

**Chinook's Edge School Division No. 73
Sundre High School
and
Sundre Learning Centre**

Student and Parent Handbook

**Sundre High School
Bag #2
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IMPORTANT PHONE NUMBERS AND CONTACTS**EMERGENCY**

Emergency: Fire, Police, Ambulance	911
Kids Help Phone	1-800-668-6868
Poison Centre	1-800-332-1414
Crime Stoppers	1-800-222-8477

LOCAL

Sundre High School	403-638-4545
Sundre Learning Centre	403-638-3135
River Valley School	403-638-3939
Sundre RCMP	403-638-3655
Sundre Hospital	403-638-3033
Sundre Round Up	403-638-3577
Greenwood Neighborhood Place	403-638-1011
Town of Sundre	403-638-3551
Sundre Health Clinic	403-638-4063

SPECIAL SERVICES

Alberta Mental Health (Olds)	403-556-4204
Alberta Children Services (Olds)	403-507-8035
Chinook's Edge School Division No. 73	1-800-561-9229
AADAC Help Line	1-866-332-2322
Child Abuse Hotline	1-800-387-5437
Crisis Lines & Counseling	1-800-772-2437

WELCOME TO SUNDRÉ HIGH SCHOOL

Welcome! If you are attending Sundre High School for the first time, we are dedicated to make you feel at home. If you are returning for another year of studies, welcome back. The school and the staff are here to assist you in your educational development. It is our sincere hope that your school term is enjoyable and rewarding. The people in our school and community have an outstanding tradition of perseverance, leadership, and integrity. Sundre kids are great kids committed to making our school a safe and caring learning environment. We're proud of you! Have a great year!

SCHOOL MOTTO

"To Dream – To Discover – To Persevere"

SCHOOL VISION

A safe and caring school where all students graduate.

CHARACTER EDUCATION

Sundre High School has a tradition of providing character education to our students and staff. The following virtues are not only recognized, but celebrated:

- Respect
- Responsibility
- Honesty
- Forgiveness
- Fairness
- Integrity

Character education at Sundre High School means doing the right thing whether or not someone else is looking.

SUNDRE LEARNING CENTRE

The Sundre Learning Centre (SLC) is an outreach program that operates as part of Sundre High School. It is located just east of the main high school building. We offer Outreach and Knowledge & Employability Programs in conjunction with the Sundre High School. A full range of senior high school courses are also offered through a variety of instructional strategies including computer-managed instruction and Alberta Distance Learning's online courses.

The SLC is for at-risk students who are motivated, self-disciplined and prefer to work alone or in small groups. Due to limited space, students and parents must arrange an interview with the Principal in order to enroll in the Learning Centre.

SUNDRE HIGH SCHOOL CALENDAR

A detailed calendar can be found on our website at www.sundrehigh.ca.

EMERGENCY PROCEDURES

Emergency procedures and evacuation routes are posted in each classroom.

In the event of an emergency, students are asked to remain calm and follow all staff directions.

If, at any time, students hear one long continuous bell ringing from the school, they should come inside immediately, regardless of the time of day.

SCHOOL BELL TIMES

Bell Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:43	Block A	Block A	Block A	Block A	Block A
9:48-10:38	REPEAT	FLEX	REPEAT	FLEX	REPEAT
10:43-11:55	Block B	Block B	Block B	Block B	Block B
11:55-12:41	Lunch	Lunch	Lunch	Lunch	Lunch
12:41-1:53	Block C	Block C	Block C	Block C	Block C
1:58-3:10	Block D	Block D	Block D	Block D	Block D

STUDENT CONDUCT: ALBERTA SCHOOL ACT

In an effort to maintain the reputation of being polite and courteous to fellow students and teachers, students are reminded of Section 12 of the Alberta School Act (2000), Section 12.

"A student shall conduct himself so as to reasonably comply with the following code of conduct:

- a) Be diligent in pursuing his studies.***
- b) Attend school regularly and punctually.***
- c) Co-operate fully with everyone authorized by the board to provide education 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."***
- g) Ensure the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.***
- h) Refrain from, report and not tolerate bullying or bullying behavior directed towards others in the school, whether or not it occurs within the school building, during the school day or electronic means.***
- i) Positively contribute to the student's school and community.***

SUNDRE HIGH SCHOOL GENERAL EXPECTATIONS

POSSESSION OF DANGEROUS WEAPONS, KNIVES, AND LIGHTERS:

Possession of actual or replica firearms, knives, weapons or lighters on school property is not permitted. Violation may result in immediate suspension or expulsion.

POSSESSION OF ALCOHOL OR DRUGS:

Possession or consumption of alcohol or drugs before school, at school or during school functions is not permitted. Violation may result in immediate suspension or expulsion.

