

# **STUDENT HANDBOOK**

## **2016-2017**



**BRETON HIGH SCHOOL**

4707-49<sup>th</sup> Ave

BOX 676

BRETON, ALBERTA

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Facebook: Breton High School

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Bolded items have been updated for 2016-2017

## Principal's Message

Welcome back, Cougars! We are moving into a year of transition; I would like to extend a big welcome to Mr. Ian Murdoch who has joined our BHS staff this year! I would also like to thank Katherine Autio, Dean Ruston, Christina Lennie, Melissa Osbak, and Erin Keller for their hard work with us in previous years - and wish them the best of luck in their future endeavours! We have had a difficult previous spring with significant changes to our staffing compliment due to budgetary constraints. However, I am excited for what the future holds. The staff at BHS has embraced the challenges that we face with excitement and a willingness to pull together. We look forward to the teaching shifts that have occurred, because a little challenge will always bring the great team that we have at BHS together more. I look forward to the opportunities that we will create this year. We will come out of this transition stronger than ever - and I am sure that it will come with the great support of our community and stakeholders, as well as our formidable students.

Together, I know that we will make BHS stronger. We have received student and parent feedback, and have implemented new programming and policies based on the ever evolving needs of the diverse population that we serve. With continuous partnerships between school and community, we will emphasize educational success for all learners at BHS.

I look forward to our students displaying the RICHER attributes of our Cougars and practicing the 7 Habits as we strive for student excellence in all areas; academics, extra-curricular and within our community. I look forward to seeing you all over the next year and anticipate another year of excellence, hard work and pro-active choices!

Go Cougars!  
Lara Jollymore

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## Creating RICHER Learning Environments



## Habit 7: Sharpen the Saw

## **BHS Mission/Vision/Motto/Values**

### **Breton High School Mission**

To develop responsible students through positive partnerships in RICHER and safe learning environments with empathetic staff; enabling all students the opportunity to achieve one's full potential.

### **Breton High School Vision**

A sense of purpose, hope and dignity for all endeavors, opportunities, and goals.

### **Breton High School Motto**

Creating 'RICHER' Learning Environments

### **Breton High School Values**

- Respect
- Integrity
- Courage
- Hard Work
- Excellence
- Responsibility

### **7 Habits**

Breton High School is a 7 Habits School.

1. Be Proactive
2. Begin With the End in Mind
3. Put First Things First
4. Think Win Win
5. Seek First to Understand, Then Be Understood
6. Synergize
7. Sharpen the Saw

### Staff Listing

<b>Teacher (Classroom)</b>	<b>Teaches</b>	<b>Email</b>	<b>Intercom</b>
Colwell, Corey (9)	Social 8 -12; Sports Performance	corey.colwell@wrsd.ca	244
Drebert, Gerald (Gym/7)	PE 7-12; Health 9; Work Experience	gerry.drebert@wrsd.ca	227
Farrow, Andrew (Band)	Music	andrew.farrow@wrsd.ca	
Fisher, Bonnie (1)	Science 8-10; Cos 20-30; Cosmetology	bonnie.fisher@wrsd.ca	237 Cos: 251 N. Lab: 245
Gauvin, Marc (Foods)	Science 7, Math 7, 10C, 10-3, 20-1, 30; Foods	marc.gauvin@wrsd.ca	229
Janishewski, Becky (Shop)	Shop; Math 30; Health 7, 8; Flexible Learning	becky.janishewski@wrsd.ca	228
Jollymore, Lara (8)	Social 7; English 7	lara.jollymore@wrsd.ca	Office: 722 Class: 243
Meehan, Catherine	Student Support Facilitator; English 8	catherine.meehan@wrsd.ca	235
Monts, Rhonda (2)	English 9-12; Art	rhonda.monts@wrsd.ca	238
Murdoch, Ian (South Lab)	Mathematics 8, 9, 20-3, 30-3; Science 14, 24; CALM; ADLC; Green Cert; Dual Credit	ian.murdoch@wrsd.ca	246
<b>EA</b>	<b>Works with</b>	<b>Email</b>	
Schoepp, Heather	Junior and Senior High School	heather.schoepp@wrsd.ca	239
Sutherland, Krista	Junior and Senior High School	krista.sutherland@wrsd.ca	239
<b>Admin Support</b>	<b>Location</b>	<b>Email</b>	
Huntley, Brenda	Room 3	brenda.huntley@wrsd.ca	236
Sommerstad, Cheryl	Office	cheryl.sommerstad@wrsd.c a	733
Carson, Shelly	Learning Commons	shelly.carson@wrsd.ca	226
Wicks, Verna	Learning Commons	verna.wicks@wrsd.ca	226
<b>Janitorial</b>	<b>Shift</b>	<b>Email</b>	
Fadden, Jill	7:30 am – 4:30 pm	jill.fadden@wrsd.ca	230
Sarvas, Terri	3:00 pm - 9:30 pm	terri.sarvas@wrsd.ca	230

## Timetables

Semester 1					
Day 1			Day 2		
	Jr. High	Sr. High		Jr. High	Sr. High
<b>Period 1</b>	Social 7 - Ms. Jollymore	English 10-1/10-2 - Ms. Monts	<b>Period 1</b>	Science 7 - Mr. Gauvin	English 10-1/10-2 - Ms. Monts
8:35	Phys Ed 8 - Mr. Drebert	Math 20-3/30-3 - Mr. Murdoch	8:35	English 8 - Ms. Meehan	Math 20-3/30-3 - Mr. Murdoch
9:13	Science 9 - Ms. Fisher	Social 30-1 - Mr. Colwell	9:13	Science 9 - Ms. Fisher	Social 30-1 - Mr. Colwell
	<i>*Gauvin</i>			<i>*Drebert</i>	
<b>Period 2</b>	Math 7 - Mr. Gauvin	English 10-1/10-2 - Ms. Monts	<b>Period 2</b>	Science 7 - Mr. Gauvin	English 10-1/10-2 - Ms. Monts
9:13	Science 8 - Ms. Fisher	Math 20-3/30-3 - Mr. Murdoch	9:13	Phys Ed 8 - Mr. Drebert	Math 20-3/30-3 - Mr. Murdoch
9:51	Phys Ed 9 - Mr. Drebert	Social 30-1 - Mr. Colwell	9:51	Science 9 - Ms. Fisher	Social 30-1 - Mr. Colwell
<b>Period 3</b>	<b>enRICHment</b>			<b>AM Break</b>	
9:51			9:51		
10:29			9:58		
<b>Period 4</b>	Phys Ed 7 - Mr. Drebert	Social 10-1/10-2 - Mr. Colwell	<b>Period 3</b>	Computers 7 - Mr. Murdoch	Social 10-1/10-2 - Mr. Colwell
10:29	English 8 - Ms. Meehan	Math 20-1 - Mr. Gauvin	9:58	Science 8 - Ms. Fisher	Math 20-1 - Mr. Gauvin
11:07	Math 9 - Mr. Murdoch	English 30-2 - Ms. Monts	10:36	Phys Ed 9 - Mr. Drebert	English 30-2 - Ms. Monts
	<i>*Fisher</i>				
<b>Period 5</b>	Social 7 - Ms. Jollymore	Social 10-1/10-2 - Mr. Colwell	<b>Period 4</b>	Phys Ed 7 - Mr. Drebert	Social 10-1/10-2 - Mr. Colwell
11:07	English 8 - Ms. Meehan	Math 20-1 - Mr. Gauvin	10:36	Science 8 - Ms. Fisher	Math 20-1 - Mr. Gauvin
11:45	Math 9 - Mr. Murdoch	English 30-2 - Ms. Monts	11:14	Math 9 - Mr. Murdoch	English 30-2 - Ms. Monts
	<i>*Fisher, Drebert</i>				
11:45	<b>Lunch</b>		<b>Period 5</b>	English 7 - Ms. Jollymore (I	Sr Options
12:31			11:14	English 8 - Ms. Meehan (IM)	- COS - Ms. Fisher
			11:52	English 9 - Ms. Monts (IM)	- Foods - Mr. Gauvin
				<i>*Colwell</i>	- Phys Ed - Mr. Drebert
<b>Period 6</b>	English 7 - Ms. Jollymore (I	Sr Options		<b>Lunch</b>	
12:31	Social 8 - Mr. Colwell	- COS - Ms. Fisher	11:52		
1:09	English 9 - Ms. Monts	- Foods - Mr. Gauvin	12:38		
		- Phys Ed - Mr. Drebert			
<b>Period 7</b>	English 7 - Ms. Jollymore	Sr Options	<b>Period 6</b>	English 7 - Ms. Jollymore	Sr Options
1:09	Math 8 - Mr. Murdoch	- COS - Ms. Fisher	12:38	Social 8 - Mr. Colwell	- COS - Ms. Fisher
1:46	English 9 - Ms. Monts	- Foods - Mr. Gauvin	1:16	English 9 - Ms. Monts	- Foods - Mr. Gauvin
		- Phys Ed - Mr. Drebert			- Phys Ed - Mr. Drebert
	<i>*Colwell</i>			<i>*Murdoch</i>	
1:45	<b>PM Break</b>		<b>Period 7</b>	<b>enRICHment</b>	
1:54			1:16		
			1:54		
<b>Period 8</b>	Jr. Option	CALM 10/20 - Mr. Murdoch	<b>Period 8</b>	Math 7 - Mr. Gauvin	Phys Ed 10 - Mr. Drebert
1:54	- Sp Perf - Mr. Colwell	Biology 20 - Ms. Fisher	1:54	Math 8 - Mr. Murdoch	Biology 20 - Ms. Fisher
2:32	- Band - Mr. Farrow	Work Exp - Mr. Drebert	2:32	Social 9 - Mr. Colwell	Flex
	- Foods - Mr. Gauvin	Flex			
	<i>*Monts</i>			<i>*Monts</i>	
<b>Period 9</b>	Jr. Option	CALM 10/20 - Mr. Murdoch	<b>Period 9</b>	Social 7 - Ms. Jollymore	Phys Ed 10 - Mr. Drebert
2:32	- Sp Perf - Mr. Colwell	Biology 20 - Ms. Fisher	2:32	Math 8 - Mr. Murdoch	Biology 20 - Ms. Fisher
3:10	- Band - Mr. Farrow	Work Exp - Mr. Drebert	3:10	Social 9 - Mr. Colwell	Flex
	- Foods - Mr. Gauvin	Flex/ADLC			
	<i>*Monts</i>			<i>*Monts, Gauvin</i>	

