



ÉCOLE CAMROSE COMPOSITE HIGH SCHOOL

STUDENT HANDBOOK 2018-2019

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WELCOME TO ÉCOLE CAMROSE COMPOSITE HIGH SCHOOL

École Camrose Composite High School is a large grades 9-12 school where more than 700 students and 60 staff interact. Teachers encourage students to establish friendships and participate in many of the wide variety of activities available. By becoming involved in the life of the school, your high school years can be very enjoyable and rewarding.

Students, who are new to the school, are encouraged to ask questions. Teachers and other students would be pleased to assist you with directions, school rules and procedures, or any other matters.

Finally, may each one of you achieve success this year. May your high school years be truly some of the best years of your life.

We Believe ... "Every Student, Every Day, Opportunities for Success"
Our Mantra ... "Be True to Yourself"

SCHOOL PHILOSOPHY

École Camrose Composite High School is dedicated to the cause of providing an atmosphere in which students can develop to their full potential. The school administrators and teachers recognize the need for students to:

- feel important, secure and respected;
- develop an ongoing love for learning;
- be taught the skill of critical evaluation;
- be prepared for life in a rapidly changing, technological society;
- develop an appreciation for aesthetics;
- acquire the characteristics of good sportsmanship and citizenship;
- prepare for lifelong leisure activities;
- be exposed to a wide variety of career information and choices;
- be counselled in the development of individualized programs tailored to their specific interests and abilities; and
- pursue excellence in all aspects of their lives.

SCHOOL OPERATIONS

Appeal Procedures

Students and parents are reminded that they do have an opportunity to appeal decisions made at the school. The procedure students should follow, either on their own or with their parents/guardians, is to:

- Discuss the issue with the teacher involved (if applicable).
- Discuss the issue with their grade administrator.
- Discuss the issue with the Principal.
- Contact the Superintendent's office.

Bell Schedule

Grade 9 Class Times

Period	Regular Day (Monday to Friday)	Staff Meeting / Early Out Thursdays
2	8:41-9:25	8:41-9:15
3	9:29-10:11	9:18-9:51
4	10:16-10:58	9:56-10:30
5	11:02-11:44	10:33-11:06
Lunch	11:44-12:29	11:06-11:51
7	12:29-1:11	11:51-12:25
8	1:15-1:57	12:28-1:01
9	2:02-2:44	1:06-1:39
10	2:48-3:30	1:42-2:15

* 1st Thursday of the month from October to June will be early out for staff meetings

Grades 10-12 Class Times

Period	Regular Day (Monday to Friday)	Staff Meeting / Early Out Thursdays
2/3	8:41-10:11	8:41-9:51
4/5	10:16-11:44	9:56-11:06
Lunch	11:44-12:29	11:06-11:51
7/8	12:29-1:57	11:51-1:01
9/10	2:02-3:30	1:06-2:15

* 1st Thursday of the month from October to June will be early out for staff meetings

School Fees

Students are charged general school fees as per our school prospectus and school division administration procedure. All fees are subject to review and revision by the Battle River School Division #31 Board of Education.

Other fees:

- a. Yearbook (optional).....additional \$40
- b. Adult Tuition Fee
 - Adult (20 years old or older on September 1, 2015).....\$190.85/ credit
- c. For most students, the school fees are all-inclusive (i.e. student union fees, etc.). However, some students will be charged additional fees for projects and activities. These fees are outlined in the 2017-2018 Prospectus.

All fees are outlined on our ECCHS homepage:

<http://www.brsd.ab.ca/school/cchs/Pages/default.aspx>

in the PDF document titled "ÉCCHS - School Fee Schedule - June 29th2017 (2).pdf".

Note:

Students will not be allowed to participate in International Travel, graduation exercises, and/or extra-curricular activities until instructional fees have been paid or arrangements for payment have been made (ie. post-dated cheques). If there is difficulty in paying fees, please speak to the Principal.

ÉCCHS School Culture of Caring Plan

RESPECT

We will respect ourselves, be tolerant of others and ethically cooperate within ÉCCHS.

R - Responsibility - We will take responsibility for our actions, language, learning and school pride.

E - Effort - We believe that our effort and attendance will dictate our success.

S - Safety - We will behave safely toward ourselves, others and the school.

P - Pride - We will demonstrate pride in ourselves, our work and the school.

