

# STUDENT / PARENT HANDBOOK

2020-2021



## GRANDE CACHE COMMUNITY HIGH SCHOOL

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## **Principal's Message**

Welcome to an exciting new year at Grande Cache Community High School. GCCHS is a small high school, but I believe that we offer a great number of complimentary classes and a variety of extra and co-curricular experiential learning opportunities. Our staff are excited to have our students back and get back to learning in the class with our students.

This year will look very different from previous years. We now have new rules to follow and a new timetable with quarters instead of semesters. The most important thing we need to do is support each other. If you are in need of assistance please reach out to a staff member or to your friends. We are in this together. We need to stay positive. Many years ago our bus, returning from a basketball trip, had broken down on the highway and we were stranded in Edson at 3:00am with no hotels available. We were waiting for the school vans to come from Grande Cache to pick us up. It was very stressful and in the midst of it all one young gentleman said to me “Mrs Mines, I feel like Teddy Ruxpin on an adventure”. It was what I needed to hear. It reframed the situation for me and I knew everything would be all right. We are in this together and we will get through it together. Stay positive folk!

Take care and have a great year!

Mrs. Jacqueline Mines  
Principal

### ***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.

*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.*

## 2020-2021 SCHOOL YEAR

### **Administrative Staff**

#### **Principal**

Mrs. Jacqueline Mines

#### **Assistant Principal**

Mr. Jeff Hills

### **Instructional Staff Grades 9 – 12**

Mr. Colin Bullock  
Ms. Colleen Coughlin  
Mr. Jeff Hills  
Mrs. Anastasia Hoskin  
Ms. Heidi Kongsrud  
Mr. Greg Nolan  
Mrs. Jenna Nolan  
Ms. Jacqueline Riehl  
Mr. John Warenycia  
Mr. Owen Weimer

### **Instructional Staff Christian Program**

Mrs. Dorothy Bock  
Mr. Stephen Bock  
Mrs. Heather Wells

### **Secretaries**

Ms. Jennifer Goodliffe  
Mrs. Roberta King

### **Teacher Aides/ Classroom Support**

Ms. Kimberley TenEyck  
Mrs. Sharon MacDonald  
Mrs. Jeanette Moreton  
Mrs. Diana Wall

### **Family School Liaison Workers**

Mrs. Amanda MacDougall

### **BEST Coach**

Mrs. Lisa Beckstead

## **EXPECTATIONS OF STUDENTS AT GRANDE CACHE COMMUNITY HIGH SCHOOL:**

### **1. THE SCHOOL ACT**

The School Act (Section 7) identifies (6) six required student behaviours as follows:

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

- a) Be diligent in pursuing his studies,*
- b) Attend school regularly and punctually;*
- c) Cooperate fully with everyone authorized by the board to provide education programs and other services;*
- d) Comply with the rules of the school;*
- e) Account to his teachers for his conduct;*
- f) Respect the rights of others."*

### **2. EXPECTATIONS FOR STUDENT BEHAVIOUR**

#### **a) Providing a Safe and Caring School Environment**

- **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.**
- Students will respect the rights of others by being quiet in the halls during class time. Students in grades 10 to 12 who have a study period are to do their school work at home or in the library. They are not to be in the main hallway until 5 minutes before class starts. Students on spares may only go to their lockers when the bell rings.

**Rationale:** The school is charged with the obligation to provide a safe and caring environment that is conducive to learning. Students who cause a disruption or who are not considerate of others are interfering with the rights of the other students to a proper learning environment. These interferences will not be tolerated.

**Consequence:** Failure to comply with the safe and caring school policies may result in teacher and/or administrative disciplinary action.

#### **b) Electronic Devices (Cell Phones, Cameras, Personal Music Players, etc.)**

All electronic devices are only to be used in the school at appropriate times as approved by individual teachers to enhance student learning (*GCCHS policy will adhere to Divisional policy AP353*).

**Rationale:** This is to ensure the security and privacy of all individuals. Electronic devices may be disruptive to the classroom. The presence of an electronic device during an examination compromises the integrity of the examination results, not just for the owner of the device, but for all students in the examination area. During an examination, no electronic devices are allowed.



**Consequence:** Electronic devices may be confiscated by a staff member and given to the office. Parents may be required to pick the electronic device up between the hours of 8 a.m. and 4 p.m. from the office if electronic device use becomes a problem for an individual student.

**c) *Appropriate Clothing***

Students' appearance and dress is to reflect a standard of modesty and courtesy that is appropriate and fitting for an educational environment of the school and for making a smooth transition to the work place. Clearly not appropriate for school are extremes of style including, but not limited to, the following: exposed undergarments, tube tops, "see-through" attire, clothing that shows buttocks, obvious cleavage, and/or excessive waist/midriff, and clothing with symbols, insignias, and printed messages that are inappropriate. Wet or muddy outdoor footwear must be removed or cleaned to the supervising teacher's satisfaction upon entering the school. Only inside shoes will be allowed in the gym. Please ensure that you have clean inside white soled runners for use in the school gym.

**Rationale:** In our society, people are expected to dress appropriately and show respect for the school, custodians, others and themselves. Clean and appropriate footwear is necessary for health and safety reasons.

**Consequence:** If a student wears any clothing that is deemed inappropriate by a staff member, then the student will be asked to cover or change his or her clothes to something appropriate for school. Students will be sent home to change if no suitable clothing can be found. Students who refuse to comply with the request will be considered willfully disobedient.

**d) *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.

**Rationale:** Students must accept responsibility for their own learning. Part of learning involves doing the assignments on time to the best of one's ability.

**e) *Co-operative Behavior and Respecting Authority***

Students are expected to follow classroom/school rules and procedures. In addition, students are expected to co-operate with all school staff. Willful disobedience will not be tolerated.

