

# FORT SASKATCHEWAN HIGH SCHOOL

## 2016 - 2017

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THE MISSION OF ELK ISLAND PUBLIC SCHOOLS IS TO TEACH STUDENTS HOW TO LEARN, TO PREPARE EACH STUDENT TO ACHIEVE HIS/HER BEST, AND TO ASSIST STUDENTS IN BECOMING CONTRIBUTING MEMBERS OF SOCIETY.

## **FORT SASKATCHEWAN HIGH SCHOOL STATEMENT OF PHILOSOPHY, BELIEFS AND EXPECTATIONS**

The mission of Fort Saskatchewan High School is to provide a stimulating child-centered educational environment that models life-long learning where every person is provided with the opportunity to reach his or her own personal potential.

In accordance with the above mission statement, the school will:

- impart basic skills and general knowledge with opportunities for creative and critical thinking
- provide for the student's social development and healthy use of leisure time through participation in extra-curricular activities
- encourage the development of wholesome attitudes, habits, self-discipline and self-esteem in a positive environment
- cooperate with the family and other groups in the total educational development of the student
- prepare students for careers they may choose after graduation and teach them skills and attributes necessary to cope
- create a stimulating environment which allows not only for growth, challenge, and interaction but also provides worthy examples, reinforces good behaviour and rewards excellence in academic and non-academic pursuits.

### **BELL SCHEDULE**

	REGULAR DAYS	FIRST WEDNESDAY
Period	Time	Time
1	8:30 - 9:55	8:30 - 9:42
2	10:01 - 11:26	9:48 - 11:00
3	12:24 - 1:49	11:50 - 1:02
4	1:55 - 3:20	1:08 - 2:20



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### **STING STYLE**

Sting Style is dedicated to acceptance, courtesy, commitment, dedication, respect, teamwork and sportsmanship. It is the way that administration, staff and students will conduct themselves every day in the classroom, the hallway, the gymnasium, in other schools, and in the community.

For decades, the students of Fort High have led the way in almost every area of school life. Whether it is in academia, fine arts, career and technology courses, clubs, athletics, or student activities, everyone at Fort High can participate and be successful.

We invite you to take part in the many extracurricular activities in our school and create memories at Fort High!

### **ALLERGY AWARENESS - Our school is “allergy aware”**

As a member of Elk Island Public Schools (EIPS), Fort Saskatchewan High is committed to providing safe and healthy working and learning environments for staff and students. Our school anaphylaxis plan serves to reduce the risk of exposure to allergenic substances (e.g., nuts, shellfish, insect stings) and prepare for an emergency situation. As a school community, we strive to create an “allergy aware” environment. This does not guarantee an allergen free environment or that there is zero risk for students or staff with allergies. Management of “at risk” staff and students is a shared responsibility among allergic children, their parents/guardians, caregivers, and the entire school community.

Parents are responsible for informing school staff about students’ medical conditions at the time of registration. Parents will be asked to complete an Anaphylaxis Emergency Plan for their child that includes a photograph, allergy information, and emergency protocol. Individuals at risk of anaphylaxis are advised to carry an epinephrine auto-injector at all times. Additionally, they should wear medical identification such as a Medic Alert bracelet which clearly identifies their allergy.

EIPS’ Administrative Procedures outline the processes we follow in dealing with medical sensitivities, including anaphylaxis and allergies. Division and school anaphylaxis prevention procedures are aligned with the guidelines and recommendations of the Alberta School Boards Association policy advisory on anaphylaxis, Anaphylaxis Canada, and the Canadian Society of Allergy and Clinical Immunology.

On behalf of the children and families in our school with severe allergies, we would like to thank you for your understanding and co-operation. By making careful decisions about the foods you send with your child to school, you are assisting us in providing a safe learning environment for all students. We thank you for your continued support. If you have any questions or would like more information, please feel free to contact the school.

## **ANNOUNCEMENTS/BULLETIN/POSTERS**

All notices of meetings, events, and general information are announced in period 2. Students responsible for putting notices in the bulletin must have these approved by the staff sponsor and submitted by 3:30 pm the day before. The bulletin is posted outside the general office and in the library. It is also available on the school website at [www.forthigh.ca](http://www.forthigh.ca)

All posters must be approved by administration and will be posted by the office staff.

## **ATTENDANCE POLICY**

Continuous attendance and involvement in classes maximizes student learning. While students have a right to an education, that right carries with it several responsibilities.

It is the responsibility of the **STUDENT** to

- attend all scheduled classes, being excused only for illness or unavoidable causes.
- check out at the office if leaving the school at any time during the school day.
- inform his/her parents/guardians of all absences.
- advise his/her teachers and the school office when (s)he knows in advance that (s)he will be absent.
- provide verification of an absence before 8:30 a.m. on the day following the absence.
- collect and complete all work assigned during the absence and reschedule exams if appropriate.
- comply with the administrator's decision when absences are excessive by providing a doctor's note to verify any absence when required.

It is the responsibility of the **PARENTS** to

- encourage their child to attend all scheduled classes and be aware of the attendance policy.

