



ÉCOLE CAMROSE COMPOSITE HIGH SCHOOL

STUDENT HANDBOOK 2020-2021

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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

Grade 9-12 Bell Schedule

Students' Schedule	REGULAR DAY	EARLY OUT	Exam Days
Period 1 (Before School)	7:15-8:15	7:15-8:15	N/A
Period 2	8:45-11:15	8:42-10:45	8:45-12:00
Period 3	11:20-12:00	10:50-11:30	N/A
Lunch - Period 4	12:00-12:45	11:30-12:15	12:00-12:45
Period 5	12:45-3:15	12:15-2:15	12:45-3:15
Period 6	After School	N/A	N/A

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 \$45
- b. Adult Tuition Fee
 - Adult (20 years old or older on September 1, 2020).....\$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.

All fees are outlined on our ECCHS homepage in the PDF document titled “ÉCCHS Updated Fee Schedule 2020-2021”. <https://cchs.brsd.ab.ca/download/292055>

Note: Students will not be allowed to participate in International Travel, spring 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.

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.

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 Grade 12 Farewell

A student eligible to be termed “graduand” and to take part in the spring grade 12 farewell must meet the following criteria:

- Must be enrolled in Grade 12 in that school year.
 - Not have previously participated in grade 12 farewell.
- Student is in good standing:(which may include any/all of the following)
 - must be registered as a ÉCCHS student
 - must be registered in the courses required to fulfill Alberta Education requirements for the program in which the student is enrolled.

Honours With Distinction 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, or 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: 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, or 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 areas, i.e. computer courses with welding courses.
- Marks will be averaged.

Alexander Rutherford High School Achievement Scholarship

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 grade 12 administrator 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 twice daily, in the morning and the afternoon.
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. A letter from ÉCCHS will be sent to parents/guardians of the student who exhibits poor attendance.
6. The truancy situation will be referred to OSAR (Office of Student Attendance and Re-engagement). Strategies will be discussed to support the students attendance.
7. If the situation does not improve, it will be referred to the Attendance Board. That panel will give direction to the student and parent/guardian (that ruling will be enforced by the Attendance Board registering it as an order of the Court of Queen's Bench).

TROJAN



Positivity

- † engagement
- † helping others
- † kindness
- † participation
- † positive attitude
- † school spirit

Respect

- † for diversity
- † for learning and the process
- † for others/accepting others
- † for property
- † through appropriate language, attire and actions

Integrity

- † accountable for your actions
- † citizenship - in person and online
- † honesty - academic and behavioural
- † positive school ambassador

Dedication

- † attendance
- † give your best effort
- † readiness to learn/self-sufficiency
- † resiliency
- † safety
- † through commitment to activities
- † your own well-being/growth mindset

Everywhere

- † in all communities
- † in the classroom
- † in the school
- † online

TROJAN PRIDE REFERRALS

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/Activities

WHO

- Students
- Staff

PROCESS

1. Administration/Staff will discuss and promote the TROJAN PRIDE behaviour matrix to students.
2. Staff will exemplify this TROJAN PRIDE, reinforce positive student behaviour and reflect on their role modelling.
3. Student/Staff TROJAN PRIDE cards will be referred to office reception.
4. School administration tracks the data on...
 - a) TROJAN PRIDE cards provided to students per month
 - b) Student discipline referrals to the office per month

TROJAN PRIDE REWARDS

1. Each student and staff member caught demonstrating school pride will be presented with a TROJAN PRIDE 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 TROJAN PRIDE card at the office for the draw
4. Two student TROJAN PRIDE cards will be drawn each week for a free lunch at our 62nd St. Cafe.
5. A student TROJAN PRIDE card will be drawn each month for a prize (i.e. iTunes card, Google card, school attire, movie pass, etc.)

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 quarter, students will be writing final exams in their classrooms. During that time, classes do continue until the official end of term date. Students will come to write the exam, and then resume regular classes in school.

