Student Handbook 2020 -2021

Fostering a Passion for Learning

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Scenario 1 "Near Normal" - How this changes our delivery of learning

Alberta Education has provided us with directives to keep students safe at school. These initiatives include cohorting of students when possible, practicing and teaching good hygiene, managing social distancing and limiting interactions between people as much as possible. The Canmore Collegiate High School (CCHS) Re entry plan outlines in detail how we support these initiatives in our school. The plan will be regularly updated and shared on our school website. Please review this plan carefully for more details on how we are minimizing risks at our school

At CCHS, we have made some key changes to our regular schedule in order to best implement the recommendations from Alberta Health and Alberta Education. Some of these key changes include:

- Moving from a **Semester schedule** to a **Quarter System.** This means that our grade 11 and 12 students take 2 courses a day for a quarter of the year, rather than 4 courses a day in a traditional semester . The year is divided into four quarters rather than two semesters.

- **Cohorting students.** Our grade 9 and 10 students have been cohorted into classes for the year. These students will still follow the Quarter System calendar. In order to effectively accomplish this, grade 9 and 10 students are on a four day rotating calendar. Days are posted on the CCHS website event calendar on the school website mainpage.

- Providing students with **At-Home Learning options**. Please see the At-Home Learning sections of this handbook for more information on At-Home versus In School learning.

- Creating a **Closed Campus**. From 8:25 am - 3:15 pm, students are expected to minimize contacts throughout the school day. Throughout the school day, school doors will only be unlocked for specified periods of time. Outside of those times, students are expected to ring the doorbell at the main entrance of the school by the flag poles.

Learning Formats

At Home Learning / In School Learning

In order to manage our physical spaces and consistently support all of our learners students must **commit** to either **In School** or **At Home Learning**. Students will enroll in at home learning on a quarterly basis through a district form. Regardless of the delivery method chosen, students that elect At Home Learning will be members of a **live classroom at CCHS.**

Once a student has enrolled in **At Home Learning** they will not be able to return to the physical classroom **until the beginning of the subsequent quarter.**

In School learners are expected to attend school on a daily basis. Because we encourage sick students to rest and take care of themselves, live learners are expected to treat regular sickness and absences as they would in a typical school year. This means that they will check in with their teachers when they return to class to get up to date on missed classes. *****NOTE:** Access to **At Home Learning** through the google meet (online) is only available to students who have selected at home learning. This is **not** for students who have an occasional sick day or for other reasons may be late for class. Staff are not resourced to have students drop in and out of online sessions. **Students not enrolled in At Home Learning will be asked to leave online sessions.**

Exception: Students that must stay home for long periods of time because they are quarantining or sick (Covid or other long term health reasons), will have access to home learning, but may return to class once they have been medically cleared to do so. If this exception applies to your child, the change to "At Home LearninG" can be done by contacting either Hans Holthuis or Chris Rogers at the school.

Rationale:

- This will ensure that our physical cohorts at school remain consistent and traceable.
- This will support consistency in teacher preparation and delivery methods.
- This will allow the school to physically plan and maintain our classroom and physical spaces for students that are physically present in the classroom.
- For safety and emergency scenarios, teachers need to have consistency with their classroom numbers. Ie. tracking kids during fire drills.

Daily Expectations for At-Home Learning

Accessing At-Home Learning

Teachers will provide At-Home Learners with a link to a google meet. An invitation will initially be shared through your students school email account. This link will become the ongoing link that students will use to access that online classroom.

Once the link is live, it will be shared and posted:

- on the teachers classroom Moodle so that students will be able to consistently attend online classes.
- On the google calendar

Attendance

Students are expected to attend At-Home classes and be present at the beginning of the scheduled class. Our class times are:

BCHS/CCHS	
Block 1	8:25 am - 11:30 am
Lunch	11:30 am - 12:15 pm
Block 2	12:15 pm - 3:15 pm

Teachers will take attendance at the beginning of class. At-home students that are not present will be marked either absent or late. This will support the school in tracking student progress. Students that are consistently late or absent will initially be contacted by the teacher and then by administration as per our regular attendance expectations in our student handbook.

Class Expectations

Students participating in At-Home Learning will be active members of our live classroom and will be expected to follow our school's code of conduct as outlined in our school handbook. While student desks will be at home, they will follow the same routines, and expectations as the live members of the class. Students will receive learning expectations through live lessons and will access assignments and resources through their classroom digital learning platform. Most of our classes share resources and assignments through the online Moodle.

Teachers will be available to support At-Home learners at the same time that they are supporting their live learners. Teachers will be made available for students for individual questions or support based on the same schedule that they are offering their live students. This support schedule will be outlined through specific teacher outlines.

Materials

As much as possible, resources will be digitized and shared online. There may be assignments, and texts, that students will be required to pick up at school. A pick up and drop off table will be set up and labelled inside the front entrance of the school (main entrance of CCHS). Students will be contacted to pick up these required resources. Text books will be signed out to student names at the library and students will be accountable for these items.

A. INSTRUCTIONAL PROGRAM

Canmore Collegiate offers a full range of courses and programs for students in grades 9 through 12. All students have the opportunity to register in a program of studies, which will enhance learning and develop the necessary skills for the future.

Each student who registers at Canmore Collegiate is encouraged to pursue his or her personal interests by actively participating in a wide range of extra-curricular activities and by choosing optional interest courses as part of their program of study.

