

Mission Statement: Empowering students through faith, excellence and citizenship.

Holy Trinity Catholic High School
Ecole Secondaire Sainte Trinite
Principal's Welcome

At Holy Trinity we have dreams! Every dream involves providing the best opportunities. Our students are second to none. They treat each other and their teachers with respect and dignity and they strive for excellence. Our staff is incredible. They have demonstrated their commitment through an unbelievable amount of volunteering and dedication. The last part of the team is the parents. They have been ready to work with us to support and encourage their children.

Academics, Arts and Athletics – that's our Trinity. If you are a student who likes to have clear rules, strives for excellence and enjoys the freedom to express yourself in respectful ways, then Holy Trinity is the school for you.

Wishing you the very best!

Mrs. Lucy Moore
Principal

We recognize that the future is in our hands.

The children of today will be the leaders of tomorrow.

We are awed and inspired.

Holy Trinity Staff of 2013-2014

The Alberta School Act

“A student shall conduct him(her)self so as to reasonably comply with the following code of conduct:

- Be diligent in pursuing his/her studies.
- Attend school regularly and punctually.
- Co-operate fully with everyone authorized by the Board to provide education programs and other services.
- Comply with the rules of the school.
- Account to his/her teachers for his/her conduct.
- Respect the rights of others.”

FMCS D Core Values:

We take to heart the great commandment of Jesus Christ: “...love the Lord your God with all your heart, mind, soul, and strength; and love your neighbour as yourself.” (*Matthew 22*)

Hence, we value persons, community, responsibility and learning.

Holy Trinity Student Responsibilities

We Value Persons:

- Behave and interact in a manner that respects the rights, feelings and property of others.

We Value Community:

- Work positively to resolve conflict in a respectful manner that maintains the dignity of all.

We Value Responsibility:

- Bring all required learning materials.
- Attend regularly and punctually.
- Complete and turn in assignments on time.

We Value Learning:

- Come with a positive and cooperative attitude.
- Strive to achieve personal excellence.

Holy Trinity Parent Responsibilities

We Value Persons:

- Be a supporter of all activities in which your student is involved.
- Communicate with staff regularly

We Value Community:

Attend school functions:

- Awards ceremonies
- Performances
- Sports events
- Meet the Teacher Night
- Student Team Conferences
- School Council Meetings
- Community Events
- Masses/Liturgies

We Value Responsibility:

- Be part of the school support team working for the optimum achievement of your child.
- Check Parent Portal for updates of attendance and achievement.

We Value Learning:

- Ensure regular attendance
- at school.
- Provide support for completion of assigned work
- Provide a number/method where you can always be reached

Holy Trinity Staff Responsibilities

We Value Persons:

- We will discipline with dignity.
- We will be proactive members of the school support team for every student.

We Value Community:

- We will provide a safe, respectful and positive learning environment.
- We will be active members of our school community.

We Value Responsibility:

- We will model Catholic values in all that we do.

We Value Learning:

- We will provide multiple and varied learning opportunities for all students.

- We will embrace and encourage the appropriate use of technology.

Assemblies/Liturgies

Assemblies and liturgies are organized and planned carefully to support the development of the whole student.

- Students will demonstrate respectful behavior during assemblies by listening, participating and following directions. It is good manners to stay for an entire performance and to only leave if there is an emergency. Students who do have to leave during a performance will not be allowed to return until there is a natural break in the event.
- Staff are responsible for the class they bring and to ensure respectful behavior from all students.

Attendance/Punctuality

Regular daily attendance in school builds community and supports academic excellence.

- Students should **arrive at school by 8:00 am** in order to be prepared for class.
- Regular attendance is required of all students. Course withdrawal or alternate placement may be recommended for students in grades 10 – 12.
- High school students are allowed 10 excused absences prior to being withdrawn from a course.
- When students are withdrawn from classes, the student services team will develop a success plan so the student may re-enroll the following semester.
- 5 late arrivals to class will constitute an absence.
- The Attendance Board may be contacted for students under 16 with attendance issues.
- Student absences must be confirmed by parents. 24 hour phone contact is available: 780-792-0012.
- Punctuality is the responsibility of each student. Tardiness will be dealt with by the classroom teacher.
- Students absent from school on the day of a co-curricular or extra-curricular activity will lose the privilege of participating in these activities.
- When a student returns after an absence, the student is responsible for making arrangements with each subject teacher to complete missed assignments and/or write missed tests.