SAFE DRIVING:

Students are expected to drive safely at all times and especially while driving in and around the student parking lots and school zones. Erratic driving is not tolerated. This includes, but is not limited to, students who spin tires excessively, stunt, spin donuts, drive with excessive speed, fail to yield to pedestrians or violate the Traffic Safety Act. Students are responsible for driving less than 10 km/h in the parking lots and less than 30 km/h in the school zones. The following consequences are applied upon violation of this policy; parents are notified in all case:.

1 st incident:	The student will receive a warning and sign a safe driving agreement.
2 nd incident:	The student may receive loss of parking lot privileges for a period of one month.
3 rd incident:	The student may receive loss of parking lot privileges for one calendar year.

Students may also be reported to the RCMP at any time for unsafe driving.

Parking Lot:

During the school day 8:00AM - 4:00PM and special events the Aquaplex / Curling Rink parking lot is considered school property and therefore all school rules/policies are enforced.

To ensure that the parking lot is a clean and welcoming place for students and community members, students are:

1. Not to be in the parking lot unless they are coming or going from school (no loitering, no sitting in vehicles, etc).
2. To use the garbage cans provided. Littering is prohibited.
3. To drive in a safe and courteous manner. Reckless driving will not be permitted and may be reported to the RCMP.
4. Not to have alcohol, tobacco, or e-cigarettes/vapes in the parking lot.
5. To use respectful language/behaviour at all times as a representative of Sundre High School.

Consequences:

Parking in the student parking lot is a privilege. Breaking any of the school or parking lot rules may lead to those privileges being revoked.

SMOKING/TOBACCO/VAPING PRODUCTS:

The possession and/or use of tobacco/vaping products is prohibited on:

- School property (which includes all student parking lots); and
- The bridge and bridge ramps that span Bearberry Creek.
- The Town of Sundre Skate Park.

Students are not allowed to leave the school building between classes or during classes to smoke. The possession and use of tobacco by minors is against the law.

CELL PHONES / ELECTRONIC DEVICES:

Teachers may allow cell phones to be used as a technological learning tool in the classroom when appropriate for their lesson. Each teacher will have their own classroom policies for cell phones / electronic devices while the students are in their class.

Students will be informed at the beginning of each semester as to what proper cell phone etiquette is within the confines of the school and in each teacher's classroom. Students may use their cell phones for personal use during transition periods or at lunch.

S.H.S. / S.L.C. students are expected to use cell phones and technology appropriately at all times, in accordance with digital citizenship.

FIGHTING:

Fighting is an unacceptable means of conflict resolution. Students who physically fight are suspended from school. Specifically, any student who punches or strikes another student in anger during a conflict is suspended. Students who are unable to resolve conflicts using peaceful means are encouraged to seek the help of a teacher or administrator immediately.

DETENTIONS:

Any student who fails to meet a school expectation may be given a detention as a consequence for his/her actions. When a student is given a detention, he/she will sign an agreement acknowledging that detentions not served are doubled in length. Students are not to use cell phones, tablets, etc. during the detention. Students are encouraged to use detention time to complete school work.

HATS:

Hats are not to be worn in school during the normal school day. The normal school day is defined by the times 8:00 a.m. - 3:15 p.m. See the section on Expectations of Student and Staff Dress for more information.

VENDING MACHINES:

Vending machines that sell soft drinks, water, candy, chips, and healthy snacks are available for student use. These machines are for use before school, at lunch, and after school only. Use during class time is prohibited.

VALUABLES IN CHANGE ROOMS:

Students should not take money or valuables into the gymnasium change rooms at any time. Theft is always a very real possibility. All money and valuables should be stored in student lockers that are locked and secured. Students are not permitted to take cell phones, into the change rooms at any time.

PERSONAL CONTACT INFORMATION CHANGES:

Any student whose address or telephone number changes must notify the office staff as soon as possible after the change.

SKATEBOARDS AND ROLLERBLADES:

Students are not permitted to skateboard on school property at any time. Students may not rollerblade inside the school at any point in time.

SUNDRE COMMUNITY SKATE PARK:

The Sundre community Skate Park is located directly across the school. This facility is owned and operated by the Town of Sundre. This is a Non-Smoking facility thus students are not permitted to smoke on these grounds. Students are encouraged to wear helmets and protective gear when they use the park.

SNOWBALLS

Students are not to throw snowballs during the school day.

SUNFLOWER SEEDS:

Students are not permitted to possess sunflower seeds, pistachio nuts, etc. at school.

SCHOOL PHONES:

A student phone is also available outside the office for use before school, at lunch, or after school. It is the school's policy not to call students out of classes to take a phone call or other messages; only under emergency conditions will the school allow this. Any messages coming to the school during class time are relayed to the students at the end of the current class. Please encourage your friends not to make personal phone calls to the school.

VISITORS, GUESTS AND NON-STUDENTS:

All visitors are expected to check in at the office. All guests will be given an ID tag to wear while in the school. Non-students wishing to speak to a student are required to wait at the office until the student is located. Students are not called out of a regular class unless there are exceptional circumstances.

