



ÉCOLE CAMROSE COMPOSITE HIGH SCHOOL

STUDENT HANDBOOK

2024-2025

Principal: Mr. Shane Gau
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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 800 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

Bell Schedule 2024-2025:

Students' Schedule	REGULAR DAY
Period 1 -FACT	7:15-8:15
Period 2	8:40-10:00
Period 3	10:05-11:20
Period 4 - Trojan	11:22-12:00
Lunch - Period 5	12:00-12:40
Period 6	12:40-1:55
Period 7	2:00-3:15
Period 8 - Choral	3:30-4:30

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) Approx. \$205/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 website under Families in “Fee Schedule”.

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 – 49% 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.

High School Honours With Distinction Standing Requirements:

Grade 10: Average of 90.0% 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 90.0% 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 90.0% 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 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.

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.
3. If the attendance does not improve, 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 reiterating the importance of attendance and requesting a meeting with the parent/guardians to develop an action plan to improve attendance.
5. A letter from ÉCCHS will be sent to parents/guardians of the student who exhibits poor attendance.
6. If none of the preceding strategies work to improve the student's attendance, the school will be required to report the attendance issue to the Assistant Superintendent – Learning to determine next steps.

Assessment and Evaluation of Student Learning

ECCHS believes that assessment of student learning shall encompass several important characteristics:

- Accurately reflect the learner outcomes within the program of studies;
- Assessment practices need to provide a variety of methods through which students can demonstrate their achievement of the learning outcomes;
- Assessment practices need to generate evidence of student learning to inform teaching practice through a balance of formative (experiences that result in ongoing exchange of information between student and teachers) and summative (experiences designed to collect information about learning to make evaluations of student performance at the end of a period of instruction);
- Provide ongoing, meaningful, accurate, constructive and timely feedback on student learning;
- Support the use of reasoned judgment about the evidence used to determine and report the level of student learning;
- Shall be fair (recognizing several different student variables) and recognize the worth and dignity of the individual;
- Should use appropriate universal and targeted strategies and supports to address students' strengths, learning challenges and areas of growth;
- Should reflect a philosophy that every student can learn, grow, and be successful;

- Assessment practices should reflect and be consistent with policies and procedures established by BRSD.

A course outline shall be prepared by teachers including the weighting used to arrive at the final evaluation. This outline shall be made available to students and their parents/guardians.

Evaluation of students with special needs shall be based on the goals outlined in their Student Support Plan (SSP).

Completion of quality assessments is a major contributor towards academic success and a necessity of the teaching/learning process. Students' learning depends on the feedback they receive about their work and how they choose to react to that feedback. Grades depend on a collection of evidence that may include documented conversations with, and observation of students, as well as products that demonstrate the quality of learning and level of mastery attained by students. Students need to complete assessments to demonstrate their learning and help them to achieve academic success.

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 & on the bus

Use of Personal Mobile Devices and Social Media in Schools

The Division believes it is important to promote a focused and productive learning environment. The Division therefore aims to ensure that all students and staff understand and respect the Ministerial guidelines regarding the use of **cell phones and other electronic devices and social media** within the school premises. **Students may not use personal mobile devices during instructional time.** All personal mobile devices must be kept in silent mode or powered off during instructional time and stored in students' backpacks, bags, or locked lockers. We thank you in advance for your continued support around these expectations and discussing with your children the importance of minimizing distractions and ensuring all students comply with the guidelines.

The Administrative Procedure surrounding the use of personal mobile devices and social media in schools is linked can be found [here](#).

Dress Code

Students are expected to dress in a manner that is appropriate for a school, a learning environment, and a workplace. It is at the teacher's discretion if hats are permitted to be worn in specific instructional areas. Clean shoes should be worn at all times and clothing or other items with inappropriate slogan, logos, or graphics are not acceptable.

Specific classroom environments may also require a specific dress code to abide by safety protocol such as Foods, Woodworking, Welding, P.E etc.

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 semester 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.

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 the library. 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

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 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.

Artificial Intelligence

Artificial Intelligence (AI) is a powerful tool that can enhance learning and provide students with new opportunities to explore and grow. At ECCHS, we are committed to using AI responsibly and ethically to support our educational mission. This framework outlines our expectations and responsibilities of students surrounding the proper use of AI.

Original Work: AI tools should assist in learning, not replace it. Students must produce original work and use AI only for guidance and support rather than completing assignments for them.

Citing AI Contributions: When using AI tools, students should properly cite any direct contributions or assistance provided by these tools in their work.

Respect Privacy: Students must not use AI tools to infringe upon the privacy of others or to gather unauthorized personal information.

Avoid Misuse: AI tools should not be used for cheating, plagiarism, or any form of academic

dishonesty.

Supervised Use: AI tools should be used under the guidance of teachers or authorized personnel to ensure they are being used appropriately and effectively.

Data Protection: Students should use AI tools that comply with school data protection policies and avoid sharing personal or sensitive information.

Cyber Safety: Students should follow best practices for online safety, including using strong passwords and avoiding interactions with unknown or unverified AI applications.

Educational Purpose:

Violations of this AI policy may result in disciplinary actions, including but not limited to restricted access to AI tools, loss of privileges, or other consequences as determined by school administrators. The goal of these measures is to ensure a safe and productive learning environment for all students.

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 Student Wellness Facilitators (SWF) 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.