

Student Handbook 2021 -2022



Fostering a Passion for Learning

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**Canmore Collegiate High School
1800 – 8th Avenue
Canmore, Alberta
T1W 1Y2**

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 11:40am

Sept 17	Oct 01/15	Nov 05/19	Dec 03/17
Jan 14	Feb 11	Feb 24/25 (Teachers Convention)	
Mar 4/18	Apr 1	May 6/20 (Full Day)	June 3/10

System Closure Days (no school) Sept 3/6 Oct 11 Nov 11/12 Dec 17 (1/2 pm) Feb 21/22/23

Class Schedule 2021/2022

Time	Mon	Tue	Wed	Thu	Fri	½ Day Fri
8:20 - 9:44	A	A	A	A	A	8:20 – 9:20
9:44 -9:54	Break	Break	Break	Break	Break	Break 9:20 – 9:30
9:54 – 11:18	B	B	B	B	B	9:30 -10:30
11:18 – 11:28	Break	Break	Break	Break	Break	Break 10:30-10:40
11:28 – 12:52	C	C	C	C	C	10:40-11:40
12:52 – 1:52	Lunch	Lunch	Lunch	Lunch	Lunch	Dismissal 11:40
1:52 – 3:24	D	D	D	D	D	

Grade 9 - Block D

Mon - Friday

P1 - 1:52 -2:35

P2 - 2:40 -3:24

1 / 2 Day Friday No D Block

2. SCHEDULE OF EVENTS 2021/2022

August 30	Confirmation of Registration and Student Photos
September 08	Last day for class changes Semester 1
September 23	Last day to withdraw from classes for Gr. 12 students
September 29	Terry Fox Day
September 30	Orange Shirt Day
October 11	Thanksgiving No School
October 19	Photo retake day
October 21	Academic Awards 7:00 p.m.
November 02	Last day 1/2 semester options Gr. 9 Last day high school 3 credit courses
November 03	Parent/Teacher Interviews: 5pm – 8pm
November 04	Parent/Teacher Interviews: 5pm – 8pm
November 05	Parent/teacher Interviews: 8:30am – 12:00
November 11/12	Remembrance - No School
November 26/29/30, Dec. 01	Grad picture dates
December 17th	School closes at 11:40 pm for Winter Break
December 18 – January 2	Winter Break
January 19	Last day of classes Semester 1 (all grades)
January 20 – January 28	Exam Week

January 31	Semester 2 classes commence
February 4	Report Cards, Semester 1 available on Parent Portal Last day for class changes for Semester 2
February 15	Last day to withdraw from courses for Semester 2 – Grade 12 only
February 21 - 25	System Closure and Teacher Convention - No classes
March 16	Parent/Teacher Interviews: 5pm – 8pm
March 17	Parent/Teacher Interviews: 5pm – 8pm
March 18	Parent Teacher Interviews: 8:30am – 12:00
April 2 – April 17	Spring Break
April 18	Last day ½ semester options Gr 9 Last day high school 3 credit courses.
May 20	No classes for students full day PD for staff
May 23	May Long Weekend - No School
June 16	Last Day of Classes Semester 2 (all grades)
June 17 – 28	Exam Week
June 21	National Indigenous People's Day - No Exams
June 29	*** Commencement Ceremony Grad Class 2022
June 30	Last Day of School

**Diploma/Achievement Exam Schedule- Draft
January 2022**

Date	Time	Subject
Tuesday, January 11	9:00am – 12:00pm	English Language Arts 30-1 Part A English Language Arts 30-2 Part A
Wednesday, January 12	9:00am – 12:00pm 9:00am – 11:30am	Social Studies 30-1 Part A Social Studies 30-2 Part A
Thursday, January 20	9:00am – 12:00pm	Mathematics 30-1 Mathematics 30-2
Friday, January 21	9:00am – 12:00pm	English Language Arts 30-1 Part B English Language Arts 30-2 Part B
Monday, January 24	9:00am – 11:30am	Social Studies 30-1 Part B

		Social Studies 30-2 Part B
Tuesday, January 25	9:00am - 12:00pm	Biology 30
Wednesday, January 26	9:00am - 12:00pm	Chemistry 30
Thursday, January 27	9:00am – 12:00pm	Physics 30
Friday January 28	9:00am – 12:00pm	Science 30

