVIEW OF EXAMS**

If a parent wishes to review a final exam, the following process must be followed:

- Parents should be clear on the purpose of the review.
- Final exams must be reviewed by parents by the last operational day of each semester.
- During the review no written notes or photocopying shall take place.
- All reviews must be in the presence of the teacher and/or an administrator.

## **MISSED FINAL EXAMS**

### Non-Diploma Exams

- Supervising teachers will take attendance during final exams and the office staff will phone home if a student is missing. The student must make an attempt to come in to write the exam within one hour of the start time. The student will not be allowed an extension of the writing time unless approved by the SCHS administration team.
- If the student is unable to come in on the day of the exam due to extenuating circumstances (illness - medical note required, bereavement), the student's parent/guardian must contact the school as soon as possible.
- If buses are not running, Sturgeon School Division and the SCHS administration team must act in the interests of the health and safety of their students in emergency situations. If students are not able to write their final exam the administration team and department(s) will meet and decide on a plan of

action. The teachers will then phone their own students with the same plan. If a student does not hear from his/her teacher on the day of exam, it is the student's responsibility to contact the school the day following the exam to find out when he/she can write the makeup exam.

#### Diploma Exams

- (a) If buses are not running, Alberta Education, and Sturgeon School Division must act in the interests of the health and safety of their students in emergency situations. If a student is not able to write a diploma exam due to inclement weather the needs of the student will be addressed by the "Special Cases Committee" of Alberta Education subsequent to the recommendation of the school principal.
- (b) If a student is not able to write due to illness or another emergency (i.e. bereavement) a form (available from the General Office) must be completed by the student/parent/guardian and principal. If the reason is due to illness, the form must be completed by a physician/parent/guardian and principal. The principal will make his recommendation, based on the best interest of the student, and then submit to the "Special Cases Committee" of Alberta Education for approval.

#### **ALTERNATE WRITING TIMES (NON-DIPLOMA EXAMS ONLY)**

Administration must be very careful in allowing students to leave early as they are not receiving all of the instruction required to complete a course(s), and this may necessitate that teachers prepare an additional exam. Parents are required to complete an Alternative Writing Request form which is available in the General Office. Because circumstances vary, each case will have to be considered on its own merit. The final decision will be made by the SCHS Administration Team.

#### **ALBERTA EDUCATION INFORMATION SITE**

LearnAlberta.ca offers many digital learning resources for Alberta students, teachers and parents including: International Languages, Sciences, Mathematics, English Language Arts and much more! LearnAlberta.ca is password protected! When using the site in school, your ID and password will be automatically filled in. If you are accessing these resources from a computer outside of school, you will need to login as follows:

User ID: LA

Password:

#### **VISITORS TO THE SCHOOL**

Parents and other relatives of students must come to the office to inform office staff of their presence. Parents must "sign-out" their child.

The primary responsibility of the school is to provide a sound educational opportunity in a safe environment. To this end uninvited visitors to our school are not encouraged and will be asked to leave. In the past those who have not left have been issued trespassing warnings and, in some cases, have been charged with trespassing. In very rare circumstances, the administration may grant permission to a visitor. Students who wish to host a guest at school must receive permission from their teachers and administration at least 24 hours before the guest is to visit or the host's parent will be called to take the guest home.

### **- II EXPECTATIONS FOR STUDENTS - (Please refer to the back cover.)**

#### **COURSE SELECTION, MINIMUM CREDIT LOADS AND WITH- DRAWAL FROM CLASSES**

In order to allow students to graduate within three years and to provide a reasonable range of program offerings, all SCHS students are required to earn and carry the following minimum credit load: gr. 10 - 40-42 credits (**NO** study periods); gr. 11 earned 35 credits **AND** carry 35 credits; gr. 12 - earned 70 credits **AND** carry 30 credits; returning gr. 12 - 15 credits unless an arrangement is made with administration. **Note: If a grade 11 or 12 student has not earned sufficient credits, the minimum credit load for that particular student will be increased by adding a course(s) to the student's program.**

Significant problems arise when students stop attending a class or wish to change their course selections after the school has organized its timetable and hired staff. However, after the extensive registration process which begins in the spring with report cards, counselling sessions, Open House and registration requests, there shall be **no withdrawals from any class after ten (10) days without counselor and parental input.** SCHS will submit a mark for every student enrolled in a course after these dates. If a

student wishes to transfer from one class to another in the same subject, and it is reasonable to do so, (eg. Social Studies 10-1 to Social Studies 10-2), every effort will be made to conduct this change.