- telephone the school's **24-hour attendance line (780 - 992-1395)** on the day their child is absent or provide written notification prior to scheduled appointments or by 8:30 a.m. on the day following the absence.
- provide the reason for all absences.
- Inform the attendance secretary one week prior to an extended absence whenever possible.
- schedule appointments outside of school hours when possible.
- check attendance regularly on PowerSchool.
- attend a meeting with administration in the case of excessive absences to discuss continuation of course registration.

It is the responsibility of the **TEACHERS** to

- remind students of the school's attendance policy.
- keep accurate records of student attendance.
- discuss attendance and achievement concerns with the student and parent(s).
- refer students to administration when, despite all absences being confirmed, the absences have reached an unacceptable number.

It is the responsibility of **ADMINISTRATION** to

- oversee the attendance policy and monitor student attendance.
- Administer appropriate consequences.

**Excused absence** A student is excused from attending class

- due to illness, medical/dental appointment or emergency and is away for these reasons with parent/guardian permission.
- if the day is recognized as a religious holiday by the religious denomination to which the student belongs.
- due to bereavement, court appearance or situations caused by severe weather.

**Verified absence** Parents are required to verify all absences of their children. A verified absence is one where the Alberta School Act criteria are not being met but parents are aware of the absence and have notified the school. In this case, it is at the teacher's discretion whether any consequences will be made regarding missed evaluation.

**Unexcused Absence / Truancy** is defined as absence from school that is not considered excused (see above), or when the school has

not been notified within the required time frame. Verified lates and absences do not excuse the absence.

Consequences for truancy could include noon hour study hall, in-school suspension, out-of-school suspension, withdrawal from the course or suspension to the Board of Trustees for truancy.

When a student has excessive absences, parents are contacted by administration to discuss continuation of course registration.

A student with past attendance problems may be placed on an attendance contract at the beginning of, or during, the semester.

**Leaving During the Day** Occasionally students have to leave school during the day. Students are expected to have a note explaining the reason for their departure and are to take the note to the office in the morning before school and receive a "Permission to Leave" slip, then check out with the attendance secretary immediately prior to leaving. It is important for the school to have this information in case a situation arises where we have to account for all students.

Sometimes students have to leave because they have become ill. Permission to do so must be obtained at the office.

**Student Absences and Evaluation** Students who have an excused absence when assignments are given shall not be penalized for the absence but they must make arrangements with the teacher to make up the work. When a student's absence does not meet the criteria of an excused absence it will be at the teacher's and administration's discretion whether missed evaluation will be forfeited or made up. Students on a field trip are considered to be in attendance.

## **AWARDS**

Fort Saskatchewan High School recognizes and honours outstanding achievement in both curricular and extra-curricular areas. Each year, through scholarships and awards, approximately \$50,000 is given to Fort High students.

It is the student's responsibility to advise the school of any external marks (i.e. for courses taken somewhere other than at FSHS), which should be included in the honours calculation. These marks need to be submitted by September 30<sup>th</sup> of the school year following completion of the course.

**Alexander Rutherford Scholarships** are funded by the Province of Alberta. Requirements are listed in our on-line registration handbook or can be obtained at Student Services. There are no application deadlines; please apply on-line at [www.studentaid.alberta.ca](http://www.studentaid.alberta.ca) once you have been accepted by your preferred post-secondary institution.

**Elk Island Honour Certificates** are given to students achieving an average of 80% or higher in specific courses. The student shall have met the requirements of an Alberta Education Diploma. Blended marks will be used for all grade 12 Alberta Education diploma examination subjects.

**Subject Awards** are presented to students in each subject.

**Athletic Awards** are given for outstanding achievement in school team and individual sports.

## **BEHAVIOUR EXPECTATIONS**

Your parents, the community, and Elk Island Public Schools have worked together to provide you with a staff, building, and equipment to help prepare you for a future of success. We are committed to giving you the best education we can and know you will take special pride in keeping our school in Sting Style: Courtesy, Respect, Commitment, Dedication, Acceptance, Teamwork and Sportsmanship.

EIPS promotes, reinforces and encourages the growth of student self-discipline, respect and responsible behaviour in order to foster a safe and caring learning environment and enhance student achievement.

The development of positive student behaviour is a shared responsibility between students, staff and parents.

As outlined in The School Act (2000) a **student** shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- a. be diligent in pursuing his/her studies;
- b. attend school regularly and punctually;
- c. cooperate fully with everyone authorized by the board to provide educational programs and other services;
- d. comply with the rules of the school;
- e. account to his/her teachers for his/her conduct;
- f. respect the rights of others.

## **STUDENTS NEED TO BE AWARE THAT**

- they are responsible to the school for their behaviour during school hours, at noon, and on the way to and from school. Fighting on or off school grounds (including at other schools) will result in suspension and possible expulsion.
- they are not to gather for the purpose of supporting or instigating a fight or altercation.
- anyone at such gatherings is subject to suspension and may be charged by the R.C.M.P for causing a disturbance.

The School Act provides that a student may be suspended if

- a. the student has failed to comply with the student code of conduct or
- b. the student's conduct is injurious to the physical or mental well-being of others in the school.

It is the responsibility of the **PARENTS**

- to ensure that their child is ready to learn.
- to help him/her make good academic progress.
- to regularly monitor student progress using PowerSchool.
- to support the school policies and procedures and encourage their child to understand and respect them.
- to encourage their child to pursue his/her studies diligently.
- to maintain communication with school staff regarding progress of their child and attend scheduled conferences with their child.
- to encourage and support the regular and punctual attendance of their child.