Semester 2					
Day 1			Day 2		
	Jr. High	Sr. High		Jr. High	Sr. High
<b>Period 1</b>	Phys Ed 7 - Mr. Drebert	Science 10 - Ms. Fisher (CC)	<b>Period 1</b>	Math 7 - Mr. Gauvin	Science 10 - Ms. Fisher
8:35	English 8 - Ms. Meehan	Science 14/24 - Mr. Murdoch	8:35	English 8 - Ms. Meehan (RM)	Science 14/24 - Mr. Murdoch
9:13	English 9 - Ms. Monts	Math 30-1 - Miss Janishewski	9:13	Social 9 - Mr. Colwell (RM)	Math 30-1 - Miss Janishewski
	<i>*Gauvin</i>			<i>*Drebert</i>	
<b>Period 2</b>	Social 7 - Ms. Jollymore	Science 10 - Ms. Fisher	<b>Period 2</b>	Social 7 - Ms. Jollymore	Science 10 - Ms. Fisher
9:13	English 8 - Ms. Meehan	Science 14/24 - Mr. Murdoch	9:13	Social 8 - Mr. Colwell	Science 14/24 - Mr. Murdoch
9:51	Phys Ed 9 - Mr. Drebert	Math 30-1 - Miss Janishewski/Mr. Gauvin	9:51	Phys Ed 9 - Mr. Drebert	Math 30-1 - Miss Janishewski/Mr. Gauvin
	<i>*Colwell, Monts</i>			<i>* Monts</i>	
<b>Period 3</b>	<b>enRICHment</b>		<b>Period 3</b>	<b>enRICHment</b>	
9:51			9:51		
10:29			10:29		
<b>Period 4</b>	Health 7 - Miss Janishewski	Math 10C/10-3 - Mr. Gauvin	<b>Period 4</b>	English 7 - Ms. Meehan	Math 10C/10-3 - Mr. Gauvin (IM)
10:29	Math 8 - Mr. Murdoch	English 20-1 - Ms. Monts	10:29	Health 8 - Miss Janishewski	English 20-1 - Ms. Monts
11:07	Social 9 - Mr. Colwell	Phys Ed 20/30 - Mr. Drebert	11:07	Science 9 - Ms. Fisher	Phys Ed 20/30 - Mr. Drebert
	<i>*Fisher</i>			<i>*Colwell</i>	
<b>Period 5</b>	English 7 - Ms. Jollymore (IM)	Math 10C/10-3 - Mr. Gauvin	<b>Period 5</b>	English 7 - Ms. Meehan (IM)	Math 10C/10-3 - Mr. Gauvin
11:07	Science 8 - Ms. Fisher (IM)	English 20-1 - Ms. Monts	11:07	Social 8 - Mr. Colwell (IM)	English 20-1 - Ms. Monts
11:45	Social 9 - Mr. Colwell (IM)	Phys Ed 20/30 - Mr. Drebert	11:45	Science 9 - Ms. Fisher (IM)	Phys Ed 20/30 - Mr. Drebert
	<i>*Janishewski</i>			<i>*Janishewski</i>	
11:45	<b>Lunch</b>		11:45	<b>Lunch</b>	
12:31			12:31		
<b>Period 6</b>	Science 7 - Mr. Gauvin	Sr Options	<b>Period 6</b>	Phys Ed 7 - Mr. Drebert	Sr Options
12:31	Science 8 - Ms. Fisher	- Sp Perf - Mr. Colwell	12:31	Science 8 - Ms. Fisher	- Sp Perf - Mr. Colwell
1:09	Math 9 - Mr. Murdoch	- Art - Ms. Monts	1:09	Math 9 - Mr. Murdoch	- Art - Ms. Monts
	<i>*Drebert</i>	- Shop - Miss Janishewski		<i>*Gauvin</i>	- Shop - Miss Janishewski
<b>Period 7</b>	Math 7 - Mr. Gauvin	Sr Options	<b>Period 7</b>	Math 7 - Mr. Gauvin	Sr Options
1:09	Phys Ed 8 - Mr. Drebert	- Sp Perf - Mr. Colwell	1:09	Math 8 - Mr. Murdoch	- Sp Perf - Mr. Colwell
1:46	Math 9 - Mr. Murdoch (BF)	- Art - Ms. Monts	1:46	Health 9 - Mr. Drebert	- Art - Ms. Monts
		- Shop - Miss Janishewski		<i>*Fisher</i>	- Shop - Miss Janishewski
1:45	<b>PM Break</b>		1:45	<b>PM Break</b>	
1:54			1:54		
<b>Period 8</b>	Jr. Option	Phys Ed 10 - Mr. Drebert	<b>Period 8</b>	Science 7 - Mr. Gauvin	CTR/Flex - Miss Janishewski
1:54	- Art - Ms. Monts	Social 20-2 - Mr. Colwell	1:54	Phys Ed 8 - Mr. Drebert	Social 20-2 - Mr. Colwell
2:32	- Band - Mr. Farrow	Biology 30 - Ms. Fisher	2:32	English 9 - Ms. Monts	Biology 30 - Ms. Fisher
	- Shop - Miss Janishewski	ADLC/DC/GC - Mr. Murdoch		<i>*Murdoch</i>	
	- Foods - Mr. Gauvin				
<b>Period 9</b>	Jr. Option	Phys Ed 10 - Mr. Drebert	<b>Period 9</b>	Science 7 - Mr. Gauvin	CTR/Flex - Miss Janishewski
2:32	- Art - Ms. Monts	Social 20-2 - Mr. Colwell	2:32	Math 8 - Mr. Murdoch	Social 20-2 - Mr. Colwell
3:10	- Band - Mr. Farrow	Biology 30 - Ms. Fisher	3:10	English 9 - Ms. Monts	Biology 30 - Ms. Fisher
	- Shop - Miss Janishewski				Work Exp - Mr. Drebert
	- Foods - Mr. Gauvin				
	<i>*Murdoch</i>				
Updated Aug 31/16					



## Bell Schedule

Semester 1

Day 1 Bell Schedule					Day 2 Bell Schedule			
Warning Bell	8:30 am				Warning Bell	8:30 am		
Period 1	8:35 am	9:13 am	38 min.		Period 1	8:35 am	9:13 am	38 min.
Period 2	9:13 am	9:51 am	38 min.		Period 2	9:13 am	9:51 am	38 min.
enRICHment	9:51 am	10:29 am	38 min.		Break	9:51 am	9:58 am	7 min.
Period 4	10:29 am	11:07 am	38 min.		Period 3	9:58 am	10:36 am	38 min.
Period 5	11:07 am	11:44 am	38 min.		Period 4	10:36 am	11:14 am	38 min.
Lunch	11:44 am	12:30 pm	46 min.		Period 5	11:14 am	11:52 am	38 min.
Warning Bell	12:26 pm				Lunch	11:52 am	12:38 pm	46 min.
Period 6	12:31 pm	1:09 pm	38 min.		Warning Bell	12:33 pm		
Period 7	1:09 pm	1:46 pm	38 min.		Period 6	12:38 pm	1:16 pm	38 min.
Break	1:46 pm	1:54 pm			enRICHment	1:16 pm	1:54 pm	38 min.
Period 8	1:54 pm	2:32 pm	38 min.		Period 8	1:54 pm	2:32 pm	38 min.
Period 9	2:32 pm	3:10 pm	38 min.		Period 9	2:32 pm	3:10 pm	38 min.