**Rationale:** The Education Act clearly states that students are expected to co-operate with the school staff and follow school procedures.

**Consequence:** Willful disobedience will not be tolerated. The teacher has the primary responsibility for discipline in the classroom, but when a student refuses to comply with a reasonable request or undermines the teacher's authority, and then the student will be sent to the office. The student will be suspended from class and an appropriate consequence will be determined.

### ***f) 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.

**Rationale:** In our society, people are expected to arrive at work on time. The student's job is to attend school. Students who arrive late miss the opening part of the lesson and disrupt the lesson. Students need to be responsible and be on time.

**Consequence:** Each teacher will have his/her own policy on tardiness, which will encourage the students to arrive on time. If tardiness becomes an ongoing problem, then the teacher concerned will contact the parents. If the student continues to arrive late, then a student / parent / administration meeting will be held to develop a Student Punctuality Improvement Plan. In the event that the plan is not effective, the student may be suspended or removed from class.

### ***g) 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 School 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 13.15a).

Please contact the office for every absence and provide a note from the medical office for medical appointments, illness over two days and long-term medical conditions.

**Rationale:** There is a direct link between student achievement and attendance. Students need to attend regularly to do well. When a student is absent, she/he is missing valuable instruction. This policy is designed to encourage students to attend and not miss any more classes than is absolutely necessary.

**Consequence:** When attendance becomes a concern (1 - 4 absences) guardians will be contacted by the teacher. The teacher may also implement a variety of strategies to try to improve attendance: mandatory tutorials, disciplinary action or others. If attendance continues to be a concern (5 – 7 absences), the administration will contact the guardians and send home a letter outlining the possibility of a Case Conference. The administrator may also implement a variety of strategies such as: an attendance contract, disciplinary action or others. If attendance continues to be, a concern (7 - 10 absences) students and their parents will be required to attend a Case Conference. The Case Conference members will make recommendations. If the recommendations are not followed, a

referral to the Alberta Attendance Board will be made. Individual teachers may also have additional attendance policies.

**The Alberta School 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.

### ***PLANNED EXTENDED ABSENCES FROM SCHOOL***

When possible, the school encourages parents to plan holidays during the regularly scheduled school holiday periods. When this is not possible, parents must request the proper form from the office, complete it, have each subject teacher sign it in the proper place and return it to the office at least one month prior to the planned extended absence.

**Rationale:** The Education Act clearly outlines the acceptable reasons for missing school. Please note vacations are not an acceptable reason. However, the school understands that on occasion, it may be necessary to miss school for this type of reason. Parents must understand that any time that their child misses school, it will affect student learning.

**Consequence:** If students miss school for this type of reason, then they must be responsible enough to catch up on their missed work immediately upon their return to school. Failure to take this responsibility seriously will result in having to attend afterschool session to make up their work.

### ***h) Tobacco Products***

The use of any tobacco products (includes marijuana and 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.

**Consequence:** Offenders will be suspended from school for 1 to 5 days. Visible tobacco products may be confiscated. **NO WARNING WILL BE GIVEN TO OFFENDERS.**

**Rationale:** Smoking tobacco or marijuana under the age of 18 is **NOT** permitted by law. All students are under the authority of the school during the regular school day, so they will be dealt with by the school.

### ***j) Vandalism***

Students are expected to treat school property with respect. Vandalism will not be tolerated.

**Rationale:** In our society, we are expected to respect the property of other people. School property is not only the property of the School District, but also the property of the taxpayers of the province. These taxpayers should not be burdened with the cost of vandalism.

**Consequence:** Vandals will, at a minimum, pay for damages. Administrators may also suspend or remove a vandal from a class permanently.

**Vandalism to a computer will result in the immediate loss of computer privileges.**

### ***j) GYPSD 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 administrative procedure is to determine how best to support students so that their behaviour does not become hurtful or destructive to themselves or others.

### ***k) Swearing, Verbal Abuse and Physical Abuse***

Students will be expected to be polite and respectful when addressing school staff and when interacting with their classmates. Swearing, verbally abusing and/or physically abusing a staff member or student will not be tolerated.

**Rationale:** In our society, people are expected to treat other people with respect and be polite. The school staff and the other students in the classroom should not have to tolerate abuse.

**Consequence:** Students who swear at, verbally abuse and/or physically abuse a staff member or student may be suspended for a minimum of one day to a maximum of five days. In some cases expulsion may be recommended.

### ***l) Harassment/Bullying Policy***

Students are expected to treat all members of the school community with respect. No form of harassment will be tolerated including cyber-bullying (*please refer to Divisional policy AP316*). This may include bullying that occurs outside school hours and off school grounds.

**Rationale:** Everyone has the right to feel safe in our school. No one has the right to infringe on that feeling of security.

**Consequences:** A student who harasses or bullies others may be suspended from school for a minimum of one day to a maximum of five days. A student may also lose computer/internet privileges and/or the right to bring electronic devices to school.

### ***m) Fighting***

Students are expected to resolve differences in a socially responsible manner. Fighting will not be tolerated.

**Rationale:** In our society, people are expected to resolve their differences without using force. People, who encourage violence or do nothing to stop violence, are also considered reprehensible in our society.

**Consequences:** Students who engage in fighting will be suspended for a minimum of one day and a maximum of 5 days. In some cases, a recommendation for expulsion may be made.

\* Students who encourage and/or watch a fight will be subject to discipline procedures. When a staff member orders students who are in attendance at a fight to disperse, they are expected to do so immediately. Any recording and/or distribution of violent acts may result in disciplinary action. Failure to comply will result in a minimum of one day to a maximum of 5 days suspension.

