

STUDENT / PARENT HANDBOOK

2023-2024



GRANDE CACHE COMMUNITY HIGH SCHOOL

John Hammer
Principal

Brittany Zutautas
Assistant Principal

Telephone: (780) 827-3502
Fax: (780) 827-3112

Email: johnhamm@gypsd.ca
Email: britzuta@gypsd.ca

Table of Contents

Principal's Message	4
Our Vision	5
Our Mission	5
Staff List	6

A. Expectations of Students at Grande Cache Community High School

1. The Education Act	7
2. Expectations for Student Behaviour	7
a. Providing a Safe and Caring School Environment	7
b. Electronic Devices	7
c. Appropriate Clothing	8
d. Student Performance/Study Hall	8
e. Co-operative Behaviour and Respecting Authority	8
f. Punctuality	8
g. Attendance	9
h. Smoking	10
i. Vandalism	10
j. GYRD Threat Assessment Program	11
k. Swearing, Verbal Abuse, and Physical Abuse	11
l. Harassment Policy	11
m. Fighting	12
n. Weapons	12
o. Drugs and Alcohol	12
p. Criminal Activity	12

B. School Programs

1. Junior High School Program: Grade 9	13
2. Senior High School Program: Grades 10 - 12	13
a. Graduation Requirements	14
b. Pre-requisite Waivers	15
c. Course Challenges	15
d. Students Upgrading	15
3. C.T.S.	15
4. Outreach Centre	15
5. Procedure for Withdrawing from a Senior High Course	16

C. School Procedures

1.	Bell Schedule	16
2.	Grade Nine Flexibility Time	16
3.	Signing In and Out	17
4.	Visitors to the School	17
5.	Student Fees	17
6.	Lockers	18
7.	Vending Machines	18
8.	Library	19
9.	Computers	19
10.	Extra-Curricular School Trips	19
11.	Dances	20
12.	Accidents	20
13.	Liability for Damage or Loss of School Property	21
14.	Student Assessment	21
15.	Plagiarism	22
16.	Final Exams	22
a.	Student Absences from Scheduled Examinations	22
b.	Appeal Procedure for Diploma Exams	22
c.	Repeating a Course	22

D. Student Services

1.	Counseling	23
2.	Student Health Program	23
3.	School Community Team Program	23
4.	School Council	23
5.	Clubs and Sports	24

E. Parent/Home Communications

- | | |
|-----------------------------------|----|
| 1. School Newsletter | 24 |
| 2. Communicating Student Progress | 24 |

F. Awards

- | | | |
|---|--------------------|----|
| 4 | Honours and Awards | 25 |
| | Scholarships | 25 |

G. Important Contact Numbers 26

Principal's Message

Welcome to Grande Cache Community High School! We are looking forward to an outstanding year of learning and positive interactions and experiences. We encourage students and parents to engage in improving our school and continuing our journey as we strive to get better every day. We are fortunate to be able to offer our students with a variety of core academic courses as well as exciting and engaging options. Our goal is always to set our students up for success in their lives when they leave our school and pursue their next steps in life. We encourage students to sign up for activities that support their interests such as the Superintendent's Youth Council, the Principal's Youth Council, extracurricular sports, Skills Canada competitions, ski trips, and other activities that are offered throughout the year. High School is a time of growth and independence where students become more and more responsible for their learning. The choices that they make now will guide them in their future paths. We are here to help support, guide, and encourage our students through these choices and decisions that we hope will allow them to reach their highest potential, which we will celebrate upon their graduation. We look forward to supporting and encouraging every student as they move through the last stage of their education.

Take care and have a great year.

Mr. John Hammer
Principal
Grande Cache Community High School

Our Vision

Grande Cache Community High School is a professional learning community where student learning is valued in a supportive and inclusive environment sustained by the staff, students and community partners.

The following five pillars describe the future we see for our school. These five characteristics shape our school's goals and ongoing efforts as a staff committed to working within a professional learning community.

A responsive curriculum: high expectations for all students, infused with the flexibility to provide for the individual needs for diverse learners.

