

Sturgeon Composite High School

Policy Handbook

- **Sturgeon Public School Division School Year Plan and Sturgeon Composite High School Year plan 2021 - 2022 supersede this guide until COVID measures end.**



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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. Together we can, and will, influence tomorrow.

ADMINISTRATION

Sherri Devolder
Principal

Kim Payne
Vice Principal

Chantelle Cadieux
Vice Principal

VISION STATEMENT

Sturgeon Public Schools: where, through a well-rounded education, students are motivated and supported to pursue their unique path to future success.

MISSION STATEMENT

Working together as a team of trustees, parents, community, staff and students, we create safe, respectful and collaborative learning environments where students are prepared to meet, and excel at, the challenges presented by the global community.

VALUES

- **Excellence in teaching:** We know that magic can happen when students are engaged, excited and feel connected to their learning and their teachers.
- **Shared responsibility:** We all have an important part to play in the education process. Working together, we strive for excellence so we can build a stronger future for us all.
- **Mutual respect:** Students, staff and parents all deserve to be treated with respect. By fostering reciprocal respect within our system, we will all be able to reach our full potential.
- **Belonging:** Students must be able to learn in healthy environments where they feel safe; have strong connections; are free from bullying; and where their physical, intellectual and emotional needs are met. We are a school division and a family.
- **Learning choices:** One size does not fit all. We recognize that to prepare students for their futures, we must meet their diverse needs along the way.
- **Communication:** To do the challenging work of educating the next generation, we must keep the communication channels open. We value open, honest and timely communications.

CONTACT INFORMATION

#30 - 24400 Hwy 37

Sturgeon County, Alberta

T8T 0E9

Email: schs@sturgeon.ab.ca

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

Twitter: @SturgeonComp #SturgeonNation

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

Phone: 780-973-3301

VISITORS TO THE SCHOOL

Your child's safety is our number one concern. In the interest of safety, we request that Parents and guardians call 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. All visitors are asked to book an appointment in advance and proceed to the office upon arrival to check in.

OFFICE

Our office is open daily from 8:00 a.m. to 3:45 p.m.

SIGNING OUT

Students, who are required to leave for any 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. Parents / Guardians of students who are ill are encouraged to inform the school by email at schattendance@sturgeon.ab.ca or phone at 780.973.3301.

ATTENDANCE

Section 31 of the Alberta Education Act outlines students' responsibilities when it comes to their conduct in school. It is expected that students attend school punctually and regularly. In order to assist you in meeting this expectation regarding attendance we ask that **parents/guardians call or email the school at 780-973-3301 or schattendance@sturgeon.ab.ca within 24 hours in order to confirm students' absences. Students are expected to be in their scheduled class when at school. Excused students are not to be on school property. Under the Education Act, School Administration can determine whether an absence is excusable or inexcusable.**

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. **According to the Education Act Section 7(4) 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 student's attendance due to a "blanket" excuse call from parents or guardians.**

Once a child is excused from a class, they are to be off school property.

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. It will be the responsibility of the student to obtain notes and complete assignments which occur during their absence. After discussing extended absences with the student's teachers, students may find this information through the use of google classroom, 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 students' responsibility to complete and turn in any required assignments within a reasonable amount of time, determined by the teacher. Although these procedures will help students 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 Public Schools 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) Supervising teachers will take attendance during diploma 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. Alberta Education does not permit entry into the exam room

after 10am. The student will not be allowed an extension of the writing time unless approved by the SCHS administration team. If a diploma exam is missed the student will need to write the exam during the next diploma exam session (November, January, April, June, August).

- (b) If buses are not running, Alberta Education, and Sturgeon Public Schools 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.
- (c) If a student is not able to write due to illness or another emergency (i.e. bereavement) a form (available from the Alberta Education Website) 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. If the exemption is not approved the student will write in the next exam session (November, January, April, June, August).

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. 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/mychildslearning/>

ENROLLMENT EXPECTATIONS FOR STUDENTS

COURSE SELECTION, MINIMUM CREDIT LOADS AND WITHDRAWAL FROM CLASSES

	Credits Earned	Minimum Credits Required to Register	Spare Eligibility
Grade 10	-----	40	X
Grade 11	40 or more	35	✓
Grade 11	< 40	40	X
Grade 12	75 or more	30 (15/semester)	✓
Returning Grade 12 (Only special cases will be considered)	-----	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 seven (7) 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.

