

ONLINE
STUDENT HANDBOOK 2011 - 2012

Strathmore High School

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~OUR MISSION~

To provide diverse opportunities in a positive, supportive environment, encouraging the development of responsible, lifelong learners

Welcome to the 2010 – 2011 school year. We continue to offer a variety of programs and new courses including sports medicine, electronic music, and jewelry making. Students are encouraged to develop personal and academic schedules that challenge them and provide them with a variety of choice for post secondary education.

Our AISI Project will again be focused on assessment for learning which is designed to utilize assessment strategies to enhance student learning and their ownership for that learning.

Parents, as well as students, are encouraged to make attendance a major priority. Unfortunately we see too many students being pulled from school during the school year for family vacations. That is what July, August and Christmas vacations are for. We want to strongly encourage students to get involved in a variety of co-curricular programs to develop as leaders and citizens as well as learners. Get involved and be the best that you can be.

Mr. G. Reagan
Principal, SHS

STRATHMORE HIGH SCHOOL'S VISION AND BELIEFS:

At Strathmore High School, we believe that:

- Learning is a lifelong experience
- All students should be treated with dignity and provided with a safe and respectful learning environment
- High school students should be expected to assume increasing levels of personal responsibility for their learning and behavior
- It is important to provide students with a diverse selection of courses, instructional techniques and co-curricular options so that each student can develop his/her potential
- The school must maintain high academic standards and encourage all students to achieve to their greatest potential
- Students achieve their greatest potential when there is a close working relationship between parents, students and teachers
- Parents, teachers and students have an important role to play in managing the school

TEACHING FACULTY

Mr. G. Reagan	Principal, English
Mr. K. Larson	Associate-Principal, Physical Education
Mr. D. Raycroft	Associate-Principal, Hockey Academy
Mrs. A. Barwacz Riou	Science
Mrs. D. Bertsch	Dance, Drama
Ms. T. Bezzeg	Resource Room, CALM
Mrs. L. Bleier	Physical Education
Mr. S. Carlson	Mathematics, Advanced Placement
Mrs. L. Carver	Communications, Management & Marketing
Mr. W. Clark	Construction Technology
Mrs. C. Davidson	Cosmetology
Mr. D. Davidson	Math, Advanced Placement
Mrs. A. Douglas	Transitions
Ms. A. Dzus	Science, Generalist
Mr. E. Eberts	Computer Applications, Multimedia, CALM
Ms. A. Evagelopoulos	Science
Mr. J. Flaws	Physical Education
Mr. P. Fule	English, Physical Education
Mr. D. Galandy	Science, Design Studies
Mrs. K. Galandy	Office Counseling, Work Experience, English, Advanced Placement
Ms. K. Geissler	English
Mrs. J. Greep	Fashion Studies, Cosmetology (On Leave)
Ms. K. Harris	Counseling, Health & Wellness, Sports Medicine, Green Certificate, RAP
Mrs. C. Hune	French, German
Mrs. L. Larson	Science, Physical Education
Ms. C. Magill	Social, Math
Ms. J. McDonald	Science
Mrs. B. Roberts	Art (Maternity Leave)
Mrs. J. Meyers	English, AISI Coordinator
Mr. R. Moncks	Mathematics
Mrs. C. Pedersen	Mathematics
Mr. R. Pirie	Social Studies
Mr. G. Quist	Fabrication Studies, Construction Tech
Mrs. P. Richardson	Dance, Drama
Miss. S. Ruzek	Science
Mrs. L. Sammons	Fashion Studies, Cosmetology, CALM
Ms. M. Saver	Science, Forensics
Mr. P. Sonsteby	ESL, English
Mr. B. Steele	Social Studies, K and E Coordinator
Mrs. K. Stevens	Art
Mr. T. Truckey	English
Ms. L. Trump	English, Advanced Placement
Mrs. K. Tucker	Social Studies, Teacher Librarian
Mrs. C. Wachsmuth	Food Studies
Mr. K. Zandee	Social Studies
Ms. K. Zinken	Music, Choral