B. GENERAL INFORMATION

1. SCHOOL OFFICE

The school office is open from 8:00 a.m. to 4:00 p.m., Monday through Friday.
Professional Development Half Days – dismissal at 11:30 am

Sept 18	Oct 02/16	Nov 06/20	Dec 04/18
Jan 15	Feb 05	Feb 18/19 (Teachers Convention)	
Mar 05/19	Apr 23	May 07	June 04/11
		*May 21 (Full Day PD - no classes)	

System Closure Days/Holidays (no school) Oct 12 Nov 11/13 Dec 18 (1/2 pm) Feb 15/16/17

Appointments with the principal, the assistant principal and guidance counsellor are available by calling 678-6192. All staff can be reached via email by entering the **first.lastname** @crps.ca Our website address is http://cchs.crps.ca/

Class Schedule 2020/2021

Our classes will also be dismissed to allow for a staggered exit from the building.

CCHS 2020/2021 Reentry Timetable	
Doors are unlocked	**8:10 am**
Morning Announcements	**8:25 am**
Morning Class	**8:30 am -11:30 am**
Doors Are locked	**8:35 am**
Period 1 (grade 9/10)	**8:30 am - 10:00am**
Period 2(grade 9/10)	**10:00 am - 11:30 am**
Lunch	**11:30 am -12:15 pm**
Doors are Unlocked	**12:05 pm**

Afternoon Classes	12:15 pm - 3:15 pm
Doors are Locked	12:25 pm
Period 3 (grade 9/10)	12:15 pm -1:45 pm
Period 4 (grade 9/10)	1:45 pm- 3:15 pm

<u>Grade 9 Timetables by Section:</u> View the school website for to determine the day (eg. day 1)

	Time	Day 1	Day 2	Day 3	Day 4
9-1	am 1	Gym	Support from Option teacher	Humanities	Humanities
	am 2	Humanities			
	pm 1	STEM	STEM	Gym	ART/STEM
	pm 2			STEM	
9-2	am 1	STEM	STEM	STEM	ART/STEM
	am 2	Gym			
	pm 1	Humanities	ART/HUM	Humanities	Humanities
	pm 2			Gym	
9-3	am 1	ART/Hum	Gym	Humanities	Humanities
	am 2		Humanities		
	pm 1	STEM	STEM	ART/STEM	Gym
	pm 2				STEM
9-4	am 1	STEM	STEM	ART/STEM	STEM
	am 2		Gym		
	pm 1	ART/HUM	Humanities	Humanities	Humanities
	pm 2				Gym

<u>Grade 10 Timetables by Section:</u> View the school website for to determine the day (eg. day 1)

	Time	Day 1	Day 2	Day 3	Day 4
10-1	am 1	Humanities	Humanities	Gym	FOODS/HUM
	am 2			Humanities	
	pm 1	Gym	FOODS/STEM	STEM	STEM
	pm 2	STEM			
10-2	am 1	STEM	Foods/STEM	STEM	STEM
	am 2			Gym	
	pm 1	Humanities	Humanities	Humanities	Foods/HUM
	pm 2	Gym			
10-3	am 1	Humanities	Humanities	Foods/Hum	Gym
	am 2				Humanities
	pm 1	Foods/STEM	Gym	STEM	STEM
	pm 2		STEM		
10-4	am 1	Foods/STEM	STEM	STEM	STEM
	am 2				Gym
	pm 1	Humanities	Humanities	Foods/Hum	Humanities
	pm 2		Gym		

<u>Half Day Fridays</u>
<u>Grades 9 / 10</u>

In order to accommodate physical education and option classes within our four day rotating schedule, grade 9 and 10 students will follow either their morning (am) schedule or afternoon (pm) schedule on half day Fridays based on the following dates:

Dates	Calendar rotation
September 18, October 16, November 20th, December 18th,	Morning (am) classes only
October 2, November 6th, December 4th, January 15th	Afternoon Classes (pm)

February 5th, March 19th, May 7th, June 11th	Morning (am) classes only
March 5th, April 23, June 4th	Afternoon Classes (pm)

Grade 11 / 12 Students
Grade 11 and 12 students will follow the following timetable on ½ Day Fridays.

CCHS 2020/2021 Friday ½ Day Timetable	
Doors are unlocked	8:10 am
Morning Announcements	8:25 am
Doors Are locked	8:35 am
Period 1	8:30 am -10:00 am
Period 2	10:00 am - 11:30 am
Doors Are locked	11:45 am

BUILDING HOURS:	**LUNCH HOUR:**
8:10 am doors open for students **8:35** am doors locked. Visitors may enter by appointment, as outlined in our re-entry plan. **12:10** pm doors are unlocked **12:25** pm doors looked **3:30** pm doors locked **OFFICE HOURS:** Daily from 8:00 a.m. to 4:00 p.m.	Lunch Hour is **11:30 am - 12:15 pm** Students eat supervised in their cohorted classrooms. Students may with permission go directly to their own homes for lunch.

Breaks

We are a closed campus and students will remain cohorted throughout the school day. **Please note that our teachers will provide individual classes with breaks throughout the school day. These breaks will include walks both outside and inside the school building. Breaks will be staggered to minimize interactions between classes.**