#### **IN SUMMARY:**

Students are expected to pursue diligently their courses and their program and SCHS will submit final marks. Students may **NOT** withdraw from a course after ten (10) days without counselor and parental input. Prior to this date, students must approach the administration and seek permission to “drop” a course. Only if the student still meets the minimum credit load requirement, will the administration authorize the withdrawal from a course.

#### **DIPLOMA REQUIREMENTS** (See Pass with Class excerpt)

#### **DEFINITIONS OF GRADE LEVELS**

A student's grade level status will be evaluated on September 1<sup>st</sup> of each year according to the record of credits we have on file.

##### Grade 10 Student

- A student who has earned less than 35 credits as of September 1<sup>st</sup> of the current school year.

##### Grade 11 Student

- A student who has earned more than 35 credits but less than 70 credits as of September 1<sup>st</sup> of the current school year.

##### Grade 12 Student

- A student who has earned at least 70 credits as of September 1<sup>st</sup> of the current school year.

##### Returning Grade 12 Student

- A student who is returning for a 4<sup>th</sup> year.

#### **ALCOHOL**

The use or possession of alcohol while under the school's jurisdiction, may result in one or more of the following: transfer of the student to the custody of parents, suspension from school, expulsion from school, or involvement of law enforcement agencies.

#### **ATTENDANCE**

Parents, the school community and the business community expect the school system to set the standards which will educate our students to become productive citizens, to maximize their potential and to be accountable. **Parents/guardians must telephone the school at 973-3301 (24 hr.) to inform us of a student's absence. If a student is in the building or on school property, they cannot be excused/confirmed absent from a class by a parent.** SCHS considers all unexcused absences as unacceptable as students cannot achieve their maximum potential nor develop employable skills without attending all classes in a subject. We will deal with unexcused absenteeism by the counselling of students and use of various consequences such as time-outs to provide a structured environment to catch up on missed work. **In severe cases, where students do not respond to these efforts to solve the problem, suspensions and even expulsions can result. According to the School Action Section 13(5) a student is excused from attending school on a day on which the school is open if: the student is unable to attend by reason of SICKNESS or other UNAVOIDABLE CAUSE.**

#### **BEHAVIOUR**

A student shall conduct himself so as to 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 right of others;
- (g) keep lockers, school building and grounds, clean and neat;
- (h) keep personal items in lockers or on person;
- (i) adhere to school dress code.

#### **HOMEWORK**

## **SIGN-OUTS**

Students who are required to leave for medical or dental appointments, or for any other reason, must sign out at the office. Students who become ill must report to the office as soon as possible and should **not** remain in a washroom or attempt to go home without checking in at the office. The parents of students who are ill are encouraged to inform the school by telephone.

If students are required to be picked up during class time the adult driver must report to the office and request the student to be paged out of class.

## **DRESS CODE**

In keeping with the philosophy of Alberta Education, we strive to help our students become productive citizens who are ready to enter the work force or are ready to pursue post-secondary education. As a result, students are expected to conduct themselves in a manner that demonstrates respect and to dress appropriately for a school/work place setting.

- (a) Footwear must be worn at all times in the school.
- (b) Students must not wear clothing or accessories that have sharp points or edges.
- (c) Students must not wear clothing or accessories that are offensive or depict illegal or immoral behavior.
- (d) Students must wear clothing that covers their chest, back and midriff (no spaghetti straps or strapless/off the shoulder shirts).
- (e) Shorts and skirts must be a reasonable length.
- (f) Make-up must be appropriate for the work place.

The final determination about modesty and/or appropriateness of dress lies with school staff.

## **FIELD TRIPS**

Students must assume responsibility for completing any work missed as a result of absence from classes while on field trips. Students who are attending field trips (including band tour) will be marked absent from the classes they are missing but will be confirmed by the office. Some teachers may refuse to grant students the privilege of missing their class for the purpose of a field trip. There will be no field trips during January or June to encourage students to focus on final exams.