Awards and Recognition:

Public celebration of student success helps to build a strong school culture. Our awards focus on all aspects of school life. Every middle school student has the opportunity to win an award at the end of the year Awards Ceremony. Participation in school activities is encouraged and recognized

- Academic –
 - Honor Roll (80% average)
 - District Honor Roll (all marks over 80%)
 - Honors with Distinction (90% average)
 - Top marks in each subject in each class
 - Top Academic Student in each class
- Athletic
 - Participation on any team
 - Three special recognition awards on each team
- Performance
 - Music Festival Participation
 - Trinity Festival Participation
- Citizenship
 - Leadership Award given in each class
- Improvement
 - Most Improved Student given in each class
- Membership in clubs
 - Book Club
 - Aquarium Club
 - Student Council
 - Me to We

Trophy Awards – are given at each grade level. Students names are on the trophies in the trophy case, as well, they each get a keeper trophy.

Arts Awards – sponsored by the Carbery Family

- Performing Arts Award
- Fine Arts Award

Athlete of the Year

- Female Athlete of the Year – sponsored by the Kirschner Family
- Male Athlete of the Year – sponsored by Bryan Seredynski Real Estate

Christian Leadership – Sponsored by the Knights of Columbus

- Two awards at each grade level

Knights Award – sponsored by the McKinnon Family

- Two awards at each grade level

Global Citizen – sponsored by the Fort McMurray Kinette Club

- One award at each grade level

Award Ceremony Dates 2014

Grade 7 – June 25 6:30 pm

Grade 8 – June 25 8:00 pm

Grade 9 – June 26 6:30 pm

Grade 10-12 – June 26 8:00 pm

Communication

Open and positive communication between the home and school are key factors in the educational development of children and the realization of our vision.

- Weekly e-mail – the principal sends a weekly e-mail every Sunday. If you are not receiving the e-mail, we don't have your correct address.
- Facebook Fort McMurray Catholic School District
- Twitter FMCS D
- Website <http://holytrinity.fmcschools.ca/>
- To minimize disruption of classes, email is the preferred method of contacting our teachers. Teacher email addresses can be found on our website under "About Us" "Faculty" – click on the blue names for the address
- Students should be informed of all their appointments prior to school when possible.
- When a student becomes ill or in the event of an accident, we will contact parents/guardians. It is imperative that parents keep all contact information in our files accurate.

In dealing with concerns in the classroom, the first step for students and parents is to contact the teacher. If there is no resolution between the student/parent and the teacher, the assigned Vice Principal may be consulted (Mr. Germain – grades 8, 10, 12 and Mrs. Seymour – grades 7, 9, 11). In dealing with emotional concerns, please contact the Counselor. In dealing with learning concerns (eg. IEPT's), please contact the Classroom Support Teacher. (See Student Services section.)

Computer and Internet Use

Technology is a powerful tool to enhance learning. Our goal is to teach students to make good decisions regarding the use of technology. While embracing technology is our goal, teachers will be responsible to make decisions regarding if and when technology can be used.

- Students are only permitted in the computer labs when supervised.
- Students are expected to use technology in a morally responsible manner:
 - The results of their interactions must be positive.
 - They must treat others with dignity and respect.
 - All work borrowed from others on-line must be recognized as such and copyright laws must be respected.
 - Students using the internet must be diligent in not accessing inappropriate web-sites.
 - Food and drink are not permitted in the computer lab

Lucy Moore 11-7-20 7:30 AM

Formatted: Bullets and Numbering

Conduct Philosophy

"Do unto others as you would have them do to you." Luke 6:31

We value Persons, Responsibility, Learning and Community.