### ***n) Weapons***

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

**Rationale:** The students and staff of the school have a right to a safe caring environment.

**Consequences:** Violators may be suspended from 1 – 5 days. In some cases, expulsion may be recommended.

The possession or use of alcohol or illegal drugs in a public place is a criminal activity. Students may not be under the influence, in possession of or trafficking alcohol or illegal drugs. Students in the presence of those who are using illegal drugs or alcohol will be subject to the same consequence as the user (*please refer to Divisional policy AP352*).

**Consequence:** minimum three-day suspension, possible RCMP involvement and referral to AADAC.

**p) 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 29th.
- 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 has an unacceptable discipline incident during the school year leading up to graduation 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.

3. 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; commencement ceremonies, dinner, and dance.

#### **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 (70%) and the diploma examination mark (30%). 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.

### **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 should notify the office. Courses that students may consider for enrollment include those not offered by the high school, or if a course conflicts with another in the school timetable.

#### **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 13th, and February 16<sup>th</sup>.

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***

<b>Morning classes</b>	<b>Time</b>
Grade 9	8:30-11:00
Grade 10	8:40-11:10
Grade 11	8:50-11:20
Grade 12	9:00-11:30
Lunch	One hour for all grades to allow students to go home for lunch. Exceptions would be inclusive education students and bus students.
<b>Afternoon classes</b>	<b>Time</b>
Grade 9	12:00-2:30
Grade 10	12:10-2:40
Grade 11	12:20-2:50
Grade 12	12:30-3:00
	<ul style="list-style-type: none"> <li>• Combined grade 11/12 options classes will operate on the grade 11 schedule</li> <li>• <u>Students encouraged</u> to bring their own water bottle and non-shareable snacks.</li> <li>• No whole grade breaks only one student out of a class at a time.</li> </ul>

# 2020-2021

## GCCHS Quarter Calendar 2020-2021

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Date	Event or Holiday
Aug 24	School office opens
Sep 01	Operational Day -Staff Only
Sep 02	Kickoff/PD day
Sep 03	Operational Day -Staff Only
Sep 07	Labour day
Sep 08	First day of Q1 classes
Oct 12	Thanksgiving Day
Oct 23	PD Day-No school
Nov 06	Last day of Q1 classes followed by 2 exam days
Nov 11	Remembrance Day
Nov 12	Nov 12-Nov 13 Fall Break
Nov 16	First day of Q2 classes
Nov 27	PD Day-No school
Dec 18	Last day classes before Christmas break
Jan 04	Classes resume
Jan 27	Last day of Q2 classes- followed by 2 exam days
Feb 01	First day of Q3 classes
Feb 03	Noon dismissal Wed-Teachers Convention Feb 3-5
Feb 15	Family Day
Mar 05	PD Day-No school
Mar 25	March 25-April 2 Spring break
Apr 02	Good Friday
Apr 15	Last day of Q3 classes followed by 2
Apr 20	First day of Q4 classes -Dip marks due
Apr 30	PD Day-No school
May 24	Victoria day
May 28	PD Day-No school-Graduation
Jun 23	Last day of classes Q4 -followed by 2 exam days
Jun 29	Staff only
Jun 30	Staff only

## 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**

<b>Supplemental Fees:</b> 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 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	\$150.00
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
Foods, Art or Cosmo 9	\$25.00
Photocopying	\$0.10 per page

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 must use combination locks that may be purchased from the school. Combination needs 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**

### **\*\*PLEASE NOTE\*\***

***The Vending Machine will not be in use during the 2020-2021 school year.***

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**

### **\*\*PLEASE NOTE\*\***

***Students are not allowed in the library due to COVID. The public library will develop a system for taking out books.***

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. COMPUTERS**

***\*\*Students are encouraged to bring their own device to school.\*\****

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

## **9. EXTRA CURRICULAR SCHOOL ACTIVITIES**

**\*\*PLEASE NOTE\*\***

***EXTRA CURRICULAR ACTIVITIES ARE SUSPENDED AT THIS TIME DUE TO COVID.***

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 makes 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:**

- Doors close at 9 p.m. No admittance after this time. (Students may make special arrangements with the office for late arrivals for extenuating circumstances).
- Students who leave may not return.
- no coats, drinks, or food allowed in the gym
- no smoking 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 Regional Office, and one to the Principal.

## **12. LIABILITY FOR DAMAGE OR LOSS OF SCHOOL PROPERTY**

Students who damage or lose school property may be charged for repairs or replacement.

## **13. 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



- Daily assignments and quizzes are defined as those worth less than 3% of the final grade.
- 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

- A major assignment is an assignment, project, or exam that is worth more than 3% of the final grade.
- 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.

A homework study room operates in the library from Monday to Thursday after school where teachers may send students to complete missing tasks. This homework room will be accessible to all students.

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 (i.e. websites, encyclopedia, CD-ROM, magazines, newspapers and so on) 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. Heidi Kongsrud. 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.

Ms. Renee Fehr is our FNMI School Liaison. Amanda and Renee work on an appointment basis. If there is an emergent need please see the office and they can be contacted on a quicker basis.

Ms. Darlene Hussey from Alberta Health Services- Addictions counseling is available to meet with students on an appointment basis for students who are experiencing problems related to substance abuse.

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

### **2. STUDENT HEALTH PROGRAM**

The mandate of the Student Health Program is to provide services to children who are experiencing social, emotional and/or behavioral problems that are considered to be in the mild to moderate range of severity. Please see contact the office if you wish to access these services.

The following services may be offered:

- therapeutic intervention
- in-home, in-class and / or community support
- assistance to parents with parenting issues
- assistance to children in the development of social skills
- workshops for parents and teachers

### **3. 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 mailed home in the middle of each semester. These progress reports are followed by parent teacher interviews.

