

# **SCHS Student Policy Handbook 2016-2017**

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## - GENERAL INFORMATION -

### WELCOME

A warm “Welcome Back” to all parents, students and staff. 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 learn and grow as young adults. Together we will help enable our students to be engaged learners who become ethical citizens with an entrepreneurial spirit. We look forward to working with parents, staff and students as we strive towards these goals in the 2016-2017 school year. Together we can, and will, influence tomorrow.

**John Baldassarre**  
Principal

**Kim Payne**  
Assistant Principal

**Ron Pollmann**  
Assistant Principal

In the 2016-2017 school year, Sturgeon Composite High School and the entire school community will work towards developing an updated Mission, Vision and Values statement. Please watch for announcements in regards to your opportunity to participate in the process.

Below is our current Mission and Vision Statement.

### 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.

### CONTACT INFORMATION

#30 - 24400 Hwy 37  
Sturgeon County, Alberta  
T8T 0E9

Email: [schs@sturgeon.ab.ca](mailto:schs@sturgeon.ab.ca)

Website: <http://www.sturgeoncomp.ca>

Twitter: @SturgeonComp

Facebook: <https://www.facebook.com/SturgeonComp>

Phone: 780-973-3301

Fax: 780-973-3230

## 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 have been 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.

## VISITORS TO THE SCHOOL

Your child's safety is our number one concern. In the interest of safety we request that Parents and guardians come to the office to sign-out their child when they pick them up during the school day. The primary and legal responsibility of the school is to provide a sound educational opportunity in a safe environment and to be aware in cases of emergency when students have left the building when otherwise would be in class.

We welcome visitors to our school to check in at the office so that we are aware they are in the building and ask them to wait in the office instead of elsewhere on school grounds. 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. 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.

## PERSONNEL

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

### ADMINISTRATION

**Mr. BALDASSARRE**

**Mr. POLLMANN**

**Ms. PAYNE**

**Principal**

**Vice-Principal**

**Vice-Principal**

Ms. Anderson	Counsellor	Ms. McKeever	Incl Supp Fac/Stud Serv Lead Teacher
Mr. Anderson	Teacher	Mr. McKinley	Ed. Asst.
Ms. Anselmo	Ed. Asst.	Ms. McRae	Teacher
Mr. Bailey	Teacher	Mr. Meade	Ed. Asst.
Ms. Baxandall	Teacher (Mat leave)	Ms. Meadows	Teacher
Ms. Blonski	Teacher	Ms. Martel	Ed. Asst.
Ms. Booth	ADLC Facilitator	Ms. Megyesi	Ed. Asst.
Mr. Borle	Teacher	Ms. Michaud	Office
Ms. Briegel	Ed. Asst.	Ms. Northcott	Office (PowerSchool)
Ms. Charles	Teacher	Ms. Pinkard	Teacher
Ms. Churcher	Student Services Office	Mr. Prakash	Teacher
Ms. Cowley	Teacher	Mr. Razzolini	Teacher
Ms. Day	Phys Ed Lead Teacher	Ms. Reed	Teacher
Ms. Eliuk	Teacher	Ms. Romaniuk	Inclusion Teacher
Ms. Ferri	RAP Coordinator	Ms. Rufiange	Teacher
Ms. Fuller	Ed. Asst.	Ms. Sackiw	Ed. Asst.
Ms. Hill	Library Tech.	Mr. Sahib	Teacher
Ms. Hope	Ed. Asst.	Ms. Scheu	Finance Office
Ms. Hruschak	Teacher	Mr. Short	Teacher
Mr. Hubick	Math Lead Teacher	Mr. Spenrath	Teacher/Athletic Director
Mr. Husky	Teacher	Mr. Stanski	Teacher
Ms. Hutchings	Teacher	Mr. Thimer	Science Lead Teacher
Mr. Johnson	Teacher/School Life Coordinator	Ms. Welwood	Ed. Asst.
Ms. King	Teacher	Ms. White	Ed. Asst.
Mr. Krips	Fine Arts Lead Teacher	Ms. Wynnichuk	Ed. Asst. - Cosmetology
Ms. Kuch	Ed. Asst.	Mr. Zweifel	Social/Second Languages
Mr. Lindsay	English Lead Teacher	Constable Richard	School Resource Officer
Ms. MacKinnon	Teacher		