Semester 2

Day 1 and Day 2 Bell Schedule			
Warning Bell	8:30 am		
Period 1	8:35 am	9:13 am	38 min.
Period 2	9:13 am	9:51 am	38 min.
enRICHment	9:51 am	10:29 am	38 min.
Period 4	10:29 am	11:07 am	38 min.
Period 5	11:07 am	11:44 am	38 min.
Lunch	11:44 am	12:30 pm	46 min.
Warning Bell	12:26 pm		
Period 6	12:31 pm	1:09 pm	38 min.
Period 7	1:09 pm	1:46 pm	38 min.
Break	1:46 pm	1:54 pm	
Period 8	1:54 pm	2:32 pm	38 min.
Period 9	2:32 pm	3:10 pm	38 min.



# Wild Rose School Division

## Parent Calendar 2016 - 2017

September						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Legend	
	No School for Staff and Students
	No School for Students
	First & Last Day of School for Students
	Start of Semester 2 - Jan. 31
	Drayton Valley & Breton - ATA Teacher Convention
	Caroline, Condor, Leslieville & Rocky - ATA Teacher Convention
	DCS & RCS Christian Conference

This calendar is available at <http://wrsd.ca/parents/calendar>.

### IMPORTANT DATES

#### Report Card Dates

At-Risk Progress Report 14 October 2016 (Students identified by Admin will have interviews, Parents contacted)

Report Card 1 Marks due in office 31 October 2016

(Q1) Marks Available to Parents 4 November 2016

Report Cards Distributed 7 November 2016 (Please note: Report Cards will only be printed for families that request printed report card)

At-Risk Progress Report 12 December 2016 (Students identified by Admin will have interviews, Parents contacted)

Report Card 2 Diploma Course Marks Due in Office 23 January 2017

(Q2)(S1) Marks due in office 30 January 2017

Report Cards Printed 3 February 2017

Report Cards Distributed 6 February 2017

At-Risk Progress Report 13 March 2017 (Students identified by Admin will have interviews, Parents contacted)

Report Card 3      Marks due in office 10 April 2017  
(Q3)                Marks Available to Parents 18 April 2017  
Report Cards Distributed 19 April 2017 (Please note: Report Cards will only be printed for families that request printed report card)

At-Risk Progress Report    29 May 2017 (Students identified by Admin will have interviews, Parents contacted)

Report Card 4      Diploma Course Marks Due in Office 25 June 2017  
(Q4)(S2)            Course Marks due in office 27 June 2017  
Exam Marks due day of Final Exam  
Report Cards Printed 29 June 2017  
Report Cards Mailed 4 July 2017

#### Parent/Teacher interviews

November 8, 2016

November 9, 2016 (Specific call-outs to parents who did not attend 17 November will be made)

April 26, 2016

April 27, 2016 (Specific call-outs to parents who did not attend 12 April will be made)

Awards Ceremony:        7 October 2016; 1:30pm

Graduation Ceremony:    29 June 2017; Ceremony at 4:00; Followed by Grad Supper; Dance TBD by Grad Class

## **100 General Information**

### **101 Accidents**

In the case of an accident or injury, it must be reported to the office immediately. For all accidents and injuries, an accident report is filed and maintained in the office.

### **102 Changes to Registration Data**

In the event that a student's personal or contact information be changed, we request that the parent call the office to ensure up-to-date information is in the office for emergency purposes.

### **103 Fire Drills and School Lockdown**

In the case of emergencies, we prepare students by practicing fire drills and lockdown procedures. There will be multiple practices throughout the school year (approximately 5). In the case of fire, students are required to quickly and quietly exit the school via the closest emergency exit. Each classroom has fire procedures located on the door for information. During school lockdown situations, students are to find the closest classroom to hide from site. Teachers will explain all fire and lockdown procedures for their classroom at the beginning of the school year.

### **104 Food Policy**

To help keep Breton High School clean and sanitary at lunch time Junior High Students have designated lunch rooms where they can eat their lunch for the first fifteen minutes of lunch break. Students are not allowed to eat in the hallways. There is a designated area in the foyer where all students are allowed to eat their lunches (first 15 minutes of lunch). Food and drink privileges during class time in classrooms are at the discretion of the teacher. Wild Rose School Division has a nutritional policy that encourages students to elect to eat food from the 'choose most often' and 'choose sometimes' categories in the Food Guide. All fundraisers organized by Breton High School and its affiliates will include food from these two categories. For more information, see the Wild Rose School Division Policy.

#### 105 Inclement Weather

Classes may be cancelled under the following conditions:

1. Dangerous weather conditions, both existing and predicted.
2. Dangerous driving conditions.
3. Any emergency condition that would make the operation of the school difficult or dangerous.
4. Inability of teaching personnel to report for duty.

In any event such notice will be well publicized over several radio stations as follows after 6:30 a.m.: CFCW (790); CIBW - FM (92.9); CKRD (700); CKGY (1170); Big West Country (92.9 FM) as well as on the website at <http://wrsd.ca/transportation>. You may download the WRSD Transportation Application onto your cell phone (see the website for more details).

In the case of inclement weather, while classes may be cancelled, the school may remain open for students, parents and visitors.

#### 106 Lockers (School and Gymnasium)

Lockers are assigned to all students. Locks will be placed on the lockers and the combinations will be available in the office. If lockers and/or locks are found to be switched those lockers and locks may be confiscated. The student will then be expected to pay the replacement cost before being assigned another locker. Locks other than school-supplied locks may be used by students provided the combination or a key is left with the secretary. There will be no charge for the locker. Since the school board owns the lockers utilized by students a general inspection of lockers may be carried out in order to determine cleanliness, the need for repair or to provide textbooks in case of illness. The inspection does not require prior notice. Inspections for contraband deemed as such by the school and not otherwise be illegal to possess will be confiscated. Such materials may include, for example, magazines or pictures featuring nudity, "weapons" of all kinds, skateboards, and any other material not appropriate for school. Contraband that is illegal to possess will result in RCMP involvement. If locks are not useable for the next academic year, the student will be charged a replacement cost.

### 107 Lost, Stolen, Misplaced Items

Breton High School is not held responsible for lost, stolen, misplaced, or abused items. It is the responsibility of each student to look after their personal items and items loaned to them from the school for the purpose of education. If school items are abused, lost, or stolen, the student and his or her parents are liable for restitution (Section 11 of the School Act). Unclaimed property will be turned in to the office where the owner will be able to claim the article upon identification.

Unclaimed articles of clothing, e.g. footwear, jackets, etc. are disposed of at the end of the school term. Please make sure you claim your winter boots, gym shoes, gym uniforms, etc. before the school term ends.

### 108 Medical Conditions

Please report all medical conditions to school administration (with the exception of mental health issues). All information will be maintained with the strictest confidentiality. Any specific instructions/supplies to assist students may be maintained in the office or classrooms. Dispensing of medical supplies/prescriptions will be dealt with on a case by case basis and be documented within the students' file.

### 109 Office Hours

The Office is open from 8:15 am until 3:45 pm on days that the school is open, including staff professional learning days and days of inclement weather. The secretary is unavailable from 12:15 pm until 1:15 pm at which time visitors to the office may visit the Learning Commons for assistance. Teachers are at school from 8:15 am until 3:30 pm. In many cases teachers are at the school beyond these hours, but for assurance of contact, please contact the office to confirm a teacher's presence at the school. The principal is at the school from 8:15 am until 3:30 pm regularly. Based on daily activities, the principal may not be immediately available for meetings, and it is encouraged that parents contact the school to confirm availability. Considerable time beyond the regular school hours is available to meet with the principal should arrangements be made.