- Bullying and/or harassment is strictly prohibited. We aim to provide students with a stimulating and safe environment in which they can realize their full potential. Any student who is subjected to harassment should report the situation to staff immediately.
- Unsupervised contact sports and activities are not allowed on campus.
- Classroom expectations:
 - Students will follow the teacher's classroom rules in order to achieve our goal of academic excellence and the building of a Christian community. Teachers will clearly communicate expectations for activities within their classroom. Some rules must remain consistent from class to class:
 - Arrive on time
 - Respect the space of others
 - Follow instructions from the teacher
 - Bring materials necessary for class.

We believe that "pride of ownership" means that each person plays a part in keeping our campus clean and in good repair. Therefore, we encourage students to:

- Use Recycle Containers provided
- Assist with Lunch clean up when their class is assigned duty
- Use garbage cans
- Keep lockers clean

We value Community and Responsibility. Where there is evidence of willful damage (including graffiti), destruction, or theft of Board property, the Board may undertake legal action according to The School Act, Section 176. The school may also suspend the student, seek legal action and/or restitution.

- Possible Consequences
 - Low-level consequences: informal talk; student-staff conference; restriction of privileges; removal from classroom;
 - Restitution – a plan to repair damage
 - Parent Contact – to enlist team support in changing the behavior.
 - On-Campus Reassignment – Students assigned to an OCR remain in a classroom/specified location for the entire school day or for specified periods. The student will work on school assignments, while supervised by a staff member. A student who is non-compliant during an OCR, may be placed on an out of school suspension.
 - Suspension – the student will not be permitted on school district property or at school functions for the duration of the suspension.

Dances:

Holy Trinity will provide separate dances for Grade 7-9 students and Grade 10-12 students. We encourage parents to assist in the supervision of dances by volunteering to chaperone.

- Hours of dances are 7:00 pm – 10:00 pm.
- Doors will be open from 7:00 – 7:30 pm. Students will not be admitted after that time unless prior permission has been obtained.
- Coats, bags and backpacks will not be allowed in the gym.
- Students who have been drinking alcohol or using other contraband or who bring alcohol to the dance will have their parents contacted to come and take them home and will be suspended from school.
- Students evicted from a school dance will have consequences determined by school administration.
- Students who leave the school or go beyond marked areas will be required to leave the dance and may not re-enter.
- Students who are not present for the entire day will not be allowed to attend the dance.

Decorum:

Decorum is the socially acceptable demonstration of good taste in conduct or appearance.

- Public displays of intimacy are not acceptable in the school building, on school grounds or at school activities. This does not include hugging when greeting friends or colleagues.
- Students are representatives of Holy Trinity when they enter neighboring businesses and as such are expected to be respectful and responsible at all times. We wish to maintain good relations with community residents and with the proprietors of the neighborhood stores. Avoid congregating in front of stores or sidewalks adjacent to private property, trespassing on private lawns, littering the area, smoking on or near private lawns.
- Students will walk safely through the hallways, respecting the rights and personal space of others and be active role models in maintaining a peaceful atmosphere in the school.

Dress Code

Appropriate dress allows all students to focus on what matters: learning.

- Students and staff are expected to come to school clean and should dress in a manner that reflects Catholic values, modesty and cleanliness, appropriate with educational goals and activities at school.
- Appropriate gym attire (shirt, shorts, socks and runners) is expected for PE classes. No jeans.
- Appropriate dance attire is to be worn for dance classes only.

Electronics - cell phones

Our goal is to enable students – all students - to learn.

- Holy Trinity is a learning community; therefore, the only appropriate use of electronics is to enhance learning.
- The teacher is the authority in the classroom and electronics are only to be used at the discretion of the teacher.
- Cell phones being used inappropriately may be confiscated and repeated misuse will result in a personal electronics plan for that student.
- Cell phones used in a harmful manner to others will be confiscated and a plan for restitution will be required.
- Electronics are never permitted in exam circumstances.
- All electronics are brought to school at the risk of the student. We will not be responsible for the loss of electronics.