## 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.

## ATTENDANCE

Section 12 of the Alberta School Act outlines a student's responsibilities when it comes to their conduct in school. It is expected that students attend school punctually and regularly. In order to assist you, us and your child in meeting this expectation regarding attendance we ask that **Parents/guardians call or email the school at 780-973-3301 or [schs@sturgeon.ab.ca](mailto:schs@sturgeon.ab.ca) within 24 hours in order to confirm a student's absence.** Students are expected to be in their scheduled class when at school. **Under the School Act, School Administration can determine whether an absence is excusable or unexcusable.** SCHS considers all unexcused and unavoidable absences as detrimental to the learning environment as students cannot achieve their maximum potential. We will deal with unexcused absenteeism by the counseling of students and use of various consequences 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, students and parents may be referred to the Attendance Board which is a legal body which will enforce attendance.** According to the School Act 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. The school will not excuse students attendance due to a "blanket" excuse call from parents or guardians.

## 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. After discussing extended absences with his or her teachers, students may find this information through the use of classmates, teacher internet sites, electronic devices and other means. Homework packages will not be provided prior to or during the extended absence. Upon returning, it is the student's responsibility to complete and turn in any required assignments within a reasonable amount of time, determined by the teacher. 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.

## **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.

## **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 submit it to the principal for a decision. All appeals to the principal must be submitted within thirty (30) days of receipt of the mark.

Rescoring of a final exam will be consistent with the process used by Alberta Education in re-scoring diploma examinations. The rescore mark will be considered the final mark for that particular examination where the score increases, lowers or remains the same.

## **PARENTAL REVIEW OF EXAMS**

If a parent wishes to review a final or a unit exam (with the exception of diploma exams), 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 with medical note, bereavement), the student's parent/guardian must contact the school as soon as possible.
- (c) If busses 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. Students will be given an exemption on the examination scheduled for that day, and their grade will be comprised of their course awarded mark, and any other previous examinations scheduled for that course.

### 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)

SCHS believes that the purpose of exam week is to provide formal time for the students to maximize their achievement on their final exams. SCHS will not reschedule final exams for avoidable absences such as vacations, working at a place of employment, or other avoidable reasons. 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

Information on what specifically your child will be learning is available at Alberta Education's website. You can check here for a quick guide:

<http://www.learnalberta.ca/content/mychildlearning/>

### - EXPECTATIONS FOR STUDENTS -

#### **COURSE SELECTION, MINIMUM CREDIT LOADS AND WITHDRAWAL FROM CLASSES**

	<b>Credits Earned as of August 1, 2015</b>	<b>Minimum Credits Required to Register</b>	<b>Spare Eligibility</b>
<b>Grade 10</b>	-----	40	X
<b>Grade 11</b>	40 or more	35	✓
<b>Grade 11</b>	< 40	40	X
<b>Grade 12</b>	75 or more	30 (15/semester)	✓
<b>Returning Grade 12 (upon approval of Administration)</b>	-----	15/semester	✓

Minimum course credit requirements are only calculated using courses taken at SCHS.

**Note:** A student who has earned 40 credits after grade 10 will be eligible to receive a spare in grade 11. Students who earned 35 credits after grade 10, will be considered a grade 11 student but not be eligible to receive a spare. Students will only be considered to be grade 12 students if they have earned 75 credits after their grade 11 year. Blended or alternate programs will be at the discretion of Student Services and School Administration.

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 should be **no withdrawals from any class after ten (10) school days.**

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

### SPARES

All students and teachers have a right to a quiet instructional setting. Spares are intended for homework or quiet study in the library, the cafeteria or other rooms designated for general student



use. Hallways and foyers are to be kept clear when classes are in session. Students are expected to remain at school but, if they leave the building during spares, 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.

The following section is a reference from Section 12 of the School Act.

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

- (a) Be diligent in pursuing his/her studies;

## **STURGEON COMPOSITE CONDUCT POLICY**

### **STUDENT CODE OF CONDUCT**

As outlined in our Mission and Vision Statement, Sturgeon Composite High School endeavours to provide a safe and respectful environment for our students and staff. We are proud of our diversity and we respect the human rights of all members of our community. Students and staff will be treated with respect, kindness and fairness and they will treat others in the same manner. The Student Conduct Policy is available for parents and students on our school website. The policy will also be reviewed with students at various times throughout the school year.