It is the responsibility of the **STAFF**

- to establish a positive school climate.
- to provide structure, support and encouragement.
- to assist students in understanding the importance of education.
- to assist students in developing a sense of responsibility and self-discipline.
- to model, reinforce and encourage responsible and respectful behaviour.
- to contact parents when there is a problem.

Teachers are responsible for monitoring student behaviour but are not expected to spend an inordinate amount of time doing so. When a student's behaviour is detracting from the education of others or when it is in violation of the moral tone of the school, administration will become involved.

In keeping with EIPS Policy, we have in place a school discipline plan which outlines policies, procedures, rules and consequences that promote a positive, safe and caring environment for all individuals. In dealing with student misbehaviours, we attempt to ensure that due process is followed and we involve as many people as we feel are necessary.

Proactive measures include the following:

- clear, consistent class/school rules and consequences



- conferences with student, teacher and parent or any combination thereof
- appropriate behaviour programs

Disciplinary measures may include the following:

- behaviour improvement plans
- study hall
- restitution
- loss of privileges
- meeting with parent and/or student
- class suspension
- in-school suspension
- out-of-school suspension
- disciplinary meeting with the superintendent and Student Support Services
- suspension with referral to the Board of Trustees with recommendation for expulsion

Some infractions result in automatic out-of-school suspensions. These include, but are not limited to, the following:

- flagrant defiance of authority
- repeated refusal to follow the reasonable requests of a staff member over a period of time
- willful destruction of property/theft
- cigarette/smokeless tobacco/alcohol/drug offences
- dangerous/unsafe behaviour (including fighting and froshing)
- tampering with the fire alarm or safety equipment
- weapons/firearms/bomb threat
- breach of EIPS network user agreement and/or school technology code of ethics
- cyber bullying, texting or threatening another student(s) or staff
- conduct that seriously compromises the moral tone or well being of the school or other individuals
- discrimination and/or harassment

Harassment is repeated unwelcome verbal or physical conduct because of a person's race, religious beliefs, color, gender, sexual orientation, physical or mental disability, age, ancestry or place of origin. If the harassment is insulting or intimidating, it is discrimination. It cannot be excused by saying, "I was joking."

## **CAFETERIA**

Nutritious, tasty lunches and snacks prepared by our Commercial Foods classes are available in the school cafeteria during the noon

hour at reasonable prices. We expect students to cooperate in maintaining a pleasant and healthy atmosphere by keeping tables clean, returning dishes and trays, and disposing of waste material in the appropriate receptacles.

## **CALCULATOR USAGE**

### **Classroom setting procedures:**

- calculators are used as part of the instructional format for courses as described in the curriculum mandated by Alberta Education
- calculators will be used during the instructional process and teachers will familiarize all students with specific techniques where applicable (students should have manuals for their calculators with them in the classroom setting only)
- calculators may be used during math and science tests and examinations with restrictions in the examination setting
- at the beginning of any mathematics course, students will be advised of approved types of calculators. **As a school, we recommend that students purchase any of the Texas Instruments TI83 or TI84 series.** A complete list of Alberta Education approved calculators can be found on the Alberta Education website.
- calculators are required by all students to complete homework assignments, hence it is recommended that all students have their own calculators
- students must be familiar with the operation of their own calculators
- calculators may be signed out from the library for one class period when a student does not have access to his own calculator. There is a maximum of two sign-outs per month. Collateral must be provided in the form of student ID
- failure to return the calculator on time will result in processing the cost of the calculator to the student's bill

### **Examination setting procedures: (calculators may only be used for exams in courses that require the use of such)**

- students will clear all programmable calculators, both graphing and scientific, that are brought into a testing situation (this includes all information including programs, notes and games, stored programmable and parametric memory)
- calculator covers must be removed and put away before the exam
- in preparation for calculator failure, students may bring extra batteries and/or approved calculators into the exam room (these same calculators must be cleared of all information as above)

- during exams, supervising teachers must ensure that students operate calculators in silent mode, not share calculators or information contained within them, not have calculator manuals, covers, or insert cards
  - use only graphing calculators approved by Alberta Education
- Please note that if a student wishes to use a school calculator during a quiz or a test, a calculator will be provided under the following conditions:
- student ID must be provided
  - one is available
  - the student will not be instructed on how to use the calculator during the quiz or exam.

## **COMPUTER TECHNOLOGY**

All students must complete the EIPS Network User Agreement before using any school computer. This agreement is a legal document and by signing it, students assume full responsibility for their actions. Use of the network is for educational purposes only.

### **Appropriate use includes:**

- using only authorized software installed by school staff
- accessing files from public directories or those to which students are granted access.
- using personal passwords and personal accounts only

### **Breaches of the agreement may result in:**

- loss of all access to computers
- suspension from school
- suspension with referral to the Board of Trustees with a recommendation for expulsion
- referral to the RCMP.

Students are responsible for all activities that take place from their individual accounts and therefore **SHOULD NEVER DISCLOSE OR SHARE THEIR PASSWORDS.**

### **Student Use of School Printers**

Students may use school printers for their school assignments. The \$5.00 technology fee allows each student 50 pages of printing in the library or computer lab. Students may purchase extra printing at \$.10 per page. Documents that require colour printing may be accommodated by special arrangements only. Some courses may offer extended printer use.

