

**STURGEON COMPOSITE
HIGH SCHOOL**

**2011-12
STUDENT AGENDA BOOK**

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TABLE OF CONTENTS

| | | |
|-------|----------------------------------|-------|
| I. | GENERAL INFORMATION | 2-6 |
| II. | EXPECTATIONS FOR STUDENTS | 6-15 |
| III. | STUDENT FEES | 15-16 |
| IV. | STUDENT SERVICES AND INFORMATION | 16-18 |
| V. | STUDENT ACTIVITIES | 18-21 |
| VI. | STUDENT FACILITIES AND SERVICES | 22-24 |
| VII. | SCHOOL TIMETABLE | 24 |
| VIII. | SCHOOL CALENDAR | 25 |
| IX. | HEALTHY INTERACTIONS | 26-28 |

- 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 2011-2012 school years and remember "Together We Can Influence Tomorrow"

The Administration

MISSION STATEMENT

- To inspire the spirit of lifelong learning.

VISION STATEMENT

- To demonstrate passion for subject matter in order to create an energetic and comprehensive learning environment.
- To provide students with a variety of learning opportunities in multiple disciplines.
- To ensure learning is relevant and meaningful.
- To enable all students to complete high school.

PERSONNEL

In addition to working with their classroom teachers, students can also seek the following staff for help:

| | |
|---------------------------|--|
| Mr. Amiot | Principal |
| Mr. Pollmann | Vice-Principal |
| Ms. Morgan | Vice-Principal |
| Mr. Bailey | Counsellor |
| Mrs. Anderson | Counsellor |
| Ms. Ragosin | Counsellor |
| Ms. McKeever | Special Education Coordinator/Counsellor |
| Ms. Rutherford, Ms. Tiong | Student Activity Coordinators |
| Ms. Jewell | Grade 10 Coordinator |
| Ms. Hruschak | Grade 11 Coordinator |
| Ms. Speer | Grade 12 Coordinator |
| Mr. Spenrath | Athletic Director |
| Mrs. Young | Receptionist |
| Constable Blackmore | School Resource Officer |

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 8:15 a.m. to 3:30 p.m. daily.

COURSE CHALLENGES

In keeping with Alberta Education guidelines, SCHS students may challenge a course, provided that they meet the necessary criteria. See a counsellor or an administrator for details of the process. Please note the application deadlines are October 1, 2011 and March 1, 2012.

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 General 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 or a unit exam, the following process must be followed:

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

MISSED FINAL EXAMS

Non-Diploma Exams

- (a) 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.
- (b) 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.

- (c) 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 SCHS Administration.

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 check in the General Office for the User ID number and 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 WITHDRAWAL 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, counseling sessions, Open House and registration requests, there shall be **no withdrawals from any class after ten (10) days without counsellor and parental input.** If a student wishes to transfer from one class to another in the same subject,

and it is reasonable to do so, (i.e. Social Studies 10-1 to Social Studies 10-2), every effort will be made to conduct this change.

NOTE: A final mark will be assigned to any course withdrawals after mid-term marks have been issued.

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 counsellor 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.

DEFINITIONS OF GRADE LEVELS

A student’s grade level status will be evaluated on September 1st 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 1st 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 1st of the current school year.
- **Grade 12 Student** - A student who has earned at least 70 credits as of September 1st of the current school year.
- **Returning Grade 12 Student** - A student who is returning for a 4th 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. This policy is in effect for all school sponsored activities on and off school property.

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 780-973-3301 (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 counseling 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.**

AVOIDABLE EXTENDED ABSENCES DURING THE SCHOOL YEAR

Parents/guardians sometimes choose to take students out of the school for extended periods of time for the purpose of vacations, working at a place of employment, or other avoidable reasons. In these situations, the school may not excuse these absences.

In the majority of situations, significant absences such as these will have a negative influence upon achievement and parents/guardians shall accept responsibility for these detrimental effects. Regular class attendance is essential for maximizing achievement.

In addition to this, Sturgeon Composite High School believes that the purpose of exam week is to provide formal time for the student to maximize their achievement on their final exams. Sturgeon Composite High School will not reschedule final exams for these avoidable extended absences.

If an avoidable extended absence is scheduled during the school year, the administration and the various subject teachers should be informed well in advance of the event. The teachers will advise the student of what course material will be covered during the absence. It will be the responsibility of the student to obtain notes and complete assignments which occur during their absence. Students may find this information through the use of 'homework buddies', teacher Moodle sites, electronic devices and other means. Although these procedures will help the student to reduce the detrimental effect of their absence, Sturgeon Composite High School believes it will not replace the positive effects of the "classroom experience" upon their achievement.