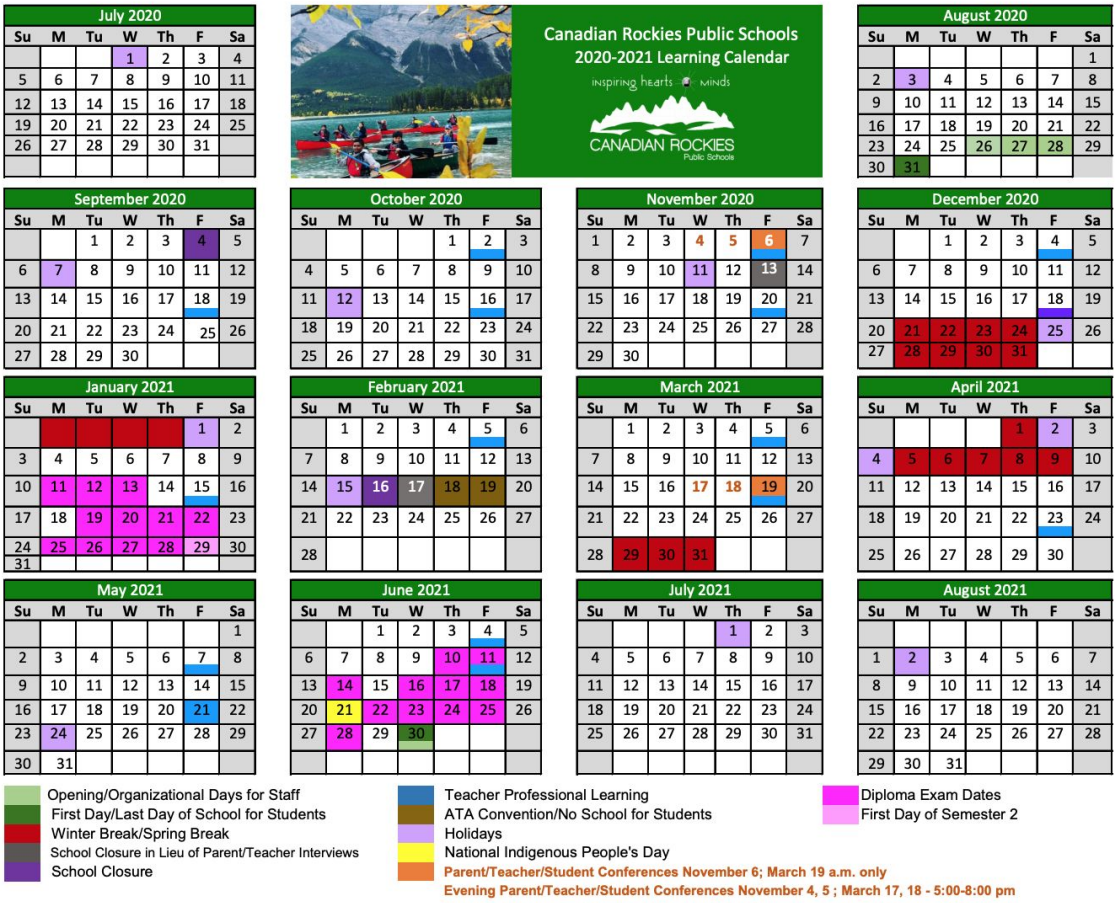
Late Students

When students are late for school, doors will be **locked**. Students that are late will **ring the doorbell** at the main entrance to CCHS by the flagpoles. Late students will then check in at the office, their teacher will be notified and the student will proceed to their class. Teachers will document lateness in Powerschool. Lateness will be treated according to our attendance policy below.

Student Sign In/Sign Out

Students will sign in when arriving at school at a time other than the regular start times. Students will sign out when leaving school during the regular school day. During our new normal, students will not physically sign in, but will check in at the office with our administrative assistant. This does not excuse the student from class. Parents are expected to call the attendance line to excuse their student.

CRPS School Calendars Online.



2. SCHEDULE OF EVENTS 2019/2020

August 31	Confirmation of Registration
September 08	Last day for class changes
September 11	Last day to withdraw from classes for Gr. 12 students
September 15	Photo Day
September 24	Terry Fox Fun Run
September 30	**Grade 11/12 Progress Reports Q1**
September 30	Orange Shirt Day

October 5 / 6	Grade 11/12 Parent Teacher Interviews Q1
October 12	Thanksgiving No School
October 21	Photo Retake Day
**October 21	Academic Awards - Subject to change due to COVID 19
October 30	**Progress Report - Grade 9/10**
November 4 / 5	Grade 9/10 Parent/Teacher Interviews
November 5 - 10	**Q1 exams. No classes for students not writing exams.**
**November 06	Scheduled Exams for students. Change from district calendar.
November 11	Remembrance - No School for students.
November 12	**First day of classes Q2 - all students**
November 13	**System Closure Day - no classes for students**
November 16	**Grade 11/12 Report Cards Q1 on Parent Portal**
November 29, Dec. 2-5	Grad picture dates
December 10	**Grade 11/12 Progress Reports Q2**
December 14 / 15	Grade 11/12 Parent Teacher Interviews Q2
December 18	School closes at 11:30 am for Winter Break
December 21 – January 3	Winter Break
January 4	First Day of classes after Winter Break
January 20 – January 28	**Q2 exams. No classes for students not writing exams.**
January 29	**First day of classes Q3 - all students**
February 1	Report Cards, Semester 1, Grade 9/10 on Parent Portal Report Cards Q2, Grade 11/12 on Parent Portal

February 15 - 19	System Closure and Teacher Convention - No classes
March 4	**Grade 11/12 Progress Reports Q3**
March 8 /9	Grade 11/12 Parent Teacher Interviews Q3
March 12	**Progress Report - Grade 9/10**
March 17 /18	Grade 9/10 Parent/Teacher Interviews
***March 19	Regular classes for all students AM.
March 29 – April 09	Spring Break
April 12	First day of regular classes after Spring Break
April 14 – April 20	**Q3 exams. No classes for students not writing exams.**
April 21	**First day of classes Q4 - all students**
April 23	Grade 11/12 Report Cards Q3 on Parent Portal
May 20	**Grade 11/12 Progress Reports Q4**
May 21	No classes for students full day PD for staff
May 24	May Long Weekend - No School
May 25/26	Grade 11/12 Parent Teacher Interviews Q4
June 16	Last Day of Classes Semester 2 and Q4 (all grades)
June 17 – 28	**Exam Week. No classes for students not writing exams.**
***June 28	Cap and Gown Celebration. Time and date may change.
June 30	Last Day of School – morning only Final Report Cards, Grade 9/10 on Parent Portal Report Cards Q4, Grade 11/12 on Parent Portal

