



**“EXCEPTIONAL EDUCATION”**

**PARENT/STUDENT  
HANDBOOK  
2019-2020**

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# **STUDENT/PARENT HANDBOOK**

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## **- Section I - Introduction**

### **1. Mission Statement**

The mission of County Central High School is to inspire learning and growth for Grade 7-12 students in a positive environment.

### **2. Mandate**

The mandate for County Central High School as an educational institution is to:

- provide a quality educational program through a partnership of school, family, and community.
- foster positive self-esteem in students, assisting them to complete their educational program and achieve personal goals.
- create and maintain a positive, safe, and supportive learning environment.

### **3. Values & Beliefs**

County Central High School believes that the task of providing a quality education involves both rights and responsibilities on the part of all stakeholders.

- Our students have the right to be treated with the respect due to persons actively pursuing an education, and they have the right to an educational program that meets their individual educational needs and is provided in a safe and supportive learning environment.
- Our students have the responsibility to actively pursue their education to the utmost of their ability and to not interfere in any way with the learning of other students.
- Our teachers have the right to be treated with the respect due to professional educators delivering quality educational programs.
- Our teachers have the responsibility to deliver quality educational programs.
- Our parents and community members have the right to be treated with the respect due to individuals with active interests in the educational process within our school.
- Our parents and community members have the responsibility to work with students and teachers in a positive manner for the betterment of school operations.

### **4. Vision**

County Central High School is committed to fostering well-rounded, educated citizens of tomorrow.

## 5. Principal's Welcome

Hi everyone!! I'd like to welcome you all to the County Central High School family for the 2019-2020 academic year! We are committed to ensuring high student achievement and take the responsibility for providing learning experiences that will prepare students academically, socially and emotionally for citizenship, lifelong learning and entry into the workplace or post-secondary studies. One of our main goals this year will be to focus on student wellness through programming, policy, and building positive relationships. Our staff members have high expectations for themselves and the students within our building and are committed to ensuring each student is successful. However, remember that the learning must also come from within; we encourage our students to have high expectations for themselves and to be committed to their learning.

County Central High School offers a wide variety of extra-curricular and co-curricular programs. We have something for everyone, whether you are interested in athletics, drama, music, student leadership, or traveling, just to name a few activities. We highly encourage all students to show their HAWK pride and become involved in these programs. Being involved in your school helps to build strong relationships with others in the school and you establish your identity as a member of our County Central family. It is your school: help to make it the positive place you'd like it to be!

This handbook provides a great deal of information about the policies, practices, and procedures of our building. Please take the time to read it carefully. If you have any questions, don't hesitate to call me or our vice-principal, Mr. Monts, at 485-2223. We'll be very happy to answer any of your questions about the content or any other questions that might come up.

Please remember that students and parents are always welcome in my office to discuss whatever is important to the success and well-being of the students in our building. We strive to maintain a safe and caring environment that allows everyone to feel like they are a valued and important member of our family. This goal requires all of us to work together as a team to make that environment a reality! Keep an eye out for one another and have an excellent year!

Sincerely,

Ms. Leanne Hellman

B.Sc. Kin, B.Ed., M.A, M.Sc. H.R.

## 6. School Staff

Mrs. Terry-Lynn Cranston.....	Educational Assistant
Mr. David Egert .....	Social Studies Teacher
Mrs. Alicia Earl .....	Administrative Assistant
Mr. Jacob Fraser .....	Vulcan Outreach School
Miss Paige Gibbon .....	Math & Science Teacher
Ms. Angela Hill .....	Family School Liaison Counselor
Mrs. Lynn Jones .....	Educational Assistant
Ms. Leanne Hellman .....	Principal
Mr. Dakota Mattson .....	Social Studies, Science, CTS Teacher
Ms. Angie Seaman.....	Athletic Director, Physical Education Teacher
Mr. Don Monts .....	Vice Principal, Science Teacher
Mrs. Janice Povey .....	Librarian
Mrs. Shila Provost .....	Administrative Assistant
Ms. Christiana Richmond .....	Math, Science Teacher
Mr. Brian Rodgers.....	Band Teacher
Mrs. Christie Schneider .....	Educational Assistant, Sports Secretary
Mr. Michael Shain.....	Art, CTS Teacher
Mr. Greg Styles .....	CTS Teacher
Ms. Karly Tarney .....	LST, Social Studies, Language Arts Teacher
Ms. Jeanette Thomas.....	Educational Assistant
Ms. Gwen Slover .....	English Teacher
Mrs. Kim Wouters .....	Language Arts Teacher

## 7. Parent Council

County Central High School Parent Council meets on a monthly basis to provide advice to the principal on the administration of the school. The executive of the council consists of parent representatives, staff and student representatives, school administration, and a community representative. Regular meetings are open to the public and delegations are welcome. We encourage parents to become involved with the Parent Council as one way to take an active part in setting future directions for our school. Information about Parent Council activities can be found on our website and on the CCHS Parent Council page on Facebook.

# School Calendar

SOUTH														
COUNTY CENTRAL HIGH SCHOOL														
2019-2020 SCHOOL YEAR CALENDAR - BOARD APPROVED February 12, 2019														
Superintendent Approval: June 3, 2019														
August 2019				September 2019				October 2019						
5	6	7	8	9	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	16	17	18	19	20	21	22	23	24	25
26	27	28	29	30	23	24	25	26	27	28	29	30	31	
0 / 5				19 / 20				21 / 22						
November 2019					December 2019					January 2020				
4 (D)	5 (D)	6 (D)	7 (D)	8 (D)	2	3	4	5	6	6	7	8	9	10
11	12	13	14	15	9	10	11	12	13	13 (D)	14 (D)	15	16	17
18	19	20	21	22	16	17	18	19	20	20	21	22	23 (D)	24 (D)
25	26	27	28	29	23	24	25	26	27	27 (D)	28 (D)	29 (D)	30	31
19 / 20					15 / 15					17 / 20				
February 2020					March 2020					April 2020				
3	4	5	6	7	2	3	4	5	6	6 (D)	7 (D)	8 (D)	9 (D)	10
10	11	12	13	14	9	10	11	12	13	13	14	15	16	17
17	18	19	20	21	16	17	18	19	20	20	21	22	23	24
24	25	26	27	28	23	24	25	26	27	27	28	29	30	
15 / 17					21 / 22					16 / 16				
May 2020					June 2020					July 2020				
4	5	6	7	8	1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	8	9	10 (D)	11 (D)	12	13	14	15	16	17
18	19	20	21	22	15	16	17	18	19 (D)	20	21	22	23	24
25	26	27	28	29	22 (D)	23 (D)	24 (D)	25 (D)	26 (D)	27	28	29	30	31
19 / 20					19 / 20									
NON-INSTRUCTIONAL DAYS														
<b>Division-Wide PD Days</b>				<b>Collective Agreement Teacher Directed Days</b>				<b>Prof. Development (ATA)</b>						
Opening Ceremony August 29, 2019				August 28 and 30, 2019				Teachers' Convention - February 20 and 21, 2020						
September 23, 2019 (Summit Day)				<b>Site PD Days</b>				<b>CCHS Site PD Days (Jr. High Only)</b>						
November 12, 2019				August 26 and 27, 2019				October 11, 2019, January 28 and 29, and June 5, 2020						
March 20, 2020				January 27, 2020 (K-9 Only)										
				May 15, 2020										
<b>School year begins: August 26, 2019</b>				<b>First day for students: September 3, 2019</b>				<b>Semester 2 begins: January 30, 2020</b>						
<b>Last day for students: June 26, 2020</b>				<b>XX No Staff/Students</b>				<b>Prof. Dev. Days (Palliser Directed)</b>						
				<b>Site Based Prof. Dev. Days</b>				<b>Summer Break</b>						
				<b>Collective Agreement Teacher Directed Days</b>				<b>Junior High PD Days</b>						
				<b>Teachers' Convention - ATA PD</b>										
SCHOOL YEAR		INSTRUCTIONAL DAYS		Diploma Exams (D)		Nov.		Jan.		Apr.		June		
181 Instructional Days		89 Semester 1		English LA 30-1 & 30-2A		1		13		1		10		
16 Non-instructional Days		92 Semester 2		English LA 30-1 & 30-2B		5		23		3		19		
197 Total Operational Days		181 Total Instructional Days		Social Studies 30-1 & 30-2A		4		14		2		11		
<b>Achievement Tests (A)</b>		<b>Gr. 6</b>		<b>Gr. 9</b>		Social Studies 30-1 & 30-2B		6		24		6 22		
English Language Arts Part A						Math 30-1 Math 30-2		7		22		7 18		
English Language Arts Part B						Physics 30		8		29		9 25		
Mathematics						Chemistry 30		7		28		8 24		
Science						Biology 30		8		27		7 23		
Social Studies						Science 30				30		8 26		
Please note: Achievement and Diploma Exam schedules are as of January 2019. General Information Bulletin published by Alberta Education.														