A supportive climate: a safe and inclusive place that fosters learning and recognizes accomplishments of students and staff.

Engaged students: who are equipped with the skills to apply learnings to new situations in the school-community and future endeavors.

A committed staff: professional and support staff who work collaboratively as a professional learning community.

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Community partners: parents and community members play an integral role in the life of the school and are focused on the goal of optimizing student learning.

Our Mission

To work in partnership with the community to meet the unique learning needs of all students as they become contributing members of the community and engaged citizens.

2022-2023 SCHOOL YEAR

Principal

Mr. John Hammer

Assistant Principal

Ms. Brittany Zutautas

Instructional Staff Grades 9 – 12

Mrs. Aimee Allers

Mr. Colin Bullock

Ms. Colleen Coughlin

Mr. Aaron Fearn

Mrs. Anastasia Hoskin

Mr. Greg Nolan

Mrs. Jenna Nolan

Ms. Jacqueline Riehl

Mr. John Warenycia

Mr. Owen Weimer

Ms. Brittany Zutautas

Secretary

Mrs. Diana Wall

Teacher Aides/ Classroom Support

Mrs. Sharon MacDonald

Mrs. Jeanette Moreton

Ms. Kimberley TenEyck

Ms. Mia Ceasar

Mrs. Cassidy Leblanc

Family School Liaison Workers

Mrs. Amanda MacDougall

Wellness Navigator

Trystan Atkinson

BEST Coach

Mrs. Lisa Beckstead

EXPECTATIONS OF STUDENTS AT GRANDE CACHE COMMUNITY HIGH SCHOOL:

The Education Act

The Education Act (Section 31) identifies required student behaviours as follows:

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 behaviour 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 education programs 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*

EXPECTATIONS FOR STUDENT BEHAVIOUR

School Rules

- Loitering in the washroom will not be tolerated. Students are expected to use the washroom, wash their hands, and leave.
- Students will demonstrate respect for authority, others, property, and themselves.
- Cell Phones are to be left in the classroom during washroom breaks.
- One student at a time is allowed out of the classroom.
- Respect all people by not putting your hands on them, using non-violent means of resolving conflict, and being respectful with your language. Do this at all times regardless of previous history, ethnicities, races, religions, genders and sexual orientations.
- Technology is to be used appropriately and under the direction of school staff in accordance with the technology agreement.
- Liability for damage to property rests with the students and parents for property that is willfully damaged.
- Prohibited on school property: violence, profanity, obscenities, substance use, racial comments, insulting statements or actions.

Acceptable Behaviour

- Students are accountable for their behaviour whether or not it occurs on school property or within the school day. When behaviour occurs off school property, or outside of regular school hours and threatens the safety or well-being of individuals within the school community or disrupts the learning environment, school administrators may apply consequences for the behaviour.
- Examples of acceptable behaviour include but are not limited to:
 - Behaviours that support the learning of others and/or the school environment.
 - Behaviours that create safe conditions.
 - Students will encourage acceptable positive behaviour in others by: reporting and not participating in harassment, acts of bullying, threats, or intimidation. This includes in person, indirect, or electronic behaviours.
 - Reporting and not participating in physical violence.
 - Reporting and not participating in the possession of weapons.
 - Reporting and not being under the influence of or possession of any controlled substance.
- GCCHS is an allergy aware school. As such GCCHS has a number of students who are severely allergic to nuts. Please ensure any nuts or nut products are not brought into school to help us create a safe environment for all students.

Student Rights and Responsibilities

- Cell Phones are a privilege and students are responsible for using them respectfully as directed by the classroom teacher.
- Students are responsible for appropriate use of technology. Appropriate student devices use will be dictated by the classroom teacher.
- Students have a right to learn in a classroom designed for optimum learning where expectations and consequences are clearly developed to maintain a positive classroom climate and to ensure that classroom discipline is consistent, fair, and maintains the dignity and self-worth of students and staff.
- Students have a right to safety and a responsibility to respect all persons and property within our community to meet the expectations of being a good citizen.