## **CONTROLLED SUBSTANCES AND ALCOHOL**

Elk Island Public Schools considers the use of controlled substances and alcohol, as well as the misuse of prescription medication to be detrimental to the well-being of students and injurious to the moral tone of the school. The Division has a comprehensive framework to address substance use that includes staff education, universal prevention strategies and tiers of intervention services.

As part of our intervention framework, EIPS has partnered with the RCMP to access a police dog where appropriate. School principals may request RCMP assistance, including the use of a police dog, for educational purposes and when there is reasonable belief to assume there are drugs on school premises. The police dog will not be used for random searches.

## **COURSE CHANGES AND WITHDRAWALS**

Students who need to change or drop a course must see the counsellor or an administrator. The course change deadline will be within the first two weeks of class.

Students must have parental permission to drop a course as well as approval from the counsellor or administration. Students must attend the course in question until the withdrawal has been approved.

## **DIPLOMA AND CREDIT REQUIREMENTS**

All students will work towards earning an Alberta High School Diploma/Certificate provided by Alberta Education. Students must complete and meet standards set by Alberta Education (the standards are listed in our on-line Registration Handbook). **Grade 10 and 11 students are required to register in 40 credits worth of classes. Grade 12s are required to register for 30 credits unless special permission is granted by an administrator.**

## **DRESS**

FSHS believes that student dress and proper grooming is important in an educational setting. Students are expected to exercise proper discretion and dress with appropriate modesty and taste suitable for a high school learning environment. Student clothing and general appearance is expected to be neat, clean and should not be a distraction or an affront to a sense of decency. Student clothing should be described as business casual.

Clothing must be appropriate as deemed by the school administration and staff. Students who violate the school dress code will be asked to change in accordance with this code. It may be

necessary to go home to change. Repeated disregard for the dress code could result in suspension from school.

### **ELECTRONIC DEVICES**

Cell phones and other electronic devices have tremendous positive impact on learning, ranging from research to collaboration to planning. Our goal is to help students develop responsible use practices. Students wishing to have his/her phone in class may do so provided he/she follows the EIPS standards and the direction of the teacher. Teachers are responsible for the learning that takes place in their classrooms and they have the authority to decide *how* these devices will be used. Bringing mobile devices to school can be a risk and as such, the school is not responsible for the loss or damage of these items.

### **EMERGENCY PREPAREDNESS AND RESPONSE**

ELK ISLAND PUBLIC SCHOOLS' (EIPS) first priority during an emergency is the safety of our students and staff. The division has developed an Emergency Response Plan and framework to deal with a wide range of potential emergencies. The plan works in collaboration with first responders and other local emergency preparedness plans. The division and individual school plans are reviewed and revised annually and following each emergency.

The division and school emergency plans use well established functional protocols and procedures that address a wide variety of incidents. The particular actions taken during any emergency will greatly depend on the specifics of the incident. Each year the principal shall hold a minimum of six (6) evacuation drills per year and an additional two (2) drills related to a severe natural disaster, hazardous material spill, lock-down, or shelter-in-place. These drills and exercises are precautionary actions designed to prepare students and staff to act quickly and minimize a child's fear should a real emergency occur.

<b>Evacuation</b>	An evacuation requires all students and staff to leave the school and go to an alternate location. In some cases, this may mean only going outside and away from the school building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation centre. In those instances, parents are informed of the alternate location via the school's crisis notification network.
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<p><b>Shelter-in-Place</b></p>	<p>During a shelter-in-place students and staff retreat to classrooms or another safe area to seek shelter. This includes having any students or staff members who are outdoors come back into the school.</p> <p>Shelter-in-place is generally used during an environmental emergency, such as severe storms or chemical spills affecting air quality. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from possible hazardous conditions.</p>
<p><b>Lock-Down</b></p>	<p>Lock-downs are usually used in response to acts or potential threats of harm or violence to students and/or staff, including any such activities in the general vicinity of the school. During a lock-down, all outside doors to the building and rooms within the school are locked. No one is permitted in or out of any area once the area has been locked. Students and staff must respond very quickly to a lock-down command to ensure they get to a safe location before the doors are locked. Parents are not permitted access to the building or to their children until the lock-down is over.</p>
<p><b>Controlled Release or Dismissal</b></p>	<p>Under some circumstances, it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. This means a <b>Parent-Child Reunion Area</b> will be set up and parents will be required to follow specific procedures to pick up their child.</p>

For more information on the division and school emergency preparedness plan, visit the division website at <http://www.eips.ca/content.php?page=227> or contact your school principal.

## EVALUATION

Students are continually being evaluated in each course and may discuss their assessments with the course teacher at any time. Each teacher will provide a course outline with evaluation procedures for the class within the first week of class. Report cards are distributed at the end of each semester.

Parents and students are encouraged to log into PowerSchool to regularly monitor evaluations. If there are any questions, please contact the school to discuss evaluation procedures.

## EXAMINATION RULES

The following rules apply to ALL STUDENTS writing any and all exams/quizzes. Infringement of any examination rule, or intent thereof, may prevent acceptance of the student's examination and a resultant mark of zero. If the infringement occurs during the writing of a diploma examination, the student may be prevented from writing any other Alberta Education examination for a period of one year. Personal identification will be requested: Fort High student ID, driver's license, passport, or other bona fide photo identification.