- Section II -

## General Information

### 1. Bell Schedule

<b>School:</b>	COUNTY CENTRAL HIGH SCHOOL	
<b>Division:</b>	III	
<b>Grades:</b>		
<b>Year:</b>	2019-2020	
<b>Bell Schedule (Mon – Thurs)</b>		
<b>Class/Bell</b>	<b>Period Start/Stop</b>	<b># Minutes</b>
Warning Bell	8:30 AM	
Period 1	8:35 AM – 9:50 AM	75
Class Break	9:50 AM - 9:55 AM	5
Period 2	9:55 AM - 11:10 AM	75
Class Break	11:10 AM - 11:15 AM	5
Flex	11:15 AM - 12:00 PM	45
Lunch	12:00 PM - 12:55 PM	55
Warning Bell	12:50 PM	
Period 3	12:55 PM - 2:10 PM	75
Class Break	2:10 PM - 2:15 PM	5
Period 4	2:15 PM - 3:30 PM	75
Dismissal	3:30 PM	
<b>Total:</b>		<b>345</b>
<b>Friday</b>		
<b>Class/Bell</b>	<b>Period Start/Stop</b>	<b># Minutes</b>
Warning Bell	8:30 AM	
Period 1	8:35 AM - 9:30 AM	55
Class Break	9:30 AM - 9:36 AM	6
Period 2	9:36 AM - 10:31 AM	55
Class Break	10:31 AM - 10:37 AM	6
Period 3	10:37 AM - 11:32AM	55
Class Break	11:32 AM - 11:38 AM	6
Period 4	11:38 AM - 12:33 AM	55
Dismissal	12:33 PM	
<b>Total Minutes</b>		<b>220</b>

### 2. Counseling Services

Ms. Hill, our family liaison counselor, is at the school twice a week: Mondays and Wednesdays (this schedule may be subject to change). As a general rule, a referral and parental permission to see the counselor is required, but students can receive personal or other counseling on a one-time basis by self-referral.

### 3. Health Services

The Calgary Health Authority provides a regular program of immunization and general health services to the school students.

### 4. Library

The library is the instructional resource center of the school and students are encouraged to acquire knowledge through research of available resources. The library is a quiet place to work and study. Students making appropriate use of the library will be encouraged to make regular use of the facility; students choosing not to use the library appropriately will be asked to leave. A detailed library policy may be viewed at the library.

### Electronic Information Learning Resources

Electronic resources are available to students through the library as well as in connection with various courses. Although it is not possible to control all aspects of Internet access, the school district has instituted a number of measures to control access to questionable material that may be available. An acceptable use policy will be sent to parents each year for their information and approval. This policy also involves creation of student websites and email.

Palliser Regional Schools provides opportunities for students to access electronic information for educational purposes. To gain access to electronic information such as local area networks, e-mail and the Internet, all students under the age of 18 years must obtain parental permission and must sign and return this form to their school. As legal adults, independent students (as defined by the *School Act*, Section 1 (1) h[i]A) may sign their own forms.

Access to e-mail and the Internet will enable students to explore thousands of libraries. In the best interests of students, Palliser Regional Schools will employ the use of a recognized system software program which will normally not permit access to inappropriate (offensive, obscene, illegal) external electronic sites. However, despite such a safeguard, families should be aware that some material accessible via this worldwide network might still contain items that may be illegal, defamatory, inaccurate or potentially offensive to some people. While it is the intent of Palliser Regional Schools to make electronic information access available to further educational goals and objectives, students may access inappropriate materials as well. Palliser Regional Schools believes that the benefits to students gained by accessing electronic information beyond the immediate school site, in the form of information resources and opportunities for collaboration, exceed any potential disadvantages.

Parents and guardians of minors have the primary responsibility for setting and conveying the standards, beliefs and ethics that their children should follow when communicating with other persons or when using media and information services. To that end, Palliser Regional Schools supports and respects each family's right to decide whether or not to apply for access.

## STUDENT RESPONSIBILITIES

1. Students are responsible for demonstrating acceptable behaviour when using school electronic technology, just as they are in a classroom or a school hallway. Electronic communications are often public in nature, and therefore, general school rules regarding behaviour and communications shall apply.
2. Electronic access is provided for students to conduct research and communicate with others for educational purposes. Such access is provided to students who agree to act in a considerate and responsible manner. Parental permission prior to use is required. Access must be recognized and accepted as a privilege – not a right. Access entails responsibility by the user.
3. Individual users of electronic technologies are responsible for their behaviour and communications. It is expected that users will comply with division and school standards and will honour the agreements they have signed.
4. Electronic information storage areas will be treated like other school property such as textbooks, school desks or lockers. System or school personnel may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on division servers will be private.
5. Within reason, freedom of speech and access to information will be honoured. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, videos, radio, print material and other potentially offensive media.

6. Consistent with division and individual school site polices, the following kinds of behaviour shall be considered inappropriate:
  - a) Using another user's account or password.
  - b) Sending, purposefully retrieving or displaying offensive messages or graphics.
  - c) Using obscene language.
  - d) Gaining access to or participating in electronic "chat" line sites.
  - e) Mounting inappropriate or offensive material as part of a web page, including, but not limited to, links to other web sites/pages that may contain such material.
  - f) Harassing, insulting or attacking others.
  - g) Damaging computers, computer systems or computer network.
  - h) Engaging in practices that may compromise the integrity of the network (i.e., down-loading files that may introduce a virus to the system).
  - i) Violating copyright laws.
  - j) Plagiarizing information.
  - k) Trespassing in another user's folders, work or files.
  - l) Intentionally wasting limited resources.
  - m) Employing electronic techniques for personal profit.
  - n) Attaching any devices to the network without prior authorization, or
  - o) Violation of any other relevant laws or restrictions.
7. Failure to comply with any of the provisions outlined in this agreement may result in a loss of access, other disciplinary actions or legal proceedings consistent with division or school site policies.