Emergency Evacuation Procedures

- Exit the building at the nearest exit.
- Emergency Exits are posted in every room.
- Exit in a calm and orderly manner.
- All classrooms have a Critical Incident Folder near the exit door. This folder contains information to deal with any critical incidents that may arise.
- During a lockdown, students need to remain calm and quiet, follow the instructions of staff and turn cell phones off.

Environmental Citizens

Holy Trinity is a LEED silver school. (Leadership in Energy and Environmental Design) During the construction process, we met over 30 environmental stipulations to reach this level. There is an expectation that all Holy Trinity members will be Environmental Leaders in our community. If this is your passion, look to join the HT Green Team

Exams

- Students are asked to secure electronic devices in their lockers prior to exams.
- Exam re-writes are at the discretion of the teacher. If a student has incomplete formative assessments, a re-write may not be available. Students are expected to complete the required re-learning activities prior to a re-write. All re-writes must be done in a reasonable amount of time – within two weeks of initial writing.
- Students who cheat on exams will be required to demonstrate subject competence in another situation and to make restitution for damage caused – ie. loss of trust, additional work and time required by teacher. Cheating is very serious and students who are caught can expect to spend time doing community service around our school. Please see our Academic Honesty Policy on our website.
<http://holytrinity.fmcschools.ca/academic-honesty>
- All Diploma final exams at Holy Trinity will follow Alberta Education’s Diploma Exam procedures. Students must arrive within the first hour of the exam in order to be able to write the exam. Students will not be permitted to write their Diploma final exams outside of the final exam schedule set by Alberta Education. Final exams may be deferred or excused for acute illness or other serious unavoidable emergencies as long as official documentation (e.g., doctor’s note indicating specific diagnosis) is provided to Alberta Education. Please contact the school for assistance with how to proceed if a student is absent for an exam. Any student missing a Diploma final exam without official documentation will have to write that exam or that part of the exam (e.g., Part A of ELA 30-1) at the next writing session offered by Alberta Education. Please contact the school to ensure you are accurately informed about the procedure associated with writing an exam at a later date.

Final Exams

Re-writes are not allowed on final exams. If a student or parent feels that the mark is not reflective of the student’s ability, the following steps can be taken:

- Check with the teacher that the mark is accurate.
- Advise the principal, in writing, of the concern.
- A school review will take place in accordance with board policy.
- Parents will be advised of the outcome.

Extended Vacations

Regular attendance is vital to academic success.

- Parents taking their children out of school for more than three consecutive school days should contact the school office well in advance. Parents need to be aware that extended or repeated absences do affect student achievement.
- Teachers will provide general information regarding the missed time. For example: “We are covering chapter 3.” Arrangements can be made for teachers to send regular email of class activities so students can maintain daily work.
- Students are responsible to complete all missed assignments and make up exams upon their return.

Fees – payable by September 1:

Foreign Tuition Fees:

\$ 6,900 per year (\$ 3,450 per semester)

Transportation Fees:

Eligible Students: \$ 150 per year

User Pay: \$ 400 per student

Family Rate: \$ 600 maximum per family per school year

Instructional Supplies and Material Fees:

Grades 7 to 9 (Middle School): \$ 140

Grades 10-12 (Sr High School): \$ 150

Other Fees

Graduation Fees \$225

Student Council \$30

(to cover guest speaker fees, student council activities, etc.)

First Locker \$5

Optional Fees

Yearbook \$10

Field Trips

Throughout the school year, trips are planned by individual teachers. These trips are educational and are intended to enhance and enrich the curriculum by extending it to life situations and experiences beyond the classroom. A general parent permission form is available to cover all local trips such as nature hikes, fitness excursions, and bike rides. Any bus trips require a separate permission form.

Upon request, parents will receive a permission form for each trip.

- Any overnight field trips will require students and parents to attend a meeting at the school.
- Trips to Vista Ridge will require a separate form.
- All school rules apply to field trips and if there is any concern about appropriate behavior, parents may be required to attend the trip or students will be provided with an alternate activity on campus.

