

PARKLAND COMPOSITE HIGH SCHOOL



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PRINCIPAL

Mr. David Amiot

VICE PRINCIPALS

Mr. Neil Coleman

Mr. Ryan Hall

STUDENT HANDBOOK 2010-2011

NAME _____
STUDENT I.D. NUMBER _____
ADVISOR _____

BASIC EXPECTATION OF ALL PARKLAND COMPOSITE HIGH SCHOOL STUDENTS

- Attend regularly and on time.
- Complete all assignments on time as provided.
- Behave appropriately:
 - Follow direction of all staff
 - Demonstrate consideration, courtesy and respect for others and property
 - Use appropriate language

Be “on task”, stay “on task” and do not disturb others.

Parkland Composite High School Handbook 2010–2011

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Parkland Composite High School

CODE OF STUDENT CONDUCT AND BEHAVIOUR

Students at Parkland Composite High School are expected to conduct themselves in a manner that is in keeping with the qualities of good citizenship. The behavioural expectations are consistent with the responsibilities stated in The School Act, 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) cooperate fully with everyone authorized by the board to provide educational programs and other services*
- (d) comply with the rules of the school*
- (e) account to his teachers for his conduct: and*
- (f) respect the rights of others.”*

Consequences for failure to meet the requirements of the code of student behaviour and conduct may result in disciplinary action that may include suspensions and recommendations for expulsion from the school.

SAFE AND CARING SCHOOL INITIATIVE – GYPSD THREAT ASSESSMENT PROGRAM

Grande Yellowhead Public School Division provides a safe and caring learning environment in all of the division’s schools. Part of this commitment involves being prepared to handle emergency situations appropriately and efficiently.

Together with our partners, the Royal Canadian Mounted Police, Alberta Child and Family Services Authority and Alberta Mental Health, we have developed a plan to respond to all situations in which students may be demonstrating behaviours that pose a threat to themselves or others. Any student, parent or staff member who becomes aware of a threat, or has reasonable grounds to believe that there is a potential risk to students, staff or divisional property, shall notify the school principal and/or their

SAFE AND CARING SCHOOL INITIATIVE – GYPSD THREAT ASSESSMENT PROGRAM (CONT'D)

designate. Threats may be, but are not limited to, verbal, written, gestures or internet postings. The division requires that all threats or threatening behaviours be treated seriously: all threats or threatening behaviour will be assessed and appropriate interventions and disciplinary actions taken. The purpose of this administrative procedure is to determine how best to support students so that their behaviour does not become hurtful or destructive to themselves or others.

This notice serves our students with **fair notice** that we, as a school community, will respond to all threats in a professional manner that provides for a healthy and caring learning environment.

HARASSMENT

Harassment can take the form of gestures, remarks, jokes, taunts, innuendo, displays of offensive materials, offensive graffiti, threats, verbal or physical assault, hazing, stalking, shunning or exclusion, comments or conduct that are known or might be known to be unwelcome, unwanted, offensive, intimidating, hostile or inappropriate. If these are gender related or sexual in nature they may be identified as sexual harassment. Administration will take steps to prevent any occurrences of harassment. In order to do this, anyone experiencing harassment, or anyone who witnesses harassment, must contact an administrator or teacher as soon as possible. Disciplinary action taken against a person who harasses another person could include suspension, expulsion, and criminal charges as appropriate.

FACEBOOK AND TEXTING

Text messaging and online social networking sites such as Facebook are occasionally a means by which some students harass others. Such harassment is considered to be an out of school matter and parents whose students are victims of such harassment are encouraged to report the matter to the RCMP.

FROSHING (ABDUCTION AND ASSAULT)

In keeping with the Safe and Caring Schools initiative, we will not tolerate any participation in froshing activities. Consequences will include immediate suspension for a period of up to five school days and may include the exclusion of a student from extracurricular activities, exclusion from participating in graduation ceremonies, expulsion from school and criminal charges. In addition, parents will be encouraged to pursue appropriate legal action through the R.C.M.P. Froshing is in contravention of the

Criminal Code of Canada and can therefore result in criminal charges being laid whether the acts take place on or off the school grounds.