If necessary, or upon request, interim progress reports will be forwarded to parents in October-December. When new classes commence in the second semester, an interim progress report may be forwarded to parents in March.

Through our school operating system PowerSchool we are unable able to grant fulltime 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.

Parents are welcome to review their child’s program. As per GYPSD policy, all parents/visitors need to sign in at the office. Parents may request a meeting with staff at a mutually agreeable time. It is our expectation that all interactions will be courteous and respectful. Please note that classes cannot be interrupted and any form of harassment or abuse will not be tolerated.

## **F. AWARDS**

### **1. HONOURS AND AWARDS**

There is an awards ceremony held in the school for students the first Friday back from summer. Student 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.

<b>Average</b>	<b>75.0% – 79.9%</b>	<b>80.0%+</b>
<b>Grade 10</b>	\$300	\$400

<b>Grade 11</b>	\$500	\$800
<b>Grade 12</b>	\$700	\$1300

# **Grande Cache Community High & SonRise Christian Program Re-Entry Plan 2020-2021**

## **Information for Staff, Parents & Guardians**

- ❖ Please note this plan is a living document and may change as regulations and conditions change.
  - ❖ Black font indicates the GYPSD entry plan.
  - ❖ Maroon font indicates GCCHS/SR entry plan.

**GCCHS & SonRise In-school Classes**

**Daily Health  
Check for  
Students and  
Staff**

- Before leaving home, staff, children/students, visitors, and volunteers who will access the school for work or education, must self-screen for symptoms each day before they leave for school using the [Alberta Health Daily Checklist](#).
- The screening tool will be sent via email to all parents and staff before school starts.
- On the first day of school, a laminated copy of the tool will be given to every student and should be referred to daily before your child is sent to school.

**Transportation**

## **Buses**

- **Children/students will not board the bus if they have symptoms of COVID-19. Be sure that the self-screening tool has been used each day prior to leaving for the bus.**
- **Bus Drivers will use a face shield when loading or unloading students from the bus.**
- **As much as practical, children/students start boarding from the back seats to the front of the bus.**
  - **Students will be assigned seats and students who live in the same household will be seated together.**
  - **As much as practical, students start disembarking from the front seats to the back of the bus.**
- **Drivers will increase the frequency of cleaning and disinfecting of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices and GPS at the end of each morning and evening run.**
- **A vehicle cleaning log will be kept by each driver.**
- **All children/students must perform hand hygiene (hand sanitizer) when entering the bus. Hand sanitizer will be available.**
  - **Each school bus will have posters promoting hand hygiene, respiratory etiquette, physical distancing etc., posted in visible locations.**
- **No sharing of personal items (food, toys, water bottles, phones, etc.)**



**Students Driving  
to School**

- **Students should only have people from their household in the vehicle with them.**
- **Students will maintain 2 metres physical distance between all people (except household members) in an area determined by the school (field/paved play area, etc.).**

## Pick Up and Drop Off

- Each school will develop procedures for student pick-up and drop-off that allow physical distancing of 2 metres between families (as much as possible), support respiratory etiquette and access to hand hygiene.
- Adults bringing students to school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others.
- Those who need to enter the school must book an appointment with the school office. Individuals without an appointment will not be able to enter the school
- The doors will be designated one-way entrance or exit doors.
- Staggered entry and exit for grades 9-12
  - Grades 9-12 will enter and exit the main front doors at 10-minute intervals to allow the hallway to clear before next grade can enter the building. See [High School Bell Schedule 2020-2021](#)
  - All doors will remain locked, and staff will allow students into the building beginning 10 minutes before class starts.
  - The next grade will not be allowed to enter the building until the grade in front of them starts their class.
  - Students are to ensure they are socially distancing (2 metres apart) while they are waiting to enter the building.
  - Students are discouraged from congregating together in common areas and must go directly to the

classroom after picking up their supplies from their lockers.

- **SonRise classes staggered entry and exit.**
  - **Grade 2/3 will enter through the end of the SonRise hallway doorway at 8:25 am and leave at 2:55 pm.**
  - **Kindergarten/Grade 1 class will enter through the main Sonrise door at 8:25 am and leave at 2:55 pm.**
  - **Suggested drop off is the side parking lot between the school and the rec centre. You may drop off your children at the main doors, but they must proceed directly to the SonRise entrances.**
  - **Grade 5/6 class will enter through the main Sonrise Door at 8:30 am and leave at 3:00 pm.**
  - **Students should wait for their entrance in socially distanced lines which will be taught to them by SonRise teachers on the first day of school.**
- **Kindergarten class will not start till Wednesday, September 9 so that we can get the grade 1's into a routine so they can be role models for the kindergarten students.**
- **All students who arrive late will have to report to the main office for admittance.**
  - **Students and parents are strongly encouraged to get to school on time, so it limits mixing between cohorts.**
  - **Students will ring the doorbell so the office staff can let them in.**

○ Students will use the hand sanitation station outside the office door.

○ Students will sign into the school late binder using their own pen.

### Entry Protocols

#### Stay at Home when Sick

- Stay at home if exhibiting symptoms of COVID-19 that are not related to a pre-existing illness/health condition.

#### Hand Hygiene and Safe Practices

- Everyone entering the classroom must perform hand hygiene.
- An emphasis will be placed on hand hygiene, respiratory etiquette and physical distancing as much as possible while in classrooms.
- Students and staff will wipe their workspace such as desks, Chromebooks, etc. before and after using. Younger students may require help from the teacher or education assistant.
- Staff supervising to ensure students sanitize hands when entering and leaving the building. Staff will also supervise students washing hands when entering and leaving the classroom.
- Each classroom will have hand sanitizer and will be equipped with a sink with soap available.
- All students will sanitize before and after eating snacks.