Diploma Exam Schedule -Draft

*** The following Diploma Exam Schedule is subject to change by Alberta Education at any time.

Exam Period November 5 - 10 (Diplomas and Assessments for Grades 9-12)

Tuesday, November 3	9:00 A.M.–12:00 P.M.	Social Studies 30–1 Part(ie) A
Tuesday, November 3	9:00 A.M.–11:30 A.M.	Social Studies 30–2 Part(ie) A
Thursday, November 5	9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) B
Thursday, November 5	9:00 A.M.–11:30 A.M	Social Studies 30–2 Part(ie) B
Friday, November 6	9:00 A.M.–12:00 P.M.	Mathematics 30–1

Exam Period January 20 - 28 (Diplomas and Assessments for Grades 9-12)

Monday, January 11	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part A*
Monday, January 11	9:00 A.M.–12:00 P.M.	English Language Arts 30–2 Part A*
Wednesday, January 20	9:00 A.M.–12:00 P.M.	Mathematics 30-2
Thursday, January 21	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part B
Thursday, January 21	9:00 A.M.–12:00 P.M.	English Language Arts 30–2 Part B
Monday, January 25	9:00 A.M.–12:00 P.M	Biology 30
Tuesday, January 26	9:00 A.M.–12:00 P.M.	Chemistry 30

Exam Period April 14 - 20 (Diplomas and Assessments for Grades 9-12)

Monday, April 12	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part A
Monday, April 12	9:00 A.M.–12:00 P.M.	English Language Arts 30–2 Part A*
Tuesday, April 13	9:00 A.M.–11:30 A.M.	Social Studies 30–2 Part(ie) A
Wednesday, April 14	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part B
Wednesday, April 14	9:00 A.M.–12:00 P.M.	English Language Arts 30–2 Part B

Thursday, April 15	9:00 A.M.–11:30 A.M	Social Studies 30–2 Part(ie) B
Friday, April 16	9:00 A.M.–12:00 P.M.	Mathematics 30–1
Friday, April 16	1:00 P.M.–4:00 P.M.	Biology 30

Exam Period June 17 - 28 (Diplomas and Assessments for Grades 9-12)

Friday, June 11	9:00 A.M.–12:00 P.M.	Social Studies 30–1 Part(ie) A*
Tuesday, June 22	9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) B
Thursday, June 24	9:00 A.M.–12:00 P.M.	Chemistry 30
Friday, June 25	9:00 A.M.–12:00 P.M.	Physics 30
Monday, June 28	9:00 A.M.–12:00 P.M.	Science 30

3. SCHOOL BELLS

A three-minute warning bell prior to the start of each class will be sounded. The onus is on the students to arrive on time for each block. A bell will also signal the end of each class.

4. INJURIES AND ILLNESS

Serious injuries require professional assistance. Paramedics may be called and student transported to the hospital.. Parents will be contacted as quickly as possible. A teacher and/or office personnel will treat minor injuries.

C. PROGRAM INFORMATION

1. SELECTION OF HIGH SCHOOL COURSES FOLLOWING GRADE 9

Grade 9 teachers will provide students and parents with recommended grade 10 course levels prior to registration for grade 10. These recommendations suggest the most appropriate level at which students can expect success in grade 10 based on their current performance and abilities.

Generally students scoring in the 50%-70% range should choose 10-2 level courses. Students scoring above 70% should choose 10-1 level courses and students with results below 50% should register in 14 level classes. Registration for the following year will take place in the spring.

2. COURSE CHANGES

Students requiring a course change must do so in the FIRST WEEK OF THE SEMESTER. Students must make an appointment with the counselor or an administrator. Changes will be made, within the constraints of the timetable, for movement in course level or to balance a course load.

3. WELCOME TO CANADIAN ROCKIES PUBLIC SCHOOLS INREACH/OUTREACH PROGRAM

We are thrilled to provide this flexible learning opportunity for you. You will be working through unit modules from Alberta Distance Learning Centre (ADLC), or Bow Valley College depending on your needs and the course you are working on. Returning Grade 12 students and off campus Outreach students will have the opportunity to upgrade courses with our Bow Valley College partner. All other subjects will be offered in print format using ADLC materials and will be marked onsite. PLEASE NOTE! Inreach is only open to those students who cannot fit a class into their regular schedule. This is not an option for students if they are able take the class inside a CCHS created schedule. CRPS is not capable of supporting students in Inreach if they require extra support in their studies as we do not have the human resources to support all academic courses at this time.

All students who might be eligible for Inreach/Outreach must meet with the Principal or student services prior to being enrolled. You will be provided with a **referral form** and a **transcript** to bring to the Inreach teachers.

4. COURSE WITHDRAWAL

Course withdrawals can best be avoided through more **careful course selection.** Sometimes students will select a course and falsely assume that they can withdraw if it does not "work for them". In other cases students will overload themselves because of unrealistic expectations. Whatever the case, careful course selection is extremely important for a successful program. **Grade 10 and 11 students MUST carry a full course load and will not be given permission to drop a class to create a spare in their timetable. Permission to drop a course is only given to Grade 12 students**. A student may not drop a course without first having a meeting with a counselor and subsequently obtaining permission from parents and an administrator. **The student must attend all classes while the request is being considered.** Students may forfeit their prerogative to register in the same course at CCHS if they choose to not attend classes and subsequently fail.