ALCOHOL AND CONTROLLED SUBSTANCES

Any student who is in possession or under the influence of any illegal substance, alcohol or inhalants on school property or during school-sponsored activities will face immediate suspension from school up to a maximum of 5 days. Depending upon the seriousness of the student's actions, the principal may also make a recommendation to the Board of Trustees for expulsion from Parkland Composite High School.

SMOKING AND CHEWING TOBACCO

The Parkland school building and property are a tobacco-free zone. This means that smoking or chewing tobacco is not permitted. Anyone smoking or chewing tobacco in the school or on the school grounds will be subject to disciplinary procedures that may include suspension from school. Smoking is not an excuse for being late to class. If continuing lateness to class results from going for a smoke, students may face disciplinary measures including suspension.

CELL PHONES, BLACKBERRIES AND PAGERS

Students are not allowed to carry or use cellular phones, Blackberries or pagers in classrooms, washrooms, and locker rooms. If students bring them to school, they are to turn them off and place them in their locker during class. During any exam, these devices are not to be used, nor should they be in the student's possession. (Please refer to the Exam Policy for more information.)

Note: If a student is found to be using a cell phone, Blackberry or pager in a classroom, washroom, locker room, or in a way that threatens student or staff safety or privacy, the cell phone will be confiscated and returned to the parent.

If there are extenuating medical circumstances that require a student to carry a cell phone, the **parent must make arrangements in advance with the administration** and a plan must be put into place.

Parents wanting to reach their child should call the school's main phone line (780-723-6035). Students can be easily and quickly reached in classrooms, as every room at PCHS is equipped with a telephone.

WEAPONS

Firearms are obviously prohibited within the building and their possession by a student will lead to a minimum of a suspension and potentially to a Threat Assessment Hearing or expulsion. The term *firearm* also includes guns powered by air or gas, paintball guns, airsoft guns and any replica easily mistaken for a firearm.

Knives must not be brought to school and their public display or use in a threatening manner will lead to consequences similar to the possession of firearms.

Ammunition, either real or in replica form, is also prohibited and their possession will be dealt with in a manner that administration considers to be appropriate.

DRESS CODE

Students are expected to use good judgment in choice of dress. Parkland is a school in which students and staff should feel comfortable. Clothing which advertises sexual topics, liquor, drug use, violence, racism, sexism and related topics and which causes distress to students and staff is unacceptable and students wearing such attire will be asked to change into something more appropriate.

SUN FLOWER SEEDS

Sun flower seeds cause major problems in regards to keeping the building clean and are prohibited throughout the entire school.

TELEPHONE

A courtesy phone is available outside of the General Office for students who wish to make brief local calls. Students are encouraged to use the pay phone in the Pacer Dome.

USE OF PERSONAL AUDIO DEVICES AND OTHER TECHNOLOGY

Student use of personal audio devices such as MP3 players and iPods in the classroom is at the discretion of individual teachers. During any exam, these devices are not to be used, nor should they be in the student's possession. (Please refer to the Exam Policy for more information.)

Note: If a student is found to be using such a device in a classroom where they are not permitted, or in a way that threatens student or staff safety or privacy, the device will be confiscated and returned to the parent.

GENERAL INFORMATION

ATTENDANCE

Responsibility for attending class lies with the student and their parents.

Regular and punctual attendance is expected of all students and directly correlates to academic success. The school will support the efforts of parents and students in establishing positive attendance habits.

Attendance is recorded for each class. If parents know in advance that a student will be absent they are asked to phone the school (780-723-6035) so that teachers know the student will be missing.

If parents have not phoned the school to report an absence, when the student returns to school from an absence he should bring a note from a parent explaining the absence. This will be necessary for the student to be allowed to hand in assignments due during the absence or to write a test that was missed during the absence.

Noted absences are communicated to the student's home by telephone each evening through an automated phone call.