E - Ethical - We will be ethical; acting honestly and with integrity.

C - Cooperation - We will work with others to continue to make this a better place.

T - Tolerance - We will be tolerant of differences and celebrate diversity.

WHERE / WHEN

- Classrooms
- Music Room
- Computer Labs
- Gymnasiums
- Student Commons Area
- Library Learning Commons
- Hallways
- Bathrooms
- Office Area
- Parking Lot
- Bus Loading/Drop-off Areas
- Field Trips
- Extra-Curricular Events or Activities

WHO

- Students
- Staff

PROCESS

1. At staff/custodian, students' union and school (parent) council meetings, the school team will present this skeleton plan, allow discussion/collaboration and make modifications to the plan.
2. Staff will exemplify this respect, reinforce positive student behaviour and reflect on their role modelling (4:1 ratio of positive to negative).
3. School administration will present the finalized plan to students at an assembly and/or through class-to-class visits.
4. Departments will create a department specific matrix based on this skeleton plan.
5. Department staff will then deliver, promote and teach their department matrix to the students.
6. School team tracks the data on...
 - a) RESPECT cards provided to students per month
 - b) Student referrals to the office per month

REWARDS - CAUGHT BEING GOOD!

1. Each student and staff member caught demonstrating good behaviour will be presented with a RESPECT card
 - a) Staff may nominate students
 - b) Students may nominate other students
 - c) Students may nominate staff members
 - d) Staff may nominate other staff members
2. Monthly themes may be identified by staff as needed.
3. Student submits his/her RESPECT card at the office for the draw
4. A student RESPECT card will be drawn each week for a free lunch at our Cafe.
5. Two student RESPECT cards will be drawn each month for a prize (i.e. movie pass, iTunes card, t-shirt, hoodie, etc.)

SCHOOL REGULATIONS

Credit Requirements

In order to receive high school credits for a course, a student must receive a mark of at least 50%.

Students who receive failing grades in certain courses may be permitted to register in the higher-level course in an alternate stream. For example, a student receiving a mark of between 40 – 50% in Science 10 may take Science 24 in a subsequent semester. If the student then passes Science 24, retroactive credits are awarded for Science 14. This provision applies in English, Social Studies, Mathematics, Science, and French.

Students need to ensure that they have the prerequisites before registering in a course.

ÉCCHS Graduation Policy

A student eligible to be termed “graduand” and to take part in the Spring Graduation Exercises must meet the following criteria:

- Be in Grade 12.
- Not have previously participated.
- Must be registered in at least half of their Grade 12 credits at ÉCCHS.
- The student must be registered in the courses required to fulfill Alberta Education requirements for the program in which the student is enrolled and have a minimum of 50% in that course on April 15th.
- Any student who is taking courses at BROL through our ILC program, must have a minimum of 50% of the course completed by April 15th.
- Any student registered in Work Experience must have completed 50% of the hours required by April 15th with timesheets handed in to the Work Experience co-coordinator.
- Students may be removed from the Grad list and not be eligible to participate in the graduation ceremony because of poor/lack of attendance up until April 15th. This will be at the discretion of the Principal.
- All school fees must be paid.
- All appeals must be directed to the appeals committee. This committee will be composed of the Principal, the Grade 12 administrator and 2 other teachers.

Honours Standing Requirements

Grade 9:

Average of 80.0% or higher in four subjects:

- English Language Arts 9 or French Language Arts 9
- Social Studies 9 or Études Sociales 9
- Mathematics 9 or Mathématiques 9
- Science 9 or Sciences 9

Grade 10:

Average of 80.0% or higher in five subjects:

- One of: English 10-1, 10-2, or Français 10-1, 10-2
- At least two of the following:
 - Mathematics 10 C
 - Science 10
 - Social Studies 10-1 or 10-2
 - A language other than the one used above at the Grade 10 level (1000) series, and
- Any two other three-credit courses at the grade 10 level (1000 or 4000 series) including those listed above and combined introductory C.T.S. courses.

Grade 11:

Average of 80.0% or higher in five subjects:

- One of: English 20-1, 20-2, or Français 20-1, 20-2
- At least two of the following:
 - Mathematics 20-1 or 20-2
 - Science 20
 - Biology 20
 - Chemistry 20
 - Physics 20
 - Social Studies 20-1, 20-2
 - A language other than the one used above at the grade 11 level (2000 series), and
- Any two other three-credit courses at the grade 11 level (2000 or 5000 series) including those listed above and combined intermediate C.T.S. courses.