SUPPORT STAFF

Mrs. M. Bishop	Educational Assistant
Ms. L. Kiemele	Educational Assistant
Ms. C Homem	Educational Assistant
Mrs. D Pritchard	Educational Assistant
Mrs. L. Leptich	Cosmetology Technician
Mrs. F. Lightburn	Cafeteria Manager
Mrs. R. Mundle	Cafeteria Assistant
Mrs.C. Dutka	Cafeteria Assistant
Mrs. J. Pietsch	Cafeteria Assistant
Mrs. A McCormack	Lab Tech/Homework Co-ordinator
Ms. T. Larson	Office Manager
Mr. T. Aiton	Head Custodian
Mr. I. Jessome	Custodian
Mr. N. Flemming	Custodian
Mrs. J. Wowchuk	Custodian
Ms. M. Johnson	Custodian
Mrs. C. Rieger	Library Assistant
Mrs. C. Romaniuk	Secretary
Mrs. L. Sweere	Secretary
Mrs. D. Reynolds	Secretary
Mrs. W. Wegener	Educational Assistant

SCHOOL OPERATION

Office Hours

The school office is open from 8:00 AM until 4:00 PM during regular school days.

Bell Schedule

The first morning bell sounds at 8:40 AM. The first afternoon bell sounds at 1:10 PM. A warning bell will sound three minutes prior to every class.

Regular Class Day

08:43 - 09:44	1	61 minutes
09:51 – 10:52	2	61 minutes
10:59 – 12:00	3	61 minutes
12:00 – 12:30	Study Hall	30 minutes
12:30 – 1:13	Noon	
01:13 - 02:14	4	61 minutes
02:21 - 03:22	5	61 minutes

DIPLOMA REQUIREMENTS

Course Registration Form

Students in Grade 12 are required to register in a minimum of 30 credits and achieve at least 105 credits in order to participate in Recognition Ceremonies. The 105-credit requirement will be waived for those students registered in a full program. Grade 10 and 11 students must have a full schedule and cannot take work experience or special projects without approval from counselors. Courses at the Virtual or

Storefront Schools are in addition to this full load, as is the green certificate program.

Alberta High School Diploma

To earn an Alberta High School Diploma, a student must have successfully completed the following:

- English 30-1 or 30-2
- Social Studies 30 or 33
- 10 credits in other 30 level courses
- Mathematics (completed at a Gr 11 level)
- Science (completed at a Gr 11 level)
- Physical Education 10
- C.A.L.M.
- 10 credits in (C.T.S. or Fine Arts or Second Language or PE 20/30)
- 100 credits

Certificate of Achievement

To earn a Certificate of Achievement students must have successfully completed the following requirement:

- English 30-4 or equivalent
- Social 20-4 or equivalent
- Math 10-4 or equivalent
- Science 10-4 or equivalent
- Physical Education 10
- C.A.L.M.
- Occupational Classes – 40 Credits

Exam Exemptions

A. Academic Exemption

A student may be exempt from a final exam in each semester based on academic achievement. The student can have only one exemption per term, whether it is based on academics or attendance.

- Criteria
1. A mark of 80%
 2. Teacher approval
 3. One exemption per course sequence leading to a Diploma Exam or French 30. For example: one exemption for Social 10 or 20, but not both. In science courses a student can be exempt from Science 10 and one Grade 11 Science.
 4. Students must apply to the teacher for the exemption.

B. Attendance Incentive Policy

Students who have 3 or fewer absences in a semester, may claim an exemption from writing the final exam. Absences due to the loss of an immediate family member will be excluded. Only one exemption per semester is permitted. Students must have an average of 65% or better and a commendable work ethic in the course. Diploma exams, projects and performance-based finals are not included and students cannot

claim more than one exemption in a course sequence leading to a Diploma exam, ie Social Studies 10 and 20. Students must apply to their teacher.

Students who have been awarded an exemption may choose to write the final exam in which case the exam mark will only be used if it raises the student's final mark. Absences for school field trips and co-curricular events will be excluded.

In addition, absences for elite sports and fine arts programs outside the school may be exempted if the program meets school-based standards. Students who believe their program qualifies for exemption must obtain administrative approval prior to the first absence.