After contacting parents, teachers will report students who have chronic problems with attendance to the school administration for further parent contact. In extreme circumstances when attendance does not improve the student may be required to drop the class.

TARDINESS

Tardiness is considered a disruptive behaviour and will be treated as a discipline problem. Recurring tardiness will be treated as an absence and reported as such for each occurrence. Disciplinary measures may include detentions, parental contact, and exclusion from extra curricular activities or suspension.

STUDY PERIODS

Students are expected to be in scheduled classes. However, due to individual student needs and the structure of the school timetable, some schedules are issued with study periods. Students who are not in scheduled classes are expected to be in the library or Pacer Dome working on class-related activities or to be off campus until their next scheduled class. **The PacerPass is not to be used by students during class times unless they are accompanied by a Teacher or Teacher Assistant.** Students are expected to respect the learning environment of other students. Hallways, including the PacerPass, are off limits to students during their study periods.

DAILY ASSIGNMENTS AND QUIZZES

Daily assignments and quizzes are defined as those worth less than 3% of the final grade. Students who miss quizzes and daily assignments are encouraged to complete the assignments in order to gain mastery of the concepts. Due to the differing nature of assignments in various subject areas some departments may choose not to award any marks for late completion of student work of this nature.

ASSIGNMENTS, PROJECTS AND EXAMINATIONS

Assignments, projects and exams are defined as those worth more than 3% of the final grade. Students will be provided at least one week's notice of all dates for exams, assignments, projects and term papers with a weighting of 3% or more. If an exam is not written on time or a major assignment not turned in on time the student will be assigned a comment of ***NHI*** (not handed in) or ***INC*** (incomplete) until the student resolves the issue with the teacher. ***The student must initiate this process on the first day of class after the due date.***

STUDENT APPEALS

In the event that a student feels that an assigned mark is not correct, a reassessment of the mark must be discussed with the teacher and the student's parents within one week of the mark being assigned. The student must inform the teacher of the problem by the end of the day following receipt of the mark.

If the final grade in a course or module is being appealed the request for a reassessment of the grade must be made within one week of receipt of the grade. This reassessment will be done only if there is reason to believe the calculations of the term work weightings were inaccurate.

In the event that the parent is not satisfied with the reassessment done by the teacher, a formal request for a review may be made in writing to the principal within two weeks of the student receiving the grade. The written appeal must contain the reason for the appeal.

In the event that the student or parent is not satisfied with the principal's findings, an appeal may be made to the Chief Deputy Superintendent. This appeal must be submitted in writing to the Chief Deputy Superintendent within one week after receiving the report from the principal.

EXAMINATION PROCEDURES AND RULES

- Students will be addressed outside the access doors to the respective examination hall and reminded to leave items listed below in their locker or at the door.
- Students must locate the correct course row and select a seat in that row.
- Students will not begin until told.

In Parkland Composite Examinations students are permitted to have the following items.

1. Pen and/or Pencil
2. Eraser
3. A plastic water bottle with the label removed (Must be checked by supervisor)
4. Other items specified by the teacher before the exam.
5. Calculator (Math and Science or specified by the teacher)

The exam supervisor will reset all memory on the graphing calculators before and after every exam.

Students are not to have or do the following

1. All electronic devices must be left in lockers or outside the exam room, unless specified in an IPP. (iPods, MP3 players must go)
2. Cell phones must not be taken into the examination room, nor are they allowed on their person during the examination. Students who disregard this WILL have their examination invalidated and receive a zero.
3. All binders, books, notes, packs, coats, hats or other packages must be left in the front access area.

STUDENTS LEAVING VALUABLES IN THE FRONT AREA DO SO AT THEIR OWN RISK AS THEY HAVE A LOCKER TO STORE SUCH ITEMS.

Students may not leave the exam hall until at least one hour has elapsed or, in the case of PATs, until the time recommended by Alberta Education has elapsed and must remain seated. Once students have left the exam NO students shall be permitted to re-enter the room.