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.

CELL PHONES & ELECTRONIC DEVICES

Cell phones and other electronic devices continue to present an increased disruption to instructional time and raise issues associated with bullying and cheating. Therefore, a CELL PHONE /ELECTRONIC DEVICE POLICY has been instituted at Sturgeon Composite High School, effective until the end of exams in June.

Cell phones, SMARTPHONES, MP3 PLAYERS, IPODS, AND SIMILAR ELECTRONIC DEVICES are PERMITTED IN THE FOLLOWING AREAS:

Students will be allowed cell phones in the cafeteria or outside at any time.

- **NO cell phone use allowed in the Library at any time.**
- **Cell phone use will be permitted in the hallways between classes (at breaks).**
- **Cell phone use in the classroom will be up to the individual teacher's discretion. Some teachers allow students to use features on their phones to assist them in class. When this is not the case, it is advised that students should turn off their phones and place them on the top of their desks where they are visible.**

Violation of this policy will result in the device in question being immediately confiscated and turned over to an Administrator in the Office.

- **First Offence: The device in question will be picked up by the student at the end of the day from the Main Office.**
- **Second Offence: A parent or guardian is required to pick up the device in question from the Main Office.**
- **Third & Subsequent Offences: In school community service or suspension.**

If a student must be contacted for any reason during the school day, parents/guardians should contact the Main Office and the message will be relayed to the student. For emergencies only, the student will be contacted immediately in the classroom.

Note: Alberta Education Policy States that students may not bring cell phones and/or personal audio devices into the examination room.

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.
- (g) No low riding attire that results in exposed undergarments.

The final determination about modesty and/or appropriateness of dress lies with school staff. Students who are dressed inappropriately will be asked to change; if they do not have a change of clothing, a parent will be contacted to pick them up.

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.

HOMEWORK

Students are personally responsible for obtaining and completing homework assignments when missing classes; alternate arrangements may be considered with an administrator's approval. Parents should be contacting the school to make arrangements to pick up homework for their child if they are absent for more than two days due to illness or other personal reasons.

ILLEGAL SUBSTANCES

It is the belief of SCHS that a drug culture is counter productive to the major purposes of an educational institution. Therefore, any students found in possession of, involved with, or using illegal substances will be dealt with severely and harshly. They may be brought to the Sturgeon School Division 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 deem 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 may result in loss of privilege and further sanctions if deemed necessary by the school.

PARKING

Parking at SCHS is a privilege. Students must park in the student parking lot and in the designated parking stalls. 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 use or distribute illegal substances, 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. Visitors may park in visitor parking which is connected to the student parking lot in front of the school; all visitors are required to check in at the office. **NOTE: Students and visitors, who park in the parking lot, do so at their own risk.**

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, and backpacks. 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 will be brought to the General Office and 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 or

harasses 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 780-939-4341 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 K-ROCK, 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. **Bus cancellations can also be viewed on the Sturgeon School Division website (www.sturgeon.ab.ca) under quick links and “Transportation”.**

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.

SIGNING OUT

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.

SMOKING

Sturgeon Composite is a Tobacco Free facility. **All tobacco products are 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. NOTE: This includes the use of tobacco products in vehicles.**

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.

WEAPONS

Any student found in possession of a weapon, or replica of a weapon, whether on their person, in their vehicle, or in their locker or desk, may be suspended and/or recommended for expulsion:

NOTE: A weapon is anything used, designed to be used, or intended for use in causing injury or death to any person, or for the purpose of threatening or intimidating any person.

- 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 16th, 2012**, 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 the replacement cost 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 counseling 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 Counseling

- 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 Counseling

- Exploration of values, interests, abilities and needs
- Establishment of career goals
- Exploration of related occupations

D. Personal Counseling

- 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. Skorija, or phone 780-973-3301.

AWARDS AND SCHOLARSHIPS

Numerous awards and scholarships are awarded each fall, 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; www.canlearn.ca; www.scholarshipscanada.com; 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 22nd, 2011) and Athletic Awards (June 7th, 2011).