## 5. Learning Support

The purpose of the learning support program at CCHS is to provide support to students who need additional assistance in order to be successful in achieving their goals. Teachers or feeder schools may refer students. Parents who are concerned about their students' progress or the program/courses recommended for them are encouraged to contact Ms. Tarney or the school administration.

## 6. Notice to Parents – Risk/Threat Assessment

With recent developments in high schools in North America and the seriousness with regard to threats of acts of violence to other students and/or staff, parents must be aware that any threat or act of violence by any student at County Central will be treated very seriously. In accordance with Palliser Regional Schools policy, any student making a threat may be subject to a complete Risk/Threat Assessment conducted by the Risk/Threat Response Team at the school.

## 7. Emergency School Closure

The decision not to operate school buses, either in whole or in part, will be made by the bus driver or the Transportation Supervisor. When the decision affects the entire transportation system, it shall be communicated through the media. When the decision affects only certain routes, the drivers of these routes will contact the parents/guardians of each passenger to inform them of the decision. Information about whether buses are running may also be found on our school website. (<http://www.countycentral.ca>) The Transportation Supervisor will also notify the Principal. Bus routes suspended in the morning will remain suspended for the entire day. Students who are driven to school by parents must also be picked up by parents. Once the students arrive at school, rarely are they sent home during the school day. Parents of bus students are expected to have made arrangements with someone in Vulcan who can provide emergency accommodation for their students. Parents of students who drive their own vehicles are expected to caution their students about the hazards of driving

during inclement weather. Students are also expected to be appropriately dressed for the weather. This applies to all students, but especially those who are bussed to school. If the Transportation Supervisor decides it is unsafe to make the return bus trip, the school will attempt to contact all parents and guardians.

Please note that even if buses are not running, the school will remain open.

## **8. Community Use of the School**

Our goal, as a community school, is to continue and expand our community-related activities. Mrs. Povey handles the bookings for school-related functions. Community events can be booked by contacting Bonnie Ellis at the Town of Vulcan.

## **9. Care of School Property**

Students are expected to care for school property as though it was their own. Students damaging school property – including Chromebooks - will be charged the full amount for fixing or replacing the item. Textbooks are rented to students and they are expected to look after these books. Students damaging texts will be charged either replacement value for new texts or a portion of the rental for used texts.

## **10. Resolution of Parental Concerns and Complaints**

Parents and members of the public have a right to make inquiries into the conduct of operations of the public school system. In the interests of open communication, inquiries shall first be directed to employees most directly involved in the operations in question. If the parent or member of the public is not satisfied with the response at that level, he/she is encouraged to follow the lines of authority as appropriate. The normal sequence of communication shall be: staff member, principal, Superintendent or designate, Board and the Minister of Education.

### **Procedures**

1. The first level at which an inquiry shall be dealt with is the staff member.
2. If the matter is not resolved, it shall be referred to the principal. It is expected that most issues will be successfully resolved at this level.
3. If the matter is not resolved at the school level, the inquiry may be registered (preferably in writing) with the Superintendent, who will initiate a review of the matter within five (5) school days and will consult fully with all affected parties in reaching a decision. This decision will be conveyed both to the school and the inquirer.
4. If the inquirer is not satisfied, he/she may appeal to the Board, in writing, outlining the facts of the matter and the previous attempts at resolution. Policy 13 – Appeals and Hearings Regarding Student Matters will be used to address the matter.

From time to time, parents have concerns brought to their attention with regard to their child's educational progress. Likewise, parents often have questions and concerns with regard to events that may arise here at the school. Parents of students at CCHS are asked to follow the above protocol in order to address these questions or concerns. By following such protocol, CCHS staff and administration believe that we can optimize the potential for successful resolution of parental concerns and complaints.

## **11. School Fees**

Grade 7	\$36.00 Technology Access
	\$5.00 Agenda
	\$16.00 PE
	\$16.00 Art

\$21.00 Foods  
 \$16.00 Band  
 \$21.00 CTS  
\$ 6.00 Lockers (\$3.00 returned when lock is returned.)  
 \$142.00

Grade 8 & 9      \$36.00 Technology Access  
 \$5.00 Agenda  
 \$16.00 PE  
 \$16.00 Option (Band, Art, etc.) per course  
 \$36.00 Foods  
 \$21.00 Industrial Ed.  
\$ 6.00 Lockers (\$3.00 returned when lock is returned.)  
 \$172.00

Grade 10,11 & 12 \$36.00 Technology Access  
\$ 5.00 Lockers(\$3.00 returned when lock is returned.)  
 \$41.00

Sr. High Fees per course/semester:

\$16.00 Band	\$36.00 Welding/Foundry
\$41.00 Foods	\$21.00 Robotics
\$26.00 Art	\$16.00 Design & Drafting
\$16.00 Wildlife	\$16.00 Videography
\$21.00 PE	Project Cost – 3D Printing
\$36.00 Paleontology	\$26.00 Sports Performance
\$102.00 Hockey	
\$36.00 Introduction & Intermediate Photography	
\$26.00 Advanced Photography	
\$82.00 Introduction Cabinetry	
\$153.00 Intermediate Cabinetry	
\$16.00 plus Project Cost for Advanced Cabinetry (amount varies depending on project)	

**Instrument Rental Fee** - \$51.00 per semester/\$26.00 percussion instrument per semester

**Mail-Out** (Optional )      \$10.00 per Family (mailing report cards)

**Yearbook** (June Delivery) - \$45.00 Color Yearbook (We encourage payment with school fees if possible.)

**Fee Notes:**

- Prompt** payment greatly assists school operation. **On-line payment** is available at [www.schoolcashonline.com](http://www.schoolcashonline.com). If paying by cheque, please make the cheque payable to
- County Central High School.**
- Lock/Locker** – A refund of \$3.00 will be made at the end of the year for the return of the lock if there is no damage to the locker and the locker has been cleaned out.
- Payment Plan** – Parents choosing to pay either quarterly or by semester should contact Mrs. Povey or Mrs. Earl at 485-2223 to make arrangements.

## 12. Fee Payment Notice

In recent years, we have had increasing difficulty with families and/or students being delinquent with the paying of their school fees. As a result any students who do not have their fees paid in full may **not** be allowed to participate in any school functions, extra-curricular activities, field trips, or otherwise fully access the school's resources as they would normally be afforded. Individual cases will be recognized and will require administrative approval. Please set up an appointment with the administration to deal with these matters. It is our hope that by taking such a stand we can accomplish consistency with all families paying their school fees in a timely fashion.