Decide what you want, Decide what you are willing to exchange for it.

Establish Your Priorities and Go To Work

EDUCATIONAL PROGRAMMING

HIGH SCHOOL DIPLOMA

In order to earn an Alberta High School Diploma you must have a minimum of 100 high school credits in total. Required courses making up part of the 100 credits are:

Number of Credits in Departments	Required Courses
15 credits in English	English 30-1 or 30-2
15 credits in Social Studies	Social Studies 30-1 or 30-2
10 credits in Mathematics	Math 20 Pure or Applied or Math 24
10 credits in Science	Science 20 or Biology 20 or Chemistry 20 or Physics 20
3 credits in Physical Education	Physical Education 10
3 credits in CALM	Career and Life Management 20
10 credits	CTS, Fine Arts, Phys Ed or Second Languages
10 credits in any 30 level courses	These credits must be IN ADDITION TO English 30-1 /30-2 and Social Studies 30/33

AWARD FOR EXEMPLARY PERFORMANCE

The purpose of this award is to:

- Encourage students to achieve beyond the minimum requirements for a high school diploma.
- Provide an opportunity for awards to students who may not meet the academic levels required to earn scholarships but who demonstrate strong work ethic and character.

Award Amount

In order to celebrate the achievement of students who go beyond earning the minimum for a high school diploma, Parkland Composite High School staff will reward students who earn 120+ credits during their high school career. Awards will be issued as follows:

Credits Earned	Award Amount
• 120 to 129	\$500
• 130 to 139	\$750
• 140+	\$1,000

Criteria (for students entering grade 10 as of September 2010):

In order to qualify for this award, students must demonstrate a commitment to learning through their willingness to complete more than the minimum 100 credits necessary for a high school diploma. Students must apply to LINKS before the end of June in the year they graduate indicating how they meet the following criteria for the award:

- All credits must be earned at Parkland Composite High School either through regular course work or the ADLC room.
- Credits received through the out of province equating process are not eligible.
- Up to six semesters can be used for credit accumulation.
- Award recipients must meet Alberta Education's High School Diploma requirements.
- Awards will not be granted until the fall of the school year after graduation when student final marks and summer Work Experience credit counts can be verified.
- Students must maintain a reasonable attendance rate throughout the time they are enrolled at Parkland Composite High School. The decision of the administration as to the eligibility of recipients is final.

ACADEMIC COUNSELORS – LINKS

Three Parkland teachers have time dedicated to academic counseling. Mr. Magneson, Mrs. Wells and Mr. Tews make up the LINKS department and are able to offer advice and obtain information regarding high school and post secondary programs. LINKS will also process all changes in student timetables. Appointments with them need to be booked in advance. This can be done at the front desk.

A **CAREER FAIR** will visit Parkland in the fall. Parents and students are urged to take advantage of this opportunity to explore post secondary options and to discuss them with the institution's representatives present at that time.

MINIMUM ENROLLMENT POLICY

The PCHS Grade Promotion Policy is designed to ensure that students are able to qualify for an Alberta Learning High School Diploma after 3 years or 6 semesters of high school. Students who meet the expectations set out below enable themselves to graduate after 3 years. There are 2 entry points for grade 11 and grade 12. These are at the beginning of the first semester in September and at the beginning of the second semester in February.

Grade 9	Must have a full timetable.
Grade 10	Must have a full timetable. That is, students must be enrolled in a minimum of 40 approved credits per year (20 credits per semester).
Grade 11	Must have a full timetable. That is, students must be enrolled in a minimum of 40 approved credits per year (20 credits per semester).
Grade 12	Grade 12 students must be enrolled in at least enough credits to be granted a high school diploma by the end of June of their Grade 12 year. Notwithstanding this, students are strongly encouraged to enroll in more than the minimum requirements for graduation.
Life Skills	Students will move from grade to grade on a yearly basis.