Financial Assistance for Students in Need

Knights and Angels Foundation is our newest Holy Trinity initiative. It is aimed to help students who want to participate in the extras at school, but finances stand in their way. It has two major components: Knights – students in need

~ They make an action plan for success.

~ Participate in fund-raising opportunities.

~ Are self-identified or identified by others.

Angels – the rest of us who can help

~ All school fundraisers are hosted by the Angels.

~ Your company can support in the fundraising by taking catalogs and selling on-site.

FNMI Program (First Nation Metis Inuit)

The priority of our FNMI Liaison is to assist FNMI students to experience academic success. The main role is to act as a mentor for students to get assistance, advice and guidance. The Liaison will work closely with families and the larger FNMI community to bridge students' transition to school in a culturally sensitive manner.

Food/Drink on Campus

Students who are hungry do not learn well. We recommend students have healthy snacks throughout the day as long as it does not interrupt their learning or the learning of others.

- Students may eat in class only with the approval of the teacher. In these cases, food and drink needs to be of a healthy nature.
- Healthy Only vending machines are available 24-7. Students who use this privilege appropriately will be allowed to access machines at a time when instruction is not interrupted.
- Students may chew gum in school as long as it is not seen or heard and does not impair full participation in the class activities. Teachers set rules within their classroom.
- Energy drinks are a health risk and are not allowed on campus.
- The Eatery will provide a healthy, nutritious lunch. It is recommended that all students stay on campus for lunch and either bring their own lunch or purchase one from the Eatery.
- Microwaves will be available for student use at various locations.

French Immersion:

- Students enrolled in the French Immersion Program must show commitment to their French Immersion studies by **speaking French at all times in all classes where French is the language of instruction**. All courses follow the Alberta Curriculum and therefore are part of the regular program leading to the High School Diploma.
- Registration for the grade 7-9 Immersion program will consist of: French Language Arts as well as Math, Social Studies, and Science in French.
- High school students will receive French instruction in Language Arts, Social and Religion. Students need 40 credits to earn a Bilingual Certificate at the high school level.

Graduation

High School Diploma Requirements

The Alberta High School Diploma is an official document issued by Alberta Education and certifies that the holder has completed a prescribed program of instruction at a high school or through other formats under the direction and supervision of Alberta Education.

- To attain the Alberta High School Diploma students must complete 100 credits including the following courses:
 - English 30-1 or 30-2
 - Social Studies 30-1 or 30-2
 - Mathematics 20-1, 20-2, 20-3
 - Science 20 or Science 24 or Biology 20 or Chemistry 20 or Physics 20
 - Physical Education 10
 - Career and Life Management
 - 10 credits in other grade 12 courses other than English and Social
 - 10 credits in option courses from the following areas: Career and Technology Studies (CTS), International Languages, Fine Arts or Phys. Ed. 20/30
- Ceremony Requirements. To participate in graduation, a student must
 - Have earned the minimum requirements for graduation or be carrying enough classes to graduate at the end of June. Parents and students can contact Student Services at any time throughout the year to check on graduation status and discuss alternate plans for success.
 - Be on track to completing any Distance Learning or On-line courses.
- Any student who does not meet the requirements will not be permitted to take part in graduation activities.
- A graduation list will be posted the first week of April. Students are responsible to check the list and to inform the office of errors or omissions.
- There is a fee for graduation ceremonies and activities. This fee must be paid in full before graduation. The fee will cover cap and gown rental, decorations, announcements and guest speaker. Attendance at the graduation dance will require at least semi-formal dress.
- Holy Trinity would like to keep track of where our grads end up in terms of work, school, mission, etc. for a few years after graduation.

Graduation Dates for 2014:

- Grad Liturgy – June 5 at 2:00 pm
- Grad Parent Tea – June 5 at 3:00 pm
- Grad Rehearsal – June 26 at 1:00 pm
- Commencement – June 27 at 1:00 pm
- Grad Promenade – June 27 at 7:00 pm
- Graduate Private Party – June 27 – 8:00 – 10:00 pm

Guests

Student Guests are permitted at Holy Trinity only in circumstances when their presence enhances the educational objectives of the school.