## 13. Athletic Fees

### Sr. High Athletic Fees

<u>Sport</u>	<u>User Fee</u>
Volleyball	\$100.00
Basketball	\$250.00
Curling	\$30.00
Badminton	\$35.00
Rugby	\$160.00
Track	\$30.00
Cross Country	\$30.00
Baseball	\$100.00
Golf	\$100.00
Softball	\$100.00

### Jr. High Athletic Fees

<u>Sport</u>	<u>User Fee</u>
Volleyball	\$60.00
Basketball	\$60.00
Curling	\$30.00
Badminton	\$25.00
Rugby	\$75.00
Track	\$25.00
Cross Country	\$25.00

\*\* Sport user fees are approximate; they are subject to change as fees are set in early fall of the school year. Athletic fees are payable at the start of each sport, and participation will be dependent on all fees being paid. Cheques should be made payable to County Central High School. Teams undertaking additional fundraising may do so with the approval of the school administration. Athletic fees are intended to cover league fees, zone fees, tournament costs, uniform costs, first aid supplies, basic transportation, and general athletic administration. ***The team coach may add additional fees for specific teams; any such added costs will be conveyed to team members at the first team practice. Above fees may also be reduced depending on uniform costs, team size, schedule, and transportation requirements.***

## 14. Home/School Communication – E-mail

It is well known that communication between parents and teachers is paramount in assisting students with their academic progress. In an effort to facilitate that process, CCHS requests that parents, whenever possible, provide their e-mail address to the school. This can be accomplished easily through e-mail by contacting us at [leanne.hellman@pallisersd.ab.ca](mailto:leanne.hellman@pallisersd.ab.ca). County Central High also has its own website where parents and students can find useful information: newsletters, homework, current events etc.

Website: [www.countycentral.ca](http://www.countycentral.ca) .

The CCHS newsletter is published the first Friday of the month and handed out to students. A copy of the newsletter is posted on our website. If you would like a copy of the newsletter emailed to you, please send an email to [janice.povey@pallisersd.ab.ca](mailto:janice.povey@pallisersd.ab.ca) requesting to join the newsletter group.

## 15. Cell Phones

Due to FOIP issues, phones with cameras are NOT to be used to take pictures at any time within the school. All cell phones are expected to be turned off and therefore not in use during classroom times unless instructed to do so by the classroom teacher. Students who abuse the use of their cell phone during class time may have it remanded by the classroom teacher or administration of the school. Should a student choose not to abide by this policy, the school will take the following steps:

First Offense:	The cell phone will be returned to the student at the end of the day.
Second Offense:	The cell phone will be returned to a parent or guardian at the end of the day.
Third Offense:	The student and parent will meet with administration.

Protracted situations may result in the student not being allowed to bring their cell phone to school for an extended period of time.

## 16. Calculators

It is essential for senior high students to have a suitable graphing calculator such as the Texas Instruments T1-84, or T1-84 plus for Math 10C, Math 20-1 or 20-2, Math 30-1 or 30-2, or Physics. Students who are in Science, Math 10-3/4, 20-3/4, 30-3 require a scientific calculator.

## - Section III - Policies and Procedure Relating to Students

### 1. Rights and Responsibilities of Students

All students of County Central High School have the right to be treated with the common respect due to persons actively working towards achieving a high school education. This entails several corresponding responsibilities: to treat everyone in the school with the same respect, to work diligently at attaining an education here, and to not interfere in any way with others doing the same.

Respect for school property is an important aspect of any student's responsibilities. Books, materials and equipment are expensive; students who abuse them interfere with the work of staff members and other students. Students who inadvertently damage school property are expected to report the damage to the office immediately. Students who deliberately damage school property not only face disciplinary action; they will be expected to pay the cost of any repairs.

### 2. Middle School Initiative

To assist with the transition from elementary school to secondary school, students in Grade 7 & 8 will be placed in homeroom pods, lessening the number of teachers they see each day.

- Pods will have one teacher for their Math and Science lessons, and one teacher for their English Language Arts and Social Studies lessons. One of these teachers will also be assigned for their Homeroom teacher.
- Podded subjects will take place in double-blocks, with the flexibility to divide the blocks as needed or as desired.
- By having students take their core subject in pods, there is much more opportunity for cross-curricular integration.

The idea is to create a middle school within the high school, ensuring that our students are building strong relationships with their teachers, and lessening anxiety and stress for students as they move into our building. The practice of podding for Grade 7 & 8 has been successfully implemented into several schools.

### 3. C.H.A.T.

Many of our students have after school commitments for sports, jobs, chores, etc., or they have to take the bus home. This leaves little time for students to seek help from teachers, complete homework, or pursue their interests. In recognition of the busy lives our students lead, we are very pleased to introduce CHAT into our schedule this year. CHAT stands for Community-building, Homework, and Tutorial, and will take place before lunch on Mondays-Thursdays. It consists of two parts:

11:15am-11:25am - Home room & Teacher Advisory

- Attendance is taken, announcements are read, and forms are handed out/collected.
- Teachers check in with students, getting to know them and building connections.

- Teachers monitor student achievement and attendance and connect with families.

11:25am - 12:00pm - Homework completion & Tutorial

- Students in Grade 10-12 may stay in the classroom to complete homework and study, or they may sign out to go see another teacher for assistance.
- Students in Grade 7-9 remain in their homerooms to complete homework, group projects, and studying.
- Grade 12 students who are on track will have the option to leave after Homeroom.
- Teachers can incorporate study skills, learning strategies, mindfulness, games, or other activities to help students be successful.

Every Tuesday we will also be offering co-curricular club time. During the first few weeks of school, students and teachers will collaborate to develop a selection of clubs and activities to compliment our academic programs, and students will choose which ones to participate in for the semester. The clubs and activities may include Student Council, Yearbook, Model UN, Fitness, Robotics, Choir, and many more. These types of co-curricular activities are an important part of a student's school experience and will help them build a sense of community.

#### **4. Course Selections**

Students and parents should be aware that although the school will provide assistance, it is their responsibility to ensure that courses are selected which will enable the student to graduate successfully. Since all courses have maximum class sizes, early selection of courses is important.

Students wishing to change their course selection must do so through the school administration within the first two weeks of the semester. (Deadlines for Outreach or on-line courses may be extended.) Students are not allowed to withdraw from courses unless they meet the school guidelines for the minimum number of credits at the grade level.

Students wishing to drop a course must obtain a "Course Change Form" from the office and return it with a parent's signature to the principal for approval.

Students who are not given approval to withdraw from a course but unilaterally stop attending will receive a failing grade in that course which will be registered as a failure with Alberta Education.

#### **5. Final Examinations**

Students registered in a course are expected to write the final exam. Cases where this does not occur will be dealt with on an individual basis.

#### **6. Attendance**

Success in school is directly correlated to attendance in class. Students who do not attend classes regularly have little hope of being successful in school. The purpose of monitoring attendance is to increase students' success at school.

The primary responsibility for regular attendance lies with the students and parents. It is the school's responsibility to monitor student attendance and to report to students and parents when there are attendance concerns.

### **Student Attendance Expectations:**

Students will attend class regularly.

- a. Students who are absent must have parents inform the school prior to 9:00AM on the day of the absence through Safe Arrival system. Methods of using Safe Arrival are:
  - I. Web Link <https://go.schoolmessenger.ca/#/home>
  - II. Phone number 1-844-260-7166
  - III. School Messenger App. (Android or Apple)
- b. Student absences due to medical reasons may be excused with medical documentation.
- c. Students are responsible for the class material missed and will be required to make up assignments or tests as needed.

### **Parent/Guardian Attendance Expectations:**

It is the parent's/guardian's responsibility;

- b. to inform the school prior to 9:00AM on the day of the absence through Safe Arrival system. Methods of using Safe Arrival are:
  - I. Web Link <https://go.schoolmessenger.ca/#/home>
  - II. Phone number 1-844-260-7166
  - III. School Messenger App. (Android or Apple)
- c. to complete verification of any late or absence notification within 48 hours of receipt.
  - I. SynerVoice will send out notification for any unexcused late or absence event.