Appeal Procedures (Non-Diploma Subjects)

If a student is concerned with a final mark, he/she should consult the teacher concerned. If the student is not satisfied he/she may appeal in writing to the principal within 24 hours of receipt of the report card.

Retroactive Credits

Students who fail an academic course (e.g. English 10-1) with a mark of 40%- 49% and who successfully complete a lower level course at the next grade level (e.g. English 20-2) will be awarded five credits for the course completed and, retroactively, credits for that course's prerequisite (e.g. English 10-2). *See counselors for details.*

Diploma Exams

For information on appeals, results, and re-scoring, see a counselor or the principal.

Failure of a first semester diploma exam course

A student who has a mark of less than 50% on the second report card in any Diploma Exam course required to graduate, should re-register (if room permits) in that course prior to February 1.

Graduation

Grade 12 students, whose course load indicates the student is registered in or has completed 105 credits will be recognized at a special afternoon ceremony attended by students and their guests. Students must have a minimum of 40% in all required courses. *It is the responsibility of students to ensure that their registration and marks will make them eligible.* In early May, students who are eligible for graduation will be listed on an eligibility list. Students taking courses through correspondence, virtual or outreach programs must successfully complete 75% of the lessons by the second report card in Term 2. Students not taking a minimum of 50% of their courses at SHS may not be eligible to participate. In order to participate in the social, all fees must be paid and all outstanding texts returned or paid for.

SCHOOL FEES

In early September, an invoice will be issued to each student. We implore parents to pay all fees promptly as these monies are needed to purchase texts and supplies. **Parents wishing to discuss a payment schedule should contact the school's office manager.** Students should expect services and supplies to be withheld if fees are not paid or payments are not made. *(Please note that there are special family rates for three or more students. Information and forms are available at the office.)*

Learning Resource Fee	\$130
Lock purchase	\$7
Graduation fee (estimate)	\$40
Student ID replacement	\$5

COURSE FEES

Construction technology 1A 2A 3A	\$10
Construction Technology 2C 3C	\$15
Cosmetology 1A	\$5
Cosmetology 2C, 3C	\$10
Fabrication studies 1A 2A 3A	\$10
Fabrication Studies 2C 3C	\$15
Foods 1A 2A 3A	\$5
Foods 2C, 3C	\$10
Hockey Academy	\$400
Physical Education 10	\$15
Physical Education 20, 30	\$30

OPTIONAL FEES

Student Leadership Fee	\$20
Weight Room Pass	\$20
Yearbook	\$41

SPORTS PARTICIPATION FEES

Badminton	\$100
Basketball Senior Varsity	\$250
Rugby	\$50
School Reach	\$30
Debate Club	\$15
Track and Field	\$40
Volleyball	\$200
Curling	\$40
Soccer	\$80
X-Country	\$20
Golf	TBD

Course Challenge

Course Challenge allows senior high students to challenge the expectations of a course through a formal assessment process. This policy applies to non-diploma examination courses or to the school-awarded mark component of diploma examination courses. A student who believes that he/she possesses the **knowledge, skills and attributes** (KSA's) prescribed in the Program of Studies may challenge the expectations of this course by:

1. Applying to the Principal
2. Paying \$100.00 by September 30
3. Demonstrating on a series of performance assessments that he/she possesses the KSA's for the course.

The course challenge provision does not apply to courses such as work experience, special projects, or any course that does not have a specifically defined content in the Program of Studies.

Alternative Forms of Education Delivery

Special circumstances may warrant that a student take a course through Virtual School. Such courses may only be taken with written permission of a school counselor. If approved, the student will be expected to pay any additional costs associated with these programs. Students who wish to transfer to the Storefront School must have written permission from a school administrator.

Counseling

The counseling offices are located in the Student Services area. Students may make an appointment at the office to see Ms. Harris or Mrs. Galandy for assistance with educational, career or personal decisions. Please suggest a time that would be best for the counselor to see you, (preferably during a study period) Mrs. Susan Riesberg is available for career counseling.