Grade 12: Effective April 1, 2006

Average of 80.0% or higher in five subjects:

- One of: English 30-1, 30-2, or Français 30-1 or 30-2
- At least two of the following:
 - Mathematics 30-1 or 30-2
 - Mathematics 31
 - Science 30
 - Biology 30
 - Chemistry 30
 - Physics 30
 - Social Studies 30-1, 30-2
 - Any one language other than the one used above at the Grade 12 level (3000 series).
- Any two other five-credit courses at the Grade 12 level (3000 or 6000 series) including those listed above and combined advanced C.T.S. courses.

C.T.S Courses:

Three one-credit modules can be combined and used as an option at the Grade 10 and/or Grade 11 level.

Five one-credit modules can be combined and used as an option at the Grade 12 level.

To be combined:

- All courses must be from the same level i.e. Introductory, Intermediate or Advanced,
- Courses can be from different streams or subject area, i.e. computer courses with welding courses.
- Marks will be averaged.

Alexander Rutherford High School Achievement Scholarship

As of April 2013:

Grade 10

Average of 75.0% to 79.9% in 5 subjects - \$300

Average of 80.0% or higher in 5 subjects - \$400

Grade 11

Average of 75.0% to 79.9% in 5 subjects - \$500

Average of 80.0% or higher in 5 subjects - \$800

Grade 12

Average of 75.0% to 79.9% in 5 subjects - \$700

Average of 80.0% or higher in 5 subjects - \$1,300

ÉCCHS Awards/Scholarships

Awards recognizing outstanding student performance are presented at a formal awards ceremony every fall. These awards may vary from year to year. Perhaps they may inspire you to strive to attain personal or financial recognition at our Awards Ceremony.

In addition there are numerous local/provincial and national scholarships available for ÉCCHS students. Please see the counsellors for more information.

Attendance Policy

Philosophy

Regular student attendance and student achievement are closely related. Students are encouraged to consistently attend all of their classes. Absences, regardless of the reason, are detrimental to student progress. Communication between the home and the school is fundamentally important. An unexcused absence is defined as an absence during which neither the parents nor the teachers know of the whereabouts of the student.

Responsibilities

Pursuant to Part 1 of the *School Act*, regular attendance of students under the age of sixteen is compulsory. Each Grade 10 and 11 student attending ÉCCHS will be required to maintain a full program of studies (no spares) commensurate with his/her abilities and circumstances. Grade 12 students will be allowed to have spares if they meet the requirements for a high school diploma. Students in Grade 12 who choose to remain at the school during unscheduled periods will be required to work in the Library or Commons Area.

The following parties will share responsibilities for student attendance:

Students

- Students will maintain regular class attendance.
- Students, in conjunction with caregivers, will give teachers advance notice about absences whenever possible.
- Students will be responsible for completing any required work missed during any absence.

Parents or Guardians

- Parents and guardians will be expected to encourage their children to maintain regular school attendance.
- The onus is on the parent/guardian to advise the school of a child's/ward's absence by telephoning the school prior to, or the morning of, the absence.

Teachers

- Maintenance of accurate and timely student attendance records.
- Contacting parents/guardians when concerned about absences.
- Providing to staff a listing of students involved in any field trip(s) or extracurricular activities; such as notification to be supplied at least one day prior to the activity(ies).

Administrators

- The establishment and execution of appropriate communications, verbal and written between the school and the home regarding attendance and attendance problems.

Procedures

1. School Messenger will report all student lates and absences to parents/guardians daily.
2. Parents/Guardians will be contacted by the subject teacher regarding chronic student lates and absences throughout the semester/year. The subject teacher will log the applicable attendance notes in Maplewood ConnectEd under the student's profile.
3. A letter of concern will be sent to parents/guardians of students who exhibit poor attendance and/or are failing one or more courses after the fifth week of the start of each semester.
4. Excessive absenteeism will be referred to the appropriate grade level administrator. Parents/Guardians will be contacted when a student's absenteeism is negatively impacting their academic achievement. The grade level administrator will log the applicable attendance notes in Maplewood ConnectEd under the student's profile.
5. At the request of school administration, a letter from the BRSD#31 truancy officer will be sent to parents/guardians of the student who exhibits poor attendance. A copy of that letter will go in the student's CUM file.