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>● <b>Signage posted to remind students of the correct procedure for washing hand.</b></li><li>● <b>Staff in Sonrise to review how to wash your hands appropriately.</b></li></ul> |
|--|---|

## **Physical Distancing**

- **Everyone in the school shall maintain 2 metres physical distancing whenever possible.**
- **Schools will use a variety of visual cues (posters and arrow/standing-dot floor markers) to help students maintain physical distancing within the school.**
  - **Where physical distancing is not possible, extra emphasis on cohorting, hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities will be implemented.**
- **All students asked to eat lunch at home with the exception of Sonrise, inclusive education and bus students.**
- **Parent-teacher interviews and ISP meetings will be virtual either by phone or google meet.**
- **The high school student lockers have been assigned to allow for social distancing between students in the same grade spread out through different hallways. i.e. 9, 10, 11,12, 9, 10, 11, 12.**
- **SonRise lockers will be spaced out as much as physically possible.**
- **SonRise boot room will not be used; instead, students will keep their outdoor footwear outside their lockers. A floor covering will be purchased to keep floors clean.**
- **All furniture removed from the lobby space in the valley and the SonRise common**

● **The students will not have direct access to the library. Arrangements will be made with the library to have access to books via a cart coming to the classroom, and all safety protocols will be in place to ensure it is safe for students.**

● **Office procedures**

○ **The main office door will remain locked. Please knock for admittance.**

○ **Only two people beside the regular office staff are allowed in the office at a given time; this includes the colour photocopier.**

○ **Staff, please do not send students to the office for supplies. If it is necessary, phone ahead and we will leave the supplies outside the door.**

## Cohorts

- Cohorting limits exposure to others and aids in contact tracing if needed.
- Each class will be considered a cohort and efforts to maintain physical distancing even within a cohort will minimize the risk for disease transmission.
- When interacting with people outside the cohort, maintain physical distancing of 2 metres.
- Every effort will be made to limit the number of cohorts that each student is part of.
- In JK programs, cohort maximum is 30, including staff.
- High school moving to the quarter system with one class in the am and one class in the pm. Students will have a maximum of 3 classes per quarter.
- SonRise classes are already small and will not mix between classes.
  - Assemblies will now be monthly and will be virtual with students remaining in their class.
  - During recess, students will be encouraged to play in their cohorts in Area A , Area B and Area C
  - The staff will remind students to social distance as much as possible when playing.
- All community use activities in high school are postponed until further notice.
- Grade 12 students may take two five-credit spares upon approval of the academic counsellor, or the principal and



	<p><b>their parents provided they are in a comfortable position to graduate.</b></p> <ul style="list-style-type: none"><li>● <b>Grade 11 students may take one five-credit spare upon approval of the academic counsellor, or the principal and their parents provided they earned a minimum of 40 credits in grade 10 and passed all their core subjects at the grade 10 level.</b></li></ul>
<p><b>Signage</b></p>	<ul style="list-style-type: none"><li>● <b>Each school will have posters promoting hand hygiene, respiratory etiquette, physical distancing etc., posted in visible locations.</b></li><li>● <b>All school doors will have COVID-19 signs posted to indicate that anyone with symptoms cannot enter the school.</b></li><li>● <b>Outside painted arrows on sidewalks and staircases to indicate the flow of traffic.</b><ul style="list-style-type: none"><li>● <b>Signage posted</b><ul style="list-style-type: none"><li>○ <b>to indicate the side of the hallways to walk on</b></li><li>○ <b>2 meters apart through the school to remind students to social distance</b></li><li>○ <b>Proper etiquette for washing hands at all sinks</b></li><li>○ <b>Enter only/exit only signs</b></li></ul></li></ul></li></ul>

## **Engineered and Administrative Controls in Schools**

- **School offices will be equipped with a Plexiglas divider to protect visitors and staff from potential exposures.**
- **Directional arrows will be posted in each school to support physical distancing.**
- **Schools may designate different entrances and exits for different classes of students.**
- **Schools may post-occupancy limits for bathrooms, common areas and meeting rooms to allow physical distancing.**
- **All rugs/soft surfaces that cannot be cleaned and sanitized have been removed from classrooms.**
- **Microwaves will be removed from all classrooms.**
- **Schools may remove unnecessary furniture from classrooms.**
- **A number of plexiglass shields are available for use for students working at teacher desks and with an EA and working in groups.**
- **Office staff have plexiglass shields.**
- **Face Shields available for staff use.**
- **There will be a maximum of two students per bathroom.**

## High Touch areas

- There will be an increased frequency of cleaning and disinfecting of high-touch areas in schools.
- Where required, extra custodial time has been added to accommodate this work.
- The following high touch items will not be used in schools except as needed in Foods classes: refrigerators, microwaves, dishwashers and vending machines.
- There will be no use of school cutlery, cups, dishes, etc. except as needed in Foods classes.
- All food sales, including cafeterias, hot lunch programs, bake sales are cancelled.
- School Nutrition Programs are limited to pre-packaged food.
  - **Grab and go breakfast program.**
    - Students eat in their first class of the day.
    - Items delivered to the class.
    - All items are prepackaged.
- **An on-site custodian will be in the building all day to do frequent cleaning of high touch areas.**
  - Bathrooms
  - Door handles
  - Water fountains etc.
    - Desktops
  - Shared equipment
  - Common areas