- (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/her teachers for his/her conduct;
- (f) Respect the right of others;

The following are additional expectations set by the school.

- (a) Refrain from the use of language or behavior that degrades, labels, stereotypes, or incites hatred, prejudice, discrimination or harassment.
- (b) Refrain from any written, physical or verbal behaviour that could reasonably be considered harassing, bullying or threatening. (This includes online behaviour/cyberbullying)
- (c) Refrain from the use of tobacco products including vapes and e-cigarettes (detailed below)
- (d) Refrain from the use of alcohol and illegal substances (detailed below)
- (e) Keep lockers, school building and grounds, clean and neat;
- (f) Keep personal items in lockers or on person;
- (g) Adhere to school dress code (outlined below);
- (h) Respect the community around the school.

Investigation of any inappropriate behaviour will take place in a timely manner.

Consequences for breaches of the Student Code of Conduct may include:

- phone call to parent/guardian
- lunch hour detention and/or community service
- referral for counselling
- in-school suspension
- out of school suspension (followed by meeting with Administration)

- recommendation for expulsion
- referral to School Resource Officer

## **HARASSMENT/SAFETY/FROSHING**

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.**

## **PHYSICAL ALTERCATION**

We believe in a safe and caring learning environment and believe that physical altercations such as fighting, are counterproductive to the major purposes of an educational institution. Students who engage in physical altercations may receive a range of consequences which may include transfer of the student to the custody of parents, suspension from school, recommendation for expulsion from school, or involvement of law enforcement agencies. This policy is in effect during school hours and for all school sponsored activities on and off school property.

## **SMOKING**

Sturgeon Composite is a Tobacco Free facility. **All tobacco products, including chewing tobacco 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, may be fined. NOTE: This includes the use of tobacco products in vehicles.**

## **E-CIGARETTES/VAPORIZERS**

The use of any type of e-cigarette/vaporizer is prohibited. Vapoizers may be confiscated and returned to a parent/guardian.

## **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. Sturgeon Composite High School follows division policy in this regard. The policy can be found here: [http://www.sturgeon.ab.ca/Portals/0/policy-handbook/F\\_IV\\_02.pdf](http://www.sturgeon.ab.ca/Portals/0/policy-handbook/F_IV_02.pdf).

It states:

### **1.0 POLICY**

- 1.1 The possession, distribution and/or use of restricted and/or illicit drugs is prohibited.
- 1.2 The Board believes that the Division, in co-operation with families, community and law enforcement agencies, has a responsibility to:
  - 1.2.1 Educate students regarding drug abuse; and

1.2.2 Ensure that students who are under the influence of drugs while under school supervision receive appropriate consequences, which may include recommendation for expulsion.

1.2.3 Ensure that students who possess drugs and/or drug paraphernalia or traffic in drugs while under school supervision are recommended for expulsion.

## **2.0 GUIDELINES**

2.1 Further to Policy F/IV/7 – Student Conduct, Principals shall take disciplinary action with a student found at school or at a school sanctioned activity, who has consumed, is under the influence of, is in possession of, is trafficking in or is distributing drugs.

2.2 Students will be held responsible and accountable to Sturgeon School Division and its agents for their behavior and conduct beyond the hours of school operation, if that behavior or conduct has a connection back to the school and demonstrated detrimental impact on the welfare of individual students.

## **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. School jurisdiction includes:

- a. Possession or use of alcohol in the school;
- b. Possession and/or use of alcohol on school grounds;
- c. Possession and/or use of alcohol in personally owned vehicles;
- d. Possession and/or use of alcohol while in the custody of the school (eg: leaving school grounds to drink alcohol, being under the influence while riding the school bus, etc).

## **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/accessories that are offensive or depict illegal/immoral behavior.
- (d) Students must wear clothing that covers their chest, back and midriff and is appropriate in a work setting.
- (e) Shorts and skirts must be appropriate for a work setting.
- (f) Make-up must be appropriate for the work setting.
- (g) No 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 in extreme situations.

## 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 ambassadors 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.**

## PERSONALLY OWNED DEVICES

A personally owned device has two primary functions as it relates to it being used at Sturgeon Composite High School.