PERSONALLY OWNED ELECTRONIC DEVICES

A personally owned device is encouraged for educational use. Cellphones that are a distraction in class are not to be in class and can be locked in lockers or left at home.

HOMEWORK

Students are personally responsible for obtaining and completing homework assignments when missing classes. Parents/students should check Google Classroom and PowerSchool to obtain information about missed work. Further information can be obtained from the classroom teacher.

ILLNESS

If a student has a serious illness, it is the responsibility of the parents to notify the school. In the event of illness during school hours, an infirmary may be available for students' use. Cell phones may not be accessed in the infirmary. When necessary, parents will be contacted to take students home. Upon entering or leaving the infirmary, students must advise the office. **Parents are expected to inform the school of any medical conditions and medications required for their son or daughter.**

INTERNET ACCESS

Students registered at SCHS have the opportunity to access the Internet through the technology available at the school. Students must adhere to the Division's Acceptable Use Agreement which is signed by students and parents each year. Students who access the internet, via the division or through their internet service provider, but are participating in illegal activities or activities against school rules, will be dealt with appropriately.

PERSONAL PROPERTY

Sturgeon Composite High School and Sturgeon Public Schools 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 may be brought to the General Office and may be discarded.

SCHOOL BUSES

Buses are provided to transport all students to and from school. Parents who are not certain which buses transport their children should contact the Transportation Dept at 780-939-4341, toll free at 1-888-459-4062 or online at <http://www.sturgeontransport.ca/>.

SCHOOL CLOSURE/CANCELLATION OF BUS SERVICE

When the temperature is -40°C or below or roads become impassable, as deemed by the bus drivers, an announcement may be made to suspend school bus operation. 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 be viewed on the Sturgeon Public Schools website (www.sturgeon.ab.ca) under "Board of Trustees"

PARKING

Parking at SCHS is a privilege. Students who are allowed to park at SCHS agree to the list below:

- I understand that parking in the SCHS parking lot is a privilege and is provided as an opportunity to make life more convenient for me and my family.
- I understand that I will be expected to follow all of the laws associated with driving a vehicle in the province of Alberta and may be subject to a fine if I disobey those laws including when driving in the SCHS parking lot.
- I understand that sitting in vehicles or loitering in the parking lot is not permitted. It is expected that students are to be in class or in the school during the day unless you are off campus for an appropriate reason.
- I understand that participating in illegal or school prohibited activities and/or possessing or transporting illegal goods (eg: smoking, e-cigarettes, drinking, chewing tobacco, alcohol, drugs, weapons) in my vehicle on school grounds may be subject to legal and/or school disciplinary action.
- I understand that if there is a change in vehicle information, I must go to the school office to get it changed.
- I understand that my attendance (lates or absences) and behavior (eg: in the parking lot) must not become problematic.
- I understand that I am not allowed to give my peers permission to sit in my vehicle while I am in class.
- I understand that student parking is in the West lot. Numbered and reserved spots are not for students.
- I understand that I am not permitted to park in the East parking lot. Any spots in that lot are pre-approved by Administration for special circumstances.

- I agree to follow all the rules and expectations above and if I fail to obey them, I may have my parking privileges suspended or revoked.
- I agree to follow all the rules and expectations above and if I fail to obey them, I may have my parking privileges suspended or revoked without refund.
- I understand that parking in RESERVED or NUMBERED spaces is prohibited.
- Students are not able to park in the East parking lot.

NOTE: Students and visitors, who park in the parking lot, do so at their own risk.

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.

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 PowerSchool as the primary source of communication.
- Communicate daily homework and daily topics via google classroom.

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 behavior 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 module. 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 with their teacher.
- 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. Throughout this process, the teacher will use all means at their disposal to encourage the student to complete the assignment within the department specific timelines. They may:

- Post the NHI on the Parent Portal
- Encourage the student to complete the assignment
- 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 a mark of zero will be awarded. Students who share their work with others will also receive consequences. 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

All fees are due at registration. If parents are unable to pay before **October 15 of the current school year**, 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, field trips, 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 current School Year will be announced upon Board approval.