Students may negotiate to change a course if space exists in the requested class. Priority will be given to students requiring grade appropriate courses. **Changes in a student's timetable will not be approved after the first week of a course.**

Timetable changes will not normally be approved after the course change/withdrawal deadline. Withdrawals after this date will result in a failing grade being assessed unless you are obliged to withdraw from a course because of extenuating circumstances such as illness.

It is expected that students who fail a particular course will complete that course via summer school, In-Reach/Out-Reach to keep their diploma requirements on track. In rare circumstances, a student may be allowed to repeat a course already passed in order to improve a mark. A student wishing to do this must make a special case request. In most cases, a course repeat will not be allowed in the same academic year.

4. LEARNING SUPPORT

The Canmore Collegiate Learning Support Centre provides assistance and tutorial help for students experiencing difficulties in their studies. The centre works primarily on a pullout and drop-in basis allowing students to remain in regular classes with adapted programming. The centre collaborates with classroom teachers to develop strategies to meet the needs of students.

5. ASSESSMENT OF STUDENT ACHIEVEMENT

Every student at Canmore Collegiate has the right to a fair, just and accurate evaluation. Assessment should be constructive in nature, promoting continued effort by students to achieve to the best of their abilities.

All assessment materials shall be returned to the students or shall be readily available to the student. Final examinations will be made available to students and parents, at their convenience, but for security reasons may not be removed from the school. Questions concerning assessment should be made first to the subject teacher and then to the school administration.

Completion of classroom assigned work is crucial to a student's academic success. A zero given on an assignment because work is not completed is not a true assessment of student learning. To ensure true assessment of student learning we believe it is important for students to complete classroom assigned work. To assist students in establishing successful study practices and understand the importance to their learning in completing assigned work, we will work with our Grade 9 & 10 students to help them complete missing assignments. Grade 9 &10 students who are not completing assigned work will be asked by their teacher to attend a study hall during lunch time to do any missing work. During this time, students will be given help in study skills and in completing the missed learning tasks. A failure to attend these study sessions will result in administrative contact with parents to pursue options to help the student successfully complete their work.

Every student, either directly or through parents, has the right to appeal an assessment. Appeals should be first made to the teacher then to the principal, if necessary. **Appeals shall be made in writing and within two weeks of the issuing of the mark.**

Students will receive a written course outline containing a breakdown of course objectives, timelines and assessment criteria for each course at the beginning of the year or semester.

All students in grades 9 through 12 must write all final examinations. In the case of exams being missed due to serious illness, parents are asked to contact the administration, prior to the examination, to reschedule the writing of the final examination.

6. REPORTING PERIODS

With grade 11/12 following a quarter system there will be an official report card posted on parent portal at the end of each quarter. Please refer to the calendar of events above to see more details with regard to progress reports and parent teacher interview times. Quarterly Report Cards will be posted on PArent Portal on the following dates:
Quarter 1 -November 16
Quarter 2 - February 1
Quarter 3 - April 23
Quarter 4 - June 30

Grade 9 / 10 will have two progress reporting periods posted on Moodle :
October 30
March 12

Grade 9/10 will also have two Term End Reports will be posted on Parent Portal at the end of each semester:
February 1
June 30

Parent/teacher/student conferences are held once each semester :
November 4 / 5
March 17 / 18

Interviews may be requested at any time during the school year by parents, students or teachers.

7. MOODLE MARKS/COMMENTS REPORTING

Parents can always access marks through the online Parent Portal. Moodle marks and students feedback are continually updated as students provide assessment to students throughout the course. In the week prior to Parent /Teacher interviews please visit your student's Moodle for specific comments with regard to how your son/daughter is meeting the learner outcomes overall in the course.

8. myPass – Alberta Education Tool to track student progress toward their High School Diploma

Alberta Education has now provided students with a powerful new tool (myPass) to track their progress in completing their High School Diploma.

myPass is an Alberta Education secure self-service website for high school students to:
√ View and print diploma exam results statements
√ Order transcripts
√ View progress towards a credential (diploma or certificate)
√ View and print detailed academic reports (DAR)
Visit myPass.alberta.ca to request access

9. GRADUATION CEREMONY REQUIREMENTS

A grade 12 student may wear the cap and gown and participate in graduation exercises with their class provided they have achieved or are enrolled in 100 credits and will meet the requirements for the Alberta High School Diploma by the end of the school year. To determine this, we require that students have completed 80 credits by the end of January and are enrolled in sufficient courses by June 8th of that year to graduate. Graduates must be on track to complete compulsory courses required to meet graduation requirements and have a minimum mark of at least 50% by June 5, 2020. The date of June 5, 2020 is also the cutoff date used to determine honours eligibility for our commencement ceremony. Note that final achievement of honours standing can only be determined upon the completion of diploma exams. Students who achieve honours upon completion of diploma exams in grade 12 will receive recognition for this achievement in our fall academic awards. Canmore Collegiate graduates also require a minimum of 25 hours of community volunteer service either on or off campus. These hours can be accumulated over the course of the students' 9 – 12 program and **do not** include service of a family nature.

First year grade 12 students not eligible to take part in the graduation ceremony are welcome to attend the banquet and dance.

All graduation events sponsored by the school will be free of alcohol. (Please refer to the Grad Handbook for an update of important dates and deadlines)

D. SCHOOL POLICIES AND GUIDELINES

1. CODE OF CONDUCT

STUDENT RIGHTS

RIGHT: to come to school and be treated with respect without fear of harassment
RIGHT: to attend classes where the behaviour of all individuals contributes to a positive learning environment.
RIGHT: to come to a school that is clean and well cared for by its members.