	<ul style="list-style-type: none"><li>○ <b>Photocopiers</b></li></ul>
<b>Visitors to School</b>	<ul style="list-style-type: none"><li>● <b>No one should enter the school if they are ill. (Complete the self-assessment tool)</b></li><li>● <b>Follow all instructions of AHS and the school.</b></li><li>● <b>Only required visitors can attend the school.</b></li><li>● <b>A record of all visitors will be kept at each school.</b></li><li>● <b>The number of schools that substitute teachers will work in will be limited as much as possible.</b><ul style="list-style-type: none"><li>● <b>All exterior doors will be locked throughout the day.</b></li><li>● <b>A doorbell will be installed to alert staff we have visitors.</b></li></ul></li><li>● <b>A sign will be posted on the main door instructing delivery personnel and visitors to knock on the office window for access. All parent visitors must have an appointment to enter.</b></li><li>● <b>Parents/guardians will be permitted to attend the school if they are required (e.g., to collect a child who is ill or injured).</b></li><li>● <b>All visitors must sanitize their hands before entering and leaving the building.</b></li></ul>

## Masks

- As directed by the Chief Medical Office, GYPSD will implement mandatory masks for students from Grade 4 - 12 and for all staff in settings where physical distancing cannot be maintained.
- As outlined in provincial guidelines, K–3 students who are physically, psychologically, or developmentally able to wear a mask will be encouraged to do so.
  - Individuals who are physically, psychologically, or developmentally unable to wear a mask, or protected under the Alberta Human Rights Act, may be excused from this protocol.
- Any person unable to wear a mask for the reasons stated above is required to provide a note from a medical professional.
  - Care should be taken to ensure [guidance on non-medical mask use](#) is followed, and masks are used correctly and safely.
- Practices such as physical distancing, cohorting, hand washing, staying home when sick and increased cleaning of surfaces continue to be the priority of public health measures.
- Please follow the correct procedure for wearing a mask.
  - Wash hands before putting on and after taking off a mask.
  - Do not touch the mask with your hands.
  - Ensure the nosepiece is pinched for a tight seal.
  - Wash masks daily if they are reusable.

	<ul style="list-style-type: none"> <li>○ <b>Parents, please practice this with your children before they come to school.</b></li> </ul>
<p><b>Expectations for Shared use of Items/Materials</b></p>	<ul style="list-style-type: none"> <li>● <b>Absolutely no sharing of personal items will be permitted (pencils, crayons, erasers, toys, water bottles, books).</b></li> <li>● <b>When school items/materials must be shared (Chromebooks, Manipulatives, CTS shop equipment, badminton racquets, etc.) it must be cleaned and disinfected after each use.</b></li> <li>● <b>Teachers will provide instruction around shared equipment in all classes on the first day of school.</b></li> </ul>
<p><b>Personal Belongings</b></p>	<ul style="list-style-type: none"> <li>● <b>All students and staff are encouraged to use a backpack for all personal belongings.</b> <ul style="list-style-type: none"> <li>● <b>Lunches are to be stored with personal belongings (in a backpack). Please consider wide mouth thermos containers for hot food as microwaves are not available.</b></li> </ul> </li> <li>● <b>It is recommended that students bring their own water bottle (labelled with their name) and fill water bottles rather than having them drink directly from the mouthpiece of a fountain.</b></li> </ul>
<p><b>Electronic Devices</b></p>	<ul style="list-style-type: none"> <li>● <b>Students are encouraged to - bring your own devices (BYOD).</b></li> <li>● <b>Personal devices are to be stored with student personal belongings.</b></li> </ul>

## Responding to Illness

- The zone medical officer of health will work with school authorities to quickly identify cases, identify close contacts, create isolation measures when needed, and provide follow-up recommendations.
  - A COVID-19 case may not automatically lead to school closure. It could be that only the group of students and staff who came in close contact will be required to quarantine for 14 days.
  - Parents will be notified if a case of COVID-19 is confirmed at school and public health officials will contact those who were in close contact with the person.
- GYPSD will support students and staff to learn or work at home if they are required to self-isolate.
  - Any school authority/school connected to a confirmed or probable case of COVID-19 will be contacted by AHS and may be required to close in-person classes to allow the public health investigation to take place. The decision to send a cohort/class home or to cancel classes will be made in consultation with the local Minister of Health.
- The meeting room next to the office will be used to isolate the child until pick up can be arranged. If it is busy, the student workroom shall function as an isolation space.

## Classes and Programming

<p><b>Instruction</b></p>	<ul style="list-style-type: none"> <li>● In September, the initial focus for students, who return to physical classrooms, will be on their social/emotional needs and administering screening tools to identify gaps in learning.</li> <li>● Kindergarten education in Alberta is not mandatory. Given that our early learning and Kindergarten programs are play-based and focused on socialization, a virtual program is not available. Kindergarten students will have the option for on-site learning or to join us in Grade 1.</li> </ul>
<p><b>Class Composition</b></p>	<ul style="list-style-type: none"> <li>● Class sizes will be similar to previous years as there is no additional funding to hire more teachers. <ul style="list-style-type: none"> <li>● Where 2 metres is not possible between desks, they will be separated by the greatest possible spacing in each classroom.</li> </ul> </li> <li>● Teachers will have and follow seating plans for all classes <ul style="list-style-type: none"> <li>● In situations where physical distancing is not possible, extra emphasis on hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities will occur.</li> </ul> </li> <li>● Each class will be considered a cohort and interaction between cohorts will be minimized. <ul style="list-style-type: none"> <li>● Cohorts encourage individuals who cannot maintain 2 metre physical distancing (i.e. classes) to interact with the same people (their cohort) rather than switching daily contacts or randomly interacting with other people.</li> <li>● Within each cohort (classroom), students will maintain the greatest physical</li> </ul> </li> </ul>