A candidate must sit until at least one hour of the examination time has elapsed. A candidate may not enter or leave the examination room without the consent of the presiding examiner.

Neither copying nor exchanging of material between students is allowed. No notes, papers, or books may be brought to the examination room. Candidates must not communicate with one another in any way.

Students will not obtain or examine any illicit copy of an upcoming test; to do so will result in an automatic zero.

Candidates may not discuss the examination with the presiding examiner, except when the examination is incomplete or illegible.

Candidates must provide themselves with writing materials, including pens and HB pencils, calculators, batteries, or other necessary instruments. Calculators and other necessary materials may not be shared by candidates. Alberta Education rules regarding examinations state that **“cell phones and pagers are not allowed into the examination room. Failure to follow this rule will result in a zero on the examination.”**

Students must follow the Calculator Usage guidelines.

Final examinations are to be written during the specified date and time. Students, from time to time, may need to defer the date of their final exam(s). If this is necessary please contact the appropriate teacher and that teacher will consult with administration to determine whether the reason is valid and, if so, to schedule an alternate date.

If a student misses an examination, the privilege to write will be at the discretion of administration in consultation with the teacher.

Students are given an evaluation outline in all classes. Final examinations for all students must be written according to the schedule provided at the end of each semester.

Plagiarism is defined as *“to take (ideas, writings, etc.) from (another) and pass them off as one's own.”* The computer age has presented new challenges to students and teachers in that it is so much easier to access work belonging to others. Speeches and assignments can be downloaded from the internet. Students can e-

mail their assignments back and forth to each other for peer editing and the like. You can avoid the penalty of plagiarism if you submit only your work. All ideas paraphrased or quoted from other sources must be properly cited. Sources must also be cited for statistical information.

Students who do plagiarize may be awarded a zero and may face other disciplinary consequences. Students who knowingly allow others to copy their work will receive the same consequences.

## **FIELD TRIPS**

Field trips are a valuable component of the curriculum, but participation in such is a privilege. Students are expected to display the same responsible behaviour on field trips as is required at school. A student who has accumulated absences may need to forfeit the field trip in order to attend his/her classes. In addition, students failing any courses may be disallowed participation in the field trip. It is the student's responsibility to ensure that he/she has assignments completed and is prepared for quizzes or examinations upon his/her return from a field trip.

For extended overnight field trips, the student and parent must be aware that student behaviour before the trip and during the trip must be exemplary or the student may be removed from the trip. If this occurs, the student and family are responsible for all associated costs.

Any student not attending a scheduled field trip is required to report to the office.

Every field trip will be explained in a letter from the school and will require a signed parent permission form.

## **FINAL MARK APPEAL**

Every student and/or parent has the right to appeal the final mark granted to the student. The student must first appeal his mark to the teacher concerned. If this is not satisfactory, an appeal in writing to the Principal must be made within 60 calendar days of the issue of the final mark. The Principal will review the mark and the result will be forwarded to the applicant as soon as possible after receipt of the appeal.

## **GENERAL OFFICE**

The General Office is open from 8:00 a.m. to 4:00 p.m. to receive calls, make appointments, and to answer student and parent inquiries. Except for emergency situations, parents, employers and friends are asked to refrain from calling the school to leave personal messages



for students. A 24-hour message line is available when you are reporting absences. The number is (780) 992-1395.

## **GRADUATION**

Students are eligible to participate in Fort Saskatchewan High School's graduation ceremony in June provided they meet all of the following criteria. Each student must

1. have earned a minimum of 60 credits by September 1.
2. have earned a minimum of 80 credits by February 1.
3. have all graduation fees paid by May 3.
4. maintain regular and punctual attendance throughout the year.
5. have successfully completed or be registered in all courses required to meet the minimum requirements for an Alberta High School diploma. To be included on the final graduation list established in May, the student's current marks must meet the following criteria:
  - i. marks of at least 50% in all non-diploma courses
  - ii. April report card marks in diploma courses must be 40% or greater.
6. have final blended marks in semester one diploma courses of 50% or greater. If the blended mark is less than 50% but the school awarded mark is 40% or greater, the student must be registered to re-write the diploma exam in June.
7. realize that the May report card is the deadline for graduation eligibility
8. on track to successfully complete all non-diploma courses or modules taken by Independent Learning or off campus (ADL, Outreach) by May 30, that will be used towards earning a high school diploma.
9. have completed at least 2/3 of all diploma courses being taken off campus with a mark of 40% or greater.

Students should be aware that uncooperative or inappropriate behaviour or pranks will result in removal from the graduation list and other consequences will be applied according to the school's discipline policy.

Student's names are removed from the graduation list as a result of:

- failing marks in required courses
- incomplete courses required for an Alberta diploma
- dropping courses prior to final examinations which result in insufficient diploma requirements
- failing to attend classes
- late year pranks

At school graduation events, any student who is suspected to be under the influence of alcohol or drugs will be removed from the event and will face appropriate school consequences. Tickets will not be refunded.

## **GUIDANCE AND COUNSELLING**

Our school counselor plays an important role in helping students make the best of their high school years. The counselor assists students in making educational, career and personal decisions, which includes information covering post-secondary education, summer school and correspondence courses, financial assistance, career exploration, concerns of a personal nature, and decision-making. We encourage parents to contact the counselor if they have concerns regarding their children.