- a. Personal use which would include access to social media, communicating with parents, use as a media device and other personally related functions.
- b. Educational use where the device is used to access educationally related resources or to facilitate or enhance the educational opportunities afforded to students.

While in class, the primary function of any personally owned device will be educational therefore personal use of that device must be limited. The device should be used to perform educational functions while in class and any other function will be at the discretion of the teacher. Teachers are responsible for the educational integrity of the classroom and therefore will expect students to focus on their educational pursuits while in class and not on the personal use of their device. If a student refuses to comply with a request by a teacher to not use the device for personal use, they will contact home to inform the parent of the situation. Subsequent refusal to comply is considered as defiance of a teacher and will be dealt with by administration. A teacher may require that a personal device is not brought to a specific class.

In some instances, a personally owned device does not substitute for other educational devices. For example, students need a calculator for any examinations especially for diploma examinations personally owned devices are not allowed in examination rooms. **Alberta Education Policy states that students may not bring cell phones and/or personal audio devices into the examination room.**

If a student must be contacted for any reason during the school day, parents/guardians should contact the General Office and the message will be relayed to the student. For emergencies only, the student will be contacted immediately in the classroom. Parents are encouraged not to text/phone their children during class time.

Students will not engage in activities with electronic devices that could result in invasions of privacy and/or sexual harassment. No photos, video or audio recordings will be taken of student or staff member without the

subject's permission. Students will not engage in any form of bullying with electronic devices. Police may be involved due to the new cyberbullying laws.

## **ASSESSMENT POLICY**

### **Philosophy Statement:**

The staff at SCHS believes that the purpose of assessment is to gather information about student progress in order to improve teaching and learning. Assessment provides students, parents and teachers with an accurate picture of student performance in relation to the goals and objectives of the Alberta Program of Studies. This assessment will help inform students, parents and teachers about what learning needs to come next. All assessment is done in the service of student learning.

## **1.0 Responsibilities and Expectations of Staff, Students and Parents/Guardians Relating to Assessment**

### **1.1 The Staff at SCHS will:**

- Provide a high level of professional instruction.
- Provide opportunities for all students to grow academically, socially, emotionally and physically.
- Communicate clearly defined criteria for all courses and how marks are determined as the year progresses.
- Provide an overview of the assessment plan for each course to students and parents at the start of the year.
- Provide appropriate opportunities for students to demonstrate learning, using a variety of formative and summative assessments.
- Maintain thorough & accurate records detailing student achievement and challenges.
- Use a variety of assessment tools to reach a summative grade.
- Communicate school/student information, progress and achievement using one or more of the following:
  - Course outlines
  - Parent Portal
  - Phone contact
  - Email contact
  - Parent/student/teacher conferences
- Actively participate in self-reflection in order to evaluate their teaching practices based on assessment data and individual student needs.

### **1.2 Students will:**

- Attend classes regularly and punctually.
- Come to class prepared to work and learn with the proper materials and an attitude that fosters success and achievement.
- Follow school and district policies and regulations regarding behaviour and conduct.
- Complete homework and assignments on time.
- Demonstrate pride in completed work by ensuring that all assignments demonstrate their highest levels of achievement and learning.
- Exhibit respect for themselves and others, and demonstrate self-discipline.
- Actively seek to acquire the skills, knowledge, and attitudes of the Alberta Program of Studies.

- Ask for help when appropriate and attend scheduled help sessions as needed/required.
- Actively participate in self-reflection, goal-setting and other formative assessment activities.

### 1.3 Parents/Guardians are encouraged to:

- Ensure their child gets to school daily and on time.
- Provide the time and place for daily homework.
- Show support for school and district policies and regulations.
- Actively monitor and encourage student progress by checking the Parent Portal.
- Communicate with staff regarding their child's progress.
- Attend conferences and/or parent workshops that focus on student learning and achievement.

## 2.0 Assessment Practices at SCHS

The **purpose of assessment** is to gather information about student progress in order to improve teaching and learning. **Information** related to assessment is communicated in a clear manner to students, parents and teachers.