Bullying and Conflict

- Conflict occurs when there is a breakdown in relationships between individuals that results from a disagreement or misunderstanding. While conflicts may require adult intervention, they are considered to be a natural part of how students learn to navigate relationships and to resolve conflict.
- Bullying is defined in the Education Act as repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear, or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation.
 - Bullying can take different forms:
 - Physical (e.g. pushing, hitting)
 - Verbal (e.g. name calling, threats)

- Social (e.g. exclusion, rumours)
- Electronic (e.g. using technology to harass or threaten)
- All students are expected to refrain from, report, and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means.
- Students are also expected to resolve conflict or seek assistance to resolve conflict in a peaceful, safe and non-threatening manner that is conducive to learning and growth. It is our school staffs' responsibility to investigate conflict, use their reasoned judgement and help address this conflict between students. Appropriate strategies may include counselling, mediation, consequences and or forms of restorative practice.

Student Dress Code

- Students are responsible for ensuring that they are dressed for the learning activity in which they are taking part. This includes a pair of clean gym shoes and appropriate clothing for physical education. Students are expected to dress in a manner that reflects a positive sense of self within a welcoming, inclusive, safe, and healthy learning environment. School expectations for student attire take into account a student's right to fairness, dignity, and respect and will not discriminate against students based on race, gender, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic status, or body type.
- Dress code expectations will be implemented in a manner that empowers students to make decisions that promote a positive sense of self and contribute to a respectful learning environment. Clothing must be appropriate for the learning activity.
- Clothing that is vulgar, pornographic, contains obscenities, promotes drug or alcohol use, or is demeaning to a group of people is unacceptable and will be required to be covered or changed.
- Clothing that covers undergarments is required.

Consequences for Behaviour

When responding to student behaviour we will consider the effect of the behaviour on other members of the school community, the nature of the action or incident, the students previous conduct and previous interventions, the students age, maturity and individual circumstances, and the student's learning needs.

Consequences could include detention, short term removal of privileges, cell phone privileges could be removed, assignment to an alternate supervised location, behaviour planning, suspension, or expulsion. These consequences, as well as other options, will be implemented using the reasoned judgment of staff and administration. Parents will be informed of the decisions of the administration for all consequences given. Support will be given for students impacted by inappropriate behaviour as well as for students who engage in inappropriate behaviour.

Student-Performance

Students are expected to do all of their work on time and to the best of their ability. Refusing to do the work is not acceptable.

Punctuality

Students are expected to arrive to class on time. Tardiness will not be tolerated. The three-minute break is designed to allow students to go to the washroom and their lockers. Students are expected to stay in the building during that time. Students who are late to class will be required to go to the office, sign in, and receive a pass to enter the class.

Attendance and Lates

Attendance is a very important and necessary part of successful completion of school courses. Students are expected to attend each and every class. Students with better attendance do better at school. When students are late to class, they disrupt the learning environment of the other students. The student will also miss the initial instruction for the class and then the teachers will have to take time away from the class as a whole to catch them up.

The GCCHS telephone auto dialer will inform parents of all unreported absences. The purpose is to keep all parents informed of the attendance of the children. The auto dialer message will ask parents to notify the school of the absence by the time the student returns to school. Power School also allows parents to monitor their child's attendance on a regular basis.

According to the Education Act, the only reason that a student is excused from attending school is if the student is unable to attend by reason of sickness or other unavoidable causes (Section 7 subsection 4).

Please contact the office for every absence and provide a note from the medical office for long-term medical conditions.

The Alberta Education Act states that students must attend school until they have reached 16 years of age.

If your child is found to be truant (missing without legitimate reason), a truancy letter will be sent home and placed in the student's file. A second and subsequent truancy may result in a suspension from class and/or school.

Parents are asked to leave a message at 827-3502 any time that their child is not going to be attending school. Please give the date, whether it is a.m. or p.m. or both, and the reason for the absence.

Alcohol, Cannabis and Tobacco Products

The use of any tobacco products (including vaping) is not allowed in school or on school property. School property includes the area between the school and the Recreational Centre, the school field and Summitview grounds.