- All guests must sign in at the office.
- Name tags will be provided.

Inclement Weather

School is never closed for inclement weather. Please inform the school if you are keeping your child home from school for this reason.

Leaving the School

Under no circumstances is a student to leave the school during class time without obtaining permission from the office.

Library

Students will follow the library rules as well as any other expectations of the supervising staff member.

- Quiet work voices
- School computers are to be used for academics only

Computers will be available for course work at lunch time, before school and after school.

Locks and Lockers

- Locks are available for purchase from our office. Students must have a school-approved lock.
- High school students are assigned a locker in August on orientation day and are expected to keep it in good condition.
- Middle school students are assigned a locker or a shared locker on their first day of school and are expected to keep it in good condition.
- Combinations should be kept confidential to avoid problems of theft. Students are not advised to bring excessive amounts of money and/or expensive or sentimental valuables to school as we cannot guarantee their security.
- The lockers are property of the school. Administration may access the locker at any time if deemed necessary.
- The school is not responsible for the loss or theft of any items at the school.
- Gym lockers are to be used by students to store belongings during PE classes. Students are expected to provide their own lock and to remove the lock immediately after the class.

Lunch Procedures

Students have the choice of bringing their own lunch or buying a healthy lunch from our Eatery. It is strongly recommended that they do not leave campus except if they are going home for lunch.

- Closed campus is in place for students in grade 7. They are only allowed to leave campus if their parent/guardian picks them up.
- Attending class on time is vital. Students who return late from lunch, may have closed-campus rules applied to them.

Medication/First Aid/Illness

It is very important that school files be kept up-to-date regarding vital contact information.

- Parents and students are advised to make Student Services aware of any serious/chronic medical conditions or allergies so a Medical Action Plan can be put in place.
- Medication is not provided at school. If a student is required to take medication during the school day, the medication should be kept locked in their locker or on their person at all times.
- Under no circumstances is a student allowed to share medication with another student.
- First aid is administered to students experiencing an injury at school. Paramedics will be contacted if the injury is serious. We will also contact parents/guardians. *For this reason, it is vital that family information be kept current.*
- When a student becomes ill at school, contact is made with the parent/guardian and arrangements are then made to have the student picked up from school.

Parent Involvement

Parents are expected to participate in the educational process. We need the support and cooperation of parents to effectively help each student to reach his/her potential. Parents can do this by:

- Demonstrating interest and support for academics and school activities
- Holding children accountable for work at their personal level of excellence
- Supporting positive habits such as punctuality, emotional self-discipline and homework completion.
- Staying in contact with teachers

If there are severe or recurring problems, the school team, including parents, will work together to develop a plan to teach the student an alternative set of desirable behaviors.

Parish Link

Holy Trinity works closely with the St. John Parish.

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| ➤ Parish Office | 3 Hospital Street | 780-743-3980 |
| ➤ St. John the Baptist Church | 3 Hospital Street | |
| ➤ St. Paul Church | 484 Signal Road | |

Prohibited Items/Substances

- Knives, guns or any other type of weapons or explosives, including matches and lighters and laser pointers are prohibited from the campus and all school-related activities.
- Alcohol, tobacco and illegal substances, including drug paraphernalia are prohibited from the campus and all school-related activities. Smoking is not permitted on school property. Suspension from school is the consequence.
- Animals are not to be brought on campus without prior administration authorization. *Service dogs only allowed on campus.*

Religious and Spiritual Activities

Catholic Schools are a faith-based choice for public education. We welcome all students, but we make no exceptions: All students take religion classes and are expected to be respectful during liturgies, masses and religious celebrations. We begin each day with prayer and we encourage students to explore religious involvement in the school, the community and the church.

Within the context of Catholic high schools, the program of studies in all of its aspects—content, the teaching process, and the total school environment—reflects the values of faith, hope, charity, forgiveness and justice as found in the gospels and the message of Jesus Christ as understood by the Catholic Church.