TIMETABLE CHANGES

Timetable changes for grade 10, 11 and 12 students must be made through LINKS and be approved by administration and the student's parents. Any request for change to a grade 9 student's timetable or class assignment must be directed to an administrator.

DROPPING OR WITHDRAWING FROM COURSES

Students are not allowed to drop a course without a replacement if the result is that their program falls below the credit requirements for their grade (40 credits in Grade 10, 40 credits in Grade 11 and 100 credits by the end of grade 12). Course withdrawal deadlines are 30 calendar days after the start of any semester.

CHANGES TO PROGRAM

It is necessary for students in grades 10, 11 and 12 to contact a LINKS counselor before they make changes to their educational program. At the beginning of a semester students with timetable problems are allowed one academic week within which to change their timetables.

EARLY COMPLETION

A student who earns 5 credits or more in a 3 credit block may, with the permission of the parent and the teacher, use the rest of the assigned time in that semester as a study period.

PARKLAND GRADUATION CEREMONY REQUIREMENTS

PCHS holds an annual celebration for its departing grade 12 students.

1. In order for a student to be eligible to participate in the PCHS graduation ceremony, the student must meet the following criteria **no later than June 1** of the school year leading up to graduation:
 - 1.1 The student must have completed or be registered in sufficient credits and the required courses to obtain an *Alberta High School Diploma* or *Certificate of Achievement* or *Life Skills Certificate* by June 30.
 - 1.2 Students using correspondence course modules to meet the above requirements must be registered in those modules by no later than May 31 **and** the correspondence supervisor must be satisfied that the courses or modules can reasonably be completed and submitted for marking by June 30.
 - 1.3 A student who has an unacceptable discipline incident during the school year leading up to graduation will not normally be eligible to participate in the graduation ceremony, but may appear before the Discipline Committee to request that due to exceptional circumstances they be allowed to take part in the PCHS graduation ceremony. The discipline committee will consist of the administration of the school and a representative of the guidance department.

1.3.1 Unacceptable discipline incidents include but are not limited to suspensions or incidents of bullying, harassment, use of drugs or alcohol in contravention of school rules, violent or discriminatory behaviour or froshing.

1.4 The student must have been in attendance at PCHS for at least one full semester in the school year leading up to graduation.

2. A listing of eligible participants will be posted during the last week of February. Students are responsible for checking and resolving any discrepancies from the list with the principal prior to March 15.
3. The Banquet is open to all grade 12 students, family and friends. In order to take part in the event, banquet tickets must be purchased. Students with outstanding fees will not be allowed to attend this event.
4. The principal will release a final list of those eligible by June 3.

PARKLAND GRADE 12 CERTIFICATES

At PCHS we celebrate exemplary student achievement in a number of ways. PCHS Grade 12 certificates presented at the Spring Commencement Ceremony acknowledge outstanding student performance in the following areas:

1. Completion of the French Immersion Program
2. Completion of the Registered Apprenticeship Program

ADLC

ADLC is an alternate in-house learning centre. It is a program for students who have time table conflicts or who are able to learn better in an out-of-classroom setting and have the self-discipline to manage self-paced distance-learning coursework. The program utilizes high school courses from the Alberta Distance Learning Centre. Students are allowed into this program only if an assessment by one of the LINKS counselors of the individual's circumstances and independent learning skills indicates that there is a likelihood of success in this program. ADLC classes are timetabled into the student's schedule and regular attendance and acceptable behaviour is a condition for continuation in the ADLC program.

LEARNING SUPPORT

It is important that students enroll in classes that are suited to their ability and motivation. Once they are in the proper classes it is important that they develop the skills necessary to meet curriculum standards. Designing and teaching curricula so that students are able to learn information and skills they need to meet curriculum standards are the responsibility of the classroom teacher.

Learning support for students with skill deficits or learning difficulties takes one of four forms:

1. REMEDIATION

Within his or her classroom each teacher directs specific instruction to enable students to achieve to the best of their ability. Sometimes an aide will be employed to work on specific skills with students within the classroom so that they are able to move on and experience success within the class.