	<p>distancing possible to minimize the risk for disease transmission (i.e., spacing between desks).</p>
<p><b>Student Movement</b></p>	<ul style="list-style-type: none"> <li>● Where possible, teachers will move between classrooms and students will remain at their desks.</li> <li>● Hallway protocols are developed to ensure students remain a safe distance apart while moving throughout the building <ul style="list-style-type: none"> <li>● Teachers and staff will reinforce protocols posted in each school re: (promoting hand hygiene, respiratory etiquette, physical distancing etc., posted in visible locations.)</li> </ul> </li> <li>● <b>Arrows will be placed in the hallways to control the direction of traffic.</b></li> </ul>
<p><b>Cleaning Workspaces</b></p>	<ul style="list-style-type: none"> <li>● Materials for staff and students to clean/sanitize their own workspace (desks, shared devices, etc.) will be available in the classroom.</li> <li>● Students and staff will wipe their own workspace before and after using. If students remain at the same desk all day, this would be done at the beginning and end of the day.</li> <li>● <b>Disinfectant available to use in every classroom for immediate use as needed.</b></li> <li>● <b>The on-site custodian in the building will clean classrooms over the noon hour.</b></li> <li>● <b>Cleaning in between equipment use in shop areas</b></li> <li>● <b>All high school classrooms will sanitized during the lunch hour before the next class arrives.</b></li> </ul>

	<ul style="list-style-type: none"> <li>● <b>SonRise classrooms cleaned before and after snack times and lunch.</b></li> </ul>
<p><b>Breaks</b></p>	<ul style="list-style-type: none"> <li>● <b>Snack, lunch, recess, and class change breaks will be staggered in each school to maintain physical distancing among children/students.</b></li> <li>● <b>Only one student will be allowed out of a class at a time at the high school level as directed by the teacher to use the washroom.</b></li> <li>● <b>Breaks will be built in during the morning; however, students will remain in the classroom.</b></li> <li>● <b>There will be no whole class breaks where students will be allowed to leave the classroom.</b></li> </ul>
<p><b>Using Playground Equipment</b></p>	<ul style="list-style-type: none"> <li>● <b>Playgrounds will not be open during school time until further notice.</b></li> </ul>
<p><b>Physical Education</b></p> <ul style="list-style-type: none"> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>● <b>When possible, physical education will take place outside and will follow the <a href="#">Guidance for Sport, Physical Activity and Recreation</a>.</b></li> <li>● <b>Teachers will choose activities or sports that support physical distancing (e.g. badminton over wrestling).</b></li> <li>● <b>Locker rooms and change rooms:</b> <ul style="list-style-type: none"> <li>○ <b>Elementary and middle school students will not change for Physical Education classes.</b></li> <li>○ <b>Schools will develop change room protocols for high school</b></li> </ul> </li> </ul>

	<p style="text-align: center;"><b>students that will reflect time and space availability.</b></p> <ul style="list-style-type: none"> <li>○ <b>Lockers may not be available for use.</b></li> </ul>
<p style="text-align: center;"><b>Music Instruction</b></p>	<ul style="list-style-type: none"> <li>● <b>No singing or playing wind instruments in elementary and middle school.</b></li> <li>● <b>Strict protocols to maximize student safety will be in place for high school music/band classes.</b></li> </ul>
<p style="text-align: center;"><b>Option Courses</b></p>	<ul style="list-style-type: none"> <li>● <b>Where Alberta Health Services (AHS) recommendations and guidelines can be followed (i.e. cleaning, physical distancing, cohorting, etc.) these courses will continue to be available to students.</b></li> <li>● <b>Classes that teach food preparation may occur as long as students do not share the food they prepare with other students or staff. Enhanced cleaning protocols will be implemented</b></li> <li>● <b>Foods 20/30 classes will be only offered in the last quarter of the school year as long as conditions change to allow for safe use of the kitchens by groups of students. Foods 9 and 10 will be cancelled for the year. The guidelines are too stringent to allow us to offer a well-rounded program.</b></li> <li>● <b>Cosmetology classes will proceed with social distancing and students working on mannequins.</b></li> <li>● <b>ELITE and Construction Tech classes will operate with social distancing measures and sanitation of equipment between use.</b></li> </ul>

	<ul style="list-style-type: none"><li>• The fitness centre will only be available for fitness/PE classes. The teacher will teach strict disinfecting measures in between uses.</li></ul>
<b>Extracurricular Activities and Field Trips</b>	<ul style="list-style-type: none"><li>• Extracurricular activities, field trips requiring busing, and all overnight student excursions are postponed. This will be reviewed as the year progresses.</li></ul>

**Alternate Education Programming Options**

## **What is Virtual Education?**

- **All virtual education will be parent led and supported by a certificated Grande Yellowhead and/or Alberta Distance Learning teacher.**
- **Virtual education is the online and/or print delivery of student programming by Grande Yellowhead and Alberta Distance Learning teacher to students who are at home. Unlike the remote learning implemented in the spring, all outcomes from each course will be taught in virtual education just as they are with in-school classes. It should be noted that virtual education might not mirror in-class instruction.**

### **Virtual Education in Grades 1 through Grade 12:**

- **Learning materials will be virtual; however, a print version may be requested.**
- **Print material will be distributed and deposited (on completion) from the local school.**
- **Teacher support is available during school hours online (email and Google Meet) or in person, through appointment only.**
- **Students registered for virtual education will require a laptop/Chromebook connected to the internet as well as a working camera/microphone.**