Final Examinations

Final examinations are held at the end of each quarter with the exception of the grade 9s who will write exams in January and June. 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. If you are a grade 12 student and need an exemption, you must fill out the following:

<https://www.alberta.ca/assets/documents/ed-diploma-exam-request-for-exemption-from-writing-form.pdf>

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 ÉCCHS 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. There will be no field trips scheduled in the month of June as per the division AP.

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

In this new era, lockers are not recommended unless essential. If a locker is needed, please see the Learning Commons Facilitator(s).

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 VAPE Devices

The École Camrose Composite High School building and grounds are tobacco-free. The city of Camrose Bylaw will be enforced. Fines will be issued to students who persist in smoking on school grounds. [Smoke Free Bylaw](#)

Use of Alcohol or Drugs

Use of these substances is strictly forbidden. Offenders are subject to suspension and/or expulsion from school. The city of Camrose Bylaw and the Gaming, Liquor and Cannabis Act will be enforced. [Gaming, Liquor and Cannabis Act](#)

Library Learning Commons Policies and Procedures

The Library Learning Commons is open Monday-Friday from 8:15 a.m. to 3:30 p.m. on regular school days.

The school learning commons provides a range of learning opportunities and serves as a place for students to do independent study, collaborate on digital and non-digital projects, use computers, conduct research, enjoy leisure reading and complete courses. It also serves as a welcoming venue for special events such as author visits, in-service workshops and student meetings.

A Learning Commons Facilitator is available at all times during the school day to assist students. Library orientations are recommended and are available on request. As well, student suggestions for purchasing materials of interest are encouraged.

STUDENT 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. 6701.

COVID-19

Health Protocols

Schools have strict protocols about health. Families must complete the Daily Self-Assessment each morning, with everyone who is going to school. Anyone who is not feeling well must stay home and is asked to use the [COVID-19 Self-Assessment Tool](#) on the Alberta Government website to determine their next steps. In some cases this will mean booking a COVID-19 test and in other cases it will mean simply remaining at home until symptoms resolve.

If a student or staff member shows Covid-related symptoms during the school day, they will leave the school as soon as possible and be isolated in the meantime.

When a student is sick, the student will continue to wear a mask if they can do so safely. School staff who supervise the student will also wear a mask and limit entry into the isolation room:

- Staff will bring the student to a private area away from others, if possible, or keep them at least two meters away from others
 - schools have been provided contactless thermometers for use as a tool when a student is not feeling well.
- Staff will contact parents or guardians to pick up their child immediately.
- Staff will follow health protocols around PPE and cleaning/disinfecting the area.

Note: All families must provide updated parent/guardian contact information and a minimum of three emergency contacts (including parents).

Any individual with COVID-related symptoms must contact AHS to arrange for testing. If the test result is positive, Alberta Health Services will notify the school division. The school division will work with the school and AHS to undertake whatever next steps AHS directs.

Before Leaving Home Each Morning

All students and staff must complete the [Daily Self-Assessment](#) with questions developed by the Office of the Chief Medical Officer of Health. (A copy of this form was shared with families in June. The form was revised over the summer -- an updated version is available on our BRSD website.)

Families are not required to submit the form to the school each day. Students who have any symptoms noted on the questionnaire cannot attend school.

Schools must keep record of children's known pre-existing conditions. A form has been provided by the school to families of students with pre-existing conditions to identify their baseline. The form is also on our website. This information should be available to all school staff so that they are aware of these conditions.

Informative Links:

[COVID Symptoms and Testing](#)

[Isolation Requirements](#)

Tested positive for COVID-19

- You are legally required to isolate for a minimum of 10 days if you have tested positive for COVID-19.
- Isolation period is for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.

Have symptoms but tested negative for COVID-19

- If you tested negative and have **known exposure** to COVID-19, you are legally required to isolate for 14 days from the last date of your exposure.
- If you tested negative and have no known exposure to the virus, you are not legally required to isolate. However, it is important to stay home until your symptoms resolve so that you do not infect others.