2. IN-CLASS LEARNING SUPPORT

Some students require extra in class help to keep up with the pace of a regular class. This will be provided in one of two ways: either by the teacher or by an aide under the direction of the teacher.

3. COMPLETE INDIVIDUALIZED PROGRAMMING

Students who are unable to meet the academic requirements of the Alberta Learning curricula are best served through a completely individualized academic program. This program will be based on enhancing the students' abilities to become responsible members of society and to develop entry-level vocational abilities. Their academic program will be based on developing individual literacy and numeracy skills. These students will take part in CTS, fine arts and physical

education classes with the supports that are necessary for their safety and progress.

Programming for these students is the responsibility of the designated classroom support teacher. This teacher also requests student aide time for these students when appropriate and available.

4. **KNOWLEDGE AND EMPLOYABILITY**

Students in the Knowledge and Employability (formerly Certificate of Achievement) program are taught in regular classrooms. Their courses are often numbered 10-4, 20-4, 30-4 and each teacher varies teaching strategies to suit specific student-learning needs within the regular classroom.

WORK EXPERIENCE

Work Experience 15-25-35 are separate courses for credit that provide hands on experience at job sites as an integral part of a planned school program. Work Experience courses are components of the PCHS off-campus education program. Enrolment in Work Experience is available to grade 11 and grade 12 students as well as Knowledge and Employability students in any grade. Mr. Maris is the Work Experience Coordinator. Make an appointment to see him if you have an interest in taking Work Experience.

COMMUNICATION AND REPORTING

Teachers will address performance concerns through direct telephone or personal contact with parents any time they find it necessary. We request that parents reciprocate by contacting the teachers if they have questions or concerns regarding their student's progress.

Parkland supplements these informal contacts by formal procedures designed to keep parents and students informed about academic progress. PowerSchool, an internet-based marks and attendance reporting system is also being used, allowing parents real-time updates of their child's marks and absences from any internet-capable computer.

PARENT ADVISORY COUNCIL

A Parent Advisory Council (PAC) is collective association of parents, teachers, principals, staff, and students who seek to work together to promote the well-being and effectiveness of the entire school community and thereby to enhance student learning. A school council is a means to facilitate cooperation among all the concerned participants in the local school (source: *School Councils Handbook*, 1999, Alberta Education). Parkland Composite High School's PAC meetings are the third Tuesday of every month at 7 pm. We meet in the school's library and always welcome new members.

REPORTING ACADEMIC PROGRESS – REPORT CARDS AND PROGRESS REPORTS

Formal report cards will be mailed to the home address at the end of each semester and will include a semi-annual newsletter. Please check our website at www.parklandcomposite.ca for more regular updates on events and activities.

Progress Reports will be sent home by mail to those parents who do not have access to the internet-based HomeLogic reporting system. Reports in October and March may be picked up by parents at conferences. Parents and students without a PowerSchool password may call the school to have one issued.

REPORTING ACADEMIC PROGRESS – REPORTING DATES

October 13 and 14, 2010 First Semester Parent Teacher Student Conferences.

January 30, 2011 **Semester End Report Card**

March 9 and 10, 2011 Second Semester Parent Teacher Student Conferences.

Early July, 2011 **Semester End Report Card**

REPORTING ACADEMIC PROGRESS – PARENT, STUDENT, TEACHER CONFERENCES

Progress Reports are issued approximately six weeks into each semester and coincide with parent, student, teacher conferences. Parents are encouraged to attend these conferences with their children. We will use the Phone Master to publicize the dates with parents.

POWERSCHOOL

PowerSchool is an internet based program that allows students and parents to check marks and attendance on line at any time. Passwords specific to individual students are normally issued to parents at the first parent teacher interviews. Passwords remain valid for the entire career of each student at Parkland.

STUDENT AWARDS

AWARDS CEREMONY

Yearly recognition of outstanding student achievement in academics and athletics takes place at the fall Awards ceremony. This year Awards Night will be **October 1 beginning at 7:00 p.m.** In addition to in-house scholarships and bursaries, community supporters of education both corporate and private make a large number of awards possible. Questions about bursaries and scholarships available to PCHS students should be directed to the counseling staff.

