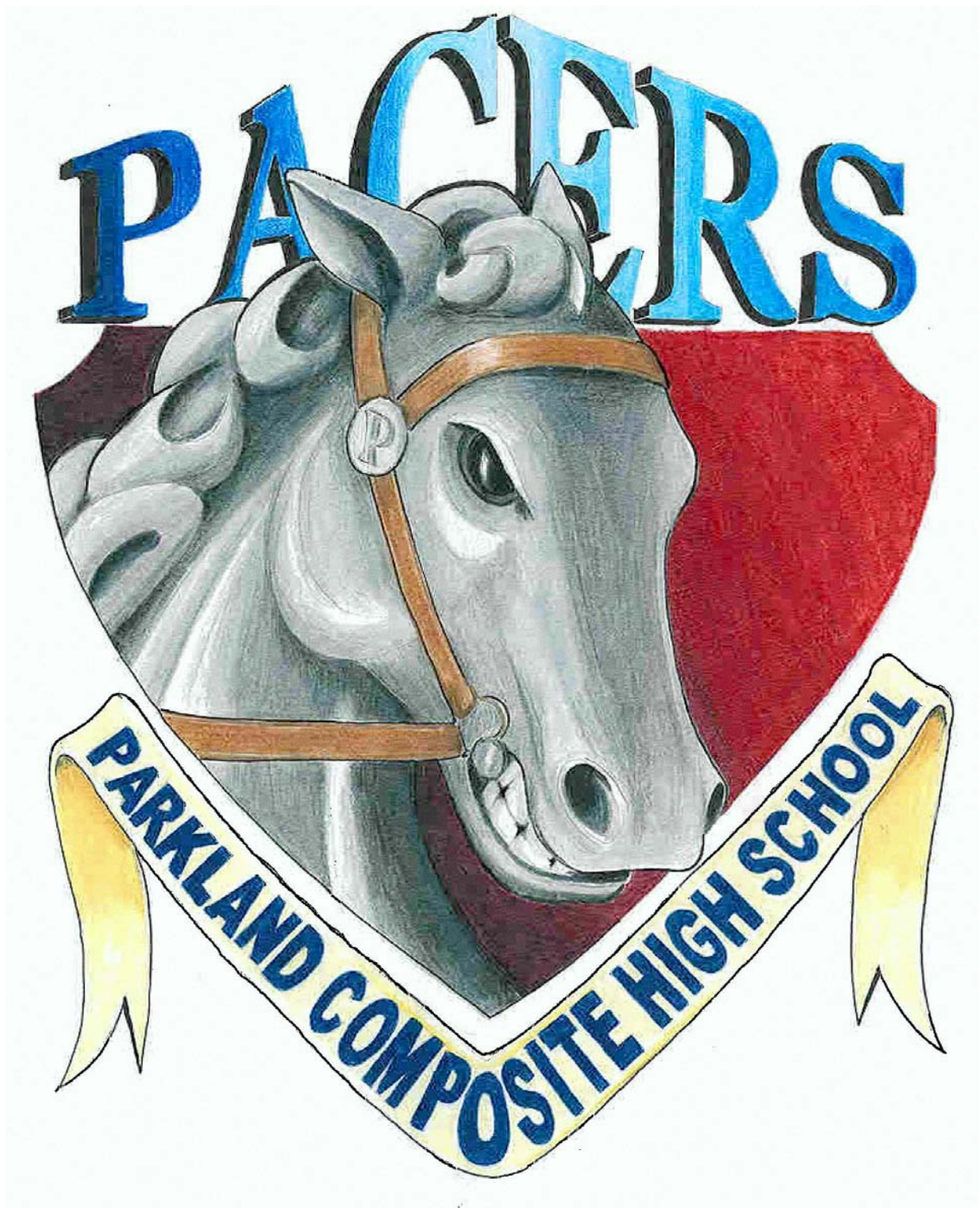


Student Handbook



2018-2019



School Contact Information

Parkland Composite High School
4630-12th Ave
Edson Alberta
T7E 1S7
P. 780.723.6035
F. 780.723.6274
www.parklandcomposite.ca

Principal's Message

Welcome students to the 2018-2019 school year. As the Principal at Parkland Composite High School, I look forward to working with each and every one of you to make this year as rewarding as possible. Planning to achieve your academic potential, along with participating in a positive school culture, will ensure a successful year.