ATTENDANCE POLICIES

Educational research reveals a high correlation between regular attendance and student achievement. Strathmore High School believes that regular attendance is crucial to successful academic performance. Excusable absences are those due to illness, doctor and dental appointments and family bereavement. Two of our society's greatest expectations are dependability and punctuality. To reinforce these expectations, SHS has adopted the following attendance policy:

1. A daily record of attendance will be kept for each class.
2. Parents or guardians should phone the school the morning of the absence-*even if the student is 18 years old or older*-to explain the reason for the absence. If no call is made, our automated phone system will call to advise parents of the absence. Should attendance become an issue the Teacher Advisor will have a letter and a record of absenteeism mailed to the parent or guardian informing them of the school's concerns. Parents are urged to call the Teacher Advisor to discuss the attendance concerns.
3. Absences by students who sign out of school during the day are not considered excusable until parents/guardians phone in.

4. If poor attendance continues, the Teacher Advisor will call the parent. Should attendance continue to be a problem the student will be referred to an administrator who will meet with the student to discuss the reasons for non-attendance and the consequences if attendance continues to be problematic.
5. Credits will be withdrawn where the reasons for non-attendance are consistently inexcusable. Students who have missed a significant number of classes, may be assigned compulsory make-up time at noon or after school. Parents will be informed and may appeal the decision by meeting with an administrator.
6. Medical issues will be considered when assessing attendance.

Other Expectations Regarding Attendance

1. Students are responsible for finding out about and completing missed schoolwork. Missed evaluations must be completed within two days.
2. Students or parents can contact the homework coordinator to arrange for homework.
3. Students with poor attendance may be denied the right to participate in co-curricular activities and school-sponsored field trips. Students who are absent on the day of co-curricular or any special events are denied the right to participate in events after school.
4. Student awards and rewards are based on factors including attendance.
5. Subject teachers may request explanations for student absences.

Absences for Holidays

Although we do not approve of such absences because of the serious negative impact on student learning we expect that:

1. Students must discuss plans for making up missed work with each subject teacher.
2. The student is prepared to make up missed evaluations on the second day back following the absence.

Late Policy

Step 1 – 3 excused lates

Step 2 – Teacher consequences for next 4 lates (teacher choice of: stay after class, clean room etc. at noon, 1 to 3 detentions in detention room or teacher's room)

Step 3 –5 teacher assigned noon hour detentions in detention room (room 118)

Step 4 – Referral to Administration

*First Referral – class suspension

*Second Referral – class suspension

*Third Referral – loss of credits in course

DISCIPLINE POLICIES

Student Conduct: A student shall conduct him/herself so as to comply with the following code of conduct from **The School Act**.

- be diligent in pursuing his/her studies,

- attend school regularly and punctually,
- co-operate fully with everyone authorized by the board to provide educational programs and other services,
- comply with the rules of the school,
- account to his/her teachers for his/her conduct,
- respect the rights of others.

In the event that a student does not meet reasonable standards of behavior, three steps will be taken in order to modify such behavior:

Step One: The teacher will deal with the student and, depending on the seriousness of the problem, send the student to 217 for a time out, and inform the parents and administration. **Step Two:** Where possible; the teacher will refer the student to a counselor who will help the student to develop more effective choices regarding behavior. If the situation is more serious, an administrator will deal with the student and, if necessary, talk to parents advising them of the problem, the disciplinary measures taken and the probable consequence of future unacceptable behavior. If circumstances warrant, the Family Liaison Counselor will be involved through the Student Resource Group.

Step Three: For very serious behavior problems, the administrator will suspend the student and (possibly) recommend to the Board of Education that the student be expelled from school. Parents will be informed of these issues in writing.

Exclusion from Class

Teachers may exclude a student from class for reasons such as disruptive behavior, profane language, habitual lateness or other unacceptable behaviors as set out in The School Act. It is understood that such exclusion is a drastic measure, which will only be used after other measures (e.g. consultation with parents/counselor/administrators, detentions) have failed or if the student is continually disrupting the learning of other students. The student shall then be expected to meet with the teacher on his or her own time **prior** to the beginning of the next class to discuss the positive changes the student is prepared to make. *Repeated exclusions from the class will result in a suspension from the class and possible withdrawal from the course.*

Suspension: A suspension occurs when a student is not permitted to attend a class or classes for a maximum period of five school days.