Sundre High School & Sundre Learning Centre students who would like to bring guests into our school to take part in school activities must complete a form at the office at least two days in advance. This allows the office staff to make the appropriate arrangements with staff.

TRANSPORTATION OF NON-BUS STUDENTS:

All students requiring transportation who are not registered on a regular route are required to supply the bus driver with a note from their parents. This note will include the student's name, the date they are requesting transportation, an emergency contact number, and the parent's signature. Drivers are not permitted to transport these students unless a note is provided.

TRAVEL DURING SCHOOL-SPONSORED EVENTS:

1. All students must travel via the parent transportation that is arranged by the supervisor. Students are not allowed to transport other students.
2. All students will make the return trip by this prearranged transportation with the exception of (a) students whose parents come to pick them up at the activity or site; and (b) students who had submitted a signed note in advance of the trip and received approval for alternative arrangements.
3. The supervisor is directly responsible for the conduct of his/her group throughout the entire trip.
4. Students must behave as they would in a regular class situation. All school rules apply to any school-sponsored activity.

CONCERNS REGARDING A COURSE

Students or parents who have concerns about a particular course should:

1. Speak to the teacher of that course first; 99.9% of all concerns are addressed appropriately and completely after this first step.
2. Request a meeting with the teacher and administration if major concerns still exist.

FINAL GRADE APPEAL PROCEDURE

Every student and/or parent has the right to appeal a final grade. The first level of appeal is made directly to the classroom teacher. If the student and/or his parent are still not satisfied with the decision, an appeal is then made to the principal, verbally and in writing, within five (5) days of receiving the final course mark from the teacher.

LOCKERS

Each student at Sundre High School is assigned a locker. Lockers must be locked to prevent theft and damage to personal belongings. The school supplies locks for the students at a cost of \$10 per lock with a \$2 refund when the lock is returned when the student leaves Sundre High School. All students are required to have a school lock on their locker. If a school lock is damaged it is replaced free of charge.

It is also important for students and parents to be aware of the fact that the principal is responsible for maintaining an environment that is safe and conducive for learning. As such, the following principles apply:

1. CESD No. 73, the principal, and the staff adopt a zero tolerance towards illicit drugs in the school.
2. The principal stands in place of a parent, and therefore can access the entire school facility.
3. The principal, as a matter of policy, can conscript an RCMP Police Service Dog to assist in keeping the facility drug free.
4. Students have no reasonable expectation of privacy with respect to Police Dog locker searches for illicit drugs.
5. Any evidence gathered as a result of a search could be used either by the school administration for discipline, or by the RCMP for criminal charges.

PEER CONFLICT AND HARASSMENT

It is important for students to understand the difference between peer conflict and harassment.

Peer conflict is a normal part of growing up. As students learn the give and take of friendships, of group cooperation, and of social relations, conflict naturally occurs. Peer conflict is most often resolved between students using peaceful and effective means.

On the other hand, harassment is defined as:

1. Persistent remarks or behavior that create an intimidating or unpleasant school environment; or
2. Conduct or communication of attitudes, beliefs, or actions towards an individual which might be reasonably known to be unwelcome; or
3. A serious single act or expression that clearly jeopardizes an individual's right to a safe and caring learning environment.

Harassment at school is best addressed with the help of a teacher or administrator. Harassment may be of a sexual, racial, religious or personally insulting nature. At Sundre High School, we will respond quickly to harassment situations, as we strongly believe that all students have the right to a safe and caring learning environment. In the event that a student is harassed at school, we ask that the student and/or his parents contact a teacher or administrator as soon as possible.

SUNDRE HIGH SCHOOL ATTENDANCE POLICY

GENERAL STATEMENT

Your success, both at school and in the world of work, depends as much on your punctuality and attendance as on your skills; regular attendance is expected at Sundre High School. Once a student has gained admission to the school, it becomes his or her responsibility to attend, to study and to actively participate in school-approved, teacher-directed learning experiences. There is a direct relationship between achievement and regular attendance.

PARENTAL COMMUNICATION WITH THE OFFICE

If a student is away from school for any reason, it is the student's responsibility to have the parent or guardian phone the school on or before the day of the absence. This option is available to parents or guardians 24 hours a day as the school has voicemail. Any absence that is not excused by a parent or guardian is considered an **unexcused absence**.

STUDENT COMMUNICATION WITH THE OFFICE

Students who need to leave school and/or classes early are required to check out at the office; this includes students who are away from the school and choose not to return. It is then the student's responsibility to have the parent or guardian phone the school and excuse the absence.

Students who arrive at school after classes have begun, or have been away from school and return on time for their next class, are required to check in at the office. In the event of an absence from an entire block, it is the student's responsibility to have the parent or guardian phone the school and excuse the absence.