GYPSPD Threat Assessment Program

Grande Yellowhead Public School Division provides a safe and caring learning environment in all of the Division's schools. Part of this commitment involves being prepared to handle emergency situations appropriately and efficiently.

Together with our partners, the Royal Canadian Mounted Police, Alberta Child and Family Services Authority and Alberta Mental Health, we have developed a plan to respond to all situations in which students may be demonstrating behaviours that pose a threat to themselves or others. Any student, parent or staff member who becomes aware of a threat, or has reasonable grounds to believe that there is a potential risk to students, staff or divisional property, shall notify the school principal and/or their designate. Threats may be, but are not limited to, verbal, written, gestures or internet postings. The division requires that all threats or threatening behaviours be treated seriously: all threats or threatening behaviour will be assessed and appropriate interventions and disciplinary actions taken. The purpose of this is to determine how best to support students so that their behaviour does not become hurtful or destructive to themselves or others.

Weapons

Students are expected to be weapon free. Having a weapon in school will not be tolerated.

Criminal Activity

In the event of any criminal activity within the school or on the grounds, recommendation for expulsion may be made. The RCMP will be involved immediately.

B: SCHOOL PROGRAMS

I. JUNIOR HIGH SCHOOL PROGRAM: GRADE 9

The subjects for study in the junior high school fall into two categories as follows:

a) Core Courses

The compulsory subjects are Language Arts, Social Studies, Mathematics, Science, Physical Education, Health and Personal Life Skills.

b) Complementary Courses

Students shall select a minimum of three complementary courses per year from the general areas of Career & Technology Studies, Fine and Performing Arts and Second Language.

2. SENIOR HIGH SCHOOL PROGRAM: GRADE 10 - 12

a) HIGH SCHOOL DIPLOMA REQUIREMENTS

Minimum Alberta High School Diploma Requirements			
Grade 10	Grade 11	Grade 12	Credits Required
English 10-1 or <i>English 10-2*</i>	English 20-1 or <i>English 20-2*</i>	English 30-1 or <i>English 30-2*</i>	15
Social Studies 10-1 or <i>Social Studies 10-2*</i>	Social Studies 20-1 or <i>Social Studies 20-2*</i>	Social Studies 30-1 or <i>Social Studies 30-2*</i>	15
Math 10 Combined or <i>Math 10-3*</i>	Math 20-1 or Math 20-2 or <i>Math 20-3*</i>		10
Science 10 or <i>Science 14*</i>	Biology 20 or Chemistry 20 or Physics 20 or Science 20 or <i>Science 24*</i>		10
PE 10			3
	CALM 20		3
		Any grade 12 courses other than English and Social	10
CTS or Fine Arts or Second Languages			10
Total Credits Required to Graduate			100

Academic courses are listed first in a regular font, diploma courses appear second and are italicized and marked with a *.

This chart depicts the minimum requirements needed by students to graduate. Students are encouraged to take more classes to broaden their education.

All courses in grade 11 and 12 require at least 50% in the pre-requisite course. All courses from grades 10-12 require a mark of 50% or better to receive credit.

Graduation Policy

1. In order for a student to be eligible to participate in the GCCHS graduation exercises, the student must meet the following criteria.
 - 1.1 The student must have completed or be registered in sufficient credits and the required courses to obtain an Alberta High School Diploma or Certificate of Achievement or Life Skills Certificate by June 28th.
 - 1.2 Students enrolled in outreach or distance education correspondence courses and modules must be registered no later than the last day before spring break. All outreach or distance education correspondence courses and modules must be 80% complete.
 - 1.3 A student who is suspended during the graduation date will not normally be eligible to participate in the graduation ceremony, but may appear before a Discipline Committee to request that due to exceptional circumstances they be allowed to participate in the GCCHS graduation exercises. The discipline committee will consist of school administration and teaching staff representatives. Behavior expectations are outlined in the school handbook.
2. A list of eligible participants will be posted prior to spring break. Students are responsible for checking and resolving any discrepancies from the list with the principal.
3. Final grades for diploma exam subjects are established by blending the school awarded mark and the diploma examination mark; therefore, students must meet the following criteria to participate in GCCHS graduation exercises.
 - 3.1 In the first semester, students must be in good standing in the blended mark in any required diploma examination subjects.
 - 3.2 In the second semester, students must have earned at least 50% in the school awarded mark in any diploma examination subject that students require to meet their diploma requirements.