- V STUDENT ACTIVITIES -

2011-2012 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;
- Students must have demonstrated diligence towards completion of requirements in order to participate in grad ceremonies.
- Be enrolled in sufficient courses at Sturgeon Composite High School or one of the Sturgeon Learning Centers 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 28th** of the graduating year.
- Be responsible for providing documentation by February 28th for any Work Experience and/or Special Project(s) in progress and filing a detailed timeline to fulfill 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. by the date announced.
- Demonstrate a positive attendance and performance record and fulfill the expectations of a student at SCHS.
- Final printing of the Grad Program will be one week before grad; no changes after printing.

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 28th. 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.

| EXTRACURRICULAR ACTIVITIES CALENDAR | | | | | | | | | | |
|-------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| ACTIVITIES | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
| Badminton | | | | | | | | | | |
| Basketball | | | | | | | | | | |
| Cross Country | | | | | | | | | | |
| Curling | | | | | | | | | | |
| Drama Club | | | | | | | | | | |
| Football | | | | | | | | | | |
| Golf | | | | | | | | | | |
| Graduation | | | | | | | | | | |
| Jazz Ensemble | | | | | | | | | | |
| Rugby | | | | | | | | | | |
| Small Vocal Ensemble | | | | | | | | | | |
| Soccer | | | | | | | | | | |
| Students' Council | | | | | | | | | | |
| Track & Field | | | | | | | | | | |
| Volleyball | | | | | | | | | | |

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-\$50, Basketball (Jr.)-\$150, Basketball (Sr.) -\$200, Cross Country-\$20, Curling-\$50, Golf -\$20, Rugby-\$75, Soccer -\$75, Track & Field-\$20, Volleyball (Jr.)-\$150 and Volleyball (Sr.)-\$200.

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 1st 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 2011-2012 school year. The cost of the book will be \$45.00 (if paid before Feb. 28/2012) and \$50.00 (if paid from Feb. 28-Apr. 30/2012. The black and white school pictures taken by the photographer during registration 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 April 15/2012.**

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 is 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. The use of the cafeteria is a privilege; infractions and disrespectful behavior may result in a loss of privilege.

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 and educational 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; those students unable to attend will be assigned lockers the first week of school. Students should not share their locker combination or allow unauthorized students to share their locker. 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.sturgeoncomp.ca>) at the beginning of each month. 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; the June report cards are mailed home. In addition, a less formal formative evaluation is compiled for all students shortly after the first month of each semester and mailed home. 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 12th, 2011. **NOTE: Only parents present at this meeting will have voting rights.**

STUDENT I.D. PICTURES

Student ID pictures will be taken at registration. 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 780-939-3699.

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 school hours (see page 7 for details).

- VII SCHOOL TIMETABLE -

Regular Day

Block 1..... 8:43-10:08
 Break 10:08-10:16
 Block 2 10:16-11:41
 Block 3 (Lunch) 11:41-12:22
 Block 4 12:22-1:47
 Break 1:47-1:55
 Block 5 1:55-3:20
 Block 6 (After School) 3:30-5:00

Extended Noon Hour

Block 1 8:43-10:02
 Break 10:02-10:10
 Block 2 10:10-11:29
 Block 3 (Lunch) 11:29-12:34
 Block 4 12:34-1:53
 Break 1:53-2:01
 Block 5 2:01-3:20
 Block 6 (After School) ..3:20-5:00

Staff Meeting (2nd Wednesday)

Sept., Nov., Jan., Feb., Apr., June

Block 1..... 8:43-10:15
 Break 10:15-10:28
 Block 2 10:28-12:00

Double Extended Noon Hour

Block 1 8:43-9:57
 Break 9:57-10:05
 Block 2 10:05-11:19
 Block 3 (Lunch) 11:19-12:44
 Block 4 12:44-1:58
 Break 1:58-2:06
 Block 5 2:06-3:20
 Block 6 (After School) ..3:20-5:00

- VIII SCHOOL YEAR -

August 24.....School Offices Open
August 29.....Divisional Professional Development Day - No Classes
 August 30.....Divisional Professional Development Day - No Classes
 August 30..... Grade 10 Registration - (1:00 p.m.)
 August 31..... Grade 12 Registration (9:00 a.m.)
 August 31..... Grade 11 Registration (1:00 p.m.)
 September 1..... Full Day Classes
 September 5..... Labour Day - No School
 September 14.....Staff Meeting - Early Dismissal (12:00 p.m.)