**Assessment** provides students, parents and teachers with an accurate **picture** of student performance in relation to the goals and objectives of the Alberta Program of Studies. SCHS may engage in three types of assessment:

1. **Formative Assessment** provides ongoing information to help teachers and students determine what is required to improve knowledge and skills. It can provide practice in applying, demonstrating and extending knowledge, skills, and attitudes. This information is posted on the Parent Portal.
2. **Summative Assessment** is usually done at the end of a unit or term. It is meant to provide information about progress and achievement. This information is posted on the Parent Portal.
3. **Diagnostic Assessment** is meant to provide information about a student's prior learning. It may help to identify a student's strengths or areas of concern allowing a teacher to make informed decisions about program planning for the student. This information is communicated to families in a parent conference.

Based on meaningful and clear **assessment practices**, students are:

- Engaged and empowered in their learning process.
- Actively participating in the assessment of their work. Assessment tasks provide them with information that they can use for self-reflection and self-evaluation. This assists students in taking responsibility for their work and in becoming life-long learners. For students to progress, they must take ownership for their learning.

### 3.0 Re-writes

- Students will not normally have the opportunity to re-write major tests or re-do major assignments as these summative assessments are a measure of student learning over a period of time. However, in the event that a student's performance on a summative assessment task is inconsistent with his/her performance in the unit of study, the teacher may allow the student to re-write the test or re-do the assignment. The student must initiate this process.
- Students may be given the opportunity to write missed summative assessments under extenuating circumstances as determined by school personnel.

### 4.0 Work Not Handed In (NHI)

Teachers will assign clear deadlines and expectations for assignments and other learning activities related to their courses. Students will be responsible for these deadlines and will organize their time

appropriately for the completion of these tasks. Should a student not hand in an assignment they will have their mark recorded as an NHI (Not Handed In). This mark will calculate as a '0' in their final grade until such time as they meet with the teacher to discuss any process necessary for handing in their late assignment. Should a student not write a test, the same process will be followed until such time as they do write the test. Throughout this process, the teacher will use all means at their disposal to encourage the student to complete the assignment or write the test. They may:

- Post the NHI on the Parent Portal
- Encourage the student to complete the assignment or test
- Call home
- Email home
- Call in the school counselor
- Call in school administration

### **5.0 Plagiarism and Cheating**

Plagiarism, copying the work of another individual and inferring that it is the student's own work, is illegal. Cheating includes: plagiarism, copying, or gaining access to answers for a test or assignment in a way that does not reflect the student's own understanding of the concept.

Parents will be notified and consequences will be assigned by the teacher in conjunction with school administration. A mark may be awarded when an alternate assignment or test is completed by the student. A record of the incident will be kept and repeat offences will be dealt with by school administration.

### **6.0 Marks Appeal Process**

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 submit it to the principal for a ruling. All appeals to the principal must be submitted within thirty (30) days of receipt of the mark.

If a parent wishes to review a final or a unit exam (with the exception of diploma exams), 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.

### **- STUDENT FEES -**

#### **INSTRUCTIONAL MATERIALS & OTHER SCHOOL FEES**

Instructional Materials Fees (which includes all textbooks and reference materials) and other fees must be paid at registration. If parents are unable to pay before **October 15, 2015**, they must contact the Finance Office for approval to 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 books.

**Note:** Students may be ineligible to participate in any extracurricular activities including: graduation ceremonies, music tours, athletic teams, out of province/country travel, Skills Alberta/Canada competitions, etc. if any school fees are outstanding.



**Note:** Out of Boundary students, registering in SCHS, shall be charged a \$50.00 deposit. Upon attendance to the school, the deposit will be applied to offset their school fees.

**Note:** Fees for the 2015/16 School Year will be announced upon Board approval.

## **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.

## **STUDENT SERVICES AND INFORMATION -**

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

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/course changes
- 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. Student Counseling**

- Confidential discussion of personal concerns
- Conflict resolution
- Outside agency information and referrals

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, Ms. Churcher, 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](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 achieve honours.

### **Sturgeon School Division Award**

Engraved pen/pencil set is awarded to the student achieving the highest average in grade 10, 11 and 12.

### **Alberta Teachers' Association Scholarships**

The Sturgeon Local of the ATA sponsors three scholarships of \$500 to students who are entering the Faculty of Education. Students may contact the counsellor for application forms. The awards are presented by the Local to the students 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.