<p><b>Student and Parent Responsibilities</b></p>	<ul style="list-style-type: none"> <li>● <b>Students and parents are expected to be engaged in both online and offline learning processes.</b> <ul style="list-style-type: none"> <li>● <b>Students are responsible to:</b> <ul style="list-style-type: none"> <li>○ <b>Submit attendance daily</b></li> <li>○ <b>Engage both online and offline</b></li> <li>○ <b>Attend online sessions as scheduled</b></li> <li>○ <b>As the teacher questions as needed</b></li> <li>○ <b>Submit assignments and assessment according to schedules developed by their teacher</b></li> </ul> </li> </ul> </li> <li>● <b>Parents and guardians are responsible to:</b> <ul style="list-style-type: none"> <li>○ <b>Ensure students have a device connected to the internet with a working camera and microphone to complete their coursework</b></li> <li>○ <b>Support students by ensuring they have the space, tools and time to complete coursework as assigned.</b></li> <li>○ <b>Encourage their child to connect with the teacher when they have questions</b></li> <li>○ <b>Connect with the teacher as needed to support their child's learning</b></li> </ul> </li> </ul>
<p><b>Does Virtual Education lead to a High School Diploma?</b></p>	<ul style="list-style-type: none"> <li>● <b>Yes, all required courses for a high school diploma completed through virtual education lead to an Alberta High School Diploma as distance education/learning at home are taught by a certificated teacher and follows the Alberta Education Programs of Study.</b></li> </ul>

<p><b>Can a Student Switch to In-school Classes?</b></p>	<ul style="list-style-type: none"> <li>● If the virtual, learn-at-home option is not meeting your child's needs, re-entry to traditional learning can occur at any time during the school year.</li> <li>● Parents will need to provide the principal a week's notice of their decision to return to traditional in-class learning so that teachers can prepare to welcome the child back to the classroom the following Monday.</li> <li>● Students in high school courses may be required to wait until the beginning of a new semester or quarter, but all decisions will be made in collaboration with the high school principal.</li> </ul>
<p><b>Electronic Devices</b></p>	<ul style="list-style-type: none"> <li>● Each student enrolled in virtual education will require their own device (a Chromebook, laptop or computer) connected to the internet with a working camera/microphone in order to participate. Parents/guardians are responsible to ensure that their child has a device.</li> </ul>
<p><b>Non-core Courses</b></p>	<ul style="list-style-type: none"> <li>● The decision to provide instruction in non-core courses will be made at the end of August and will be dependent on the number of students who are enrolled in distance education.</li> </ul>
<p><b>Provincial Testing</b></p>	<ul style="list-style-type: none"> <li>● GYPSD will not be participating in optional provincial assessments (PATs) for the 2020/21 school year.</li> </ul>
<p><b>Work Experience/RAP</b></p>	<ul style="list-style-type: none"> <li>● Work experience and RAP will resume. Schools that plan to offer work experience will work with the Division Occupational Health and Safety team to make sure all placements have appropriate COVID-19 safety protocols in place.</li> </ul>

<p><b>School Council Meetings</b></p>	<ul style="list-style-type: none"> <li>• School council meetings for the 2020–2021 school year will proceed. These meetings must follow Alberta Health restrictions for social gatherings as well as the safety protocols and expectations outlined in both the provincial School Re-entry Plan and this COVID-19 Division Re-entry Strategy. Schools will support their school council members to determine if they will hold in-person meetings or online virtual meetings.</li> </ul>
<p style="text-align: center;"><b>Support for Students and Staff</b></p>	
<p><b>Providing Mental Health Support</b></p>	<ul style="list-style-type: none"> <li>• Staff have access to professional learning on supporting the mental health of students through the Division Psychologist and Family School Liaison Counselor (FSLC).</li> <li>• Information on accessing mental health resources for students, families and staff is posted on the Grande Yellowhead Mental Health &amp; Wellness site and the <a href="#">GYPSD website</a>.</li> </ul>
<p><b>Supporting Students with Special Needs</b></p>	<ul style="list-style-type: none"> <li>• Returning to school can cause additional concern or anxiety for families of students with special needs. Families need to know we are taking steps to support them.</li> </ul> <p style="text-align: center;">This includes:</p> <ul style="list-style-type: none"> <li>• Working with Alberta Health Services on COVID-19 safety protocols for some of the complex medical interventions and supports some students require, to keep both students and staff as safe as possible.</li> <li>• Adding COVID-19-specific strategies as needed to student-support plans, such as Instructional Support Plans (ISPs), Medication Management Plans or Individual Student Behaviour Plans.</li> </ul>



# Government of Alberta Guidance for School Re-entry - Scenario 1

[COVID-19 information: Guidance for School Re-entry - Scenario 1](#)

## References:

[Alberta K to 12 School Re-entry Website](#) [Alberta Health Daily Checklist](#).

[Screening Questionnaire](#)

[Guidance for Sport, Physical Activity and Recreation](#)

[Guidance for Playgrounds \(updated June 18, 2020\)](#)

[Elementary - Returning to School Safely Video](#)

[Junior and High School - Returning to School Safely Video](#)

## G. Important Contact Numbers

### Emergency

Fire, Police, Ambulance 911

### Local

Child & Family Services

827-2245

Kids Help Phone	1-800-668-6868	Amanda MacDougall- FSL	827-1766 (c)
Bullying Help Line	1-888-456-2323	RCMP (non-emergency)	827-2222
Poison Centre	1-800-332-1414	Victim Services	827-3440
Disaster Assistance Line	1-888-800-6493	Fire (non-emergency)	827-3933
Child Abuse Hotline	1-800-387-5437	Hospital	827-3701
Child & Family Services	1-800-638-0715	Health Centre	827-3504
Mental Health Crisis Help Line	1-877-303-2642	Transition House (after hours crisis line)	827-3776 827-1791
AADAC Help Line	1-866-332-2322	Sheldon Coates Elementary School	827-4343
Crime Stoppers	1-800-222-8477	Summitview Middle School	827-3820
		Hamlet of Grande Cache	827-3362
		Recreation Center	827-2446
		GYPSD School Division (Edson)	1-800-723-2564