This student handbook is designed to be a resource to guide you through the school year. Its guidelines and standards will help you understand what is expected of students at PCHS.

My hope for you this year is that you enjoy everything PCHS has to offer, while maintaining your focus on academic success.

Sincerely,

Mark Maris
Principal

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 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.

Student Rights

All members of the school community have the right to learn and work in an environment free of discrimination, prejudice, and harassment. This right is protected under the *Canadian Charter of Rights and Freedoms*, *Alberta Human Rights Act*, and *Alberta School Act*. These rights will be valued, maintained and enforced so that all members work together in an atmosphere of mutual respect. The Division will not tolerate harassment, bullying, or discrimination on the basis of a person's actual or perceived sexual orientation, gender identity or gender expression.



Student Code of Conduct

This code of conduct is intended to create a school culture that is welcoming, caring, respectful and safe learning environment. Failure to meet the standards in this code of conduct will result in disciplinary action that may include exclusion from school activities, suspension from 1 or more classes, or expulsion from school.

Appropriate behavior is essential to learning and growing and is based upon mutual respect for the rights of others and the property of others. Students are expected to display responsible behavior and to take responsibility for their actions.

Above all students are to respect the rights of others. As a school, we aim to treat every student as an individual, and as such, inappropriate behavior will be dealt with on a case-by-case basis. Further discriminatory behavior as set out in the Alberta Humans Rights act (racial, ethnic, sexual, etc.) is not acceptable.

These ideas can only be achieved through agreement on everyone's part. Since schools are expected to act "*in loco parentis*" (in the place of parents) parental cooperation is of the utmost importance.

Parkland Composite High School students

WILL

1. Respect yourself and the rights of others in the school.
2. Make sure your conduct contributes to a welcoming, caring, respectful and safe learning environment in the school that respects the diversity and fosters a sense of belonging of others in your school.
3. Refrain from, report and refuse to tolerate bullying or bullying behavior, even if it happens outside of the school or school hours or electronically.
4. Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school.
5. Act in ways that honors and appropriately represents you and your school.
6. Attend school regularly and punctually.
7. Be ready to learn and actively engage in and diligently pursue your education.
8. Know and comply with the rules of your school.
9. Cooperate with all school staff.
10. Be accountable for your behavior to your teachers
11. Comply with all current and future sections of the Alberta School Act
12. Students will fully comply with The GYPSD Digital Citizenship Policy

WILL NOT

1. Be in possession of obscene material or other questionable objects and materials. If in doubt concerning what is questionable, leave the item at home.
2. Be in possession of, use, sell or distribution of controlled / dangerous substances or alcohol on school premises, school busses or at school functions will not be tolerated.
3. Be in possession of any type of weapon or replica of a weapon or have a weapon or replica in their vehicle while in our parking lot.
4. Engage in any type of activity or behavior that does not contribute to creating a welcoming, caring, respectful and safe learning environment in the school that respects the diversity and fosters a sense of belonging of others in your school.



FROSHING

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 will 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.

SMOKING AND CHEWING TOBACCO AND RELATED DEVICES (E-CIGS, VAPOUR, ETC...)

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 and a fine under the Youth Tobacco Use Act of \$115.

DRESS CODE

Students are expected to use good judgment in choice of clothing worn at school which contributes to a welcoming, caring, respectful and safe learning environment in the school that respects the diversity and fosters a sense of belonging of others in your school. Clothing which advertise sexual topics, liquor, drug use, violence, racism, sexism and related topics or which cause distress to students and staff is unacceptable and students wearing such attire will be asked by the school authorities to change into something more appropriate.

CELL PHONES

We encourage a policy of respect regarding cell phones, and as such ask that students do not use their cell phones during instructional time. This will be dealt with at the discretion of the teacher. Teachers may request that all cell phones be collected before exams and students may be asked to empty their pockets before an exam

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 may be confiscated and returned to the parent.