There are two types of suspensions:

In-School Suspension: A student will spend the school day(s) in a room isolated from other students, is expected to complete all assignments and will receive credit for evaluations.

Out-of-School Suspension: A student is banned from the school and not allowed on school property (including the parking lot) or to attend any school-sponsored event at any time. **The student will receive a zero for all missed in-class evaluations.** Students are expected to make arrangements for keeping up and catching up on all missed schoolwork while suspended.

Students may be suspended for any of the following behaviors:

- a. Open opposition to authority
- b. Habitual neglect of duty
- c. The use of improper or profane language
- d. Excessive absenteeism and/or tardiness
- e. Improper conduct
- f. Violation of the school drug and alcohol policy
- g. Inappropriate dress
- h. Theft
- i. Use of intimidation or force towards any other individual

Parents will be informed in writing of any suspension imposed upon their child.

Detentions: Students who are assigned noon hour detentions serve them in Room 118 from 12:35 to 1:00 and must sign into the detention log book as evidence of their attendance. Students who miss a detention will receive one reminder from the teacher assigning the detention. Failure to attend after the reminder will result in a one day in-school suspension. A second missed detention will result in a three day out of school suspension. Students are expected to work on schoolwork during this time.

Expulsion: Expulsion is a suspension from the school for a period of more than five school days and is typically for one semester or one year. Only the Board of Education (or a subcommittee of the Board) has the right to expel a student.

Violence and Fighting: There is a zero tolerance policy for violence, bullying, intimidation and threats at Strathmore High School. Violence in schools is a matter of concern for students, parents and teachers. Since it is essential that students feel safe while in school, no tolerance can be shown towards those who cause others to feel insecure. Fighting which involves any physical assault (i.e., hitting, pinching, kicking, hair pulling, etc.) is totally unacceptable and will result in an automatic suspension of up to five days and possibly a recommendation for expulsion from school. Bullying, intimidation or uttering threats will also result in severe consequences.

Streaking: Streaking in the school or on school grounds is strictly forbidden. Because it is a deliberate act of defiance of the schools code of conduct, the consequences will be harsh. Offenders will face a suspension of up to five days, a possible recommendation for expulsion and the possibility of charges by the RCMP.

Drugs and Alcohol: The Board believes that student use and/or possession of alcohol, illegal drugs, or any other substance used in an abusive manner, during any school-related activity, is detrimental to a healthy and effective learning environment. Such activity is therefore prohibited. Students suspected of being under the influence or in possession of alcohol or toxic substances while in attendance at school or a school-sponsored activity shall be reported to the Principal who will investigate and take appropriate action – up to a five day suspension. The incident will be recorded and the parent and superintendent advised, in writing, of the circumstances and the actions taken and/or

recommended. Any student observed selling alcohol or toxic substances to another student should immediately be reported to the principal. The incident will be recorded and the parent and the Superintendent advised, in writing, of the incident and the actions taken and/or recommended. In addition, in accordance with the Criminal Code of Canada, any incidents of selling alcohol or toxic substances will be reported to the local police authorities.

Weapons: Any students in possession of a weapon whether real or authentic looking for the purpose of intimidation or causing injury will receive an automatic suspension for five days and a recommendation for expulsion for the remainder of the school year.

OTHER POLICIES

School Lockers – School lockers are the property of Strathmore High School. Lockers are to be kept neat and clean. As property of Strathmore High School lockers can be searched at any time by a school official.

Student Parking: Student parking is available in the student parking lot west of the school. Student parking in the staff and visitor parking lot is prohibited during school hours. Student vehicles may be towed away at the owner's expense. Irresponsible driving or improper parking by a student will result in parental notification and a suggestion that the car be left at home. In extreme circumstances a complaint will be filed with the RCMP and parking privileges could be denied. Students are not to be in their cars *or* in the parking lot during school hours except for arrival and departure. Students are expected to keep their parking lot clean. Students using the Civic Centre parking lot are subject to these expectations as well.

Student Smoking: Smoking is prohibited anywhere on school and Civic Centre grounds. Consequences for violation of this policy are:

Smoking on the Grounds: First violation is a three day out-of-school suspension; second violation is a five day out-of-school suspension. Third violation is a recommendation for expulsion.