CONSEQUENCES

As per section 12(b) of the Alberta School Act, students are to attend school regularly and punctually. Teachers and staff at Sundre High School will make every effort to encourage all students to meet this code of conduct. The following consequences will apply:

Student's Behavior	Consequence
Unexcused Absence (see definition above)	60-minute detention
Failure to check in/out with the office	30-minute detention
Administration will contact parents when unexcused absences become chronic.	
Students who miss school because of an unexcused absence on any given day will not be allowed to participate in extracurricular activities until all detention time has been served. This includes but is not limited to athletics, school dances, May Queen, and school clubs.	
Students who make the decision to skip school despite having outstanding detention time from unexcused absences may be suspended from school.	

SUNDRE HIGH SCHOOL LATE POLICY

Students are expected to arrive on time for all of their courses. When students fail to meet this expectation, they have a negative effect on the teaching and learning process as well as the culture of the school.

A student is considered late if he/she comes to class after the bell, without a note from a parent or staff member explaining why he/she is late. Students who are late will:

- (a) Knock on the door; and
- (b) Wait outside the classroom until the teacher speaks to them; and
- (c) Serve 10 minutes of detention time for each late arrival.

Teachers do not anticipate this to be a problem as most students are hard-working, responsible students who come to class prepared and on time. In addition, teachers realize that being late is sometimes inevitable. As a result, in every course, each student will receive two opportunities in which this late policy will not apply.

All lates are recorded on the school's attendance forms. Teachers will assign detention time once a student accumulates 30 minutes (3 lates). All detention time are served with the teacher in his/her room.

SCHOOL FEES

An annual rental and material fee of \$100 is charged to each student in grades 10 - 12, and a fee of \$75 to students in grade 9 for the textbook and material package. A \$1 insurance fee is applied annually to all students' accounts. Additional fees may apply in other option courses as well.

Parents can pay school fees on-line in one lump sum or choose from several different payment options, including credit card installments or post-dated cheques. The following timeline is followed each year:

October 1:	1 st notice of school fees (invoice and payment options) are mailed.
November 6:	School fees are due.
December 4:	2 nd notice of school fees (invoice, payment options, and reminder) are mailed.
February 26:	3 rd notice of school fees (invoice, payment options, and parent letter) are mailed.

Beginning November 5th, arrangements to pay all school fees must be made before students will be permitted to participate in extracurricular activities.

EXPECTATIONS OF STUDENT AND STAFF DRESS

At Sundre High School & Sundre Learning Centre, we feel student and staff dress should not distract from teaching and learning. We feel strongly that the clothes that we wear should set a good moral tone. As such, the following expectations apply to everyone during the school day (8:00 a.m. – 3:15 p.m.) as well as during school dances.

DRESS EXPECTATIONS

1. GENERAL

- Revealing clothing, visible underclothes and/or swimwear and clothing and/or accessories that contain vulgarity, tobacco, alcohol, drugs, profanity, extreme violence and/or sexual activity are not acceptable attire for the Sundre High School and Sundre Learning Centre.

2. SHIRTS, BLOUSES, SWEATERS, SHORTS AND SKIRTS:

- Tube tops, spaghetti straps, midriff and low cut neck lines are generally not acceptable for school.
- See-through and mesh-type tops are only acceptable if worn over an appropriate shirt or blouse.
- Shorts and skirts should not be excessively revealing. As a general rule, shorts and skirts should extend beyond the tips of your fingers in a standing position.

3. ACCESSORIES:

- Hats, toques, bandanas, hoods or other wear that cover a student's head is not acceptable in the buildings.
- Sunglasses will not be worn in the buildings.

SECURITY CAMERAS

Sundre High School: Sundre High School is a very busy multi-million dollar facility. It is quite common for people to be in and around our buildings 18 hours a day. The school often serves as the hub for our community.

Purpose of the Cameras: The security cameras at Sundre High are used to:

1. Reduce the amount of vandalism in and around our school.
2. Safeguard against theft of personal and school property.
3. Identify individuals responsible for theft and vandalism.
4. Help administration when investigating specific student misconduct.
5. Ensure a safe and caring environment during school/community events.

Policy: Sundre High School's security cameras and their operation adhere to Chinook's Edge School Division No. 73 Policy ECA Buildings and Grounds Security.

Technical Information: Sundre High School has a security system that records images on a central hard drive 24 hours a day, 7 days a week. The images are not actively monitored, rather they are viewed, by administration only in the event of vandalism, theft and/or student misconduct.

Questions: For more information, please call 403-638-4545.

LIBRARY COMMONS

Hours of operation: 8:00 a.m. – 4:00 p.m.

Circulation Procedure: The Sundre High School Library is electronic. Media is signed out by scanning the student's ID barcode followed by scanning the book's barcode.

Overdue and Lost Material: All fiction media is signed out for a two-week period. Non-fiction may be signed out overnight, and reference material stays in the library. The cost of lost or damaged material is charged to the student.