In Catholic high schools, there are many opportunities for integrating gospel values and nurturing the presence of God in our midst within the curriculum. Teachers will determine where religious values and church teaching can be integrated within each course.

Religious education is an essential and integral part of the life and culture of a Catholic school. Through it, students are invited to develop the knowledge, beliefs, skills, values and attitudes needed to build a relationship with God and community through the person of Jesus Christ. Religious education shares the same goals and objectives set forth for all good education; that is, the growth and development of the whole person in all his or her dimensions—physical, intellectual, emotional, social and spiritual.

Reporting Policies and Practices

- Assessment practice: Evaluation of student progress will be determined by the subject teacher on the basis of student performance as measured by a variety of methods of assessment including homework, class work, assignments, projects, quizzes, and exams. Teacher assessment will be made known to students and parents by the use of report cards, student-led conferences and parent/teacher interviews. Students are required to complete all summative assessments.
- Parents will also have access to the Parent Portal for instant information on achievement and attendance.
- The high school calendar will be divided into two semesters, each with two terms. Formal report cards will be issued at the end of each term. (November, January, April, June)
- The Grade 7-9 calendar will be divided into two semesters for options. Core courses will be taught for the entire year. Report cards will be issued four times.
- Grade 9 students participate in the provincial achievement testing (PAT) program at the end of May and June. The testing dates are posted on our school website calendar. June 20 – 26 are PAT dates for June 2014.
- Grade 11 and 12 students write Alberta diploma examinations at the end of specific 30-level courses in January and June. The testing dates are posted on our school website calendar.
- School final exams – for students in grade 10 – 12 will be the last two weeks in January and June.
- Marking Guidelines and Marks Appeal procedures:
 - A request for the appeal including rationale must be provided within two school days of the student's notification of their mark.
 - This request for appeal is to be provided in writing to the student's own teacher in the given subject area.
 - The teacher is then to provide the original piece of work and criteria for evaluation along with the request to the Principal.
 - The principal will then direct another teacher from the relevant department to re-score the work using the criteria provided.
 - The student will receive the re-score mark. **IMPORTANT:** This new mark may be higher, unchanged from or lower than the original.
- Parent-Student-Teacher Conferences will be held twice during the year. Please check calendar for dates. Students should attend these conferences as they are the most important members of the achievement team.

School Council

The purpose of the School Council is to consult with and give recommendations to the principal and the school board on matters that affect the delivery of the educational program to the students within the school. The mission of the School Council is to foster the well-being and effectiveness of our school community and to enhance learning in a safe and positive atmosphere.

- School council meetings are held once per month.
- Agendas and minutes will be posted on the School Council page on the website. Paper copies are available upon request.
- All parents are automatically members of school council and are encouraged to attend meetings.

Extracurricular Sports:

Being involved in extra-curricular activities is an opportunity for all of our students.

Our students are ambassadors for our school and as such we ask that they adhere to the following code:

- Treat all opponents as guests
- Maintain self-control at all times
- Understand and appreciate the rules
- Be considerate and courteous to all
- Show respect for officials
- Applaud all outstanding performances

Student Activities

Clubs:

- Yearbook
- Social Justice
- Badminton
- French Café
- Band
- Choral
- Dance
- International Travel
- Student Council
- Art Club

School Teams

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|---------------------|----------------------------------|
| • Volleyball | September - November |
| • Basketball | December - February |
| • Badminton | October - May |
| • Track and Field | May and June |
| • Golf | September |
| • Football | August - November, April to June |
| • X-Country Running | September |
| • Soccer | May-June |

Special Events

- Welcome Back Activity Day
- Dress-up Days
- Graduation
- School Dances
- Awards Ceremonies
- Education Week
- Christmas Activity Day
- Band Concerts
- Talent Shows
- Dance, Choir, Band Showcases
- Spring Showcase
- Dramatic Productions (3 per year)

Student Council

The student council initiates various programs throughout the year to enhance the students' social, cultural and moral development within the school. It is also responsible for providing the student body a voice in what takes place in their learning environment, as well as promoting healthy fun, positive school spirit, and global citizenship. Our middle school student council attends two leadership conferences and our senior student council attends the provincial leadership council. Any students showing leadership potential are invited to be part of the leadership group.