PARTICIPATION IN SCHOOL ACTIVITIES

We believe Student Activities are an integral part of the educational experience. Student activities support a positive school climate by involving, recognizing and celebrating students at Parkland Composite High School. Co-curricular and Extra-Curricular activities and programs provide students with opportunities that develop character, socialization and personal life skills.

GENERAL OPPORTUNITIES

There are many opportunities for student participation outside of academics and athletics. Some of these are co-curricular such as our award-winning band and advanced art projects. Some are extra curricular such as the very active Students Against Drinking and Driving chapter. There are group trips and second language classes after school. All students are urged to seize the initiative and get involved in areas of their interest, develop their leadership skills and expand their horizons and abilities.

GRADUATION

Parkland grade 12 students who meet the eligibility criteria for Graduation will be eligible to take part in a Grade 12 Class Celebration. Commencement concentrates on celebrating 12 years of schooling leading to a high school diploma. This year the celebration is on Thursday, June 30, 2011. Grade 12 student leaders are needed to make this event a success.

ATHLETICS

There are many opportunities for participation in team sports at Parkland. PACER and PANTHER teams in volleyball, basketball, badminton, track and field, curling, wrestling, and rugby are active throughout the year. All students are encouraged to participate in athletics at some level.

Student Leadership

Members of the Student Council are responsible to set direction and organize a variety of student activities in school.

STUDENT SERVICES

INSTRUCTIONAL MATERIALS FEE

This fee provides students with textbooks and reference materials for each course as appropriate. Instructional Materials fees are due at the beginning of each school year. For the 2010 –2011 school year this fee is \$95.00 per student in grade 10, 11 or 12. The fee for grade 9 students is \$80.00 per student.

In addition, a \$5.00 Student Council fee and a \$5.00 Locker Fee is assessed each student.

Students taking specialized classes (CTS) may also be assessed a specialized materials fee based on the number of credits they are taking in those classes.

SCHOOL PHOTOGRAPHS

Parkland contracts a photographer from Koda Photography to take student identification photos and picture packages. All students are required to have a photo taken for school identification purposes. There is no charge for this service. Individual colour photo packages are available as an option for students at their expense. School picture day will be September 9, 2010.

CONTACTING STUDENTS

Parents who wish to contact students at school should call and talk to the secretary at 789-723-6035. Unless it is an emergency, a message will be passed on to students at the next break. Parents need to remember that cell phone use during classes is prohibited.

LOCKERS

Lockers are owned by the Grande Yellowhead Public School Division and assigned to students through the office. It is the students' responsibility to keep their locker clean and free from pictures, stickers, etc. Failure to do so may result in being assessed a \$25 cleaning fee. The locker agreement you sign allows Grande Yellowhead Public School Division or its designates to conduct locker searches. All lockers are required to have

school locks on them. School locks may be rented from PCHS for a nonrefundable fee of \$5.00. Grande Yellowhead will not be responsible for items lost or stolen from lockers.

PARKING

Students are encouraged to use the GYPSD provided bus transportation when possible. Walking to school is also encouraged for those who live close to the school.

Grande Yellowhead has an obligation to provide transportation to and from school for those who are eligible for transportation. Grande Yellowhead has no obligation to provide parking for those who choose to drive to school. Grande Yellowhead Public School Division provides a limited number of parking spaces for use by students and teachers. Parking is allowed only in designated areas. Improperly parked vehicles will be ticketed and/or removed at the owner's expense.

Maintaining use of parking privileges means abiding by all traffic and safety rules.

Parking privileges may be removed for any safety violations.