Access for Students: The students are encouraged to use the library for research, homework, or peaceful reading before classes, during breaks and after school. When scheduled, the students will attend with their class and teacher to work on their projects.

Behavior Expected of Students in the Library: The students have requested a quiet, pleasant atmosphere in the library. Polite, courteous behavior is always appreciated. Respect for students, staff, equipment and books is required. No food or drink is allowed in the library.

Interlibrary Loans: Other school libraries within Chinook's Edge School Division No. 73, and libraries using Parkland services, can be accessed to borrow books not available here. Although the book is not immediately available, this is considered a valuable resource.

SCHOOL DANCES

1. Dances are open to Sundre High School and Sundre Learning Centre students and invited guests only.
2. Guests under the age of 20, enrolled in a recognized grade 9-12 school program, approved by administration, and on the official guest list may be admitted to the dance. (Former SHS graduates who graduated the previous school year may also attend as guests). SHS students must submit the guest name two days prior to the dance and accompany the guest at the dance. Each SHS student is allowed to invite one guest only.
3. All dances are held from 7:30 – 11:00 p.m. The doors are closed one hour prior to the end of the dance. No one is allowed into the dance after the doors are closed unless previously approved by administration. Once a student or guest leaves the dance at any time they are not readmitted.
4. Sundre High students not attending the dance are not permitted to loiter on school property from 7:45 p.m. – 12:30 a.m.
5. Supervisors will refuse admittance to anyone who they believe has been drinking alcoholic beverages or using illegal drugs.
6. Students who bring backpacks, coats, and other personal belongings to school dances are required to check these items in at a designated "Coat Check Room." This room is supervised at all times. Access to student lockers is not permitted during the dance.
7. Students are expected to meet all school dress expectations while in attendance at school dances.
8. Any student guilty of possessing or consuming alcohol or other drugs on school grounds will be placed on suspension and/or recommended for expulsion.
9. A list of at least six parent/teacher chaperones is presented to administration at least one day prior to the dance; the principal, or designate, is present at all dances.
10. All students must vacate the school parking lot within 10 minutes of leaving the dance. Students who do not comply may lose future dance privileges.
11. As per the Sundre High Attendance Policy, students who have an unexcused absence must serve all detention time before they are admitted to the dance.
12. Students that do not attend school on the day of the dance are not permitted to attend unless prior arrangements have been made with administration.

SUNDRE HIGH SCHOOL COMPUTER USE POLICY

INTRODUCTION

The computers at Sundre High School and Sundre Learning Centre are intended for use to meet the general and specific outcomes of the courses taught at our school. Computer use is reserved for those students who comply with this policy as well as Chinook's Edge School Division #73 Policy HIBG Computer Access.

EXPECTATIONS

1. Students are not to use school computers to play games.
2. Students are not to use the school's server to store downloaded programs.
3. Food, beverages, and gum are not allowed in computer labs or near computers in the school.
4. When a student is assigned to a workstation, that student is responsible for whatever happens to that workstation during that class.
5. Chairs are to remain at the same workstation and are not to be wheeled around the room.
6. At the end of each class, students must:
 - Quit and/or exit all programs and log off the computer.
 - Push in the chair.
 - Remove paper and/or garbage around the workstation.

7. Any computer problem must be brought to the attention of the instructor/staff member immediately.
8. Each student must have his/her Internet permission form on file at the office before the student may use the Internet in the school.

CONSEQUENCES FOR INAPPROPRIATE USE OF COMPUTERS

The following table outlines the consequences for inappropriate use of computers:

Occurrence	Consequence
First	Formal Warning
Second	Second Warning, Detention (30 minutes), Phone Call To Parents
Third	Discipline Form submitted to Office, Detention (30 minutes)
Fourth	Discipline Form submitted to Office, Loss of Computer Privileges (30 days)
Fifth	Discipline Form submitted to Office, Five Day Suspension From School

Note: For serious infractions, administration may skip steps in the table above and more serious consequences may apply.

CHEATING POLICY

DEFINITION

In academic context, cheating is defined as the act of:

- Presenting the work, words, ideas, solutions, or creations of others as your own; or
- Allowing others to present your work, words, ideas, solutions, or creations as their own; or
- Attempting to obtain solutions or answers from another student during a test or exam; or
- Attempting to provide solutions or answers to another student during a test or exam; or
- Attempting to steal instructional materials, examinations or answer keys from teachers or school files.

Cheating has not occurred when a student:

- Has the teacher's permission to collaborate with others; or
- Discusses an assignment with a parent, teacher or another student, but then completes it on his/her own; or
- Makes obvious attempts to properly reference the sources of phrases, quotes, or ideas that are not his/hers.

CONSEQUENCES

A teacher who suspects a student of cheating will meet with the student to discuss the incident and determine if cheating has actually occurred. If cheating has occurred, the student may receive a grade of zero on the assignment, activity, project, or test, the teacher will document the incident, and may notify the parents or guardians by phone. A copy of the documentation is submitted to administration and placed in the student's discipline file.