GCCHS and Grande Yellowhead Public School Division employees may have no involvement in any aspect of activities relating to celebrations that are not a part of the school sanctioned graduation exercises.

b) PRE-REQUISITE WAIVERS

Students who do not achieve a passing grade in an academic course may cross to a diploma level course in that subject area in consultation with teacher, parents, and administration.

c) COURSE CHALLENGES

Any student who is registered in senior high school and who believes that he or she already possesses the knowledge, skills and attitudes prescribed by the program of studies for a course, shall be allowed to demonstrate competencies through special assessment opportunities. These opportunities will differ from course to course. Challenges will include the student performing a number of tasks and showing samples of work that demonstrate the degree to which the student has achieved the expected standards for the outcomes of the course (this may include assessments such as course projects and a final exam).

This policy applies to non-diploma examination courses and only to the school awarded mark component of diploma examination courses. Credit in diploma examination courses can be achieved only through a combination of the school awarded mark (80%) and the diploma examination mark (20%). Challenges must be approved by the administration.

d) UPGRADING

Any student considering upgrading a 30 diploma level course to a 30 academic level course should have at least 65% at the diploma level.

Students who have turned 20 on or after September 1 need to pay ---- dollars per credit.

3. C.T.S.

Career and Technology Studies is organized into **modules**. All activities within a module must be completed before a mark for that module will be assigned. Credits are earned by completing modules. A student may earn more or fewer credits than the timetable indicates depending on the number of modules completed. Modules will be listed on the course outline.

Marks and credits will be reported on report cards by module completed.

4. Outreach/Learning Connection/Correspondence

Students who enroll into one of these programs are required to notify the office, fill out an intake form, and schedule a meeting with our Academic Counselor and Principal. The decision to attend at the TLC will be decided by the principal after reviewing the intake form and following the meeting.

5. Procedure for Withdrawing from a Senior High Course

Students are required to make changes to their timetable by the end of the first week of the semester. Students WILL NOT be allowed to withdraw from courses after September 17th, and February 15th.

Students who wish to withdraw from a course **must**:

- Discuss the withdrawal with the course teacher
- Discuss the withdrawal with administration
- Complete a course withdrawal sheet, including the signatures of the teacher, the student's parent, and the administration.

C. SCHOOL PROCEDURES

1. BELL SCHEDULE

<i>Grades 9 - 12</i>	<i>Monday-Friday</i>
<i>Morning Bell</i>	<i>8:27 am</i>
<i>Block 1</i>	<i>8:30 am - 9:54 am</i>
<i>Block 2</i>	<i>9:57 am - 11:21 am</i>
<i>Lunch</i>	<i>11:21am-12:20 pm</i>
<i>Block 3</i>	<i>12:20 pm - 1:44 pm</i>
<i>Block 4</i>	<i>1:47 pm - 3:11 pm</i>

2. SIGNING IN AND OUT

Students wishing to leave school for any reason during their class time must sign out at the office and justify the intended absence, e.g. a dental appointment note card or a note from parent/guardian. Upon returning to school, the student is expected to sign in at the office.

If a student becomes ill during the day or must leave the school for a legitimate reason, then the student **must notify the subject teacher AND get permission from the office before leaving the school.** In the case of illness, the school will notify parents or emergency contacts. When a parent or emergency contact cannot be reached, then the student must remain at school.

Failure to follow the sign-out policy may result in an unexcused absence and/or discipline procedures for the student.

3. VISITORS TO THE SCHOOL

All visitors must report to the school office and sign in to ensure the safety and well-being of all staff and students. No student visitors will be allowed to attend classes due to insurance coverage.