## **ILLEGAL SUBSTANCES**

It is the belief of SCHS that a drug culture is counter productive to the major purposes of an educational institution. Therefore, students found in possession of illegal substances will be brought to the School Division's Discipline Committee with a recommendation of expulsion for a minimum of one semester. In addition, the student may be required to provide proof of external drug counselling before returning to SCHS. In the event a student becomes a repeat offender, the student shall be permanently expelled from SCHS, if the school personnel deems it appropriate. An administrator will contact the parents/guardians of students who appear to be under the influence of illegal substances while at school or school related functions.

## **ILLNESS**

If you have a serious illness, it is your duty to notify the school. In the event of illness during school hours, an infirmary is available for students' use. When practical, parents will be contacted to take students home. Upon entering or leaving the infirmary, students must advise the office staff. **Parents are expected to inform the school of any medical conditions of their son or daughter.**

## **INTERNET ACCESS**

Students registered at SCHS have the opportunity to access the Internet and the World Wide Web through the technology available at the school. Access to Internet is a privilege and to be used for sanctioned purposes only. Violation of Sturgeon School Division policy will result in loss of privilege and further sanctions if deemed necessary by the school.

## **PARKING**

Students are required to park in the student parking lot only. Inappropriate student driving or parking behavior or littering from vehicles, may result in suspension of parking privileges. For fire safety and bus safety reasons, there is to be **NO** student parking or driving in the front bus parking lane area. From time to

time students may choose to participate in activities which are counter productive to the needs of the school and student safety. Students who use their vehicles to transfer other students to off school sites for the purpose of engaging in or witnessing fighting, conflicts, confrontations or operate their vehicles in an unsafe manner, will lose the privilege of parking their vehicles on school property and may also be suspended. There may also be the need to involve the RCMP. Only **authorized** vehicles are allowed in the vocational compound. Visitor parking space is available in the student parking lot and all visitors are required to check in at the office.

### **PERSONAL PROPERTY**

Sturgeon Composite High School and Sturgeon School Division cannot be responsible for loss or damage to personal property brought to school. This includes property such as, but not exclusive to, calculators, clothing, musical equipment, computers, vehicles, cell phones and MP3's. Personal property is to be kept secured in a locker or kept with the student at all times. Any items left unattended in public areas may be destroyed.

### **SAFETY/FROSHING/HARASSMENT**

For students to perform at their optimum level, they have to feel safe. Acts of physical violence, intimidation and harassment remove the ability of students to feel safe. Both the **School's policy** and the **School Division's policy on "Harassment"** recognize the severity of these types of infractions.

If a student froshes another student which, (1) insults the student, (2) decreases a positive school climate and/or (3) results in damage to school, public or private property, then that person may be charged by the RCMP with "willful damage" or "mischief" and/or be suspended. **Repeat or flagrant offenses may result in expulsion.**

### **SCHOOL BUSES**

Buses are provided to transport all students to and from school. Parents who are not certain which buses serve their children should contact the Director of Transportation Services at 939-4341 or a toll free number 1-888-459-4062.

School Closure/Cancellation of Bus Service. When the temperature is below -40°C at Garrison Edmonton or roads become impassable, as deemed by the bus drivers, an announcement may be made to suspend school bus operation. This announcement will be made on radio stations KROCK, Big Earl, Joe FM, CHED, CFCW and CISN on the evening or morning prior to suspension of bus service. Parents are advised to obtain the telephone number of the bus driver, in the event they have questions regarding bus service. If a storm arises during school hours, the decision to transport students home early is at the discretion of the bus drivers and the Director of Transportation, who are in the best position to know the condition of the roads.

Student Behavior on a School Bus. If students misbehave while a passenger, the bus drivers may recommend that the principal suspend students from riding the bus. The principal may decide on the duration of the suspension and will attempt to notify the parents of the suspension.

If students misbehave while on the bus ride home, the bus driver is to inform the parents they are going to request that the principal suspend school bus privileges. The principal then decides on the length of the suspension and notifies the parents in writing. Bus drivers have the authority and responsibility to assign any student to a specific seat on the bus. Bus drivers also may refuse to transport students who do not have adequate winter outerwear including footwear, and head, ear and hand coverings.