Prior communication with teacher or administration is expected on known lates or absences.

Students arriving late to class are responsible for catching up on work they missed. Missed work may not take away from class time. Students are accountable for recovering any lost time due to being late or absent. Communication with the teacher must occur for any late or absence.

Examples of explained absences are:

- a. Student illness
- b. Medical appointments
- c. Family emergency

Examples of unexcused absences are:

- a. In or around school but not in scheduled class
- b. Absent from school without parental/guardian permission
- c. Failing to attend an assembly and/or presentation

### **Extended Absence Procedure**

Teachers will do their best to help students stay on top of their studies while away. With advanced communication, recommendation is a minimum of a week, teachers will make every effort to arrange missed course work. It is the student's responsibility to complete missed work in a timely fashion.

The following procedures will be applied, when a student fails to show responsibility and accountability for lates and/ or absences:

### **Late Procedure**

Attendance for each class will be taken within the first five minutes of the period. Students who arrive late must check in at the Main Office and get a late slip from one of the administrative assistants. The late slip will show the time of arrival, and once the student arrives to class he/she will hand the late slip to the teacher, who will then change the attendance to reflect the late arrival. Students who arrive to class late without a late slip will be asked to go to the office to get one before being allowed into class. These measures are imperative to the accuracy of our attendance records, and we appreciate the assistance and cooperation of all students in this matter.

5% of classes (approximately 5 classes) - Teacher/student meeting in regards to attendance. Consequences for tardy attendance is possible.

10% of classes (approximately 10 classes) - Contact home from Administration occurs. Possible Parent Meeting. Possible Contract.

15% of classes (approximately 15 classes) - Dates sent to proper administration. Possible withdrawal from class/school.

### **Absence Procedure**

5% of classes (approximately 5 classes) - Teacher/student meeting in regards to attendance. Consequences for absences are possible.

10% of classes (approximately 10 classes) - Contact home from Administration occurs. Possible Parent Meeting. Possible alternative programming. Possible Contract.

15% of classes (approximately 15 classes) - Dates sent to proper administration. Possible withdrawal from class/school.

## **7. Lockers and Locks**

All students from Grades 7-12 are assigned a locker at school. All lockers are numbered and designated to specific students. Students are not allowed to switch or change lockers without permission from administration.

Books and supplies should be collected for classes before the start of class, at break, or after lunch to ensure that students are on time for class. During the lunch break, books and other belongings should be left in the lockers and not in the halls. Students are encouraged to keep their lockers clean and locked at all times and should never share their combination codes with others. Students are solely liable for the contents of their respective locker at all times. Students who damage a locker will be expected to pay for the damages.

Lockers are the property of CCHS and the school administration reserves the right to enter a student's locker in the interest of safety and/or security at any time.

## **Combination Locks**

CCHS requires that students use a combination lock from the school. Each lock and its combination will be logged and recorded. A refund of \$3.00 will be returned to the student once the lock is returned at the end of the year and the locker is cleaned out and left in good condition. Should a student lose or damage his/her assigned lock, a replacement lock will need to be purchased. If a lock is found to be defective once it is received, the school will replace the lock at no additional cost.

## **Personal Belongings**

Any personal belongings brought to the school by students are the sole responsibility of students. Students should secure their possessions in their assigned lockers at all times. The school is not responsible for any loss of or damage to personal property. Valuables such as phones, large amounts of money, etc. should be left at home.

## **Lost and Found**

Lost items are turned into the Lost and Found located in the main foyer, across from the main office. Any items of value such as wallets, watches, phones, jewelry, etc. will be given to the administrative assistants. The Lost and Found area will be regularly cleaned out and contents will be washed and donated to prevent large amounts of items from accumulating.

## **8. Alcohol and Drugs**

Being under the influence of alcohol or drugs on school grounds is prohibited by both school and school district policies. In most cases school students are minors, so their possession of alcohol or drugs may also be a criminal offence. Use of these substances also interferes seriously with student's capacity to learn.

County Central High School has a zero-tolerance policy towards drugs and alcohol. Any student either in possession of or under the influence of alcohol or drugs is subject to immediate suspension from school for five days, in addition to whatever additional action the school administration may feel is appropriate. A second offence may result not only in a further suspension, but also a referral to addictions counseling or a recommendation for expulsion.

Students under the influence of alcohol or drugs at extra-curricular activities will be removed, parents contacted, and suspension issued.

Players on school teams are representing the school and community, and they are participating in a school activity under the same expectations that they attend classes. Players who possess or are under the influence of alcohol or drugs face suspension from school and removal from extra-curricular activities for the remainder of the school year. A second offence may result in a further suspension, referral to addiction counseling or recommendation for expulsion.

## **9. Smoking and the Use of Tobacco Products**

On April 1, 2003 the Government of Alberta enacted the *Prevention of Youth Tobacco Use Act*. Under the Act, the possession or use of tobacco by anyone under the age of 18 years old is prohibited. At County Central, the school buildings, school grounds, and surrounding property are tobacco-free environments. Students and school personnel are not permitted to use or be in the possession of tobacco products in these areas. The use and possession of e-cigarettes or vaping devices is also not permitted.

## 10. Dress Code

Students and staff are expected to dress in a “business appropriate” manner. This means that all clothing should be both clean and modest. The following rules will assist students, teachers, and parents in interpreting the "clean and modest" guidelines.

Clean means:

- The clothing is free from all references to drugs, violence, sexism, and racism.
- Clothing or accessories that could be classified as a potential weapon are not permitted (i.e., chains, spiked necklaces/bracelets, etc.).

Modest means:

- Clothes are not revealing.
- No undergarments should be visible.
- Strapless or “Spaghetti” strapped garments are not permitted and tops must cover cleavage.
- Clothing which results in the baring of the midriff is not allowed.
- “Muscle” type shirts are not permitted.
- Shorts and skirts should be of appropriate length in keeping with the dress code.

Students who are in violation of the Dress Code will be asked to change their clothes, cover the clothes, or turn offending clothes inside out. Some cases will result in a student being sent home to change if we cannot resolve the issue by any of the aforementioned solutions. Students may wear caps, hats, or other head coverings.

## 11. Parking and the Use of Student Vehicles

Although students are encouraged to use the transportation system provided by the school district, we recognize the necessity of students occasionally driving a vehicle to school in order to run errands for their parents or to participate in some extra-curricular activities.

Parking on school property is a student privilege. Student vehicles are not to be parked in areas designated for staff or visitors or in any area that blocks access. Vehicles are not to be driven in the west parking lot during times that buses are dropping off or picking up students.

Students are expected to use caution in the operation of vehicles and to refrain from using vehicles to transport other students during class and lunch times.

Where a student’s use of a vehicle presents a problem, the issue will be discussed with the student and, if necessary, with parents. If this does not rectify the problem, the student may lose the privilege of bringing a vehicle onto school property regardless of the necessity to drive. When vehicles are parked inappropriately, they may be towed away at the owner’s expense.

## 12. Extra-Curricular Activities

Extra-curricular activities are an integral part of the school life and we encourage students to take part as much as possible. They are secondary to course work, however, and students with unsatisfactory attendance or class work may be ineligible to participate, including both extra-curricular activities and attendance at dances.