In a given school year, administration may suspend a student from school if he/she:

1. Cheats on more than one occasion in a given school year; or
2. Steals instructional materials, examinations or answer keys from a teacher or from another student.

APPEAL PROCEDURES

A student who is accused of cheating may appeal, in writing, to the teacher within 5 days of the accusation. The teacher will then meet with the student and parents to review the evidence and make a decision.

If the student or parents are not satisfied, a second written appeal may be made to the Principal within 5 days of the meeting. A School Appeal Committee will then review the evidence and make a decision. The School Appeal Committee will consist of the principal and one other teacher, mutually agreed upon by the student and the subject teacher.

INCLEMENT WEATHER DURING THE SCHOOL YEAR

Parents are encouraged to listen to FM 105.5, 104.5 or 96.5 to hear bussing updates on days with inclement weather. The following scenarios will help parents decide whether or not they should send their children to school:

1. On days when some busses are not running and some busses are running:
 - Regular classes are held as scheduled. Exams are held as scheduled.
 - Teachers will most likely cover new material.
 - In some cases, parents will drive their children to school later that same day; where this is not possible, students will have the opportunity to make up any missed work.

2. On regular school days when **all busses** are not running as announced on the CESD website and the radio:
 - Scheduled lessons may be taught.
 - Teachers may cover new material.
 - Arrangements will be made between the student and the teacher to make up any missed work.
 - Some staff members may not be in attendance at school.

- During exam week, **regardless of the number of busses running**: Exams are held as scheduled.
- In some cases, parents will drive their children to school later that same day. When this is not possible, students will have the opportunity to write their exams on the next day that busses run or when they have safe and reliable transportation to school.
- As mandated by Alberta Learning, students writing diploma exams must write during the regularly scheduled time. No exceptions.

COURSES, MARKS AND CREDITS

During the first week of school each teacher provides the students with a course outline for that particular course. Contained in the outline is a brief course description, expectations for the course, and the grading procedure followed by the teacher.

If a student gains 50% or above in a course, credits are awarded for that course.

Students must have at least 20 credits to be considered a grade eleven student and at least 60 credits to be considered a grade twelve student.

COURSE REGISTRATIONS

Students registered at Sundre High School are expected to be full-time students at our school. Students are not allowed to register for courses in other schools without the written permission of the school administration. For the benefit of each student, and to assure each student meets the graduation requirements, we require that students take a minimum of 40 credits in grade 10 and 11 and 35 credits in grade 12.

Grade 10 students are not permitted to enroll in grade 11 core courses. A Grade 11 student may enroll in a grade 12 core course if:

- (a) The student's average (as calculated for honor roll) is above 80%; and
- (b) The student's mark in the course prerequisite is above 80%; and
- (c) The student has completed or is registered to complete all grade 11 core courses; and
- (d) The grade 12 course's enrollment is below 25; and
- (e) The student makes an application through the Guidance Office.

The following guidelines are used during grade 10 registrations to increase the likelihood of success for our grade 9 students:

Grade 10 Course	Minimum Grade 9 Mark Required
English 10-1	60% in ELA 9.
Social 10-1	60% in Social 9.
Science 10	60% in Science 9.
Math 10C	60% in Math 9.

Exceptions (students with a grade nine mark from 50% - 59%) are considered on an individual basis after consultation with the grade 9 teacher, guidance counselor, student, parent(s), and administration. However, please note that any student with a failing mark in a grade nine core course is prohibited from taking the corresponding grade ten core course from the list above.

COURSE CHANGES

Students must follow the schedules that are issued at the beginning of each semester until the following steps are taken:

1. See the guidance counselor at the guidance office to get an official course change form.
2. Take the form to the teacher from the class you're planning to leave for their comments and signature.
3. Take the form to the teacher whose class you're planning to join for their comments and signature.
4. Take the form home for your parent or guardian's comments and signature.
5. Return form to the guidance office and receive a new schedule.

Unless extreme circumstances apply, course changes are only permitted during the first 7 days of a semester.

FINAL AND MIDTERM EXAMS

Exam schedules are posted in the school, on our website, and in the Sundre Round-Up; it is each student's responsibility to know his/her exam times. Students are also expected to be aware of the following:

1. Students not in attendance for their final and midterm exams may receive a **grade of zero**. In the case of illness, students will submit documentation from a physician.
2. Students are not permitted to talk, whisper, or communicate non-verbally during exams. Students who do so may receive a **grade of zero** on the exam.
3. **Course materials** (i.e. texts, review booklets, etc.) are turned in to the classroom teacher **15-20 minutes** before the beginning of the exam. Students are expected at the exam room doors 10 minutes prior to the scheduled starting time.
4. Grade 9-11 students will stay in the examination room for 90 minutes. Grade 12 students will stay in the examination room for 60 minutes.
5. Students may bring tissues and bottled water if they desire. Students may not bring other food/drink, headphones, games, electronic devices, cell phones or mp3 players, other than calculators.
6. The exam supervisor may remove students who are found with a non-approved communication device or award the student a 0.
7. Students may leave the school or go to the study hall (library) when they have completed an exam. Students are **not permitted to stay in the hallways** while exams are in progress.
8. Final marks are not reported to students during exam week. Report cards are mailed once the last exam is written.