4. STUDENT FEES

Supplemental Fees: In addition to the basic fee, materials costs will be charged to students on a per course basis, as required. The following is a list of some of the supplemental fees.	
Art	\$50.00
Construction 10	\$60.00
Construction 20/30	\$120.00
Cosmetology 10	\$50.00
Cosmetology 20/30	\$100.00
DIP rewrite fee	\$26.25
ELITE 10	\$100.00
ELITE 20/30	\$250.00
Foods 10	\$60.00
Foods 20/30	\$120.00
Lock purchase	\$6.00 (For use through grade 12)
Media	\$15.00
Outdoor Ed	\$50.00

As a school, we rely on these school fees to provide a high quality education experience. Students with outstanding school fees may be excluded from extra-curricular and co-curricular activities. This may also affect their ability to attend graduation ceremonies.

5. LOCKERS

Students are assigned lockers. They must use combination locks that may be purchased from the school or they must provide a key to the office for a key lock. The combination needs to be submitted to the office. Students are advised that the lockers are the property of the school and a member of the administration team may inspect lockers at any time.

It is extremely important that students use the locker assigned to them and do not allow others to use their locker. Students will be held responsible for the contents of the locker. At the end of each year students are expected to clean all contents from their lockers. Students failing to do so may lose the contents of their locker.

6. VENDING MACHINES

Students are only allowed to use the vending machines before school, during breaks, at lunch and after school. Students may use the vending machine during class time if prior permission is given by the teacher.

7. LIBRARY

The library is to be used for studying, homework, reading or research. Students disturbing others will be asked to leave the library and may lose their library privileges.

Backpacks are not allowed in the library. Students may leave their backpacks in their lockers, their classrooms or inside the door at the library.

Library hours are:

Monday –Thursday -9 a.m. – 8 p.m.

Friday 9 a.m. - 4 p.m.

Saturday and Sunday 11 a.m.-3 p.m.

8. Technology

Students and parents are required to sign waivers and letters of responsibility. Students found violating their user agreement will lose their technology privileges and may be suspended from school. Food and drink are not allowed in the computer labs.

9. EXTRA CURRICULAR SCHOOL ACTIVITIES

Students having the opportunity and privilege to participate in various activities including sports trips, extra-curricular trips and dances are required to be in good standing.

Students are required to be in school for the day of the activity if they wish to participate. Students must make arrangements with teacher(s) whose class(es) they will be missing while they are away.

Students who are experiencing attendance/non-performance **based on ability or behavior** problems in school may be excluded from an activity.

While on the activity, students are deemed to be in school. As a result, all school/school district rules apply. The use of tobacco, alcohol, or prohibited substances will result in suspension from school (One-day minimum, five-day maximum). **If a student is suspended on a trip, he/she may be prevented from participating in future activities, upon review and discussion by staff and administration.**

Students on school trips are deemed ambassadors of the school and town, so they are expected to display exemplary behavior. In cases where students do not fulfill their responsibility, parents will be informed and appropriate consequences will be administered.

Alberta School Athletic Association guidelines state that those senior students participating on senior school teams must be registered in a minimum of 800 minutes of instruction per week.

Preference will be given to students that are enrolled at the high school on a full time basis.

Staff will give permission to students to attend extra-curricular activities, based on the following student conduct considerations:

- Office referrals- includes suspensions
- Attendance concerns and issues
- Behavior, attitude and effort
- Academic performance based on abilities and work habits

If students are removed from an activity based on the above considerations or cancels at their own discretion, these students will be responsible for any costs that cannot be recouped by the school if a suitable replacement student is not found. It is important to note that a refund may not be provided.

10. DANCES

School dances may be attended by students enrolled in grades 9 – 12. All extracurricular expectations apply to dances. Students are required to be in school for the day of the dance if they wish to participate. Students must make arrangements with teacher(s) whose class(es) they will be missing while they are away

The following guidelines apply:

- Students who leave may not return.
- no coats, drinks, or food allowed in the gym
- no tobacco use on/in school property
- no alcohol or drugs allowed

Students, who appear to be under the influence of drugs or alcohol, will not be allowed to enter the dance. Those who enter and are found to be under the influence of alcohol or drugs will be suspended from school and from subsequent dances. In both cases, parents will be contacted. In the case that we cannot contact parents, the Emergency Medical Service (EMS) will be contacted. Parents will be billed by the EMS.