### **13. Sports Advisory Council**

The Sports Advisory Council at County Central High School has been created to provide an infrastructure that will support the school community in continuing to offer a variety of extra-curricular activities as an integral component of the school's educational program.

The mandate of this organization will include but not be restricted to:

- fostering a positive playing atmosphere for all participating students
- fostering a positive environment for all coaches
- clarifying the CCHS admin/staff commitment to extra-curricular sports
- creating an avenue for fundraising to benefit all extracurricular sports activities.

Sports Advisory Council will consist of a minimum of nine members selected from representative groups including 4 community members (parents), 4 staff (minimum 1 teacher) and 1 member of the school administration.

For further information regarding Sports Advisory Council, contact Miss Seaman, our Athletic Director.

### **14. Student Council**

County Central High School Student Council plans activities so that students will find the school a more enjoyable place to be. The Senior High Student Council executive is elected in May of each school year. Junior High Student Council executive will be elected in the fall. Students may contact any member of the council with ideas for activities. Student Council fees must be paid in order for students to be eligible to participate in extra-curricular activities.

#### **2019/2020 Student Council Executive**

Advisors - Mrs. K. Wouters & Mrs. J. Povey  
 President -  
 Vice-President -

All students grades 7-12 are welcome to join the student council.

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## **Section IV – Course and Credit Information**

### **1. Grade 10 Course Load**

Grade 10s will not have any spares in their first year of high school and are therefore expected to carry a full course load of at least 40 credits.

### **2. Grade 11 and 12 Course Load**

Grade 11 and 12 students may be allowed spares. Grade 11 students must have at least 75 credits at the end of grade 11 and must have accumulated at least 37 credits in Grade 10. They also may have a maximum of 1 spare per semester. Grade 12 students must be enrolled in sufficient courses in order to qualify for graduation and must be enrolled in a minimum of 30 credits. In order to play any sports you must be enrolled in at least 13 credits the semester(s) the sport is being played.

Students on spare are free to use their time as they best determine but they may not interfere with students who are in class or who want to work or study. Students on spare may not loiter in the hallways or cause class disruptions; they may go to the library as long as they are prepared to work quietly.

### **3. Course Credit Guidelines**

1. Credits are granted upon successful completion (50% or more) of the course.
2. A student may not get credit in a course more than once.
3. A student must write the final exam in order to qualify for credits in a course.
4. Grade 10 students must enroll in a full course load.
5. Grade 11 students are expected to enroll in sufficient courses so that they will have accumulated at least 75 credits by the start of their grade 12 year.
6. Grade 12 students must enroll in sufficient courses in order for graduation at the conclusion of the year. They must enroll in at least 13 credits per semester. Mature students may be exempted from these guidelines by school administration.
7. Students returning to upgrade after graduating must sign an agreement of intent before being registered in any course.

### **4. Switching Course Streams**

CCHS will attempt to offer sufficient courses in both the Academic and General streams. The course offering will be determined by the course enrollment and teacher availability.

Students wanting to switch from one stream to another must follow the guidelines put forth by Alberta Education. Students will be allowed and in most cases encouraged to go from the -1 courses to the -2 courses when the final mark in the -1 course is in the 40% to 49% range. Students are encouraged to seek the advice of staff when deciding which course to take. Further information is available in the “Registration Guide” booklet or on our website.

Students wishing to eventually return to the 30 level courses must follow the approval guidelines as set forth by Alberta Education.

## 5. Appeals of Student Evaluation

CCHS acknowledges the right of students to appeal their evaluations. The initial appeal is to be made by the student or his/her parent, in writing, to the teacher within 15 days of the release of final standings. Reasons for making the appeal are to be included in the letter of appeal. The teacher will acknowledge receipt of the appeal and render a decision, in writing, to the student or parent within 5 days of receiving the appeal.

In the absence of the teacher, or if the initial appeal is unsatisfactory to the student and/or parent, an appeal may then be made to the principal within 30 days of the release of final standings.

The principal will initiate whatever procedures are deemed necessary to review the appealed situation, including but not limited to:

- (1) Consultation with the teacher(s) involved;
- (2) A review of all pertinent information;
- (3) A personal hearing of the student's appeal;
- (4) An analysis of evaluation procedures involved; and
- (5) Examination with the student of the graded final exam.

The principal will communicate, in writing, the outcome of the appeal.

A student or his/her parent dissatisfied with the outcome of the appeal may to the principal request a hearing by the Superintendent.

The board may charge the student or parent a fee for the materials prepared for the appeal consistent with the fees charged by Alberta Education for appeals.

The decision rendered by the Superintendent will be considered final, except where a student may elect to write an available Grade 12 diploma examination.

## 6. Graduation Requirements

At the beginning of the school year, Grade 12 students and their parents will receive a letter to advise them of the graduation requirements and the individual credit status of each student. In order to qualify for the CCHS Graduation ceremony, students must meet the following requirements:

1. In order to be eligible to participate in the graduation ceremonies, students must be registered in subjects that total at least 100 credits and meet all the pre-requisites for a High School Diploma as required by Alberta Education.
2. If a Grade 12 student is enrolled in on-line or outreach course(s), then he/she must have all lessons submitted to and received by the Vulcan Outreach teacher by the deadline set out by Palliser Beyond Borders or Vulcan Outreach School and the final exam written prior to the established deadline by the school.
3. The Graduation Ceremony is held to honour the Grade 12 students who qualify to graduate from high school. This will take in the spring of each school year. Graduation is an important day in the student's life, and the school, with parental support, will endeavor to make this day memorable for both the student and the parents. A graduation meeting will be held early in the school year to establish committees and set fundraising objectives.

## 7. Valedictorian

The valedictorian will be the graduating student with the highest academic standing who delivers the farewell ovation at commencement exercises each graduation ceremony.

Policy for choosing the student is as follows:

- 1) Student averages will be determined by the final marks for the first semester (final blended mark) as per their Alberta Learning Transcript and second semester first reporting period mark.
- 2) Subjects to be considered will include:
  - English 30-1
  - Social Studies 30-1
  - Mathematics 30-1
  - Chemistry 30
  - Biology 30
  - Physics 30
  - Mathematics 31

**The calculated average will be based on student marks from English 30-1, and 4 other 30 level subjects from the list above.**

- 3) The student with the highest academic average in Grade 12 will be given the first opportunity to accept the honour of being chosen valedictorian. In the case of refusal, the student with the second highest academic average will be offered the position.

## 8. High School Diploma Requirements

To earn an Alberta High School Diploma, a student must:

- Earn a minimum of 100 credits
- Successfully complete the following courses:
  - English Language Arts 30-1 or 30-2 or Francais 30
  - Social Studies 30-1 or 30-2
  - Mathematics 20-1 or Mathematics 20-2 or Mathematics 20-3
  - Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20

**Note:** Successful completion of a diploma examination is required for English Language Arts 30-1 or 30-2 or Francais 30 and Social Studies 30-1 or 30-2. For those going to 30 – level mathematics and science courses, successful completion of a diploma examination is also required.