Staff List and E-mail Addresses

NAME	PRIMARY RESPONSIBILITIES	E-Mail Address
Ahlf, Jean	Librarian	jeanahlf@gypsd.ca
Amiot, David	Principal	daviamio@gypsd.ca
Andersen, Kevin	Biology, Chemistry, Physics	keviande@gypsd.ca
Barron, Michelle	Family School Liaison	michbarro@gypsd.ca
Bencz, Lyssa	Science, Math	lyssbenc@gypsd.ca
Beran, Carson	Science, CTS, Phys Ed	carsbera@gypsd.ca
Biehler, Mike	Construction Technology	mikebieh@gypsd.ca
Biehler, Tania	French Immersion	tanibieh@gypsd.ca
Blacker, Terri	Chemistry, Gen. Science	terrblac@gypsd.ca
Bodner, Cindy	Classroom Support, ADLC	cindbodn@gypsd.ca
Chambers, Alanna	English	alancham@gypsd.ca
Coleman, Neil	Social Studies, Vice Principal	neilcole@gypsd.ca
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COMPUTER USE POLICY

Students will not engage in:

1. Illegal or unethical acts, including use of network access to plan or carry out any scheme to defraud or to obtain money, or other things of value by false pretences, promises, or representations; or to damage or destroy computer-based information or information resources.
2. Sending messages and files containing any form of digital information or encoding that is likely to result in loss or disruption of the recipient's work or system.
3. Gaining access to any resources, entities or data of others for any purpose without authorization.
4. Transfer of commercial software, materials protected by trade secret or other copyright protected material. If software known as "shareware" is transferred and retained for use, the author's registration fee is to be paid by the user. If the software is not of continuing use or is not registered, it is to be deleted from GYPSDnet and the user's computer. It is the user's responsibility to check for copyright or licensing agreements. If there is doubt as to the copyright status of the program for materials, it should not be copied.
5. Placing of unlawful information on any computer system accessed through GYPSDnet.
6. Activities that are wasteful of network resources or that degrade or disrupt network performance including other networks and systems accessed over the Internet.
7. Sending messages which include profanity, sexual, racial, religious or ethnic slurs or other abusive, threatening or otherwise offensive language.
8. Downloading or transmission of pornographic, obscene or other socially unacceptable materials.
9. Revealing personal addresses or phone numbers of others or otherwise invading the privacy of others over the network.
10. Plagiarism of information obtained via GYPSDnet.
11. Using dial-out modems for long distance calls.
12. Playing on-line games on the system.

HOMWORK AND REVIEW GUIDE

Regular homework and review are important to achieving higher grades.

Doing assigned homework on time is the responsibility of the student.

The teacher's responsibility is to assign meaningful assignments that reinforce curricular concepts covered in class.

Homework serves to:

- Reinforce the day's lesson
- Prepare for the next day's lesson
- Reinforce acquired skills and develop good study habits
- Help students become independent learners and problem solvers
- Move the student toward mastery of the subject matter

Reviewing material covered during a course in preparation for tests and examinations is the responsibility of the student.

The teacher's responsibility is to provide opportunities for supported review both in and out of class.

Attending review classes is crucial to improving grades. Review classes are important even for honours students.

Review helps you to:

- Refresh material covered previously
- Make connections with similar concepts or skills
- Earn better marks on tests and examinations

NOTES

PERIOD	DAY A	DAY B	DAY C	DAY D	FRIDAYS ONLY DAY A, B, C, OR D
¹ 8:40 – 9:36	A1	B2	A2	B1	¹ 8:40 – 9:24
² 9:40 – 10:36	B1	A1	B2	A2	² 9:28 – 10:12
³ 10:40 – 11:36	A2	B1	A1	B2	³ 10:16 – 11:00
11:36 – 12:20	LUNCH	LUNCH	LUNCH	LUNCH	⁴ 11:04 – 11:48
⁴ 12:20 – 1:16	C1	D2	C2	D1	LUNCH 11:48 – 12:33
⁵ 1:20 – 2:16	D1	C1	D2	C2	⁵ 12:37 – 1:21
⁶ 2:20 – 3:16	C2	D1	C1	D2	⁶ 1:25 – 2:09