### 110 Parking and Student Vehicles

Parking is provided for students in the west parking lot facing the hospital grounds. Students are not to park in the visitors parking stalls on either side of the median opposite the main entrance. Parking must consider the movement of school buses. If students have parked in a manner to obstruct the movement of buses, they will be asked to move. Any stunting or dangerous behavior in the parking lot will result in the student losing the privilege of parking at Breton High School. Students who are parking in the school parking lot are required to register their car with the office (proof of registration and valid insurance is required). There will be no fee for parking. Any vehicles not adhering to this policy may be ticketed and towed. There is no parking permitted in fire lines or at the community hall; violators will be ticketed and towed. At the end of the school day, vehicles are not permitted to leave their parking stalls until after all busses have departed. This is a

bus-loading safety issue. Any person who must leave the school in a personal vehicle prior to the departure of school busses must park on the street.

### 111 Physical Disabilities

It is urged that parents or a physician provide the school with a written statement concerning the disability of a student, whether the disability is temporary or permanent. Where exemption from courses or kinds of activities within courses is recommended or required for medical reasons, a statement from the doctor is required for documentation purposes. These letters must be kept on-file in the office, not with individual teachers.

### 112 School Day

Breton High School has a rotating two-day cycle. All Mondays and Wednesdays are Day I. All Tuesdays and Thursdays are Day II. Fridays when students are in attendance at school will alternate.

### 113 School Fees

#### 2016-2017 BHS School Fee Schedule

##### **Mandatory Registration Fee**

Grades 10-12	\$ 100.00
Grades 7-9	\$ 70.00

##### **Curricular Enhancement Fees**

Jr. High CTS	\$ 40.00 per semester
(Art, Foods, Outdoor Ed, Shop, Sports Performance, Music)	
Sr. High CTS	\$ 80.00 per semester
(Art, Cosmetology, Foods, Sports Performance, Construction, Welding, Mechanics, Fabrication, Oil and Gas, Music)	
ADLC Tuition Deposit	\$ 30.00 per credit
(money to be reimbursed upon course completion, non completion results in no reimbursement)	
Dual Credit Tuition Deposit	\$ 30.00 per credit
(money to be reimbursed upon course completion, non completion results in no reimbursement as well as a secondary charge to cover the full tuition charges from the College)	

Green Certificate \$ 500.00 for program  
(money to be reimbursed upon course completion, non completion results in no reimbursement)

**Extracurricular Supplemental Fees** (subject to change based on tournament/game schedules)

Sr. Football Team Fees	\$ 225.00
Jr. Football Team Fees	\$ 125.00
Sr. Boys Basketball Team Fees	\$ 250.00
Sr. Girls Basketball Team Fees	\$ 250.00
Jr. Boys Basketball Team Fees	\$ 115.00
Varsity Boys Basketball Team Fees	\$ 135.00
Jr. Girls Basketball Team Fees	\$ 90.00
Sr. Girls Volleyball Team Fees	\$ 110.00
Jr. Girls Volleyball Team Fees	\$ 70.00
Badminton Team Fees	\$ 10.00
Track and Field Team Fees	\$ 15.00 (Jr) \$ 25.00 (Sr)
Curling Team Fees	to be determined at the time
Golf Team Fees	\$50.00
Cross Country Running	to be determined at the time
Drama Club	\$ 10.00 per semester
Travel Club: European Carousel	\$ 4644.00 plus optional tours
First Aid Course	\$ 150.00

**Supplemental Fees**

ASAA Fees	\$ 5.00
Student Union Fees	\$ 10.00
Yearbook Fee	\$ 35.00
Dual Credit Materials Costs	cost recovery based on College charges



## 116 Telephone

School phones are for school business only. A student phone is found across from the office; keep it short as a courtesy to others. Parents are requested to contact the office to make contact with their student during school hours, given the new "Phones will not be seen in class" Policy.

#### **117 Textbooks**

All school textbooks are issued by the School Librarian. These books will be checked out to individual students using a barcode reader system attached to their agenda. Each student is expected to put his/her name in each book issued to him or her. Textbooks issued to the student must be returned in reasonable condition to the librarian. If you turn in someone else's textbook you will still be liable for the textbook issued to you. BE CAREFUL!!! You are responsible for the texts issued to you. If textbooks are turned in damaged or abused, or not turned in, you will pay for the book. Textbooks are very expensive. If textbooks or distance education courses are left in classrooms, hallways or boot rooms, these items will be returned to the Learning Commons.

#### **118 Visitors**

Visitors are required to report to the office immediately upon entering the school. School property is private property. Only students, school staff, and those otherwise on school property by invitation are entitled to be there. This is for the protection of students under the charge of the teachers. Further, any student suspended, expelled, or no longer attending the school have no right to be on school property, unless found there by invitation. Such persons may be removed from school property under the provisions of the Petty Trespass Act or Section 21 of the School Act.

#### **119 Chromebook Rentals**

Students wishing to rent a chromebook for the entire school year may do so. This would enable students to take the chromebook home each night, and do not need to renew chromebooks on a daily basis. Students who wish to rent a chromebook must come to the office to discuss this option with the Principal. An annual damage deposit is required of \$150. Students are given a charger and chromebook for the year. Students are required to return their chromebook at the end of the school year. Any damage to the chromebook becomes the responsibility of the student/parent. If the chromebook/charger is returned without damage, the full damage deposit is returned to student/parent. If there is damage, the deposit is retained to cover the costs of repair/replacement. Should the repair/replacement cost more than the damage deposit, the student/parent will be charged the additional amount. Should the repair/replacement cost less than the deposit, remaining funds will be returned to student/parent.

### **200 Student Expectations**

## 201 Bullying

Each student of Breton High School has the right to feel safe and appreciated within the school. Therefore, bullying of any form will not be allowed. If a student is bullying he/she will follow through the discipline process of 1) warning and involvement with Family Wellness Worker; 2) suspension and remediation with students involved 3) suspension, further remediation and parent meeting; and 4) placement on home-school program with continued counselling and remediation.

## 202 Code of Conduct

In accordance with the Province of Alberta School Act, Section 12, where a student is expected to conduct himself or herself so as to reasonably comply with the following code of conduct:

1. Be diligent in pursuing his studies.
2. Attend school regularly and punctually.
3. Co-operate fully with everyone authorized by the board to provide education programs and other services.
4. Comply with the rules of the school.
5. Account to his teachers for his conduct.
6. Respect the rights of others.

When a student's conduct falls outside this Code of Conduct, the school, in collaboration with the parents/guardians, has the opportunity and responsibility to work with the student to improve his behavior and assist him in development of those characteristics conducive to learning. The process is directed by the school discipline policy.

## 203 Computer Use

Students are no longer required to sign a user agreement to use school technology. The expectation for technology use is based on our general code of conduct, which can be easily summarized as Respect Yourself; Respect Others; Respect School Property; Respect Community.

## 204 Discipline Policy

The school rules simply fall under the guidelines of Respect Yourself; Respect Others; Respect School Property; Respect Community. Some examples of consequences for breach of these rules are found below.

### Grades 7-9 Suggested Consequence Guidelines

Incident	Classroom Consequences	Office Consequences
<b>Minor Incidents</b> Not listening to teacher Not completing necessary task/work. Rude/Disrespectful Behaviour (also includes inappropriate behaviour and/or language) Teasing/Playfighting Inappropriate Language/Swearing (to include swearing, aggressive language, inappropriate name-calling) Wandering Students Stealing and Vandalism Outdoor shoes not being removed.	1. Verbal Warning 2. Logical Consequences (teacher decides). 3. Logical Consequence and Teacher contacts home.	4. In-school Placement in another classroom (teacher will organize placement). 5. Out of school suspension, mandatory meeting with parent. A plan will be set with how to deal with future incidents. 6. Placement on BMP and adult to accompany the student to school (or alternative determined at previous incident meeting).
<b>Major Incidents</b> Physical Assault of Teachers or Students Verbal Abuse of Teachers or Students Defiance of Teachers		1. Up to 3 day Suspension, required parent meeting (circumstances and severity considered) 2. Up to 5 day Suspension, required parent meeting, behavior modification plan (circumstances and severity considered) 3. Requirements as per behavior modification plan and/or procedures for expulsion implemented (circumstances and severity considered)

### Grades 10-12 Suggested Consequence Guidelines

Incident	Classroom Consequences	Office Consequences
<b>Minor Incidents:</b> Not listening to teacher Not completing necessary task/work. Rude/Disrespectful Behaviour (also includes inappropriate behaviour and/or language) Teasing/Playfighting Inappropriate Language/Swearing (to include swearing, aggressive language, inappropriate name-calling) Wandering Students Stealing and Vandalism Outdoor shoes not being removed.	1. Verbal Warning 2. Logical Consequences (teacher decides). 3. Logical Consequence and Teacher contacts home.	4. In-school Placement in another classroom (teacher will organize placement). 5. 1 day suspension and parent/guardian meeting. 6. 2 day suspension and parent/guardian to accompany on third day.
<b>Major Incidents</b> Physical Assault of Teachers or Students Verbal Abuse of Teachers or Students Defiance of Teachers		1. Up to 3 day Suspension, required parent meeting (circumstances and severity considered) 2. Up to 5 day Suspension, required parent meeting, behavior modification plan (circumstances and severity considered) 3. Requirements as per behavior modification plan and/or procedures for expulsion implemented (circumstances and severity considered)

\*\* Discretion will be used with all situations. Specific details of incidents will determine whether alternative consequences will be necessary.