Student Services

Students and parents wishing to access assistance are encouraged to contact the Student Services Office (Cecile Schoorlemmer, counselor for 7, 9, 11, Crystal Baldwin-Danson counselor for 8, 10, 12, The Student Services department offers a variety of services including assistance with:

- Educational Counseling - Course Registration, Timetable Conflicts, Applications to summer school, online or self-directed learning, referrals from teacher, administration, parent or student. Educational Assessments and Services, including referrals to outside agencies and coordination of services.
- Career Counseling - Career Planning, referral to career websites such as: <http://www.alis.alberta.ca>
- Work Experience
- Personal/Social Counseling - Personal issues, Crisis Intervention, Mentorships, Referrals and consultation with outside agencies, referrals from teacher, administration, parent or student
- Post-Secondary Planning - Scholarship/Loan Information, Post Secondary application information
- Scholarships are awarded for excellence in a wide range of achievements such as academic, athletic, citizenship, community involvement, subject area,

and financial need.

- Although most scholarships are applied for in Grade 12, the work that students do in grades 10 and 11 helps to earn those scholarships. Leadership skills, volunteer experiences, citizenship and academics are significant components of many scholarships.
- Upcoming scholarships are posted in the Student Services area and by searching helpful websites. Check specific post secondary institutions for their awards. Some of the websites are:
 - www.studentawards.com
 - www.scholarshipscanada.com
 - www.registrar.ualberta.ca
 - www.alis.alberta.ca
 - www.schoolfinder.com
 - www.keyano.ca
 - www.canlearn.ca

The Alexander Rutherford Scholarship is awarded when students enroll in a post-secondary institution. It is given by the Provincial Government for grades 10, 11, and 12 based on an average of 75% or higher in 5 subjects.

- Grade 10 – English 10-1 or 10-2, plus 2 academic and 2 other courses – 75 to 79% = \$300.00; 80% and above = \$400.00
- Grade 11- English 20-1 or 20-2 plus 2 academic and 2 other courses – 75 to 79% = \$500.00; 80% and above = \$800.00
- Grade 12 – English 30-1 plus 2 academic and 2 other courses – 75 to 79%= \$700.00; 80% and above = \$1300.00
- Crisis Contacts - In the event a student feels the need for support from someone outside of the home or school, they can contact the:
 - Crisis Line 24 hour - 743-HELP (743-7457)
 - Teen Help Line 24 hour - 1 877-803-TEEN (8336)
 - Kids Help Phone 24 hour - 1-800-668-6868 or: www.kidshelpphone.ca
 - Bullying Help Line 1-888-456-2323
 - Unity House 24-hour 780-743-1190
 - Health Link 1-866-408-5465

Work Experience

We encourage all students who are currently employed to see our Student Services Department to inquire about Work Experience credits. Students in grades 10, 11 and 12 are able to earn up to 20 credits towards their Alberta High School Diploma. Students need to provide employer information (such as place of employment and a direct supervisor name and phone number) as well as current pay stubs and records of employment to be eligible for these credits. Students may be required to also provide work portfolio information as needed.

For more information please see Student Services.

Supervision

- Supervision is provided by staff 15 minutes prior to school beginning in the morning and 15 minutes after school. We request that students do not arrive at school before 7:30 as doors are not unlocked.
- Students staying after school are required to be in a teacher's classroom, under the supervision of a teacher.
- If you require alternate arrangements for your student to wait for you, please ask at the office. However, we ask that you first try to arrange alternate care – can they take the bus home? Can they wait at a friend's house?

Textbooks

Assigned textbooks become the responsibility of the student. If a book is lost or damaged, the student is assessed the cost of the book and notified of the amount.

Volunteers

All of the staff are most grateful for the assistance, time and talents that parents/guardians and other interested persons in the community are willing to share with our school! Volunteers can assist our school in a number of areas. Please contact the office if you are interested in being involved.