- Successfully complete the following:
  - Physical Education 10 (3 credits)
  - Career and Life Management (CALM) (3 credits)
  - 10 credits, in any combination, from:
    - career and technology studies (CTS) OR
    - fine arts or second languages OR
    - Physical Education 20 and/or Physical Education 30 OR
    - Locally developed/acquired and authorized courses, in CTS, fine arts or second languages
  - 10 credits in any 30 – level courses (including locally developed/acquired and authorized courses,) 3000 level CTS courses, 35 level Work Experience courses, or the 35 level Registered Apprenticeship courses, 33 level Green Certificate courses, in addition to English Language Arts 30-1 or 30-2 and Social Studies 30-1 or 30-2.

## – Section V – Student Recognition

Student Recognition Academic success and personal growth is at the core of CCHS's philosophy. Therefore, the celebration of that success is very important. The school recognizes the achievement and effort of students throughout the year, in our classes and at school assemblies. CCHS attempts to recognize student achievement in many ways that are meaningful to students and gratifying to parents. We recognize that celebrating success is an important way to show what is important to our school.

### 1. Honour Roll

The honour roll serves to recognize outstanding achievement and to act as a source of motivation for students. After each reporting period, an honour roll will be displayed on the bulletin board.

Honours – presented to students who achieve an overall average of 80-84.9%

Honours with Distinction – presented to students with an overall average on 85-89.9%

Honours with Great Distinction – presented to students with an overall average of 90% or higher

### 2. CCHS Hawk Awards

Point Allocation

<u>Academic</u>		<u>Extra-Curricular</u>		<u>Service</u>	
Average/Year		Basketball	-5	Students Council	-5
60%	-1	Volleyball	-5	Club/Committee	-3
65%	-2	Badminton	-3	Volunteer at School Events	-1/8 hours
70%	-3	Curling	-3	Special Activity	-1
75%	-4	Track & Field	-1	Team Volunteer	-1
80% +	-5	Drama	- up to 5	Mentorship	-5
		Golf	-2	Officiating/Sport	-1
		Cross Country	-2	Community Activity	-1/50 hrs
		Intramurals	-1/2 per sport		
Min 10 credits/semester.		Europe Trip	-3		
All courses count		Band	-2		
equally.		Rock Band	-2		
		Baseball	-3		
		Softball	-3		
		Rugby	-5		

#### Bronze Award

This award is for **one-year** accumulation of points. It may be earned in either Gr. 10, 11, or 12. It will be presented in the year earned. To earn a Bronze Hawk, the point requirements are as follows:

Bronze:	<u>Minimum in each</u>	<u>Maximum in each</u>	<u>Total required</u>
	3	10	15

#### Silver and Gold Awards

Both the Silver and gold are cumulative over a period of up to 3 years of high school. Point requirements are as follows:

Silver:	<u>Minimum in each</u>	<u>Maximum in each</u>	<u>Total required</u>
	6	20	30
Gold:	<u>Minimum in each</u>	<u>Maximum in each</u>	<u>Total required</u>
	9	30	45

All Hawk Awards will be presented at the Awards Banquet in the fall.

### **3. “A” Awards**

In both Junior High and Senior High, a Certificate of Achievement in each individual subject is presented to a student who, through diligence, has attained the highest mark in a course throughout the semester or the school year.

These Awards are presented at the Annual Awards Banquet in the Fall of each year.

### **4. Mitchell Motivational Awards**

To recognize students who show the greatest amount of progress academically, socially, and emotionally, cheques are presented at the Annual Awards Banquet. Two students are selected from Junior High. Teachers nominate students who they believe are suitable candidates for this recognition. A committee from the staff selects those to be recognized from the nominees.

### **5. Scholarships**

The generosity of various individuals, community organizations and businesses has resulted in a significant scholarship program. A scholarship booklet updated early 2<sup>nd</sup> semester may be obtained from the career counselor. Deadlines are listed and must be observed. Students should be aware of the Rutherford Scholarships which provide for honours standing in Grade 10, 11, and 12 respectively. Contact the main office for further details. Please note that most scholarships require students to apply in writing.

The scholarships are presented annually at an awards banquet, usually held in late fall of each school year.

## -Section VI – County Central Discipline Policy

### 1. Policy

Our fundamental assumption is that all students and staff have the right to participate in a safe environment where student learning is paramount. To maintain this environment, it is expected that all students at County Central High School will conduct themselves in a manner which demonstrates good citizenship and encourages good citizenship in others by treating them with dignity and respect.

At County Central High School, maintaining the dignity of each person, in all situations, is crucial in managing behaviour. Effective discipline comes from the belief that teaching individuals to take responsibility for their behaviour is more motivating in creating behavioural changes than teaching individuals to be obedient in order to avoid punishment.

We believe in the responsibility model of discipline. By implementing logical and consistent consequences, and by providing individuals with opportunities to become responsible and caring members of the community, they will learn about their behaviour, their choices, and their impact on others while still maintaining their dignity.

**Our Goal** is to build and maintain a Caring Culture within our school community where students, staff and parents encourage, value, support one another, and feel safe; and where abuse, bullying and discrimination are unacceptable.

### Expectations of Students

1. Students are expected to behave responsibly in and out of school and to consider themselves as representatives of the school and its traditions at all times.
2. School property is to be respected.
3. Students will display good manners at all times, and be courteous to each other as well as staff members and visitors to the school.
4. Students are expected to be punctual and present for all classes unless ill.
5. The completion of all assigned schoolwork is the responsibility of the student. This means being organized, making good use of class time, completing all assigned homework, asking for help when necessary, and completing any missed assignments due to being absent.
6. Students are expected to comply with the directions of administrators, teachers, student teachers, educational assistants, and other authorized school personnel.
7. Students are expected to move in a safe manner while in the school. We expect students to walk—not run—when moving within the building.
8. Students are strongly urged not to bring personal valuables to school. Please be aware that it is the sole responsibility of each student to care for personal items. The school is not responsible for lost or stolen items.

### Academic Integrity

Optimum learning takes place only when students approach their work with intention and integrity. It is vital, therefore, that students are aware of situations that may arise whereby they are tempted to act dishonestly and of the consequences of these acts. In order to prevent situations where cheating or plagiarizing may take place, students will learn how to properly document sources (e.g. bibliography, endnotes, quotations) and will be taught effective study skills. Parents should also take care that when helping their students with projects, assignments, etc., they encourage their students to do their own work and resist the temptation to do it for the student. Part of learning is making mistakes—it is important to allow your children to make them too!

Appropriate consequences (academic penalties, etc.) will apply to acts of plagiarism, cheating, collusion, or other acts through which a student unfairly misrepresents his/her effort or achievement.

- “Plagiarism” occurs when a student knowingly represents any idea or work of another person in any academic assignment, test, or examination as his or her own. A common form of plagiarism involves copying and pasting from electronic source materials.
- “Cheating” occurs when a student obtains an unfair advantage over other students in the context of reparation or performance of any academic assignment, test, or examination.
- “Collusion” occurs when a student knowingly allows his or her work to be submitted by another student, or allows another student to copy his or her work.

### **Disciplinary Action**

CCHS has a zero tolerance policy for physical or verbal abuse (e.g. rough play, wrestling, kicking, hitting, biting, bullying, teasing, name-calling, swearing). Such cases will be evaluated and addressed by CCHS Administration on an individual basis.