### 205 Dress Code

The Breton High School dress code was developed a number of years ago by the Students' Union. Appropriate Attire:

1. All shorts/skirts must exceed the length of arms/fingers and the in-seam to shorts must be the minimum of one hand length.
2. Straps for shirts must be three fingers wide for males and females, and bra straps must be

covered.

3. All navels must be covered.
4. Cleavage must be covered.
5. Pants/Shorts must be pulled up so that boxers/briefs are not exposed.
6. Images/words on tops/bottoms must be appropriate for a professional learning environment.
7. Hats are not permitted on either gender in school unless it is a designated "School Hat Day."

Any students not following these procedures will be required to change their clothing or will be sent home. This policy shall be applicable to all school events, including regular school time, extra-curricular activities, school dances, field trips, etc.

## 206 Physical Education and Sports Extracurricular Dress Code

In the spirit of maintaining the school dress code and the promotion of RICHER learning environments, all students participating in physical education classes and extracurricular sports will adhere to the following dress code.

1. All students are expected to wear t-shirts with sleeves and a length that covers the belly button as a minimum. This means that sports bras with a tank top and muscle shirts are not appropriate.
2. Running shoes must be non-marking and athletic. Skateboard sneakers are not considered athletic shoes.
3. Shorts must be to the end of the finger tips. The in-seam of shorts must be one hand length. Sweatpants are an acceptable alternative.
4. Sports team uniforms may reflect ASAA policy in their design, and not the above dress code. Coaches who are purchasing uniforms must consult with the BHS Athletic Director prior to purchasing new uniforms.

## 207 Electronic Devices

The BHS Policy on cell phones is "Phones will not be seen in class." Classrooms may have charging stations, bins, or alternate storage if your phone is out. Teachers will have specific policies about where phones will be kept in their classrooms. Sometimes, there may be occasional times where students are permitted to use the phone, but phones will not be seen at a student's desk. All staff; Teachers, EAs and support staff will all be enforcing the "Phones will not be seen in class" Policy. Students will take direction from all staff on this issue. Should a student utilize a phone at their desk, without a staff person's permission, or a student abuses the privilege of using the cell phone in class (meaning that they are not using the phone for which they are directed) the phone will be taken to the office and parents may pick up the phone at their earliest convenience. If you do not want your phone taken by a staff member, do not misuse your phone, or leave it at

home. Students will not touch phones that they do not own. When phones are taken without permission, students will be reported to the RCMP for charges of theft by the principal. Chromebooks can only be used within classrooms as permitted by staff as well. Just because you have signed out a Chromebook from the Learning Commons does not mean that you have permission to use that Chromebook during class-time. Chromebook use is at the discretion of the teacher. If students have personal laptops or other electronic devices, arrangements about usage must be determined with staff. Some students at BHS may have accommodations to use devices in their classrooms to support learning. This usage will be monitored and used only as directed within IPPs and modification requirements. Staff will monitor the effectiveness of this usage and discuss issues with the SSF.

## **208 BHS Photograph/Recording Policy**

Taking photographs, films, audiotapes, digital images and recordings of an individual at school is the collection of personal information and must comply with the Freedom of Information and Protection of Privacy Act and other applicable privacy laws.

The purpose of this policy is to permit photographs and other recordings of BHS students and student work as part of, or as a supplement to, the educational program, while ensuring that the personal privacy of students, teachers and other staff members is respected.

Any recordings taken at a school must be carried out with minimal disruption to the educational process.

According to FOIPP, classrooms are not considered public places. Schools control who has access to school property and to students. When students are at school, school staff act in the place of parents to protect students. Any photographs/recordings taken must be with permission of school staff.

School staff may take photographs/recordings of students for use within the school. Schools do not need to get parental consent for these photographs/recordings. This is part of the general notice that certain personal information is collected for the purpose of providing educational programs. These photographs/recordings are not permitted to be utilized outside the scope of the school, and cannot be released publicly unless consent is provided by all parties included in the photograph/recording.

Anyone attending a public event at a school may take photographs/recordings as long as they comply with the direction of the school staff and school rules.

Students must obtain the consent of all people who are being photographed/recorded prior to taking any photograph/recording. If permission is not granted, the student shall not take the photograph/recording. Once permission for the photograph/recording is granted, the owner of the photograph/recording is the person who will determine whether the photograph/recording may be released to others. Once released, there is no ability to guarantee privacy. If one is concerned about how a photograph/recording will be used in the future, do not consent to it being taken.

Any photographs/recordings taken by students must be with permission of school staff so as to ensure there is no disruption to educational programming; this consent must be received prior to taking the photograph/recording.

Students and staff will be expected to adhere to the above policy. Consequences may be invoked by school staff upon those who do not adhere to this policy.

#### 209 Fighting/Harassment

Fighting in any form, during school hours or during any school-sponsored activity will meet with immediate suspension and if warranted, expulsion will be recommended where a history of violence has been established. If a student is found to be an instigator or the direct cause of fighting between others by their behavior or communication, the same penalties will be applied.

#### 210 Head Coverings

Since this is a school and a formal place of learning, it is expected that head coverings will NOT be worn by staff or students between the hours of 8:15 AM and 3:15 PM. This policy is applicable to male and female students and includes hoodies, hats, scarves and other head coverings. The exception will be functional headgear necessary for educational or safety reasons, as well as school approved 'hat days'.

#### 211 Illegal Substances

Provincial Law prohibits consumption and/or possession of tobacco products by any person under the age of eighteen. Smoking is, therefore, not permitted in school or on school grounds at any time or under any circumstances. E-Cigarettes which are also addictive and representative of tobacco, have the same parameters placed as cigarettes.

Illegal drugs or alcohol found externally or internally on any student during school or at any related school activity will mean immediate suspension from school and all school activities. If warranted, a recommendation of expulsion may be forwarded to the District office and charges may also be laid under the Criminal Code.



Furthermore, Board policy forbids smoking or the consumption of alcohol in school buildings or on school property. Staff, students and parents will be treated appropriately if found smoking or drinking on school property. Any person under the influence of drugs or alcohol while on school property will be immediately reported to the RCMP.

#### 212 Illness at School

Any student who becomes ill should inform his classroom teacher, who will then take the student to the office. If the student appears to be seriously ill, the parent or guardian will be contacted and the student will be allowed to go home, accompanied by a staff member. The staff will not issue any medication to students at any time unless there is a clear prescription or there is a note from parent or guardian allowing permission to take non-prescription drugs. This is in accordance with school division policy.

#### 213 Order and Safety

All staff and students are expected to behave in a manner that is safe for all. Behaviour must be appropriate and ensure the safety of themselves and others at all times. There is a high expectation for all students to consistently display attributes of being 'RICHER' students, specifically for the smooth and effective running of our school. Defiance of a reasonable request is not acceptable.

#### 214 Public Displays of Affection

Inappropriate touching or physical contact between students will not be tolerated. Breton High School is a professional learning environment and such displays are unacceptable. Students will be requested to correct their behavior and should frequent incidents occur, administration and parents will assist in the correction of this behavior.

#### 215 Respect for School Property

Defacing any school property will not be tolerated. Students guilty of defacing school property will be required to restore that property to its original condition or pay to have it restored or replaced. Please use the numerous garbage cans available instead of littering. Recycling is available.

#### 216 School Bus Rules

Students riding on the bus must remember that they are responsible for their conduct to the bus operator and through him/her to the principal of the school. Violation of any of these rules may lead to the loss of riding privileges or suspension from school or both. The policies described are established by the Wild Rose School Division #66. Buses are considered to be extensions of the classroom. The bus driver is considered to be in the same relative position to the student as the classroom teacher. Under no circumstance should any driver drop a student off other than at home.

or school, unless written, dated and signed authorization has been granted by the parent or guardian.