STUDENT RESPONSIBILITIES

(Section 12 of the School Act)

A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:
a) be diligent in pursuing his studies;
b) attend school regularly and punctually;
c) cooperate fully with everyone authorized by the board to provide education programs and other services;
d) comply with the rules of the school;
e) account to his teachers for his conduct;
f) respect the rights of others.

Students are expected to treat each other and all school personnel with courtesy and respect. They will demonstrate concern and care for the rights and property of others and will respect the rights of others to learn and teach. Canmore Collegiate students must accept responsibility for, and the consequences of, their actions. Positive behaviours will be recognized and unacceptable behaviours will be dealt with swiftly, consistently and judiciously.
Unacceptable behaviour is defined as:

- Behaviour contrary to Canadian Rockies Public Schools Policy or school policy.
- Behaviour that poses a danger to one's self or to others

- Behaviour that shows disrespect for the school, school personnel or fellow students. Canmore Collegiate will enforce a policy of zero tolerance for behaviour that is criminal in nature. The RCMP may be contacted in the event of:
  - physical or sexual assault
  - the possession of alcohol or illegal drugs
  - possession of a weapon
  - vandalism
  - theft

2. DISCIPLINARY PROCESS

It is expected that all teachers will develop disciplinary guidelines within their individual classes that are in accordance with school and division policies. Teachers are responsible for establishing and maintaining a positive learning environment. Improper classroom conduct will be dealt with first by the teacher. Actions taken may include: speaking privately with the student, contacting parents, consulting with other staff or referral to a counselor.

Serious or repeated improper conduct will result in the referral of the offending student(s) to an administrator. The referring teacher and the parent/guardian will be notified of the administrative action. A meeting with the parent/guardian may be requested.

3. SUSPENSION

Suspension From A Class

If the classroom teacher feels the situation requires the suspension of a student from a class period, the office must be notified immediately and the student sent to the office. The administrator will have the student complete a class suspension form, which the student will then use to resolve the situation and return to class as quickly as possible (possibly the following day).

Suspension in School

A suspension to be served in school may be given by an administrator. The student will be assigned a private place to work and may not leave that place without the consent of an administrator. It is the responsibility of the student to bring all materials necessary for the period of suspension to his/her assigned work area. Parents will be notified.

Suspension From School

An administrator may give a suspension from school, for a period of up to five school days. When a student is suspended, parents will be notified immediately by telephone followed by a letter. A copy of the letter is sent to the superintendent.

Students under suspension are not allowed to be on the school grounds or attend any school functions at any time during the suspension. Before being re-admitted the student must complete a suspension re-entry workshop with one of the counselors. **Any quizzes, tests, or assignments due during the suspension will result in a grade of "0" for that particular piece of work.** Only in the case of a final exam of the course will an alternate date be considered.

Conduct That May Lead to Suspension

*Conduct injurious to the moral tone of the school.
*Insubordination or open opposition to those in authority.
*Deliberate or persistent disruption of classes.
*Inexcusable absenteeism or tardiness.

*The use of, or under the influence of, alcohol, or illegal drugs while on school property or at school sponsored events. **See Administrative Procedure 347.**
*Theft.
*Vandalism.
*Fighting or provoking fights.
*Cheating or plagiarism.
*The use of profanity or profane gestures.
*Hazing or froshing.
*Possession of a weapon.

4. EXPULSION

In extreme situations, the principal may recommend expulsion from school to the superintendent. A hearing before the Board will result in either reinstatement or expulsion of the student. The student and his/her parents may appeal an expulsion order to the Minister of Education. Section 60(1)(e) of the School Act states that a board is able to make rules respecting the circumstances in which a student may be suspended or expelled and the circumstances in which an expelled student may be re-enrolled.

E. STUDENT EXPECTATIONS

1. STUDENT ATTENDANCE

Regular attendance is crucial to our students' success in school and we want everyone to succeed. There is a great deal of research confirming a direct correlation between regular, punctual attendance with academic success. We would be doing our students a great disservice if we did not expect parents/guardians and students to hold regular attendance in high regard. As per Section 12(b) of the Alberta School Act, students are to attend school regularly and punctually.

The responsibility for regular attendance lies with the parent/guardian and student. Upon registering at Canmore Collegiate, students and parent/guardian must make a commitment that the student attend regularly, be punctual and perform up to their ability.

Students have an obligation to contribute to as well as benefit from the learning experience. Irregular attendance curtails a student's ability to contribute, and often, hinders the progress of the class. Students are responsible for missed work due to excused or unexcused absences. Students must also accept the consequences of their actions, should they not make this commitment. A satisfactory attendance — 7 or fewer absences in a five credit class — is required in ALL courses at CCHS and a failure to achieve a satisfactory attendance may result in a student not being able to fully participate in Sports Teams, Field Trips, and/or School Clubs.

Parents are to guide and encourage regular attendance and to make the student aware of the consequences of nonattendance. Parents are required to call the school (403-678-6192) on the day of each absence or to send a note to the school within 24 hours following the absence. Parents may call the school at any time to check on student attendance.

In those instances where a student will be missing an extended period of time, parents should contact the school as far in advance as is possible. Only those absences verified by a parent immediately following the absence will be excused. All other absences will be considered unexcused. Those students living on their own ("Independent Students") must make arrangements with the administration to report absences.

The school administration is responsible to make parents aware of the attendance policy. Communication between the school and parents is essential. The school must keep parents informed by phoning and emailing attendance reports. The school will contact the home to report unverified absences. Unverified absences will be reported to parents. Teachers, counselors and administrators are available to discuss student attendance with parents.