### **Alice Klassen Memorial Scholarship**

This \$600 scholarship is awarded to a student who has been a member of the SCHS Concert Band, Choir, Jazz Band or Small Vocal Ensemble for at least two years. The scholarship was created by Alice Klassen in 1987 to be presented to a student who shows great dedication to the SCHS Music Department. The successful candidate must be enrolled in any post-secondary study within 15 months of graduation.

### **Band Leader of Tomorrow Scholarship**

This \$600 scholarship is presented to the student who is a member of the band program and whose family has actively participated and helped with the Sturgeon Composite Area Music Promoters Association. This student also shows leadership within the class, including active participation and is enrolled in a post-secondary education music program.

## - STUDENT ACTIVITIES -

### GRADUATION CEREMONIES

It is an earned privilege to participate in the graduation ceremony. The graduation ceremony is an academic event celebrating the accomplishments of the student at the high school level. Student names are placed on the grad ceremony list **ONLY** when confirmed by Student Services (grade 12 students are not automatically placed on the grad list; academic records and attendance will be reviewed to confirm a student's participation in the grad ceremony):

- 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 an **85% attendance rate** and show diligence towards completion of requirements in order to participate in graduation ceremonies.
- **In order to participate in the graduation ceremony, all school fees must be paid up to date.**
- Be enrolled in sufficient courses at Sturgeon Composite High School 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 any outside educational facility are completed and graded by **the last day in February** of the graduating year.
- Be responsible for providing documentation by the **last day in February** 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.
- Participation in the graduation ceremony for students on a blended or alternate program will be at the discretion of Student Services and School Administration.

**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 the last day of February. Failure to provide this information may mean that you will not be able to participate in the ceremonies. Only students in good standing will be allowed to participate in the ceremony.

## EXTRACURRICULAR ACTIVITIES

EXTRACURRICULAR ACTIVITIES CALENDAR										
ACTIVITIES	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Badminton										
Basketball										
Cross-Country										
Curling										
Drama Club										
Drumline										
Football										
Golf										
Graduation										
Jazz Ensemble										
ReachTeam										
Rugby										
Vocal Jazz 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 fees to help cover transportation, league fees and tournament fees, which will be announced at a later date.

**\*Note:** Students are ineligible to participate in any extracurricular activities including but not limited to: music tours, athletic teams, out of province/country travel, Skills Alberta/Canada competitions, etc. if any school fees are outstanding.

### **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 2015/16 school year. The cost of the book will be \$45.00. The 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 March 1/2016.**

## - 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 8:00 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 encouraged to engage in collaboration, silent study and the appropriate use of technology in a respectful manner. Students are encouraged to become familiar with the technology available 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. Students are responsible to empty out their lockers at assigned times during the school year.

## NEWSLETTERS

Newsletters will be emailed to parents/guardians and posted on the school's website ([www.sturgeoncomp.ca](http://www.sturgeoncomp.ca)) at the beginning of each month. Information in the newsletters will be of value and interest to parents and students.

## PROGRESS REPORTING

As 90% of our parents/students access updated, ongoing grades via the Parent Portal on a regular basis, it has been decided that all grades will be provided digitally through the Parent Portal. There will no longer be printed midterm reports provided. Semester 1 final grades can be accessed on the Parent Portal. Should a parent prefer a paper copy of the midterm grades, requests can be submitted to the General Office. June semester end transcripts are mailed home (both semester 1 & 2 will be included on the June transcript). Parents and students are encouraged to log on to the PowerSchool Parent Portal ([www.pschool.sturgeon.ab.ca/public/](http://www.pschool.sturgeon.ab.ca/public/)) which is accessible 24 hours a day on our school website to regularly review student's academic progress and attendance. Parents may contact their child's teachers via email or make an appointment to see any teacher at any time.

## SCHOOL PARENT 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 be announced in September and will take place at 6:30 p.m. in the staff room at SCHS. **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 STORE

The store operates during the lunch break. Items for sale are snack foods and drinks, various school supplies. 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

Students are welcome to use telephones in the office for emergency purposes. Parents phoning the school may leave a message for their children; in the case of an emergency a class may be interrupted to deliver the message. Parents are encouraged not to text or call their children's personal cell phones during class time.