Student Conduct

We are pleased that the majority of our students are consistently responsible in their interactions with others. Effective discipline is necessary to ensure students' rights to access a learning environment that is free from threats and interference, to foster a commitment to excellence and to stimulate positive values and social skills. Discipline practices should be designed to bring about behavioural changes that will help the disruptive student grow in a positive manner and accept responsibility for taking an active role in obtaining an education.

Each student is entitled to fair treatment and due process, which provides opportunity and encouragement to succeed. No student should be allowed to continue to interfere with the rights or learning of others.

Students are responsible for their behaviour on school property during the school day, while riding on the school bus, and during participation in any school sponsored event regardless of the location or the time.

Principles of Behaviour

This is a student-centred school. In our school:

- We have the right to a learning environment that is free from threats and interference.
- We respect each other and each other's property.
- We are responsible for our behaviour.
- We cooperate with one another.

Misbehaviour

Minor infractions to commonly accepted standards of conduct will be dealt with by teachers. Occasionally student misbehaviour escalates into more serious violations. These major offences include:

- Assaulting another student or teacher or staff member
- Bullying: a conscious, wilful and deliberate hostile activity, intended to harm
- Theft occurring on school premises
- Break and enter into school
- Possession and/or use of an illegal substance
- Possession and/or use of a weapon
- Sexual or other harassment of others
- Tobacco on school grounds
- E-Cigarette/Vaporizer on school grounds
- Use of obscene or profane language
- Truancy
- Habitual lateness for classes
- Constant disruption of class
- Other conduct which is injurious to the moral tone of the school
- Claiming the work of others as one's own

Possible Consequences of Misbehaviour

Disciplinary actions shall be in accordance with the Battle River School Division #31 policy IG and sections 7, 19, and 44 of the Alberta School Act.

Failure to meet expectations for behaviour may result in one or more of the following consequences. The teachers and/or administrators will determine specific consequences after the details of the incident have been thoroughly reviewed. The severity of the consequences for misbehaviour will be determined by the seriousness of the violation.

- Interview with the student
- Parental conference (phone or in person)
- Detention of student
- In-school suspension
- Out-of-school suspension
- Behavioural contract
- Temporary removal of privilege(s)
- Restitution for property damage
- Involvement of the police
- Expulsion (action of the School Board)
- Other measures as deemed appropriate

Cell Phones and Personally Owned Devices

Personally Owned Devices may be permitted for instructional use at the teachers' direction. Appropriate classroom use will be communicated by each teacher. Inappropriate use of Personally Owned Devices may result in confiscation by the classroom teacher. Repeated offences will be addressed by school administration.

1st Offence – Personally owned device will be taken by the staff member. Student picks up the device at the end of that class.

2nd Offence – Personally owned device will be taken by the staff member and forwarded to school administration. Student picks up the device at the end of that school day.

3rd Offence – Personally owned device will be taken by the staff member and forwarded to school administration. Student's parent/guardian picks up the device.

Dress Code

In general students are free to dress in a manner of their choice. However, students are not permitted to wear clothing, which contain offensive logos or printing. It is at the teacher's discretion if hats are permitted to be worn in instructional areas.

Exam Schedule

At the end of each semester, students are released from classes during the exam week to prepare for and write final exams. During that time, classes will not be in session. Students will come to write the exam, and then will be allowed to leave the school.

Final Examinations

Final examinations are held at the end of each semester. Parents and students are asked to refrain from booking travel or other events during these times. Requests for exceptions must be made in writing to the Principal. The students who are granted permission to deviate from the examination schedule may be required to write their exams upon their return.

Field Trips

Notification shall be provided through the students to the parent/guardian by the school prior to each field and/or sports trip. Parent/Guardian written consent must be given for student participation in field and/or sport trips. Students participating in activities sanctioned by Camrose Composite High School are provided with school transportation. Students are to travel to and from the event on the transportation provided. Exceptions to this rule will only be made if a parent and student complete a "Parent/Student Declining Transportation to School-Related Activity" form in advance, so that student may travel with his/her parent or on his/her own.

Prior to a parent driving children, other than their own, to or from school approved co/extra-curricular activities, the following must be filed with the Principal:

- A driver's abstract
- A copy of the driver's license
- Proof of adequate insurance coverage (one million dollars public liability) attached to Form 559-1 (available from school).