Any illegal behaviour will be reported to the RCMP

11. ACCIDENTS

It is the responsibility of any student(s) involved in an accident, whether major or minor, to report it to a subject teacher or to the office at once.

The health and safety of the student is paramount. Under a teacher's direction:

- The injured student is moved, if the situation warrants, to a safe location.
- The parent/guardian is informed of the condition of the student. If a parent/guardian cannot be contacted, then the emergency contact will be notified.
- The injured student is transported to a location where professional services, if warranted, can be obtained. The parent/guardian is expected to make transportation arrangements to return the student to his/her place of residence.
- An accident report form is completed with a copy going to division office, and one to the Principal.

12. STUDENT ASSESSMENT

Academic achievement in all senior high courses will be measured using exact percentages. As well, student work habits and personal development will be reported by utilizing programmed comments on our computer report card.

Students will receive a course outline within the first week of each course. The course outline will include the following:

- objectives of the course
- a course description
- major projects to be completed
- nature of the assignments to be given
- criteria to be used in arriving at a final course mark and safety procedures to follow (where applicable)

Teachers will utilize a number of evaluation strategies. These might include any or all of the following:

- daily assignments/homework assignments
- class presentations/major projects
- quizzes / chapter tests/unit tests/term tests/final examinations
- laboratory observations/practical skills tests
- participation based upon curriculum

Daily Assignments and Quizzes

- Students who miss quizzes and daily assignments are encouraged to complete the assignments in order to gain mastery of the concepts.
- Due to the differing nature of assignments in various subject areas some teachers may choose not to award any marks or may award a mark of zero for late completion of student work of this nature.

Assignments, Projects and Examinations

- Students will be provided at least one week's notice of all dates for major assignments.
- If an exam is not written on time or a major assignment not turned in on time the student will be assigned a comment of NHI (not handed in) or INC (incomplete) until the student resolves the issue with the teacher.
- The teacher will make all reasonable efforts to assist students in writing missed exams and handing in all late assignments but if these efforts to assist students are not successful then a reluctant zero will be given.

Students are required to do all the assigned work as set out by the classroom teachers. To complete any missing assignments or tests/quizzes, projects, or the like, students will be required to work with their teacher as set out by the teacher.

Students who do not complete tasks as set out by the teacher will be referred to the office for non-performance or defiance. Office consequences may include counseling, detention or suspension. Students who are unwilling to follow the direction of staff on completing assigned work may be referred to an expulsion hearing.

PLAGIARISM

Taking the ideas and words of another and stating them as if these were your own without crediting the source, is plagiarism. It is dishonest, a form of stealing and a violation of copyright. When you include in an essay, paper or presentation, information, ideas or wording from some other source you must acknowledge your indebtedness to the source, whether the specific information is quoted directly, merely summarized or paraphrased (common knowledge excepted). Failure to indicate indebtedness is plagiarism. Proper footnotes and bibliographies are essential. Bibliography information is available from the library. Students who plagiarize will be subject to disciplinary action.

14. FINAL EXAMS

Final exams will be written at the end of each term. Students will be required to stay for a minimum length of time (usually one hour) and will then be dismissed upon completion of the exams. Final exams are cumulative and are weighted at minimum of 20%, but no more than 30%. Diploma exams are weighted 30%.

a) Student Absences from Scheduled Exams

If a student is absent for a scheduled examination and has not made prior arrangements, then a medical certificate must be presented in order for the student to write the exam. The student should be prepared to write the exam when he/she returns to school. Should a student miss a final exam without prior approval of the teacher and principal, then a doctor's note must be produced or the exam will be assigned a mark of incomplete.

b) Appeal Procedures for Diploma Examination Marks

Students who are dissatisfied with a Grade 12 diploma examination mark may

- Request in writing to the Director of the Student Evaluation Branch that the examination be rescored (The rescored mark is considered the final mark for that particular examination whether the mark is lowered or raised.), or
- Rewrite the examination at a later administration date. Students rewriting a diploma exam will be charged a fee of \$26.75 by Alberta Education before their marks will be released (Students rewriting the diploma examination will receive the highest diploma examination mark).

c) Repeating a Course (For Grade 12 Diploma Courses)

Students may repeat a course to obtain a new school awarded mark. Students are not required to rewrite the diploma examination. In such cases, the most recent examination mark will be reported with the new school awarded mark on a new result statement. The official transcript reports only the highest school mark, the highest diploma examination mark. Therefore, the marks shown on the result statement may differ from those shown on the official transcript.