**Diploma/Achievement Exam Schedule -Draft
June 2022**

Date	Time	Subject
Monday, June 13	9:00am – 12:00pm	English Language Arts 30-1 Part A English Language Arts 30-2 Part A
Tuesday, June 14	9:00am – 12:00pm 9:00am – 11:30am	Social Studies 30-1 Part A Social Studies 30-2 Part A
Friday, June 17	9:00am – 12:00pm	Mathematics 30-1 Mathematics 30-2
Monday, June 20	9:00am – 12:00pm	English Language Arts 30-1 Part B English Language Arts 30-2 Part B
Wednesday, June 22	9:00am – 12:00pm	Social Studies 30-1 Part B Social Studies 30-2 Part B
Thursday, June 23	9:00am – 12:00pm	Biology 30
Friday, June 24	9:00am – 12:00pm	Chemistry 30
Monday, June 27	9:00am – 12:00pm	Physics 30
Tuesday, June 28	9:00am – 12:00pm	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. Students may be transported to the hospital or paramedics called. 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 FLEXIBLE LEARNING PROGRAM

We are thrilled to provide this flexible learning opportunity for you. You will be working through unit modules from our Flexible Learning school 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. All other subjects will be offered in print format and will be marked onsite. **PLEASE NOTE!** Flexible Learning 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 to take the class inside a CCHS created schedule. CRPS is not capable of supporting students in Flexible Learning 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 Flexible Learning must meet Administration or student services prior to being enrolled. You will be provided with a **referral form** and a **transcript** to bring to the Outreach 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 homework support room 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

There are four reporting periods over the course of the school year. Midterm reports that align with Parent/Teacher conferences are posted on Moodle. Term End Reports will be posted on Parent Portal at the end of each semester. Parent/teacher/student conferences are held once each semester (dates below). Interviews may be requested at any time during the school year by parents, students or teachers.

November 3 and November 4	5:00pm – 8:00pm
November 5	8:30am – 12:00
March 16 and March 17	5:00pm – 8:00pm
March 18	8:30am – 12:00

7. Learning Management Systems (LMS) /COMMENTS REPORTING

Parents can always access marks through the online Parent Portal. Marks and students feedback are continually updated through our Learning Management Systems (Google Classroom and Moodle) as students provide assessment to students throughout the course. In the week prior to Parent /Teacher interviews please visit your student's LMS 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 6, 2022. The date of June 6, 2022 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

At **Canmore Collegiate High School**, all members of our learning community have the responsibility to create and celebrate a welcoming, caring, respectful and safe learning environment. The Canadian Rockies School Division outlines the expectations for students, parents, and staff in our district code of conduct. This can be found in administrative [procedure 393](#). The purpose of this school based document is to outline the responsibilities, interventions and consequences for issues related to respect, harassment, discrimination, and bullying. All community members are expected to conduct themselves in accordance with the Canadian Charter of Rights and Freedoms, Alberta Human Rights Act and the Alberta Education School Act.

Students

Students are, to the fullest extent possible, responsible for:

- Attending school and all scheduled classes on time.
- Dressing appropriately for classes and activities.
- Adhering to divisional policies respecting appropriate use of technology.
- Showing respect for all adults and fellow students.
- Resolving conflicts peacefully through discussion and/or by seeking help.
- Striving for academic excellence and honesty.
- Adhering to the Canadian Rockies Public Schools Transportation Policy.
- Reporting incidences of bullying and/or cyber bullying.
- Respecting and appreciating the diversity of all school and community members regardless of their race, culture, ethnicity, religion, gender, sexual orientation, age and ability.

Intervention Strategies and Consequences when students do not adhere to the school code of conduct:

Banff Community High School is committed to working towards the provision of a safe learning community, and will respond to situations that threaten or violate the physical and emotional safety of those in its care. Improving student conduct relies on effective communication and cooperation between home and school. A student's stage of development and range of special needs will be taken into consideration when determining responses. The following are some examples of responses that may be considered in addressing inappropriate behavior:

- Discussion with those involved.
- Conference that may involve students, staff, parents and/or Divisional personnel.
- A plan that may include counselling, mentoring, mediation, or outside agency involvement (Child and Family Services, Mental Health, RCMP, etc.).
- Time out: a "cooling off" period.
- Student detention.
- Withdrawal of privileges (school areas, transportation services, and/or school-related activities).
- Making restitution.
- Development and implementation of a behavioral or performance contract.
- **Suspension:** in-school or out-of-school. Section 36(1)(a) of the Education Act states that a student may be suspended if the student fails to comply with section 31.

According to the Education Act, Section 31, a student, as a partner in education, has a responsibility to:

- a) attend school regularly and punctually;*
- b) be ready to learn and actively engage in and diligently pursue the student's education;*
- c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;*
- d) respect the rights of others in the school;*
- e) refrain from, report, and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;*
- f) comply with the rules of the school and the policies of the board;*
- g) cooperate fully with everyone authorized by the board to provide education programs and other services;*
- h) be accountable to the student's teachers and other school staff for the student's conduct and*
- i) positively contribute to the student's school and community.*

- **Expulsion:** involvement of school administration, Superintendent and Board is required.

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 mailing 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 student will speak to the teacher 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.

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.