### **SMOKING**

Sturgeon Composite is a Smoke Free facility. ***Smoking is prohibited on Sturgeon School Division property and students who do not comply with policy may serve an out-of-school suspension, and if they are under the age of 18, be fined.***

### **STUDENT EVALUATION**

Evaluation of students' work will vary because many evaluative methods are used at SCHS. Students will receive, from their teachers, an outline of the evaluation plan. Some of these include the following: quizzes, written and oral presentations, projects, laboratory reports, internet searches, school common exams, computer software projects and provincial exams. Within the introductory phase of each course,

teachers give the students outlines of the content and the objectives of the courses. Students will also receive information on evaluation procedures.

### **STUDY PERIODS**

All students and teachers have a right to a quiet instructional setting. Study periods are intended for homework or quiet study in the library, the cafeteria or other rooms designated for general student use. Hallways are to be kept clear when classes are in session. Students are expected to remain at school but, if they leave the building during study periods, they assume complete and sole responsibility for their safety while out of the school. For safety reasons, students are not permitted to loiter in the parking lot (including being in vehicles) during class time.

### **VANDALISM**

We are proud of our school and want to ensure that vandalism does not occur. The willful and malicious destruction of property will not be tolerated. Students caught damaging school property will be required to pay for damages; may be reported to the police; suspended from school; or, in some instances, may be recommended for expulsion from school. Our students are our first line of defense and act as proud citizens of our school. We rely upon students to take ownership of the school climate and environment. Any student who wishes to report any type of concern or share pertinent information is encouraged to speak to one of the administrators or counsellors who will treat the information as confidential, and are in a position to respond accordingly.

## **- III STUDENT FEES -**

### **INSTRUCTIONAL MATERIALS FEES**

Instructional Materials Fees (which includes all textbooks and reference materials) and other fees must be paid at registration. Please contact the principal if a late payment or installment program is needed. If parents are unable to pay before September 7<sup>th</sup>, 2007, they must make alternate arrangements. Invoices not paid when due, will be turned over to Central Office for collection. Textbooks are issued at the beginning of each semester. Students are responsible for the textbooks that are issued to them and will be charged for missing or damaged texts.

### **INSURANCE**

The School Board provides basic student accident insurance coverage for all students enrolled in Sturgeon schools. The coverage has been obtained through Industrial Alliance Pacific Insurance. A flyer will be distributed during registration outlining the details and will be available in the General Office.

## **- IV STUDENT SERVICES AND INFORMATION -**

### **STUDENT SERVICES (GUIDANCE & COUNSELLING)**

The Student Services Department at SCHS is staffed by professional counsellors who provide a comprehensive program of guidance and counselling services. The services are intended to aid individuals in making career choices, in overcoming problems which may interfere with their studies, and in acquiring skills which will be useful in making sound and satisfying life choices. The Student Services Department offers the following services to students.

- A. Educational Counselling
  - selection of courses
  - program planning
  - graduation requirements
  - post-secondary education entrance requirements
  - study skills
- B. Financial Assistance
  - scholarship information
  - bursaries, grants and loans information for high school and post-secondary education
- C. Career Counselling
  - exploration of values, interests, abilities and needs
  - establishment of career goals

- exploration of related occupations
- D. Personal Counselling
- confidential discussion of personal concerns
  - conflict resolution

Students can see a counsellor by making an appointment or on a drop-in basis. To make an appointment with one of the counsellors, students or parents may see the Student Services' secretary, Mrs. Kochan, or telephone 973-3301.

### **AWARDS AND SCHOLARSHIPS**

Numerous awards and scholarships are awarded each fall (this year's Awards Night is Nov. 5<sup>th</sup>, 2008); some are described below. Students are encouraged to check the Student Services Department for more details. Students and parents are also encouraged to check the following web sites for additional information on scholarships: [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca); [www.canlearn.ca](http://www.canlearn.ca); [www.scholarshipscanada.com](http://www.scholarshipscanada.com); [www.studentawards.com](http://www.studentawards.com)

Sturgeon School Division Scholarship. \$1,000 will be awarded to each Grade 12 student who has achieved an average of 80% or higher and meets the criteria; see Student Services for details.