D. STUDENT SERVICES

1. COUNSELLING

Academic counseling is provided by Ms. Brittany Zutautas. She will have scheduled times in which she can meet with students to discuss both course and career planning.

Personal problems can be shared with the Family School Liaison personnel Ms. Amanda McDougall.

Lisa Beckstead is our Best Coach as will work with groups of students providing a variety of personal well being opportunities.

2. SCHOOL COUNCIL

School Council meetings will be held once each month. Membership in the council consists primarily of parents, one or two teachers, one or two students, and the Principal.

Every parent is automatically a member of the School Council and is welcome and encouraged to attend all Council Meetings. A chairperson and a secretary will be selected at the first meeting.

4. CLUBS AND SPORTS

Clubs and sports evolve on an annual basis according to student interests and staff expertise. These will be advertised via the morning announcements, hallway T.V., posters, and newsletters throughout the year.

E. PARENT/HOME COMMUNICATION

1. SCHOOL NEWSLETTER/ANNOUNCEMENTS/WEBSITE/FACEBOOK

A school newsletter will be sent home with students to each family on a monthly basis. School Calendar updates and special events will be included. Parents, students and teachers are encouraged to make submissions.

Announcements are made each morning and posted on the hallway T.V.

Our school website is updated on a regular basis. It has a full calendar of events and many of our teachers have homework and assignments posted on their web pages.

The website address is <http://grandecacheschool.ca/>

The Facebook is under “Grande Cache Community High School and Sonrise Christian Program”

2. COMMUNICATING STUDENT PROGRESS

POWER SCHOOL

Report cards are issued at the end of each semester. There are detailed progress reports that are on the PowerSchool website throughout the school year and are up to date and communicated to parents in the middle of each semester. These are your progress reports. These progress reports are followed by parent teacher interviews.

Through our school operating system PowerSchool we are able to grant full time access to your current grades and attendance via the internet. To access this information you will need to follow these steps:

1. Open the internet browser on your computer
2. Type <http://pschool.gypsd.ca/public/> into the address bar
3. Type your Username and Password. Students use their regular login they use to access computers at school. Parents use the username and passwords that were mailed to them. If you misplace your password, stop by the school and the office staff will be happy to assist you. It is advisable that you keep your username and password secure and not share it with anyone else.
4. View the information.
5. Remember to log off when you are finished.

F. AWARDS

1. HONOURS AND AWARDS

There is an awards ceremony held in the school for students on the first Friday back from summer. Students are recognized for Honors of 80+ and Honors with distinction 90+. Students are recognized for athletic achievement, academic achievement and school citizenship.

2. SCHOLARSHIPS

The community of Grande Cache sponsors a number of scholarships that are available to students of the graduating class. Students must make application for those scholarships. Applications forms will be available from the office by mid-April and must be submitted to the scholarship committee by due date. No late applications will be accepted.

Information regarding scholarship criteria is printed on the application form.

A student may apply for a scholarship in the year that he/she participates in the school graduation ceremony. Some scholarships may be deferred for one year.

Alexander Rutherford Scholarships - Eligibility Criteria

Students can earn a maximum of \$2,500 toward their post-secondary education through Alexander Rutherford Scholarships. These scholarships are awarded to students when they enroll in post-secondary institutions and have earned over 75% average in five high school courses at each grade level. The subjects must include English, any two other cores subjects (math, science, social), and any two other subjects including CST courses.

Average	75.0% – 79.9%	80.0%+
Grade 10	\$300	\$400
Grade 11	\$500	\$800
Grade 12	\$700	\$1300