HONOR ROLL

Grade 9: Any student who meets both of the following criteria is placed upon the honor roll for the school year:

1. An overall average of 80% or greater from five subjects, four of which must be: L.A. 9, Social 9, Science 9, Math 9; and
2. There are no failing marks in any subject.

Grades 10-12: Any student who meets both of the following criteria is placed upon the honor roll for the school year:

1. An overall average of 80% or greater from 25 credits, 5 credits from English, and 15 credits from Social, Science or Math disciplines at the 10/20/30 or 10-2/20-2/30-2 levels; and 5 credits from other courses
 2. There are no failing marks in any subject.
- Note: Work Experience, Green Certificate, R.A.P, and Special Projects courses are not accepted for academic honors requirements.

Any student who meets both of the following criteria will be placed upon the honor roll for a given reporting period:

1. An overall average of 80% or greater from three courses, two of which are selected from core subjects (ELA, Social, Science, Math); and
2. There are no failing marks in any subject.
- 3.

COMMUNICATING STUDENT PROGRESS

Student progress is communicated to parents and students in six ways:

1. Progress Reports are available at all times through PowerSchool. Students and parents have access, for assistance in setting up PowerSchool on your electronic device, please contact the office.
2. Student Report Cards are issued electronically twice each semester.
3. Parent/teacher interviews are held after the progress reporting period in each semester.
4. Teachers phone parents with positive and negative feedback throughout the school year.
5. Parents are also encouraged to contact the office at any time they feel necessary and arrange for an interview with teachers. Students are also encouraged to seek help from teachers if they are having difficulty. Good communication is the key to a successful program and necessary to avoid problems.

GUIDANCE PROGRAM

The school guidance program is designed to serve the students of the school and help them develop to their potential in terms of academics, social skills, and personal growth. An emphasis on planning for the future and investigating opportunities is increasingly important in the program.

The Guidance Counselor and Preventative Program Coordinator work in conjunction with administration and staff to offer the following components of the guidance program:

- **Student Scheduling and Course Selection:** Selecting courses and arranging those courses into a suitable schedule is a very important part of the guidance program.
- **Career Guidance:** Our program provides information, resources, and other services. about post-secondary schooling, trades, apprenticeships, careers, and professions.
- **Personal Guidance:** The guidance program offers students an opportunity to ask questions, receive counseling, or simply talk in confidence about things that trouble them in the educational system.
- **Educational Programs:** Educational programs, field trips, and guest speakers help students link school outcomes and objectives to life experiences.

CERTIFICATE OF ACHIEVEMENT

Knowledge and Employability courses provide students in grades 8 to 12, who meet the criteria, with opportunities to experience success and become well prepared for employment, further studies, citizenship and lifelong learning. Students who complete these courses and accumulate at least 80 credits are awarded a Certificate of Achievement.

ALBERTA HIGH SCHOOL DIPLOMA

The requirements indicated are those necessary to receive a high school diploma from Alberta Learning; students pursuing post-secondary education may need additional requirements. To ensure you are taking the correct track, review your program with the guidance counselor. Minimum requirements for an Alberta High School Diploma include:

- 100 credits
- English 30-1 or 30-2
- Social Studies 30-1 or 30-2
- Math 20-3
- Biology 20, Chemistry 20, Physics 20, Science 20 or Science 24
- Career and Life Management (C.A.L.M.)
- Physical Education 10
- 10 credits from CTS, Fine Arts, 2nd Languages, or Phys. Ed.
- 10 credits in 30 level courses other than English and Social

Students are responsible for planning their High School Program with the Guidance Counselor to ensure they have all the necessary courses for graduation and postsecondary education.

STUDENTS' UNION AND MAY QUEEN

Elections are conducted for the Sundre High Students' Union in September. The major fundraising event for the Student's Union is May Queen. May Queen is our annual spring fundraising festival in which Sundre High School students, parents, and staff volunteer to work at odd jobs over several days to raise money for our Students' Union. The Students' Union then allocates these funds to scholarships, extra-curricular activities, graduation, awards' night, yearbook, student trips, community projects, charities, and other student initiatives. May Queen is more than just a fundraiser. It is a school community activity that promotes cooperation and collaboration among students, parents, staff, and our community.