Under no circumstances will students be allowed to provide transportation for other students while travelling to or from school events.

Hallway Policy

It is expected that hallways will be cleared when classes are in session. Students should be in their classes or, if they have a spare period, they should be in either the library or student commons area. Students who do not have classes during an entire morning or afternoon should plan to attend only during the time of their scheduled classes.

Lockers

Student lockers and desks are accessible to searches by school officials when there are reasonable grounds to believe the search will result in evidence of a breach of school rules. A police dog may be used to conduct random searches. Any evidence gathered as a result of a search could be used either by the school administration for discipline, or by the police for criminal charges. Students must use locks issued by the school or have the permission of school officials to use their own locks.

Parking Policy

Students are permitted to drive a vehicle to school provided that they park in a designated parking lot. Students desiring to drive to school must register their vehicle at the office to receive an ÉCCHS parking sticker and familiarize themselves with the parking regulations. There is no charge for the registration or for parking. Vehicles that are parked illegally will be ticketed or towed.

Plagiarism and Cheating

Plagiarism is deliberate literary theft. It is dishonest and demonstrates a lack of integrity. Plagiarism can involve copying answers to questions from another person or source and submitting them as your own; copying and pasting information from Internet source(s) and adding it to a report or essay without crediting the source(s); submitting your work for one class and re-submitting it to another for marking; or purchasing an on-line essay and passing it off as your own work.

Depending on the circumstances of the case, any of the following guidelines may apply:

- The student's parents are notified and the incident is noted on the student's school file.
- The student's computer/internet privileges could be suspended for a term of time.
- A student's involvement in such activities could jeopardize his or her chances of receiving favorable recommendations from teachers and the Principal for awards, post-secondary institutions, or employment.
- Repeated plagiarism or cheating could result in the student being removed from the course.

Skateboards and Rollerblades

Due to liability, students are not permitted to skateboard on school property at any time. Students are not permitted to rollerblade inside the school building at any time. Students in violation of this policy will have these items confiscated.

Tobacco and VAP Devices

The École Camrose Composite High School building and grounds are tobacco-free.

Use of Liquor or Drugs

Use of these substances is strictly forbidden. Offenders are subject to suspension and/or expulsion from school.

STUDENT SERVICES

Counselling Services

The Family and School Liaison Worker(s) (FSLW) will:

- * assist students in resolving personal problems;
- * provide referral service to other community agencies;
- * provide opportunity for small group counselling sessions;
- * be available to students and/or parents by appointment.

The career counsellor(s) will:

- * assist students in making career decisions;
- * provide assistance in obtaining information regarding post-secondary education;
- * provide information regarding scholarships, loans, and related financial issues;
- * assist a student in improving study habits;
- * provide opportunity for small group counselling sessions;
- * be available to students and/or parents by appointment.

Students must make their own choices in the light of information obtained from various sources, including the school counsellor. Appointments with school counsellors may be made at the school office or by phoning 780-672-4416 Ext. 300.

Library Learning Commons Policies and Procedures

The library center provides a quiet atmosphere for study, leisure reading, research and other curriculum related projects. In addition to spaces for individual and group work there are a number of computer terminals, data projectors, a/v equipment and a printer available for student use. *Please ask the library staff for assistance with audiovisual and multimedia equipment.*

The library has a collection of approximately 13,000 items that include reference books, works of general fiction and non-fiction, videos and DVDs. As well, more than 30 periodicals are purchased and displayed for student enjoyment. All materials must be signed out and most may be borrowed for a two-week period. Reference books are to remain in the library at all times, although special arrangements may be made with the librarian for an overnight loan. It is expected that all library materials will be returned in a timely fashion so that these items are available for other students' use. Ideas and suggestions for purchasing materials for our collection are most welcome.

Students are expected to conduct themselves in a manner that is not disruptive to others using the facility. In order to maintain a positive learning environment in the library, students are reminded of the following:

- a) Food or drinks are not allowed.
- b) Excessive talking and rowdy or disrespectful behavior is not acceptable.
- c) Vandalism to the library, library materials or computer terminals may result in library privileges being suspended.
- d) Stealing of library materials is a serious matter and will be dealt with in that light. *All library materials must be signed out before they are removed from the library.*

A librarian is available at all times during the school day to assist students. Library orientations are available on request.