Recording of Classroom Activities

Recording of classroom activities and lessons must only be done with the consent of the teacher.

Gymnasium Locker Rooms

Gymnasium locker rooms are **not** secure. Students are warned not to leave any money or valuables unattended in these locker rooms while participating in Physical Education classes.

Response to Intervention

Response to Intervention is the best way to provide every student with the additional time and support needed to learn at high levels. At Parkland Composite High School, we use the FLEX block Monday – Thursday to provide timely, targeted, and systematic interventions to all students who demonstrate the need. During FLEX, students can receive the interventions that they need to be successful without missing new instruction.



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.

SCHOOL PHOTOGRAPHS

Parkland contracts a photographer from Lifetouch 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 color photo packages are available as an option for students at their expense. A graduation photo sitting time will be provided for graduates with packages available for purchase at the students expense.

CONTACTING STUDENTS

Parents who wish to contact students at school should call and talk to the secretary at (780)-723-6035. Unless it is an emergency, a message will be passed on to students at the next break.

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 it's designates to conduct locker searches at any time. All lockers are required to have **school** locks on them. School locks are rented from PCHS for a nonrefundable fee of \$5.00. Grande Yellowhead will not be responsible for items lost or stolen from lockers.

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 will be held once a month and will be posted at www.parklandcomposite.ca. We meet in the school's library and always welcome new members.

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. The division provides a limited number of parking spaces for use by students and teachers. Parking is allowed only in designated areas. Improperly parked vehicles may be ticketed and/or removed at the owner's expense. Disciplinary action may also be taken for failure to create a welcoming, caring, respectful and safe learning environment in the school that respects the diversity and fosters a sense of belonging of others in your parking areas.



Awards

Yearly recognition of outstanding student achievement in academics and athletics takes place at the fall Awards ceremony. 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 Academic and Career Counselors.

EXAMINATION PROCEDURES AND RULES

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

1. Pen and/or Pencil, Eraser, A clear plastic water bottle with the label removed (Must be checked by supervisor), Other items specified by the teacher before the exam.

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.

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.

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 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.

If a major assignment or exam is remarked the reassessment mark will be recorded.



REPORTING ACADEMIC PROGRESS – REPORT CARDS AND PROGRESS REPORTS

Teachers will address performance concerns through direct telephone, email, or personal contact with parents. We request that parents reciprocate by contacting the teachers if they have questions or concerns regarding their student’s progress. Progress Reports can be sent home by mail to those parents who do not have access to the internet-based PowerSchool reporting system. Please contact the office to make this request.

PARENT PORTAL LIVE 24 / 7 ACCESS

Parent Portal is an internet based program that allows students and parents to check marks and attendance on line at any time. Access information will be provided to parents and students as early as possible in the school year.

PCHS Score Code Legend

Score Code	Mark Awarded	Definition	
NHI	0	Not Handed In	
INC	0	Incomplete	
COM	Counts as exempt	Handed in but it was after the assignment was returned to the class	
EX	Exempt		
ABS	Counts as exempt	Student was absent when handed in.	
0		Actual Grade. Student has not met outcomes.	
CFC	25% for handing in	Because the assignment was late we are not able to provide detailed feedback.	This assignment was handed in late and given a completion mark.
PDD	Counts as 0	Past Due Date	Assignment was completed for mastery but was past the due date.

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. Teachers will make all reasonable efforts to assist students in writing missed exams and handing in late assignments but if these efforts are not successful then a reluctant zero will be given.



EDUCATIONAL PROGRAMMING

Pacer Success Center

The Pacer Success Center is Parkland Composite High Schools revitalization of a Learning Commons. We collaboratively support students in discovering their future with Advisors, Independent Education, Work Experience and Library services.

Advisors

The Parkland Success Center Advisors for the 2017-2018 school year are Mrs. Basaraba and Ms. Murphy. Our goal is to work with kids to provide advice, obtain information and provide supports for students in high school and those planning for post-secondary. We process timetable changes, provide guidance with scholarship applications and work to ensure that the students high school planning supports their life after high school.