1. The operator is in full charge of the bus and his/her directions must be obeyed.
2. The Operator will report any misconduct to the student transportation supervisor and the principal of the school concerned.
3. The operator may assign specific seats to students at any time.
4. While the bus is in motion, students must not extend any part of the body out of windows, try to get on or off the bus, or move about within it.
5. No person may consume food or beverage on the bus unless permission is granted by the operator.
6. Students must not throw paper or other waste materials on the floor or out of the windows of the bus.
7. Students must conduct themselves in a quiet and courteous manner showing consideration of the comfort and safety of others while boarding, riding or alighting from the bus.
8. Scuffling, fighting, smoking, and use of obscene language on the bus is prohibited.
9. Students must not distract the bus operator with portable radios or unnecessarily loud conversation. Headphones for Walkman's and other electronic devices have been banned while riding the bus as directed by the board.
10. Absolute silence must be maintained when bus stops at railroad crossings.
11. Students causing willful damage to the bus will be held fully accountable.
12. When leaving the bus students must observe the instruction of the bus operator. They should not cross the road until signaled to do so by the operator.

**Note:** These regulations are based on the Highway Traffic Act and the School Act and are legally enforceable. Students found in violation of any of these rules may be suspended from riding the bus for a specified period of time or permanently.

## 217 Shoe Policy

Students are expected to remove dirty or outside shoes at the student entrances. Shoes should be cleaned in the opened janitorial closet first thing when arriving at school in the morning if shoes are requiring cleaning. Students are required to have an alternate pair of shoes for gym class.

## 300 Academic Programming

### 301 Alternative Education Programs

There are a variety of avenues for alternative education programs at Breton High School. Alberta Distance Learning and Independent Studies of regular programming are permitted with direction and approval from the Principal. Breton High School is also participating in various High School Redesign concepts, including flexible blended learning. WRSD is developing a flexible learning school which will be integrated at Breton High School. Students looking for Outreach Programming will be able to enroll at Frank Maddock Outreach and may contact the Principal for assistance.

### 302 Attendance/Absences/Lates

The attendance policy of Breton high School is based upon the premise that for students to be successful in learning, they must be in school. In order to practice being 'RICHER' students, everyone must be in attendance for each class. Absenteeism will be dealt with on a case by case basis. Parents are requested to contact the school should a student be required to be absent from school in order for absences to be excused.

Students are expected to be to class on time and prepared. Students are required to be on class on-time and are responsible for all assignments that are required during class-time. Students who are frequently late will be dealt with accordingly.

The teacher advisor will deal with attendance/absences/lates as per the enRICHment program.

#### Attendance Parameters

15 Classes Absent (unexcused) - Junior High - Teacher Warning

25 Classes Absent (unexcused)- Junior High - Principal Involvement

35 Classes Absent (unexcused)- Junior High - Attendance Board Involvement

10 Classes (20 Periods) Absent - Senior High - Teacher Warning

15 Classes (30 Periods) Absent - Senior High - Principal Involvement (Attendance Contract)

Additional 5 Classes (10 Periods) Unexcused Absences - Senior High - Removal from Course

### 303 Course Changes and Withdrawals

Dropping a course is discouraged at any time and is considered an extreme measure. Junior High Students cannot drop a course. If course changes are required on a student timetable, these changes must be in place by September 12th or February 13th of the school year. Any course changes past these dates must have administrative approval and will be decided according to the following points:

- Students withdrawing from courses prior to November 14th or April 17th will be required, with Administrative approval, to register in an alternate course or ADLC. Reimbursement of the cost of the Distance Education course maybe made upon successful completion of the course providing that the student has completed the course.
- Students withdrawing from these courses after November 14th or April 17th (50% of the course) will be awarded a school report mark based on their academic performance in the class from which they withdrew.
- Students must meet with Administration regarding withdrawing from a course. Administration will give the student a form (if approved for withdrawal) which must be signed by the student, parent, and teacher. All books must be returned to the Learning Commons. The form is then turned into the School Office.

### 304 Course Expectations/Minimum Credit Load

Students in grades 7 to 11 are not permitted to have spares. Students enrolled both semesters in grade 12 are required to complete 30 credits. Students enrolled in one semester in grade 12 are required to complete 15 credits. Blended, flexible and independent learning is not considered having a spare. All students must be working on assigned work in various locations at this time. Students are considered to be enrolled in a course during this time. Grade 11 students who are enrolled in a Grade 12 Diploma Examination course may apply for an exclusion to this policy.

### 305 enRICHment/Teacher Advisory

As part of High School Redesign, BHS will be implementing enRICHment and Teacher Advisory. Every student will be assigned a Teacher Advisor (TA) that they will work with throughout the year. This TA will work with their group of students to mentor, coach, and support our learners. They will engage in conversations of academics, success, career and post-secondary education preparation, course selection, and any other conversations that are pertinent to the student and their relationship with their TA. Students will check in with their TA every day to determine where they will go and where they will work during enRICHment time. Some teachers will request students visit them for extra help during enRICHment, some students will request time with teachers for extra help during enRICHment, some will use it for assignment completion, and when all work is complete, there will be opportunities for enRICHment. TAs and students will interview and met one-on-one during enRICHment time. Please see the Teacher Advisor Guidelines found on the BHS website for more information about the expectations during enRICHment and Teacher Advisory time.

### 306 Homework

Some students assume that if nothing specifically is assigned for homework, there is no homework to do. Whether or not homework is assigned, each of the areas below should be part of a student's regular homework.

1. Completion of work not finished in class.
2. Completion of daily assignments.
3. Completion of long-term assignments, which should be worked on at regular intervals.
4. Each day's work should be reviewed daily.
5. Study for exams and tests daily.
6. Reading for at least 30-45 minutes daily.

Students will also be monitored during enRICHment for outstanding assignments, etc.

### 307 Learning Commons

The Learning Commons is a focal part of the school environment. Through an open and friendly atmosphere, we encourage active participation in Learning Commons use by teachers and students. Both curricular and non-curricular related materials are made available, in print and non-print media. Parents are also invited to make use of our Learning Commons.

Our Learning Commons contains approximately 6,000 books and new orders arrive on a regular basis, keeping our collection up to date. Also included in the collection are electronic vertical files, pamphlets, periodicals, games and various other media materials.

The Learning Commons will be closed on the last Monday of June of each year in order to allow for inventory. All books must be closed by this date. Graduates must have all books returned prior to convocation ceremonies. Students and Parents will be contacted on the last Monday of June of each year to be notified of any outstanding books (we acknowledge that students are not required to return textbooks until after their exam, so this reminder may come prior to exam completion).

Students and staff are asked to be respectful of all patrons and to keep noise levels at a reasonable volume. Profanity will not be tolerated. Mobile phones, computers and devices should be muted as a sign of respect to fellow patrons who may be studying. Eating and drinking are permitted in the Learning Commons; however, this is a privilege so remember to clean up after yourself.

Every June the librarian prints a confirmation sheet for each student showing which items are checked out to them. This gives the student an opportunity to gather the materials together and make sure that none of his/her textbooks have been mixed up with another student's. Textbooks should be handed in on the day that the final exam for each course is written.

Students who have not returned all their books by report card day will receive an invoice in their report card to cover replacement costs for the lost item. If the items are found over the summer the invoice will be cancelled.

## **400 Assessment and Evaluation**

### **401 Assessment and Evaluation**

Teachers will provide students with a course outline which explains learning outcomes, evaluation procedures, evaluation weightings, and final examination requirements. Assessment and evaluation is an ongoing process of determining a student's ability to meet the required learning outcomes. Report cards will be issued twice per semester.

### **402 Course Challenge**

Students in high school may challenge any course offered by Alberta Learning. The course challenge process is for a high school student who believes that s/he possesses and can

demonstrate the knowledge, skills, and attitudes for a high school course as specified in the Program of Studies.

For diploma examination courses, this applies only to the school-awarded mark component. A student who successfully completes a course challenge of the school-awarded mark component of a diploma examination course must write the diploma examination in order to be eligible for a final course mark and credit in that course.

Course challenges shall be administered by the senior high school according to the following guidelines:

1. Only full courses or CTS modules may be challenged for credit.
2. Students who successfully challenge a course will be granted full credit for that course or module.
3. The student must in writing explain the reason for the challenge.
4. The student will be required to provide some prior evidence of ability to be successful in a related area of study.
5. Opportunities for the challenge will be entertained in September and February only.
6. Students will demonstrate that they have mastered the required expected learning outcomes
7. A variety of assessment procedures should be considered combined with written submissions or other demonstrations of learning.
8. The evaluation of whether a student had been successful in the challenge process will be based on the judgment of the subject or specialist teacher.

#### 403 Examination Exemptions

Teachers may provide junior high students exam exemptions at the teachers' discretion:

1. A final grade in the course which exceeds the teachers' required percentage;
2. All major assignments are submitted.

Should a senior high student have five or fewer missed classes for non-school reasons, in all subjects, they may be exempt from writing one school final exam for the semester, at the teacher's discretion and with parent approval. The following terms must be met:

1. The student completed the entire semester at Breton High School;
2. All assignments for the course of exam exemption have been submitted;
3. The final grade for the course of exam exemption is a passing grade;
4. The student is registered full-time.