Sturgeon School Division Bookmarks. An engraved bookmark is awarded by the Division to all students who receive at least an 80% average in 25 credits; 5 must be in English. Work Experience, Special Projects, Learning Strategies and Locally Developed Courses are not included when calculating averages.

Sturgeon School Division Pen/Pencil Sets. An engraved pen/pencil set is awarded to the student achieving the highest average in grade 10, 11 and 12.

Knowledge & Employability Awards. Pins are awarded to students in the Program who have made significant improvement in the academic subjects. A medal will be awarded to the student who made the greatest improvement in academic subjects.

Alberta Teachers' Association Scholarships. The Sturgeon Local of the ATA sponsors two scholarships of \$400 each to students who have an average of 75% or higher and are entering the Faculty of Education. Students may contact the counsellor for application forms. An award is presented by the Local to the student with the highest academic standing in Grade 12.

Alexander Rutherford Scholarships. Scholarships to a maximum of \$2,500 are awarded based on a student's achievement in grades 10, 11 and/or 12.

Frank Robinson Memorial Award - This scholarship of \$500 was instituted to provide financial help to graduating students who have enrolled in a post-secondary institution. Criteria: The student must have achieved an average of more than 65% in four Grade 12 level core subjects: one must be English, and must be the most deserving students because of their help and support to other students, their contribution to the development of a positive, harmonious atmosphere in the school, and development of a strong school spirit among students and staff.

Governor General's Academic Medal. This medal is awarded to the grade 12 student with the highest academic average in grade 11 and 12.

Halina Dudzic Memorial Awards. Awards up to \$250 are awarded to students who earn the highest overall final marks in each English level.

Sturgeon Composite Concert Band Scholarship. The band parents' association, which supports the Concert Band, awards a \$600 scholarship to one graduating member of the Concert Band. The selection is made by the students based on criteria relating to the individual's contribution to the organization.

In addition to the above awards, each year a variety of other award winners are recognized at our Academic Awards Night (November 5<sup>th</sup>, 2007) and Athletic Awards (June 9<sup>th</sup>, 2008).

### **- V STUDENT ACTIVITIES -**

#### **2008-2009 STUDENTS' REPRESENTATIVE COUNCIL**

The role of the Students' Representative Council (SRC) is to provide a liaison between students and staff. The SRC works in a leadership role organizing blood donor clinics, sponsoring guest speakers and motivational media, supporting school clubs, and planning school activities such as theme days and school dances. Community involvement includes charity walks, raising money for global causes, and hosting community food and clothing drives. The SRC is the voice of the student body and welcomes your ideas and suggestions.

## **GRADUATION CEREMONIES**

In order to participate in the graduation ceremony a student shall:

- have completed a minimum of **80 credits** toward a High School Diploma or **60 credits** toward a Certificate of Achievement prior to the beginning of the **second semester** of their graduating year and;
- be enrolled in sufficient courses at Sturgeon Composite High School or one of the Sturgeon Learning Centres to complete the Alberta High School Diploma or Certificate of Achievement by the conclusion of semester two.
- be responsible to ensure that all credits from correspondence and Distance Education courses are completed and graded by February 27<sup>th</sup> of the graduating year.
- be responsible for providing documentation by February 27<sup>th</sup> for any Work Experience and/or Special Project(s) in progress and filing a detailed timeline to fulfill requirements. Students must have demonstrated diligence towards completion of requirements.
- pay a graduation fee which covers the costs of diplomas, printing costs of tickets and program, sitting fees for grad photos for yearbook, facility rental, decorations, etc.
- demonstrate a positive attendance and performance record and fulfill the expectations of a student at SCHS.

**NOTE:** The onus is on the student to ensure they meet the graduation requirements and that all documentation regarding credits earned from outside the school are turned into school administration by February 27<sup>th</sup>. Failure to provide this information may mean that you will not be able to participate in the ceremonies. Each student's marks, attendance, attitude and number of credits will be monitored by the grad advisors and administration up to the date of the ceremony. Only students in good standing will be allowed to participate in the ceremony.