### **Discipline Procedure**

All minor incidents are dealt with by a caring adult on the spot. In this way, inappropriate behavior is identified and corrected immediately and in a manner that allows our students to take responsibility for their actions and to learn from the situation. If an incident is a repeat offense, it would be escalated up the pyramid using the steps shown.

More serious incidents and infractions may enter the pyramid directly at a higher level, depending on the history and the seriousness of the infraction/behavior. When incidents arrive at the administration level of the pyramid, the following steps may be taken:

1. Verbal discussion between student/teacher. Administration may be involved.
2. Administration is formally involved in investigation and discipline procedures.
3. Students and parents will receive communication regarding the incident.
4. Students and parents are issued a written warning about student’s behaviour which will be put on the student’s permanent record.
5. Final written warning is sent to parents and the school division. The student may be suspended for up to 5 days.

### **Suspension**

By deliberately choosing to act in ways that do not align with behavior expectations, students choose to suspend themselves from our school, which may result in them being sent home (suspended from classes) for up to five days.

Offenses that could result in suspension:

- Using or possessing alcohol, tobacco, or illicit drugs on school property;
- Theft of private or public property;
- Harassment of peers or intimidation of others;
- Physical aggression towards peers or staff members;
- Vandalism or willful destruction of property;
- Chronic absenteeism;
- Defiance or non-participation in the activities of school;
- Use of obscene language;
- Inappropriate use of technology (please refer to Acceptable Use Policy);
- Bullying;
- Cheating/plagiarism (depending on severity);
- Inappropriate use of cellular phones;
- Sexual harassment, sexual abuse, verbal abuse, emotional or physical abuse leveled at peers, staff members or others;
- Chronic or severe bullying or unkindness (both verbal and physical) towards peers or staff members;

- Use of, or possession of weapons;
- Fighting;
- Defiance of adults in authority;
- Bus/transportation infractions;
- Disruptive behaviour that interferes with the learning of others.

*\*Students may be required to cover the cost to repair or replace damaged property.\**

#### **Bullying is:**

- When a person is the target, over time, of repeated negative actions.
- When one person has more power, so the person being victimized feels s/he cannot defend him/herself.
  - When one person, who is the target, may feel embarrassed, hurt, scared and/or angry.

## **2. Procedure**

- It is the responsibility of the “adult in charge” (teacher, administrator, supervisor, learning assistant, volunteer) to intervene with regard to all Minor Infractions. Adults have the power to assign Consequences, according to the severity of the infraction. It is recommended that the infraction be documented in PowerSchool. Administration *may* be consulted and/or involved.
- For Major Infractions, administration will be involved in the process. Parents will be notified.
- Positive/appropriate behaviour will be recognized and celebrated.
- Each incident will be treated on its own merit.

- **Infraction:** any inappropriate behaviour that does not follow the guidelines of the classroom or school community
- **Consequence:** a fair and logical action that addresses the inappropriate behaviour.
- **Caring behaviour:** an assigned project which provides an opportunity to demonstrate acceptable, caring behaviour.

## **3. Caring Behaviours**

- Note of apology
- Written reflection about the incident
- Teaching/leadership opportunity (e.g. student prepares a lesson for a younger grade, officiates a sporting event, helps a coach, assists with preparation, etc.)
- Community service
- Project work
- Others

### **Safe & Caring Schools Policy**

Students, parents, and staff have responsibilities for ensuring welcoming, caring, respectful, and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self.

#### **Student Rights and Responsibilities**

- **I have a RIGHT to learn in my school.**

It is my RESPONSIBILITY to listen to instructions, work quietly when appropriate, and to raise my hand if I have a question, concern or need to leave the classroom.

- **I have a RIGHT to be heard.**

It is my RESPONSIBILITY to listen and not talk, shout or make loud noises when others are speaking.

- **I have a RIGHT to be respected in my school.**

It is my RESPONSIBILITY to be respectful of all students, staff and parents by not teasing or bothering other people, or to hurt their feelings.

- **I have a RIGHT to be safe in my school.**

It is my RESPONSIBILITY not to verbally or physically abuse anyone else, and not to cause harm to anyone else by my carelessness.

- **I have a RIGHT to privacy and to my own personal space.**

It is my RESPONSIBILITY to respect the personal property of others, and to accept their right to privacy.

General guidelines and expectations for a CCHS student apply equally to all students. These guidelines encourage each individual to develop the self-discipline required for future success. Guidelines are not designed so that every situation will be covered nor are they intended to be a complete guide to conduct. All guidelines reflect the responsibility that a student assumes when he or she agrees to become part of the school. The guidelines apply to all students during the time that they are under the jurisdiction of the school, including when they are away on school-related activities. Failure to comply with any of the guidelines will result in disciplinary action.

## Homework Policy

At CCHS we recognize the need for children to have a well-balanced variety of experiences academically and socially, including quality family time and involvements available in the community. In recognition of this, teachers will endeavor to keep homework assignments reasonable in terms of frequency and quantity at the various grade levels.

The length of time spent by students on a specific assignment will vary depending on his/her ability, skills, and pace of work. Homework should be completed by the student independently, although parents are encouraged to monitor their child's homework and help when it is appropriate. The expectation is that homework must be completed by the due date as assigned by the teacher.

Starting in Grade 7, students should expect to have 30 minutes of homework per night. This amount will increase by approximately 15 minutes each year as the student advances through high school. It is recommended that students begin a homework routine early on and designate a specific time each day for homework completion. This designated time should be used for the following:

1. Completing homework as assigned by the classroom teacher.
2. Completing classroom work that was not finished by the end of class.
3. Studying and revising for exams and tests.
4. Silent reading.

## How Parents Can Help Their Children at Home

1. Establish a quiet space for your child to do homework and study away from the computer, television, smart phone, and other distractions.

2. Create and maintain a homework routine whereby your child has a set time each day for homework completion.
3. Keep updated on school activities by utilizing and checking school communication portals.
4. Post a calendar at home with dates for tests, school events, etc. to help your child plan and use effective time management strategies.
5. Encourage your child to take responsibility for starting and completing homework on his or her own. Show interest and concern for what they are completing, but provide help only when needed and encourage them to work out solutions on their own.
6. Encourage writing at home (e.g. keeping a journal, thank you notes, and letters to friends).
7. Get actively involved in discussions about our world and how it works. Encourage your child to ask and answer questions.
8. Ask to see your child's homework, notebooks, and outlines of assignments.
9. Create and enforce consequences at home for incomplete homework.

## **Code of Conduct**

At CCHS, we believe in helping children acquire self-discipline by giving them firm, clear guidelines and expecting them to become increasingly responsible for themselves. Our Code of Conduct reflects that belief:

- We will work towards establishing a moral conscience, setting high personal standards for ethical behaviour, and for leading a principled life.
- We will show pride in ourselves and work towards excellence in all that we do: academics, extracurricular activities, athletics and behaviour.
- We will recognize and celebrate the strengths we all hold and assist each other in improving those areas that are challenging to us.
- We will respect the rights of our peers and celebrate the uniqueness of each individual. We will show concern for their well-being at all times.
- We will respect and honour our parents and staff members for their knowledge, guidance, and support.
- We will respect private and public property.
- We will show pride in our school by dressing appropriately, by adhering to the school's Code of Conduct, and by enhancing the learning environment for everyone so that our classrooms are safe and enjoyable places to work.
- We will learn to take our place as active and responsible members of our communities.