#### 404 Final Examinations

All students are required to write final examinations in senior high school. School final exams will be worth no more than 20% of the final mark in junior high and 30% in senior high. The only students who will be excused from writing final examinations are students with a certified medical note explaining the need for an exam exemption, an immediate death in the family, or exam exemptions provided through an IPP (which is determined at the beginning of the semester with approval from the SSF and Principal). Any student who misses a final examination must discuss with the teacher and administration a course of action for final grading purposes.

#### 405 Overdue Assignments

Tests, assignments, and quizzes missed for personal reasons (employment, vacation, truancy, refusal to submit assignment on-time, etc) are considered unexcused. It is at the discretion of the teacher whether these assignments can be rescheduled. Teachers may also elect to deduct points for late assignments, at their discretion.

#### 406 Parent Teacher Interviews

Parent Teacher Interviews are scheduled from 4:00 pm until 7:00 pm. Please see the Important Dates section in this handbook for specific dates.

Should parents/guardians be unable to attend this time, they may contact the school to schedule an alternative date and time. Parents/guardians are encouraged to contact teachers at any time throughout the school year to discuss a student's progress during the school year. Meetings, phone and email are viable options.

#### 407 Plagiarism/Cheating

Plagiarism, cheating and academic misconduct are serious offences. **Plagiarism** involves submitting or presenting work in a course as if it were your own work when, in fact, it is not. Most common plagiarism exists when:

1. The work submitted was done in whole or in part by an individual other than the presenter.
2. Parts of the work are taken from another source without reference to the original author.
3. The whole work is copied from another source.
4. A student submits or presents work in one course which has also been submitted in another (although it may be completely original to that teacher) without the knowledge or prior agreement of the teacher involved.

**Cheating** on tests or examinations includes, but is not limited to:

1. speaking to other students or communicating with them under any circumstances
2. bringing any materials or devices into the examination room not authorized by the examiner.
3. consulting any person or materials outside the confines of the examination room.
4. leaving answer papers exposed.
5. persisting in attempts to read other students' examination papers.

Other **academic misconduct** includes:

1. tampering with examinations, class work grades and/or class records.
2. failure to abide by directions given by a teacher regarding the individuality of work handed in.
3. the acquisition of examination materials without prior authorization.
4. the impersonation of another student in an examination or other class assignment.
5. falsification or fabrication of reports.

Any student who purposefully aids another student on the commission of one of these offences is also guilty of academic misconduct.

**Penalties:** In cases in which the school administration is satisfied that a student is guilty of plagiarism, cheating or other academic misconduct, the normal penalty may be a grade of zero, a letter placed on the student's file, suspension, and in extreme circumstances expulsion.

#### 408 Promotion and Retention

Promotion and retention of students is the responsibility of the Principal and teaching staff of each school, in cooperation with parents or guardians. Parents or guardians of students whose programs warrant either possible retention or additional time for completion shall be given this information as soon as possible during the school year. For guidelines and regulations of our divisional promotion and retention policy, please contact the school.

Students' progress from one course to the next is based upon a passing grade of 50%. Courses are structured based upon a prerequisite system: a student must pass the required course to move on to the next level. Grade 10 courses are indicated by a number in the 10's; grade 11's by a number in the 20's and grade 12 level courses by a number in the 30's. (Example: grade 11 English course is designated ELA 20-1; the Social Studies General Course for Grade 11 is designated as Social 20).

#### 409 Student Appeals

Students may appeal decisions made at the school level to the board provided all attempts at all levels at the school have been exhausted. A student wishing to appeal a final mark should initially appeal directly to the subject teacher. Any appeal 30 days after school marks have been awarded will not be considered.

All appeals must be submitted to the Principal in writing addressed to the school within seven days of receiving the final marks. Appeals must include all course work data.

- All relevant data (course assignments, tests and notes) will be reviewed by the Principal in consultation with the appropriate teacher and a decision will be made. This decision will be



conveyed to the parent in writing as soon as possible. (In the event of appeals during the summer months, a decision will be made by the last week in August.)

- In the event that an appeal cannot be dealt with immediately, the parent shall be advised in writing of how the matter will be resolved.

#### **410 Student Placement in Cores**

A grade average of 65+% is expected when transitioning from one grade level to the next (ie. ELA10-1 to ELA20-1 to ELA30-1). This applies to all core subjects (English, Social Studies, Math, and the Sciences).

If a grade average below 65% is achieved the student will enroll in an alternate route (ie. ELA10-2 / ELA20-2 / ELA30-2). This applies to all core subjects (English, Social Studies, Math, and the Sciences).

Students entering grade 10 will have the same policy applied on enrollment into grade 10 courses. A 65+% will result in placement in 10-1 level courses. 64% and lower will result in placement in the 10-2 courses. Students on IPPs in grade 9 will be placed within the K&E program.

#### **411 Report Cards**

Progress Reports will be issued 4-6 times during the school year. Approximately six weeks after a school semester begins, should there be concerns with a student's progress, a report will be sent home by the teacher. Report Cards will be issued in November, February, April and June. Teachers may also provide students with up-to-date mark reports at any time, and parents/guardians may request these documents as well. Overtime, given the capabilities of PowerSchool, our new school information system, the number of printed report cards distributed over the school year will decrease. There will be no changes for the 2015-2016 school year.

### **500 Student Services**

#### **501 Career Counselling**

There are various opportunities for career counselling at Breton High School. The principal is always available to all students to discuss career options, etc. Students also receive support through the BHS CALM and Career Prep programs, as well as with sessions with WRSD Career staff which is organized through the principal and CALM. There is lots of information about post-secondary education institutions in the Learning Commons and with the principal. Teacher Advisor time is also a place where students will be able to spend time one-on-one on a regular basis to discuss career and post-secondary education options.

#### **Green Certificate**

Students with an aptitude for agriculture and animal husbandry are encouraged to enroll in the Green Certificate program. Please see the office for more information.

## Work Experience

All students can earn credits towards graduation and at the 30 level when working outside of school time. Forms need to be completed, an inspection of the location confirmed and work hours must be submitted to the Work Experience Coordinator. Please see the office for more information.

## RAP (Registered Apprentice)

Students wishing to become involved in the trades may be able to start taking post-secondary programming while still in high school in preparation for their careers. Automotive, welding, power engineering, plumbing, electrical and carpentry are just a few of the programs that are available. Please see the office for more information.

## Special Projects

Students who have varying interests outside of school may be able to design a project to earn credits towards graduation. Contact the Principal to design your projects and earn credits towards an aptitude outside of the program of studies.

## Volunteering

Students who are volunteering are able to earn credits for their work. Please see the office for more details.

## 502 Extra Help

All of the teachers at Breton High School are available for extra help sessions. Teachers are in the mornings, at lunch and afterschool; some teachers are also available during scheduled times during the school day. Students must contact their teacher to organize this opportunity available to them. If parents are concerned about their child's performance, please contact the teacher to assist your student in organizing extra-help sessions. enRICHment is also time when students can work on missing assignments.

## 503 Family Wellness Worker

The Family Wellness Worker is in our school part-time. Referrals can be made from school staff, parents, students and community agencies. The goal of this service is to assist families with children registered in school who may be experiencing difficulties at home or at school. Group work/mediation is available upon request. You may contact Family Wellness Worker through the office.

## 504 Student Support Facilitator

The Student Support Facilitator assists with programming for students who may be experiencing challenges with academics, transitions, and behavior that present obstacles to success at school. They will act as the liaison between students, parents and teachers. Please contact our SSF through our school office.

## **600 Student Incentives**

### **601 Awards**

The Breton High School Awards Night will be held in the fall and will highlight the outstanding achievements of our individual students in areas of academics, sports, citizenship and personal achievement. Over 60 awards are presented annually. A list of the awards presented may be obtained from the school website. Scholarship and grant information such as the Alexander Rutherford Scholarship can be obtained from the office.

The staff of Breton High School thanks all the organizations whose generous contributions make these awards possible and invite any other persons or organizations that have an interest in recognizing outstanding achievements by our students to contact the school regarding the sponsorship of additional awards.

### **602 Graduation Ceremonies**

Graduation ceremonies and celebrations are organized under the direction of the Graduation Executive Council and the Breton High School Administration. They are organized to celebrate the achievements of those students who have successfully completed the requirements for an Alberta High School Diploma or a Certificate of Achievement. Students who have not completed these requirements are invited to work toward this goal and participate in the next year's ceremonies. Students must have all school fees paid in full to participate in the graduation ceremony. Ceremonies take place in June each year. In order to assist the graduation class organizing the graduation events, a 'To-Do List' is provided to each graduate in September.