October 7 Professional Development - No Classes
 October 10 Thanksgiving Day - No School
 October 12 Staff Meeting - Early Dismissal (12:00 p.m.)
 October 27 Picture Retakes - 9:00 a.m.
 November 8 Parent-Teacher Interviews - 5:00-8:00 p.m.
 November 9 Parent-Teacher Interviews - 5:00-8:00 p.m.
 November 9 Staff Meeting - Early Dismissal (12:00 p.m.)
 November 10 Non-instructional Day in Lieu of Parent-Teacher Interviews
 November 11 Remembrance Day - No Classes
 November 22 Awards Night (7:30 p.m.)
 December 14 Staff Meeting - Early Dismissal (12:00 p.m.)
 December 23 Instructional (a.m.) - Noon dismissal
 December 24 Christmas Vacation Begins
 January 9 Classes Resume
 January 11 Staff Meeting - Early Dismissal (12:00 p.m.)
 January 31 Professional Development - No Classes
 February 1 Semester 2 Begins
 February 8 Staff Meeting - Early Dismissal (12:00 p.m.)
 February 9 Teachers' Convention - No Classes
 February 10 Teachers' Convention - No Classes
 February 20 Family Day - No School
 March 5 Professional Development - No Classes
 March 14 Staff Meeting - Early Dismissal (12:00 p.m.)
 March 13 Grade Nine Tours
 March 13 Open House
 March 21 Parent-Teacher Interviews - 5:00-8:00 p.m.
 March 22 Parent-Teacher Interviews - 5:00-8:00 p.m.
 March 23 Non-instructional Day in Lieu of Parent-Teacher Interviews
 March 24 Spring Break Begins
 April 2 Classes Resume
 April 6 Good Friday
 April 9 Easter Monday
 April 11 Staff Meeting - Early Dismissal (12:00 p.m.)
 May 9 Staff Meeting - Early Dismissal (12:00 p.m.)
 May 18 Professional Development - No Classes
 May 21 Victoria Day - No Classes
 June 7 Athletic Awards (7:00 p.m.)
 June 13 Staff Meeting - Early Dismissal (12:00 p.m.)
 June 29 Last day of classes (noon dismissal)
 June 30 Summer Vacation Begins

NOTE: School Pictures will be done during registration.

- IX HEALTHY INTERACTIONS -

Schools in Sturgeon School Division aim to be as open in their dealings as possible and welcome the involvement of community members, especially parents, in a variety of activities. As with all human interaction, concerns will arise. The Healthy Interactions program is intended to help deal with those concerns in a **consistent, comprehensive** and **credible** manner.

To ensure that concerns are handled with consistency, comprehensiveness and credibility and that all steps in the process have been taken, a template has been developed. This template will be used throughout the Division and is currently available from Sturgeon Schools and on the Sturgeon School Division website.

The steps in the process as outlined in the template are:

1. Involvement of the right parties
2. Correctly defining the problem
3. Determining the interests of all parties
4. Generating Solution alternatives
5. Development of an action plan
6. Follow-up action

For more information regarding the Healthy Interactions Program contact your local school or Sturgeon School Division.

Dr. Michele Dick
Superintendent of Schools, Sturgeon School Division



SCHS EXPECTATIONS

Students, Staff and Parents Make Learning Happen at SCHS

Together,

- We agree that school is the #1 priority for students.
- We commit our energy and resources to our common goal - giving students the best possible education.
- We recognize and support each other's efforts and strive for improvement.
- We are a team that makes good decisions that enable SCHS to be the best school possible.

Expectations for Students

As a student at SCHS,

- I will respect my peers and their rights to the highest quality education.
- I will respect staff and all others who make up the SCHS community.

- I will use appropriate language while at school or involved in school related activities.
- I will be prepared for class, be on time for class, attend class regularly and be an active participant in classes.
- I will do my part to look after the school building and property that the taxpayers have provided for my use.
- I will be a good citizen of SCHS and the connected communities.

Expectations for Staff

As a staff member at SCHS,

- I will model the behavior expected from students.
- I will be positive.
- I will continually strive to improve the educational processes that take place at SCHS.
- I will keep students and their parents informed as to student progress.
- I will be committed to doing whatever is necessary to enable students to achieve at as high a level as possible.
- I will respect students as individuals.
- I will consistently enforce policies adopted for our school.

Expectations for Parents

As a parent,

- I will help ensure that students are punctual and attend regularly.
- I will discuss and monitor students' assignments and achievements.
- I will work to overcome problems that could hinder student progress.
- I will help students to make program choices and set career goals.
- I will respond to communication from the school.