## **HOMEWORK REQUESTS**

For short term absences, students are advised to have a “buddy” in each class who will provide the assignments and information covered. For three or more days absent, a student’s parent may contact the school requesting homework be prepared for pick up.

Parents should be aware that out-of-class assignments generally do not duplicate classroom lessons.

## **I.D. CARDS**

Students are issued current school ID cards that will be required for signing out textbooks and library books, writing examinations, purchasing dance tickets, etc. This card should be in the students’ possession at all times while they are in the school. A student is not to share his/her ID card with anyone, as the card owner is responsible for any items signed out with it.

ID cards must be returned to the school if a student leaves Fort High for any reason.

## **INCLEMENT WEATHER POLICY**

Schools in the system shall remain open to students even though school bus service may be suspended for the day.

When considering bus suspension due to inclement weather or region-specific adverse conditions, EIPS defines regions in the jurisdiction as

- Region 1, Strathcona Region
- Region 2, Urban Region – Sherwood Park & Fort Sask.
- Region 3, Lamont Region
- Region 4, Minburn Region

### Weather and Road Conditions

School bus service, including all payride bus services shall be suspended when a temperature of  $-40^{\circ}\text{C}$  or a wind chill factor of  $-50^{\circ}\text{C}$  is measured at the Edmonton International Airport, the Edmonton Weather Office, Lamont Elementary School or at the Vegreville Environment Center at 5:00 a.m.

In the event that conditions are extreme, bus service may be suspended in any or all regions of EIPS when weather or road conditions warrant. In this instance suspension of bus service information will be released to the public by local area radio and television stations commencing at 6:00 a.m.; a message will be placed on EIPS central switchboard (464-3477); and Student Transportation will contact families on affected routes.

**Parents must use their discretion when sending their children to school during inclement weather conditions, even when buses are running and schools are open.** For the safety of the students, it is the responsibility of the parent to ensure that their children are suitably dressed for coping with weather conditions and that arrangements have been made for alternate shelter for their child if no one is home.

### Diploma Exam Policies and Procedures during Inclement Weather

In accordance with Alberta Education's policy regarding the administration of Diploma Examinations during school emergencies\* such as inclement weather, EIPS will ensure that:

- if the school or designated writing center remains open during inclement weather or other emergency conditions, students who arrive (late or on time) to write their Diploma Examinations are permitted to do so. Students in these situations will be allowed the full time allotted for the examination.
- students who are unable to write or to complete a Diploma Examination because of an emergency will have the opportunity to review their options with the school administration. On review of a student's options, one of the following options will be recommended in writing to Special Cases and Accommodations, Alberta Education:
  - An exemption from writing the Diploma Examination or the missed part of the Diploma Examination;
  - For Humanities subjects only, an incomplete Diploma Examination mark now, and a request that the student write the missed portion of the examination during the next scheduled administration.
  - For Mathematics and Science subjects, an incomplete Diploma Examination mark now, and a request that the student write the complete examination during the next scheduled administration.

- A recommendation based on individual student circumstances.

\*A school emergency is defined as a situation resulting from an unpredictable event such as inclement weather, fire, bomb threat, flood, hazardous chemical leak, etc. that in some way interferes with school operation. Other examples are buses not running, necessary school closures, and unexpected dismissal of students from the school or examination writing area.

## **INSURANCE**

Elk Island Public Schools does not carry student insurance. An element of risk is involved with any activity – whether students are home, out with friends, or at school. If you feel it would be beneficial to obtain coverage for your child, it is your prerogative to do so.

## **LATE POLICY**

All classes start immediately at the bell; students are to be in the classroom when the bell rings. Students arriving late to school must go directly to the office to receive a late slip.

Students accumulating an excessive number of lates will be referred to administration for consequences which may include noon hour study halls, in-school suspension or out-of-school suspension.

## **LIBRARY**

Our library staff urges all students to come to the library for their favourite reading materials and for help with their research projects. Students also sign out all textbooks through the library. The library is open between 8:15 a.m. and 3:30 p.m. ID cards are necessary to sign out books and materials and are not to be loaned to anyone. Helpful web sites:

Learn Alberta [www.learnalberta.ca](http://www.learnalberta.ca)

User name: LA15 password: 3950

Exam bank [www.exambank.com](http://www.exambank.com)

User name: ei.fhs password: toast

The library has computer workstations available for student use, with online access to resource databases and the Internet.

## **LOCKERS**

Lockers are provided as a convenience. The student is responsible for keeping and maintaining the assigned locker. Lockers must have a school issued combination lock and may not be shared. The school reserves the right to remove a non-school issued lock or to remove a lock from a locker that has been assigned to another student.

Money or valuables should not be left in the locker - they may be left at the General Office for short-term storage only. The school is

not responsible for personal property brought onto school premises. Cleaning fees may be levied if a student's locker is not left in good condition (i.e. trash, stickers, graffiti).

Lockers are school property and are subject to inspection, with or without the presence of the student, if deemed necessary to maintain the integrity of the school environment.

## **NEWSLETTERS**

To facilitate communication between students, parents and the school, news will be posted on the website as it becomes relevant. The June newsletter will be mailed with the final report card.