Teachers are to encourage regular attendance and to make expectations and consequences known to students at the beginning of the term. Teachers are expected to be in periodic contact with their students' parents. Once teachers have identified an issue with a student's attendance they will contact parents. After approximately 5 excused or unexcused absences in any one course the classroom teacher will contact parents to discuss the impact of attendance on achievement. After approximately 7 excused or unexcused absences in any one course, the classroom teacher will refer the student absences to administration who will contact parents to discuss the impact of attendance on achievement.

2. ATTENDANCE POLICY

Students who make a habit of being truant may not be allowed to fully participate in some school activities and may also result in, lunch time served in the homework support room, in-class or in-school suspensions to catch up on missed learning. The decision to have a student make up for lost learning time due to poor attendance will be determined by the teacher and/or school counsellor/administration, after consultation with the student and his/her parent or guardian.

All students are expected to be on time for all classes. Students who are chronically late will be referred to an administrator. Repeated tardiness that disrupts student learning and success will be considered an attendance problem and will be dealt with according to the Attendance Policy.

Parents are asked to contact the school to report excused lates and/or absences within 24 hours following the late/absence. For inexcusable absences, the following will occur: after 3 inexcusable absences (i) notification will be emailed home; (ii) after 5 inexcusable absences, a notification will be emailed home and the teacher will speak to the student and; (iii) after 7 inexcusable absences the parent/guardian and the student must meet with the school counselor and/or administration to develop an attendance plan to be shared with affected teachers.

On the day of absence, administration's electronic phone system will call the home of each student inexcusably absent from one or more classes. Calls home will be made between 6:00 pm and 9:00 pm.

Attendance profiles are available upon request from parents/guardians and students at any time and will be proactively sent home as the situation requires.

3. ABSENCES DUE TO APPROVED OUT OF SCHOOL ACTIVITIES.

We recognize that some students are heavily involved in out of school activities that may necessitate periods of absence. This may include skiing, music or drama. We encourage students to pursue these goals with excellence and will make every effort to accommodate their needs for flexibility. It remains the responsibility of the student to advise the school of absences as soon as possible and complete any missed assignments in arrangement with the teacher.

Arrangements should be made between parents and the school prior to these periods of absence.

4. SPARE TIME

Learning and teaching are the most important activities at Canmore Collegiate. Disturbance of these primary activities is to be avoided at all times. Only grade 12's may carry a spare in their timetable.

Students who are not in class during any instructional period should be located in one of the following areas:

*the RESOURCE AREAS, where students must be engaged in a school related learning activity
*the designated QUIET STUDY areas
*the cafeteria or designated STUDENT AREAS
*OUTDOORS
*FITNESS CENTRE (only with the permission of athletics staff)

Access to hallway lockers should be confined to the time between classes and at lunchtime. It should **never** be necessary for groups of students to gather in hallways during instructional time.

5. CCHS Academic Integrity Policy

The Center for Academic Integrity (CAI) defines academic integrity as *a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility* – principles of behavior that enable academic communities to thrive and foster a passion for learning.

At Canmore Collegiate High School, we hold students accountable for the principled use of the ideas and words of themselves and others, in respect for students' development as lifelong learners. Therefore, we strive to teach students the ethic of responsibly documenting the ideas of others in all formats.

Plagiarism is defined as stealing and passing off the ideas, images, data or words of another as one's own, in any academic writing or other project, without crediting the source.

Cheating is defined as using someone else's words, work, test answers, or ideas, so as to give or gain an unfair advantage

Fraud is defined as deliberate deception practiced to secure unfair or unlawful gain.

Consequences, and Opportunity for Learning:

All instances of plagiarism/cheating/fraud will be handled on an individual basis, to determine what options, if any, will be accorded to the student *to learn* from his/her *first* error in judgment. Upon confirmation of plagiarism, consequences *will* include one or more of the following:

- opportunity to redo the project/assignment
- opportunity to redo the project/assignment from an earlier, satisfactorily met checkpoint
- a requirement to add the appropriate documentation that is missing
- no second opportunity

Depending on the severity and/or frequency of plagiarism/cheating/fraud, a student *will* be required to speak to the Academic Standards Committee (comprised of the principal, Assistant Principal, teacher involved). In such situations, a student *will* have only one "second opportunity" offer in his/her high school career. A second offense *will* lead to a zero, without opportunity for redress.

F. TECHNOLOGY

We are fortunate to have a great deal of equipment to help students and staff access, process and present information. Students will be given access to this equipment once they are trained and/or can demonstrate competency. The equipment is a tool to develop specific skills and an aid to learning.

Much of the technology is available to students in open areas throughout the school. Students are expected to use all school equipment and their own personal communication technology devices (computers, tablets, cellphones etc..) in a responsible and appropriate manner. The CRPS Division Network Policy will be reviewed with all students.

Guidelines for the Use of Computers and Communication Technology

*Students must be trained prior to assessing the data network. (All new students will be given introductory training.)
*Playing of games is at the discretion of the teacher.
*The sending of inappropriate or offensive messages including inappropriate use of social media is prohibited.
*Tampering with the network hardware or software may cause system problems, and is therefore prohibited.
*Tampering with other students' folders or files or personal communication technology devices is prohibited.

Students choosing not to follow these guidelines will lose the privilege to use school and/or their own personal communication technology devices at school. Withdrawn privileges will be for all computer/communication technology use for the specified time.

CELL PHONES AND ELECTRONIC DEVICES

As many electronic devices are becoming common place on student persons, the school continues to address appropriate guidelines for their use. The following are our guidelines for the use of **cell phones and other electronic devices.** Our guidelines require both school and student/parent cooperation.