### **603 Graduation Requirements**

Alberta High School Diploma

Students are required to earn a minimum of 100 credits, including:

30 Level English

30 Level Social Studies

20 Level Mathematics

20 Level Science

PE 10 (3 credits)

CALM (3 credits)

10 Credits in CTS, Fine Arts, PE, or Second Languages

10 Credits in 30 Level Courses

(Only 15 Work Experience Credits can be used to meet the 100 credit requirement)

For specific information for Certificate of Achievement graduation requirements, please see the Principal.

## 604 Scholarships

### Alexander Rutherford Scholarships

Based on academic achievement (over 80%) in 5 specified classes in grades 10 (\$400), grade 11 (\$800), or grade 12 (\$1300). Average of 75% in 5 specified classes is grade 10 (\$300), grade 11 (\$500), or grade 12 (\$700).

Students are required to apply by 1 May and can gain information from

<https://alis.alberta.ca/pdf/scholarships/RutherfordScholarship.pdf>

### Community Scholarship Trust Society

This charitable foundation provides \$1000 scholarships for ALL graduating students attending post-secondary institutions. Deadline 27 months after graduation from FMHS or Breton High School

## 605 Valedictorian

One member of the graduating class in good standing will be chosen to deliver a valedictorian address at the academic graduating ceremonies. The selection will be based on the student with the highest average according to the Alexander Rutherford criteria.

Average of 80% or higher in 5 subjects including:

Three of:

- Social 30
- English 30-1 or 30-2 or Français 30
- Mathematics 30

Two of:

- Biology 30
- Chemistry 30
- Physics 30
- A language other than the one used above at the Grade 12 level (3000 series)

Students qualifying for valedictorian status will have complied with the following school policies:

1. attain a minimum of **115 credits** upon graduation
2. maintain **90% attendance** throughout the school year\*
3. attend school both semesters in the school year

## **700 Extracurricular Opportunities**

### **701 Extracurricular Conduct**

All school rules and policies apply at all extra-curricular events, regardless of the location of the event. When students are representing Breton High School, they are expected to be demonstrating 'RICHER' attributes and following all school rules. Consequences as per school policies and procedures shall apply.

### **702 Extracurricular Programs**

This school has an excellent extra-curricular program. These activities allow students to expand their skills and interests, venturing into unusual areas and talents. The following list of extra-curricular activities is extensive, but not exhaustive. Should you wish to promote an activity not listed please advise the principal and we will consider the idea together.

Activities: Basketball, Football, Track and Field, Volleyball, Badminton, Golf, Curling, Cross Country Running, Drama Club, Students' Union, Graduation, Game Club, Yearbook, Travel Club

*Other clubs available depending on student interest*

The staff member representative that advises these groups do so on their time and as volunteers. Students are expected to treat all coaches and volunteers with the respect and consideration due those who are sacrificing time on behalf of their students. The following policy guides participation in any school extracurricular activity:

It is considered a privilege to represent Breton High School as a member of a team or club. Therefore, students must maintain behavior which will respect the school, others, and themselves when participating in extracurricular activities. As well, in accordance with our stated mission and values, students failing more than one course (below 50%) will not be allowed to participate in extra-curricular activities until improvement has been made or at least other satisfactory arrangements have been made with the teacher(s) and coach(es) concerned. A student's attendance record may also be taken into account. As well, the student's fees must be paid in full to be eligible to participate. The Principal, in consultation with classroom teachers, will determine eligibility of any student or situation in question.

### **703 Field Trips**

Activities that are organized by Breton High School staff off-campus are a privilege which enhance the learning of students. When students are in attendance at these events, it is expected that students will treat chaperones with the utmost respect. The privilege of attending field trips is based upon academics, behavior and attendance. All students must provide a signed permission form along with any required fees in order to attend the trip.

#### 704 Lunch Learning Commons Activities

On assigned days, activities organized by students will be held in the learning commons during the second half of lunch. Café Brew-ha-ha will occur as organized. Students are permitted to eat their lunches in the learning commons as long as behavior is respectful and students clean-up appropriately.

#### 705 Students' Union

The purpose of the Students' Union is to involve the students in school affairs. With the help of teachers, students learn to make responsible decisions within a democratic framework. The activities of the Students' Union will serve as a training ground for future community involvement, or even provincial and national involvement.

Members of the Students' Union will be elected from the BHS student body. The election of new officers is held each year. Fundraising for extracurricular activities, bursaries for individual students and the general planning and organization of student activities are the main objectives of the Students' Union.

We will hold elections on the second Friday of September where the President (Grade 12), Vice President (Grade 11), Secretary (Grade 10) and one male and one female representative from each grade level will compose our Students' Union. This group will be responsible for organizing student life at Breton High School. Things such as School Dances, Participation Days, School Assemblies and student-led health initiatives will be organized by the Students' Union. All students are expected to pay the Students' Union Fee; students who have not paid this amount may not be permitted to participate in Students' Union activities.

#### 706 Yearbook

Students are encouraged to join the Yearbook Club, which is a year-long project that produces a unique yearbook each year. Yearbooks can be purchased at the office.

### **800 Stakeholders**

#### 801 Communication

In an effort to maintain communication with the various stakeholders, Breton High School will maintain a school website located at <http://bretonhs.wrsd.ca>. School newsletters will be released monthly and posted on the school website. Facebook is maintained and updated regularly. The school maintains a digital display in the foyer of the school which is updated regularly. The outside billboard will provide important dates for the month. Weekly updates will be provided to the Breton Booster and Western Review. Please contact the office at any time for information.

## 802 Community Relations

As part of the Breton community, Breton High School wishes to maintain a quality of standard. All students are expected to display the 'RICHER' attributes at school and within the community. Students must conduct themselves in a manner that is beneficial to all residents of the community. Negative actions such as littering and loitering within the community are not permitted.

## 803 Extracurricular

Breton High School is always looking for assistance in our extra-curricular programming. If any member of the community is interested in joining an already established school group, or would like to develop a new one, interested parties are encouraged to contact the office. Adults with valid licensing for our school busses, chaperones, and organizers for events are always welcome to join our volunteer team!

## 804 School Council

The Breton High School Council meets once a month to discuss matters of importance between home and school. All parents and guardians are automatically members of School Council when students are enrolled at our school. All parents and guardians are encouraged to attend School Council meetings. Elections for the School Council Executive are held in October. Meetings typically run the second Monday of the month from 6:00 pm until 8:00 pm at the school. The role of the School Council is to participate in school improvement. All parents and guardians are encouraged to become involved.

## 805 Volunteers

We are always looking for people willing to help out at Breton High School in various capacities. School Council events, student activities, sports and extra-curricular activities, and academic activities all require adult assistance. We are always looking for people to assist at the school in various capacities. Any parents/guardians or stakeholders interested in participating in events at the school are required to submit a criminal record check and child welfare intervention check to the school prior to assisting in any activities.

## 806 Parent Code of Conduct

I will have a positive attitude towards sports and other extra-curricular and will emphasize the cooperative nature of the sport/activity.

I will remember that students learn best by example, and will demonstrate good sportsmanship/citizenship and applaud all good plays by both my student's team and their opponents'.

I will remember that students engage in sports and other extra-curricular for their enjoyment, not mine.

I will attend all WRSD/BHS extra-curricular events alcohol and drug free.

I will never question an official's/coach's/leader's decision in public (which includes Facebook and other social media).

I will never use violence or bad language, nor will I harass or undermine students, coaches, officials, leaders or other spectators (which includes Facebook and other social media). I will express my disapproval in an appropriate manner to the proper officials, club and WRSD/BHS/ASAA contacts.

I will take an interest in my student's team/activity by taking turns supervising and assisting at practices, events, tournaments, and functions.

### **807 Coach's Code of Conduct**

I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.

I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.

I will ensure all athletes receive appropriate instruction, discipline, support and playing time.

I will not ridicule or yell at the athletes for making mistakes or for performing poorly. I will remember that athletes play to have fun and must be encouraged to have confidence in themselves.

I will make sure that equipment, facilities, games, and practices are safe and match the athlete's ages and ability.

I will remember that athletes need a coach they can respect. I will be generous with praise and set a good example.

I will attend all WRSD/BHS extra-curricular events alcohol and drug free.

I will never question an official's/coach's/leader's decision in public (which includes Facebook and other social media).

I will never use violence or bad language, nor will I harass or undermine students, coaches, officials, leaders or other spectators (which includes Facebook and other social media). I will express my disapproval in an appropriate manner to the proper officials, club and WRSD/BHS/ASAA contacts.