We offer a wide variety of sports at SCHS. All sports are governed by school policies and the Alberta Schools' Athletic Association policies. These governing bodies are responsible for setting eligibility regulations such as age of participant, type of equipment to be used, number of players, seasons of play, and levels of competition. We pride ourselves in our accomplishments in interschool sports and also in our sportsmanship in all competitions. All athletes playing on a SCHS sports team will be charged the following fees to cover transportation, league fees and tournament fees: Badminton-\$25, Basketball (Jr.)-\$75, Basketball (Sr.) -\$150, Cross Country-\$20, Curling-\$25, Golf -\$20, Rugby-\$25, Soccer -\$25, Track & Field-\$20, Volleyball (Jr.)-\$75 and Volleyball (Sr.)-\$150.

## **ELIGIBILITY CRITERIA**

Students will be eligible to compete in Edmonton Metro interschool athletics, as representatives of Sturgeon Composite High School if they satisfy the following conditions:

Age - Younger than 19 years of age as of September 1<sup>st</sup> of the school year.

Instructional Time - Registered in a minimum of ten credits.

In-School Attendance - Must be satisfactory to administrative standards.

In-Class Performance - In order to participate in extracurricular activities students must achieve a 50% average in each of their courses. If students drop below a 50% average in any one subject, they can practice, but can not participate in competition or performance until they raise their average to 50% and/or obtain the consent of a parent or guardian and the teacher(s) concerned. If students drop below a 50% average in any two or more subjects, they are ineligible to participate in extracurricular activities.

Enrolment in School - Students are eligible to have a maximum of 3 consecutive years of high school competition beginning in their grade 10 year.

#### Eligibility for Division

- (a) Any eligible student may participate in the senior division.
- (b) Eligibility for the junior division shall be determined annually by each league according to either:
  - (i) a system based on age and/or years of eligibility or
  - (ii) a system based on age, height, and weight.
- (c) Eligibility for football and rugby league divisions shall be determined by a system based on age, height, and weight.
- (d) Any student who participates in more than two senior division contests in a given sport shall lose eligibility for the junior division of that sport for the year.

### **YEARBOOK**

A yearbook is being planned for the 2008-2009 school year. The cost of the book will be \$40.00 (if paid before Feb. 27/2009) and \$45.00 (if paid from March 2-Apr. 30/2009). The black and white school pictures taken by the photographer on September <sup>th</sup>, 2008 are printed in the yearbook. The yearbook staff also takes other pictures during the year to capture the school year on film for the future. **NOTE: Deadline for ordering a yearbook is Apr. 30/2009.**

## **- VI STUDENT FACILITIES AND SERVICES -**

### **ACCIDENTS**

In the event of an accident, first aid is administered as appropriate to the situation through the General Office. If a student requires further attention at a hospital, the parents are contacted. Students must report all injuries to their classroom or supervising teacher, or to the office in the event that there are no teachers in the immediate vicinity.

### **CAFETERIA AND LUNCH FACILITIES**

Sturgeon Composite has an excellent cafeteria which is open for the majority of the day; starting with breakfast at 8:15 a.m.. Normally one meal and a soup are featured as the special for the day and hot or cold sandwiches and desserts are available. Our cafeteria also serves as a study/work area and students are expected to maintain its cleanliness.

### **LIBRARY**

Our library is intended as a learning center and we encourage students to use its resources. The use of library equipment is for designated educational purposes only. While in the library, students are expected to engage in meaningful tasks. Students must: maintain low noise levels, avoid congregating or loitering in entrances, not litter, not abuse library property, not move library furnishings and not be rude to library staff or patrons. Under no circumstances will food or drinks be permitted in the library. Failure to observe this code of conduct may result in disciplinary action, including loss of borrowing privileges and access to the library. Please do become familiar with the technology available to you and seek the assistance of our library staff.

### **LOCKERS**

Students are issued lockers during registration in August; those students unable to attend will be assigned lockers the first week of September. Students should be advised that student lockers are school property

and remain at all times under the control of the school. Searches of lockers may be undertaken at any time by authorized school personnel without notice and without prior student consent. Students are expected to assume full responsibility for the security of the contents of their lockers. Please do not leave perishable items in your lockers.