To ensure the safety and privacy of all students and staff and to ensure that the educational environment is not disrupted,

- recording devices (which would include cell phone cameras) should not be brought to school (video and audio recording devices are not to be used in the school without the consent of school staff)
- cell phones must be turned off and put away while in the classroom or library (these items are best left in the students' locker)
- operation of **any** electronic device (other than approved calculators) is strictly prohibited in testing situations or where testing materials are present

Items in violation of this school policy will be confiscated, given to administration and released to the student at the end of the day. A second offence will again result in confiscation of the item and it will only be released to a parent.

G. DRESS CODE

Students are expected to dress in a manner appropriate for school.

Clothing that displays slogans or graphics that are in poor taste, contain foul language, or are offensive to others is unacceptable.

Clothing that is distracting to others or detracts from the learning environment for example, excessively revealing clothing, should be avoided. Through the School Act, school personnel are given the authority to determine the acceptability of student dress. Students with unacceptable dress will be asked to change or sent home.

Your dress should not be a distraction to the other people in the building. Please respect the modesty of yourself and others.

Footwear should be of the type that does not cause damage to the facility or create unnecessary cleaning problems.

H. SMOKING / Vape/E-cigarettes

In keeping with Division policy and our focus on a healthy lifestyle, Canmore Collegiate is a smoke-free site. Students, staff and visitors of legal smoking age **must leave the school property to smoke. **Use of Vape/E-cigarettes are not permitted on Canmore Collegiate property. Any student using a Vape/E-cigarette will have the device taken from them and returned only to a parent/guardian.**

I. STUDENT SERVICES

1. STUDENT LOCKERS

Each student will be assigned an individual or shared hallway locker with a school lock in place. Students should not bring valuables to school. **The school is NOT responsible for lost or stolen items.**

Locker Guidelines:
*Students **must use** the assigned locker and lock.
*Locks, other than those issued by the school will be removed.
*Students are responsible for the condition of their locker.
*KEEP YOUR COMBINATION CONFIDENTIAL.
*Students will be charged $5.00 for the replacement of lost locks and $5 for not emptying their locker at the end of the school year.

In accordance with Division Policy, lockers are subject to search without notice under the direction of the Principal.

2. GYMNASIUM CHANGE ROOMS

Locks, available for a charge of $2 from Physical Education teachers, are to be used on change room lockers during gym class only. **The school is not responsible for lost or stolen items left in the change room during Physical Education class.**

3. STUDENT SERVICES

Canmore Collegiate's Student Services' staff assists students in acquiring the skills, knowledge, and attitude necessary to know and appreciate themselves, relate effectively to others, develop appropriate educational skills and plans, and to explore career alternatives. Other services include a range of counseling, consultation and coordinating activities to meet the needs of our school community.

4. LIBRARY

The library acts as the most interdisciplinary space in the school. The collection consists of over 9000 titles, including a comprehensive Reference Collection. A mini computer lab is available for student and staff use. Students in grades 9, 10 and 11 must present a library pass for admission to the library during school hours. Teachers may book the library for class use through a booking calendar maintained on Google Docs.

Textbooks and Teacher Reference materials are also stored and circulated from the Library.

5. TEXTBOOKS

Textbooks are signed out in the library. Students who fail to return any signed out items, whether texts, library books, or any other items will be given overdue notices and not allowed to sign out anything else until the material is returned. Replacement costs will be assessed on outstanding or damaged books.

6. CAFETERIA

The school cafeteria is open at specified times throughout the day. Food and drink is confined to the cafeteria, except during breaks and lunchtime. **Students are expected to clean up after themselves.**

7. PARKING

Student parking is in the Recreation Centre parking lot. Students should park along the east side of the lot to allow for community parking close to the centre. Please park in an orderly fashion utilizing the spaces as marked. Students must take care in the parking area as we are sharing it with the community and there are often young children in the area. Students are also responsible for keeping the area clean.

J. EXTRA CURRICULAR AND CO-CURRICULAR PROGRAMS

The extra curricular and co-curricular programs at Canmore Collegiate complement and supplement the curricular program. Student interest and support determines the success of each activity. New clubs, teams or activities can be formed providing there is sufficient student and staff interest. Students involved in these activities must abide by the Extra Curricular Policy Guidelines and the CCHS Wolverine Code. Students interested in pursuing an interest outside of the regular program are encouraged to contact individual teachers or the student activities coordinator.

Students participating in interscholastic sports, bands or other groups representing the school are ambassadors for our school and community. All members are expected to display good conduct and citizenship within the school and on school sponsored trips. Students may be required to miss a limited number of classes due to group activities; therefore, these students should not have any unexcused

absences. The use of alcohol or drugs is not permitted at any school-sponsored activity. Students choosing not to comply with these expectations may have the privilege of participation withdrawn.

All students are eligible to participate in extra-curricular activities. With the privilege of participating comes the responsibility to follow both the rules and guidelines of the school and those of the activity, team, group or club. Students who choose to take advantage of extra-curricular activities offered by the school are expected to display a positive attitude and show a commitment to the chosen activity.

General Guidelines For Participation in all Extra-Curricular Activities

Canmore Collegiate's primary focus on academic learning and student engagement in learning gives academic pursuits and course requirements precedence over all other activities.

To maintain eligibility for extra-curricular activities students must:
*attend all classes regularly
*work at a level close to their ability (the minimum standard is 50% in all courses; students capable of achieving at a higher standard are expected to do so)
*assignments complete and submitted in all classes
*demonstrate the values and beliefs of Canmore Collegiate
*display good citizenship within the school and at school supported events

It is the responsibility of the student to complete the Wolverine Code form at the beginning of the season of activity. It is the responsibility of the activity supervisor to monitor student progress. **Students choosing not to follow the guidelines may lose the privilege to participate in extra-curricular activities.** The decision to withdraw eligibility will be made by the administration in consultation with the activity supervisor, teachers, the student and his/her parents or guardians.