A Career and Post-Secondary Fair will be held on Sept 21, 2017. 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 the time.

Stay up to date with future Pacer Success Center events through our Facebook page and the Parkland Website.

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. Mr. Visser is the Work Experience Coordinator. Make an appointment to see him if you have an interest in taking Work Experience.

(INDEPENDENT LEARNING)

Parkland Independent learning is a program for students who have timetable 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 indicates that there is a likelihood of success. Classes are timetabled into the student's schedule.

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:



PARKLAND GRADE 12 CERTIFICATES AND GRADUATION

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

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 the end of June.

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 the end of June.

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 may consist of the administration of the school and a representative of the LINKS department.

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

Students using Work Experience for their graduation requirements must have their paperwork and hours performed in sufficient order by June 1 that the Work Experience Coordinator can confidently recommend that their credit completion will be sufficient to place them on the graduation list.

A list of eligible students will be compiled by the school. The administration will contact those students whose graduation may be in doubt and will try to work out a plan whereby those students may graduate by June.

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 in advance. Students with outstanding fees will not be allowed to attend this event

The graduation list will be finalized in early June.



MINIMUM ENROLLMENT POLICY

PCHS educational programming 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.

Grade 9	Must have a full timetable.
Grade 10	Must have a full timetable.
Grade 11	Must have a full timetable.
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.



Edits, Revisions and Alterations

This document is a living document that must evolve with the ever changing needs of our students at the school. If this document requires revision during a school session, fair notice will be given to students and to the Parent Advisory Council.

ACADEMIC PLAGIARISM AND INTELLECTUAL DISHONESTY

“Academic dishonesty: involves a student choosing to withhold valuable information for accurate assessment of his/her learning. It is a serious breach of trust between a student and the teacher. In order to determine if a student has achieved the competencies of a course, academic integrity is an essential expectation. Academic dishonesty can include, but is not limited to the following behaviours:

- Cheating on an exam / quiz
- Failing to hand in an exam / quiz during the testing period
- Cutting and pasting from the internet
- Handing in someone else's work
- Copying answers from another student
- Neglecting to provide proper citation for all sources

Plagiarize: verb take (the work or idea of someone else) and pass it off as one's own Source: http://www.askoxford.com/concise_oed/plagiarize?view+uk

Plagiarism is dishonest, unacceptable and subject to penalty. Produce your own work and give credit to those whose work you have borrowed.

Students found to have plagiarized work or being dishonest with their academic work will face disciplinary action that may include; receiving a mark of zero on the assignment or test (until the work is resubmitted), a loss of exam exemption(s) and/or suspension. The administration of the school will be involved and parents will be notified. Dishonest academic behavior will be tracked by the school to help prevent this behavior from reoccurring.



*Same times Monday- Thursday	Monday "Day A"	Tuesday "Day B"	Wednesday "Day A"	Thursday "Day B"	Friday * Day "A" or "B"	FRI- DAY TIME
8:30 – 9:50						8:30 – 9:45
9:55 – 10:30	FLEX Rm/Teacher:	FLEX Rm/Teacher:	FLEX Rm/Teacher:	FLEX Rm/Teacher:	** NO FLEX on FRIDAYS	
10:35 – 11:50						9:50 - 11:00
11:50 - 12:35	Lunch	Lunch	Lunch	Lunch	Lunch	11:00 - 11:45
12:40 – 1:55						11:45 - 12:55
2:00 – 3:15						1:00 - 2:10



BLOCK	DAY A	DAY B
EARLY	7:30 TO 8:30	7:30 TO 8:30
PERIOD 1	8:30 TO 9:50	8:30 TO 9:50
BREAK		
FLEX TIME	9:55 TO 10:30	9:55 TO 10:30
BREAK		
PERIOD 2	10:35 TO 11:50	10:35 TO 11:50
LUNCH	11:50 TO 12:35	11:50 TO 12:35
PERIOD 3	12:40 TO 1:55	12:40 TO 1:55
BREAK		
PERIOD 4	2:00 TO 3:15	2:00 TO 3:15
EVENING	5:50 TO 8:30pm	5:50 TO 8:30pm