Smoking Within the School/Community Building: First violation is a five day out-of-school suspension and second offence is a recommendation for expulsion. Smoking materials found on students will be confiscated.

Hats: Students are expected to remove headwear (including hoods and bandannas) upon entering the school. Violation of this expectation could result in confiscation of the hat for a period of time.

Skateboards and Roller blades: Students are asked to refrain from skateboarding or roller blading anywhere on the grounds at Strathmore High School at any time. Any students who do so will have their equipment confiscated for a period of time. Repeat offenders will be suspended.

Cell Phones: Students are prohibited from using them, or having them on in the classroom or during class time. Students may be asked to submit their phones to the teacher prior to class. Repeat offenders will

have their cell phones banned from the school and will be suspended if the problem continues. Students may not have cell phones in their possession during final exams.

Lockdown Procedures

SHS has developed a set of procedures to lock down our building in the event of a threat to student and staff safety. Throughout the year regular drills will be enacted. Students are expected to participate in these drills in a serious manner.

Clubs

Taking advantage of the large variety of clubs and activities that are offered will enrich your high school experience. Clubs that may operate each year include: Student Leadership Council, Yearbook, Drama, Native Club, School Reach plus a wide variety of sports teams. Other clubs can be formed depending on student and staff interest.

Co-curricular Participants

Students who participate in co-curricular events such as team sports or special events are expected to attend classes regularly, demonstrate positive behaviors in school, and maintain passing grades. All school rules are in effect during the entire co-curricular event including transportation to and from the event. Consequences for violations are the same as if the offence occurred at school. If a student is absent on the day of an event, it is expected that he or she will not attend the co-curricular event that day. Students who fail to meet these expectations could face suspension from the team or club, or some related disciplinary measure.

If a student is failing in one class, his/her progress will be monitored; two or more failing grades will result in the loss of the opportunity to participate in co-curricular activities until such time as the situation is rectified.

In order to be reinstated and allowed to participate in co-curricular events, the student must apply in writing to the Associate Principal. On all overnight trips there must be parent supervisors at a ratio of 1:12. If the event involves male and female students, there must be both male and female supervisors. Students caught out-of-area at any time or in breach of curfew will be suspended from the club for the remainder of the season. Parents may be called to take the students home or to make arrangements for transportation home at parents' expense. A second violation will result in a suspension from all co-curricular events for the year.

Student Recognition

Teachers, pupils and community members take considerable pride in the success of students, be their achievements individual or as part of a team. In addition to the annual Awards Night, staff members will seek out opportunities to recognize students who have done well in one or more of the following areas: academics, athletics, school government, citizenship, leadership, the arts and attendance.

We invite students and parents to assist us in creating an environment where all students are recognized for their accomplishments. You can help in this endeavor by simply complimenting a student, writing an article for the newspaper or passing on pertinent information to teachers.

Returning Grade 12 students will not be eligible for any awards.

Breakfast of Champions

Once each semester, staff members each choose a student to be recognized at a breakfast. Students are chosen based on contribution to school life, marked improvement, volunteerism and /or work ethic.

Study Hall/Teacher Advisor System

All students are assigned a teacher advisor who is a counselor, coach, facilitator, and disciplinarian to the students. Each teacher advisor group consists of approximately 24 students from grades 10, 11 and 12. Students will meet with their advisor every day for 30 minutes from 12:00 to 12:30 to:

1. Complete homework and study.
 2. Receive tutorial assistance from advisor, teachers, or other students.
 3. Provide input on school issues and policies.
 4. Complete surveys, forms and other administrative documents.
 5. Receive report cards and other school correspondence.
 6. Discuss individual student attendance.
 7. Participate in DEAR.
 8. Discuss individual academic and behavior issues and consider positive options and participate in school spirit activities.
- Attendance at Study Hall is compulsory for all students. Parents are encouraged to discuss programs, attendance, and behavior issues with their student's teacher advisor.**

Advanced Placement Program

Students who wish to experience an academically challenging program can register in AP English and AP Calculus.