2016-2017

FINAL (AMENDED)

March 23, 2016

AUGUST, 2016

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SEPTEMBER, 2016

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OCTOBER, 2016

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NOVEMBER, 2016

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DECEMBER, 2016

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JANUARY, 2017

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MAY, 2017

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JUNE, 2017




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JULY, 2017

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**STURGEON SCHOOL DIVISION**  
 9820-104 Street  
 Morinville, AB T8R 1L8  
 Phone: (780) 939-4341

-  Operational Day - No Classes
-  Non-Operational Day
-  Division/School P D; Collaboration; Staff Meeting

School offices open	August 25
Prof. Dev. Collaboration – No classes	August 29
Prof. Dev. Collaboration – No classes	August 30
Operational Non-Instructional (K-12)	August 31
All classes (full day)	September 1
Labour Day – No classes	September 5
Division/School PD/Collaboration; Staff meeting	September 16
Thanksgiving Day – No classes	October 10
Division/School PD/Collaboration; Staff meeting	October 14
Division/School PD/Collaboration; Staff meeting	November 10
Remembrance Day	November 11
In lieu of Parent/Teacher Interviews	November 25
Division/School PD/Collaboration; Staff meeting	December 9
Christmas Vacation	Dec. 26–Jan 6
Classes Resume	January 9
Division/School PD/Collaboration; Staff meeting	January 31
First day of classes Semester Two	February 1
Teachers' Convention – No classes	February 9-10
Family Day – No classes	February 20
Division/School PD/Collaboration; Staff meeting	February 17
Division/School PD/Collaboration; Staff meeting	March 10
In lieu of Parent/Teacher Interviews	March 24
Spring Recess	March 27-31
Classes Resume	April 3
Division/School PD/Collaboration; Staff meeting	April 13
Good Friday - No classes	April 14
Easter Monday - No classes	April 17
Division/School PD/Collaboration; Staff meeting	May 19
Victoria Day - No classes	May 22
Division/School PD/Collaboration; Staff meeting	June 9
Last day of classes	June 29
Operational Non-Instructional (K-12)	June 30

SCHOOL TIMETABLE –

SEMESTER 1 & 2

<b>DAY A</b>	<b>DAY B</b>
<b>BLOCK 1</b> 8:45-10:09	<b>BLOCK 1</b> 8:45-10:09
<b>BLOCK 2</b> 10:17-11:41	<b>BLOCK 2</b> 10:17-11:41
<b>LUNCH</b> 11:41-12:24	<b>LUNCH</b> 11:41-12:24
<b>BLOCK 3</b> 12:24-1:48	<b>BLOCK 3</b> 12:24-1:48
<b>Block 4</b> 1:56-3:20	<b>Block 4</b> 1:56-3:20
<b>Block 5</b> 3:30-5:00	<b>Block 5</b> 3:30-5:00



**- SCHOOL YEAR CALENDAR -**

September 6 .....	1 <sup>st</sup> day of school
September 20 <sup>th</sup> .....	Meet the Staff
October 10 .....	Thanksgiving Day - No School
October 14 .....	PD Day - No Classes
October 21 .....	Picture Retakes
November 8-9 .....	Parent Teacher Meetings
November 10.....	PD Day - No Classes
November 11 .....	Remembrance Day - No School
November 22 .....	Awards Night @ Morinville Community Cultural Centre - (7:00 pm)
November 25 .....	Non-Instructional Day In Lieu of Parent-Teacher Interviews
December 9 .....	PD Day - No Classes
December 26-Jan 6 .....	Christmas Vacation
January 9.....	Classes Resume
January 31 .....	PD Day - No Classes
February 1.....	Semester 2 Begins
February 9 .....	Teachers' Convention - No Classes
February 10.....	Teachers' Convention - No Classes
February 17.....	PD Day - No Classes
February 20.....	Family Day - No School
March 10 .....	PD Day - No Classes
March 24.....	Non-Instructional Day In Lieu of Parent-Teacher Interviews
March 27-31 .....	Spring Break
April 3 .....	Classes Resume
April 11-12 .....	Parent Teacher Meetings
April 13.....	PD Day - No Classes
April 14.....	Good Friday—No School
April 17 .....	Easter Monday—No School
May 19 .....	PD Day - No Classes
May 20.....	Grad
May 22.....	Victoria Day - No School
June 9.....	PD Day - No Classes
June 29.....	Last Day of Classes
June 30 .....	Operational—No Classes

**NOTE: School pictures will be done during registration.**



**- 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