## **PARKING**

The school provides a limited number of spaces for student parking. Student parking is on a first come, first served basis. The parking lot is clearly marked; students are to park only in the designated areas and should properly angle park their vehicles in order to maximize parking space. All vehicles are parked at owner's risk. **\*Students need to be aware that if they park in staff parking or park in an inappropriate manner or place, their car may be ticketed and/or towed.**

## **POWERSCHOOL**

PowerSchool is a powerful student information system that can be accessed through the Fort High website. Upon initial registration at Fort High, parents and students are given a username and password to log onto the system. Information regarding attendance and evaluation can be regularly monitored. Please contact the school if further information is required.

## **REPORT CARDS AND PROGRESS REPORTS**

Teachers at FSHS report student progress to parents in the following manner:

- A report card is mailed home at the end of each year.
- Teachers are available at two parent/student/teacher conferences a semester.
- Progress may be monitored via PowerSchool at any time.
- Teachers will contact parents when a student is not completing course work or is not keeping up with class expectations.
- Parents may contact their child's teachers via phone or e-mail to request information regarding their child's progress at any time.

## RESTRICTED ITEMS

Students may not possess the following items on school property or at school events without the permission of a teacher or administrator:

- Drugs, alcoholic beverages, narcotics, cigarettes, inhalants, cigarette lighters, matches, tobacco products and look-alikes.
- Explosive devices including firecrackers, fireballs, cherry bombs, stink bombs, paintballs, etc.
- Weapons, look-alike weapons, guns, knives, laser pointers, and /or other items designed or easily used to cause physical harm.
- Animals, pets, etc.

## SPARES

Only Grade 12 students are eligible for spares. Grade 12s shall spend their spares studying in the library, in the front foyer or off school grounds. Students in these areas are expected to behave appropriately and to keep the areas quiet and clean.

## STUDENT ACTIVITIES

Fort High offers many teams, programs and activities because it has the facilities and an enthusiastic staff, volunteers, and student body. All students are members of the Students' Council and are eligible to:

- try out for any athletic team
- belong to any club (Student Council, Grad Committee, Yearbook, etc.)
- attend extracurricular activities
- receive a Student I.D. Card

There are opportunities to have experiences away from home by participating in:

- Local/Provincial Field Trips
- Alberta-Quebec Student Exchange
- Alberta-Germany Student Exchange
- Band/Fine Arts Trips

## STUDENT LEADERSHIP

The leadership program at Fort High encourages students to practice the key elements of **servant leadership** through peer and mentorship learning opportunities. The program is **student driven**; students learn from one another. They are given the opportunity and encouraged to develop their own leadership skills and to take risks and grow in positive, productive ways. It is experiential learning. Students identify, develop and refine their own positive leadership style.

Within the school and the community, servant leadership is demonstrated through a variety of initiatives such as:

- Student Council (school spirit)
- World Vision
- Yearbook / Publicity
- Recycling
- Athletics

### **STUDENT MESSAGES/REQUESTS TO SEE STUDENTS**

Parents are requested to only phone the school with messages for their son(s) or daughter(s) for urgent family matters. Generally, students are not paged and messages are not posted.

Students will not disturb a class to talk to another student. All inquiries have to be directed to the General Office.

### **SUBSTITUTE TEACHERS**

Our school is fortunate in having capable people help us whenever our regular teachers are absent from the school. A substitute teacher is a certificated teacher and an important visitor to the school. Students are expected to extend the same courtesy and respect to their substitute teacher as they would to their regular teachers.

### **TEAMS - INTERSCHOOL ATHLETICS**

The green and gold uniforms and the bee of Fort High are symbols of Sting pride and excellence.

At Fort High, the Athletic Program operates on the premise that participation is a privilege, not a right. Our coaches share a common purpose – to develop the ideals of dedication, sportsmanship and pride. All students are invited to try out for and/or support our school teams. Students are expected to meet academic, attendance, and behaviour expectations in order to join and remain on a team.

Fort High is a member of the Edmonton Metro High School Athletic Association and supports the following teams: badminton, cross country, golf, basketball, volleyball, football, rugby and track.

To operate a school team, all of the following criteria must be in place:

- A coach for the team (approved by the principal/designate after consultation with the Athletic Director) must be confirmed and in place at least 21 days prior to the first Metro League game for that team.
- The minimum number of players must have paid their athletic fees at least ten days prior to the first Metro League game for that team. There will be no refund of team fees once league play for that sport begins.

- Fees collected from the players must not be less than the amount required to operate the team for referees, transportation, etc.

### **TOBACCO/SMOKE FREE ENVIRONMENT**

The Board is committed to providing a safe and healthy environment for its students, staff and visitors. Therefore, the use and/or display of tobacco and/or tobacco products is prohibited in or within sight of the school, its grounds, or at school-related activities. Students in contravention of this policy will receive a suspension.

### **VISITORS**

Anyone who is not a staff member or a registered student must report to the General Office on entering the school building. Where visitor passes may be issued at the discretion of the administration, no visitor passes will be issued during September, January, February and June. Visitor's picture ID must be exchanged for a pass and may be retrieved when the visitor leaves the school.