### **NEWSLETTERS**

Newsletters will be posted on the school's website (<http://www.sturgeon.ab.ca/schs/>) on the 15<sup>th</sup> of each month. The following editions will be mailed out: October, December, March and June. Information in the newsletters will be of value and interest to parents and students.

### **REPORT CARDS/PARENT-TEACHER INTERVIEWS**

A mid-term report card is issued each semester prior to parent-teacher interviews (please refer to calendar); final report cards are issued at the end of each semester. In addition, a less formal formative evaluation is compiled for all students shortly after the first month of each semester and mailed home. In the first term, reports are issued in November and February. In the second term report cards are distributed in April and mailed in June. Parents are encouraged to discuss their children's education. Parents may also make, an appointment to see any teacher; please call to book an appointment.

### **SCHOOL ADVISORY COUNCIL**

The School Advisory Council at SCHS follows the guidelines specified by Alberta Education and Sturgeon School Division. This allows the various stakeholder groups more opportunity to get involved in the decision making process at SCHS. The school council is a forum where parents, staff, students and community members can interact and have input into SCHS and its functioning.

The organizational meeting for the school council will take place at 7:00 p.m. in the staff room at SCHS on Monday, September 8<sup>th</sup>, 2008. **Note: Only parents present at this meeting will have voting rights.**

### **STUDENT I.D. PICTURES**

Student ID pictures will be taken at registration for grade 10's and returning students who have misplaced their's. A cost of \$5.00 is charged for replacement cards. This ID should be carried at all times as it is used for library privileges, computer access, signing out textbooks, and identification for writing final exams.

### **SCHOOL NURSE**

A qualified nurse from the Capital Health Services will visit the school **ONLY** upon request. Referrals from teachers should be made with the permission of the student and/or parent. All communicable diseases should be reported to the Capital Health Services at 939-3699.

### **SCHOOL STORE**

The store operates during the lunch break. Items for sale are snack foods and drinks, various school supplies, sewing supplies, and school logo items. The school store is operated by student groups with staff supervision to raise funds for various activities. Some of the fund-raising has been directed for team uniforms, field trips, and extracurricular activities.

### **TELEPHONES**

A pay telephone is located in the main foyer. Students are welcome to use telephones in the office for emergency purposes. Parents telephoning the school may leave a message for their children; in the case of an emergency a class may be interrupted to deliver the message.

Cell phones may **NOT** be used during class time; this includes making and/or receiving calls or text messages, etc. If a student's phone rings or a student attempts to make a call or text message on their cell during class time, they will have their phone confiscated until the end of the school day, and a parent may be called to pick up the phone on repeat offences.

## **- VII SCHOOL TIMETABLE -**

### Regular Day

Block 1 .....	8:43-10:07
Break .....	10:07-10:16
Block 2 .....	10:16-11:40

Block 3 (Lunch) ..... 11:40-12:23  
Block 4 ..... 12:23-1:47  
Break ..... 1:47-1:56  
Block 5 ..... 1:56-3:20  
Block 6 (After School) ..... 3:30-5:00

Staff Meeting (2nd Wed.)

Block 1 ..... 8:43-9:51  
Break ..... 9:51-10:00  
Block 2 ..... 10:00-11:06  
Break ..... 11:06-11:15  
Block 4 ..... 11:15-12:21  
Block 3 (Lunch) ..... 12:21-1:03  
Block 5 ..... 1:03-2:10  
Block 6 (After School) ..... 2:20-3:50

Extended Noon Hour

Block 1 ..... 8:43-10:02  
Break ..... 10:02-10:11  
Block 2 ..... 10:11-11:29  
Block 3 (Lunch) ..... 11:29-12:35  
Block 4 ..... 12:35-1:53  
Break ..... 1:53-2:02  
Block 5 ..... 2:02-3:20  
Block 6 (After School) ..... 3:30-5:00

Double Extended Noon Hour

Block 1 ..... 8:43-9:57  
Break ..... 9:57-10:06  
Block 2 ..... 10:06-11:19  
Block 3 (Lunch) ..... 11:19-12:45  
Block 4 ..... 12:45-1:58  
Break ..... 1:58-2:07  
Block 5 ..... 2:07-3:20  
Block 6 (After School) ..... 3:30-5:00