SUNDRE HIGH GRADUATION

GENERAL INFORMATION

In order to participate in the Sundre High School graduation ceremony, a student must:

1. Be a full-time SHS or SLC student in good standing; and
2. Attend school regularly and punctually; and
3. Be enrolled in a program that will enable him/her to graduate by June 30; and
4. Be in a position to earn a minimum of 35 grade twelve credits at SHS or SLC by June 30; and
5. Have completed a minimum of 90% of required work experience or R.A.P. hours to date.

Students returning to high school for a fourth year and students with unique and uncontrollable circumstances may be exempt from these conditions at the discretion of administration.

As Prom is funded through May Queen fundraising endeavors, those students who choose not to fundraise are required to pay a Graduation Fee. Once again, exemptions may be made for students with unique circumstances. The fee varies from year to year depending on May Queen fundraising.

In addition, students with outstanding School Fees are not allowed to participate in the Graduation Ceremonies as it is an extra-curricular event.

VALEDICTORIAN SELECTION POLICY

The Valedictorian of one's graduating class is the highest academic distinction that a student can earn in his/her final year of high school. The Valedictorian's primary responsibility is to deliver the valedictory address during the Cap & Gown Ceremony. The following selection process applies:

1. The grade twelve student with the highest average is named Valedictorian.
2. Students whose averages are within 0.2% of each other are, for the purpose of this policy, considered tied. Therefore, it is possible to have two or more Valedictorians.
3. Each student's average is determined by calculating the mean of the student's marks in any **five** of the following courses:

English 30-1	Biology 30	Physics 30
Social 30-1	Chemistry 30	Mathematics 30-1
4. For courses completed in the first semester of grade twelve, final blended marks from Alberta Learning are used in all calculations.
5. For courses taken in the second semester of grade twelve, marks from the April reporting period are used in all calculations.
6. All courses used in the calculations must have been taken at Sundre High School or Sundre Learning Centre.
7. In the event that the student with the highest average decides not to serve as Valedictorian, the student(s) with the next highest average are named as Valedictorian(s).
8. The suggested length of the valedictory address is **5-10 minutes**.
9. The valedictory address is reviewed by the Principal and submitted to the newspaper and yearbook for publication at least **two weeks prior to graduation**.

WORK EXPERIENCE, R.A.P. & GREEN CERTIFICATE PROGRAMS

The Work Experience, Registered Apprenticeship, and Green Certificate programs allow students from grades 11 and 12 to travel to off-campus sites, or remain on-campus, to take part in a variety of on-the-job training experiences. These opportunities often lead to future career possibilities.

GROWLY COUNTER

The Growly Counter offers a daily hot food item and a variety of snacks during the lunch hour at the Senior High School. Proceeds are used to defray expenses of school activities and to purchase equipment for the school. The school sometimes offers an expanded lunch menu in conjunction with the CTS Foods program; this service varies week to week in regards to availability and variety of food items available.

SCHOOL FAIR

The School Fair is held on the first Friday after the Labour Day weekend. The Sundre School Fair is the oldest school fair in the province of Alberta. Students may enter school projects, pets, livestock, baking, handicrafts, vegetables and other projects.

DAILY PHYSICAL ACTIVITY

Daily physical activity is offered at Sundre High every noon hour in the gym. Daily physical activity is an excellent way to get involved in the school and have fun at the same time. Students are encouraged to have a healthy lifestyle through these activities whenever possible.

GYMNASIUM AND PHYSICAL EDUCATION

Sundre students are fortunate to have access to an excellent gymnasium facility. Students are asked to abide by the following rules in order to ensure the maintenance of the facilities and the programs offered in these areas.

1. Students are not to bring food or drink into the gymnasium.
2. Students are asked not to wear street shoes in the gymnasium.
3. Access to the Sundre High Gym is restricted to the locker room entrances on the north side of the gymnasium.
4. Students are not allowed in the gymnasium without permission or without the supervision of an adult. Users must sign out gymnasium equipment with Phys. Ed. Staff and treat it with respect.
5. All students in Phys. Ed., Fitness, and Recreational Pursuits classes will wear approved Sundre High School athletic clothing. Each student receives a free t-shirt and pair of shorts upon registering at Sundre High School. Additional items are available at a reasonable cost.

ATHLETICS

All students are encouraged to participate in one of the many individual or team sports at Sundre High School. We currently have athletes competing in cross-country running, curling, volleyball, basketball, golf, badminton, and track and field.

Each June, an Athletic Awards Night is held to honor our athletes. The following criteria are used to select an Athlete of the Year and Coaches' Award winner in both junior and senior categories.

ATHLETE OF THE YEAR

- Displays strong team/individual leadership on and off the court
- Cooperates with coaches and shows dedication to the sport
- Exhibits sportsmanship/positive attitude
- High skill level – the ability and accomplishments of the athlete

COACHES' AWARD

- Demonstrates willingness to compete on a team in any capacity
- Prioritize team, while exhibiting a selfless attitude
- Very coachable player, who exhibits enthusiasm and helpfulness
- Supportive attitude regardless of individual success
- A good role model to his/her teammates and is dedicated to the team