### **YEARBOOK**

The yearbook team is responsible for the production of the school yearbook. Students who choose to join the team gain knowledge and expertise in production, photography, graphics, layout and design, computer desktop publishing, and journalism. Anyone interested in helping design the yearbook may contact the organizing staff member.



# SCHOOL BUS TRANSPORTATION RULES FOR STUDENT CONDUCT

1. Students shall ride only their assigned bus. Exceptions may be granted upon written request by parents/guardians to the Director, Student Transportation for child care purposes. In emergency situations parents/guardians shall contact Student Transportation to request alternate arrangements. In emergency situations principals may make alternate arrangements and contact Student Transportation.
2. Students are expected to be at their designated boarding location five minutes prior to departure time.
3. Students are responsible for their personal property (Elk Island Public Schools shall not be responsible for lost or stolen property).
4. Directions, as given by the bus operator and/or individual(s) employed by EIPS, must be followed.
5. Students must sit in an assigned seat and remain seated while the bus is enroute.
6. All objects and parts of the body must be kept inside the bus.
7. While quiet conversation is permitted on the bus, unnecessary conversation with the bus operator is prohibited. There must be absolute silence at railway crossings.
8. Disruptive, destructive or unsafe behaviour such as pushing, spitting, fighting, use of profane language or gestures, or the throwing of objects, or acts of vandalism are prohibited.
9. Eating or open beverage containers are not permitted. (Medical exemptions may be made upon written request to the Director, Student Transportation.)
10. The use of personal cellular phones, cameras, and recording devices is prohibited on school buses. Electronic games or musical devices which do not emit noise are acceptable for use.
11. The use of tobacco or other smoking materials is prohibited on buses and at transfer stations.
12. Students will not be permitted to board or ride buses if conveying, using, or under the influence of alcohol or other controlled substances.
13. The possession, use, or conveyance of potentially dangerous items is prohibited.
14. In conjunction with the *Traffic Safety Act*, skateboards, snowboards, skis, and hockey sticks are not permitted on the bus. "Heelies" are also not permitted on the bus. All other articles transported must be fully contained in a canvas bag or case that the student can store under the seat of the bus.
15. Students must scan their bus pass each time they board or depart a bus.

## **Consequences – Minor Offences**

- |        |   |
|--------|---|
| Step 1 | Verbal warning to the student.  |
| Step 2 | Verbal warning to the student. Bus operator records the incident and contacts the parent/guardian(s).   |
| Step 3 | Written warning to the student. Bus operator completes the misconduct report. The principal directly notifies the parent/guardian. Copies of the misconduct form are distributed by the principal to parent/guardian(s), bus operator(s) and the Director, Student Transportation.  |
| Step 4 | Written warning to the student. Bus operator completes the misconduct report and reviews the details of the incident with the principal in a timely manner. The next steps in the discipline process are outlined by the principal to the student and the parent/guardian(s). Copies of the misconduct form are distributed as above. |

- Step 5 One (1) to five (5) day suspension. Bus operator completes the misconduct report and reviews the details of the incident with the principal within one school day. Principal discusses the situation with the student and decides on the length of suspension and consults, if necessary, with the other principal and the other student involved. If a meeting with the operator is necessary, the principal notifies the parent(s) of the bus suspension and arranges for a meeting, with the parent/guardian(s) of the student, bus operator and Student Transportation staff prior to the student being reinstated from suspension. Student and parent/guardian(s) are notified that further misconduct may result in suspension with a recommendation for expulsion from EIPS Student Transportation to the Board of Trustees. Principal notifies the Director, Student Transportation by telephone, fax, or email regarding the reinstatement date. Director, Student Transportation advises the operator(s) by telephone, fax or email regarding the suspension. Copies of the misconduct form are distributed as above.
- Step 6 Suspension with a recommendation for expulsion from EIPS Student Transportation to the Board. Upon receipt of the student misconduct form and after discussion with the operator and student, and after consultation with the Director, Student Transportation and/or a member of Student Support Services staff (if applicable), the principal shall follow the procedures outlined in Board policy IGC, Suspension or Expulsion of Students.

### **Consequences – Major Offences**

Behaviour which may result in a suspension or recommendation for expulsion from EIPS Transportation includes but is not limited to:

- a. Open opposition to authority of bus operator and/or individuals employed by EIPS.
- b. Use of improper, profane, or abusive language or gestures
- c. Engaging in, but not limited to, fighting, intimidation, and/or verbal or physical abuse of other students and staff.
- d. Use of tobacco and/or other smoking materials.
- e. Engaging in willful destruction of property or acts of vandalism.
- f. Acts of vandalism when reparation charges have been assessed but not repaid.
- g. Engaging in any dangerous or unsafe behaviour.
- h. Riding the bus for any purpose while on suspension from school or the bus.
- i. Use or possession of alcohol and/or controlled substances.
- j. Possession of controlled substance paraphernalia.

The consequences for: alcohol and/or controlled substance trafficking, use or possession of weapons, bomb threats, or vicious physical assault shall result in an immediate suspension with a recommendation for expulsion from EIPS Student Transportation to the Board of Trustees.

**NOTWITHSTANDING THE ABOVE, THE SERIOUSNESS OF THE MISBEHAVIOUR MAY WARRANT IMMEDIATE SUSPENSION OR REFERRAL TO THE BOARD OF TRUSTEES ON THE FIRST OFFENCE.**