- 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

E. Work experience, Registered Apprenticeship Program, and Dual Credit

- This is for students to move ahead with career transitions
- Students may apply and when approved have the opportunity to earn high school credits.
- Students need to have good standing in attendance, citizenship and effort.

Students can see a counsellor by making an appointment or on a drop-in basis. To make an appointment with one of the counsellors, email the counsellors directly 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

- 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, passing marks and attendance will be reviewed to confirm a student's participation in the grad ceremony).

Students must:

- 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;
- Have an **85% attendance rate** and show diligence towards completion of requirements in

- order to participate in graduation ceremonies.
- Have paid all school fees in full.
 - Be enrolled in and passing 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.

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

We offer a wide variety of sports at SCHS. All sports are governed by school policies and the Alberta Schools' Athletic Association and Metro 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.**

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 cannot 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.

- 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.

CAFETERIA AND LUNCH FACILITIES

Sturgeon Composite has a cafeteria which is open for the majority of the day; starting with breakfast at 8:20 a.m. 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.

LEARNING COMMONS

Our Learning Commons is intended as a learning center and we encourage students to use its resources. The use of equipment is for designated educational purposes only. While in the Learning Commons, 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.

Math help

There is extra help for Math and Science in the Learning Commons at lunch.

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.

PROGRESS REPORTING

All grades will be provided digitally through the Parent Portal. Parents and students are encouraged to log on to the PowerSchool Parent Portal (<https://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 Public Schools. 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 6:00 p.m. in the conference 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 learning commons privileges, computer access, signing out textbooks, and identification for writing final exams.

SCHOOL STORE

The store may operate 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.

CODE OF CONDUCT

Student Responsibilities according to Section 31 of the Education Act

A student, as a partner in education, has the responsibility to

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- (d) respect the rights of others in the school,
- (e) refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- (f) comply with the rules of the school and the policies of the board,
- (g) co-operate with everyone authorized by the board to provide educational and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community

Parent Responsibilities according to Section 32 of the Education Act include in part include the responsibility to

- (a) take an active role in the child's educational success, including assisting the child in complying with section 31
- (b) ensure that the child attends school regularly
- (c) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment.
- (d) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school

MISSED CLASSES AND LATES

- students are expected to attend classes regularly and on time
- unexcused absences and lates may result in lunch hour detentions, loss of spare and/or in-school suspensions

STUDENT DRESS CODE

Student dress must:

- Conform with established health and safety requirements for the intended activity (e.g. health and physical education classes, science and chemistry classes, sporting events, CTS courses, etc.);
- Respect the Board's intent to sustain a community that is positive, equitable, accepting and inclusive of a diverse range of social and cultural identities;

- Not promote offensive, lewd, vulgar or obscene images or language, including profanity, hate and pornography;
- Not promote, nor, could not be construed as or include content that is discriminatory or that reasonable could be construed as defamatory, threatening, harassing or promoting bias, prejudice or hate;
- Not symbolize, suggest, display or reference: tobacco, cannabis, alcohol, drugs or related paraphernalia, promotion or incitement of violence or any illegal conduct or criminal activities;
- Not interfere with the safe operation of the school;

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.**

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.

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, encourage, watch, video or photograph an altercation may be faced with a range of consequences which may include 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 during school hours, for all school sponsored activities on and off school property and if the altercation happened outside of school hours but has impacted the learning environment of SCHS.

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. The item in question will be confiscated.

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.

ILLEGAL, RESTRICTED OR PROHIBITED SUBSTANCES

It is the belief of SCHS that these substances are counterproductive to the major purposes of an educational institution. Therefore, any students found in possession of, involved with, or using these substances will be disciplined. The use, possession, or distribution of these substances 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, recommendation for expulsion from school, or involvement of law enforcement agencies. These substances will be confiscated and not returned. This policy is in effect for all school sponsored activities on and off school property. Sturgeon Composite High School follows division policy 900 in this regard.

These substances include but are not limited to: alcohol, tobacco and tobacco products, e-cigarettes and vaporizers, cannabis/cannabis products, drug paraphernalia, and any other illegal, restricted or prohibited substances.

Sturgeon Composite High School follows [Sturgeon Public Schools Policy 900.](#)

SPS Division Calendar:

<https://www.sturgeon.ab.ca/documents/general/Final%20June%202024%202020%20%20Revised%20School%20Calendar.pdf>