

**Wm. E. Hay
Stettler Secondary
Campus
Sr. High Handbook
2018-2019**



TABLE OF CONTENTS

SCHOOL PERSONNEL	4
PRINCIPAL'S MESSAGE	6
STUDENTS UNION MESSAGE	7
MOVING FORWARD IN HIGH SCHOOL RE-DESIGN	8
TEACHER ADVISOR PROGRAM	10
EXTRA-CURRICULAR ACTIVITIES	12
POINTS FOR ATHLETIC AWARDS	12
FEES	13
STUDENT SERVICES	14
EDUCATIONAL AND CAREER COUNSELLING	14
LEARNING COMMONS	14
CAFETERIA	15
BREAKFAST FOR LEARNING	15
FIRE BELLS/LOCKDOWN	15
SCHOOL RESOURCE OFFICER	15
PARKING	15
LOCKERS	16
SCHOOL COMMUNICATION	16
CONTACTING STUDENTS	16
CELL PHONES	16
LAGGARD POLICY	16
ALBERTA HIGH SCHOOL DIPLOMA GRADUATION REQUIREMENTS	17
THE SCHOOL YEAR	18
SEQUENTIAL COURSES AND RETROACTIVE CREDITS	18
STUDENT APPEAL OF A FINAL MARK	18
DIPLOMA EXAMINATION REWRITES	19
GRADUATION CEREMONY PARTICIPATION	
20	
ATTENDANCE	20
STUDENTS TAKING HOLIDAYS DURING THE SCHOOL YEAR	21
SCHEDULE OR PROGRAM CHANGES	21
WM. E. HAY STETTLER SECONDARY CAMPUS ASSESSMENT FRAMEWORK	21
ACADEMIC HONORS CRITERIA	23
SELECTION OF VALEDICTORIAN	23
ACADEMIC PLAGIARISM AND INTELLECTUAL DISHONESTY	23

THE SCHOOL'S RESPONSIBILITY	24
BEHAVIORAL GUIDELINES	24
DRESS CODE	25
TRESPASSING	25
SMOKING	25
EXAMPLES OF DISCIPLINARY ACTION	25
INTERNET USE AGREEMENT	26
MAP OF SCHOOL	28/29
SAMPLE OF SCHOOL TIMETABLE	30
SCHOOL YEAR CALENDAR AND INFORMATION	31
CLEARVIEW LEARNING CALENDAR	32/33

THE WM. E. HAY STETTLER SECONDARY CAMPUS HANDBOOK:

It's Yours to Know

This handbook has been designed to provide you with some general information about school programs, as well as our rules and policies. School rules and policies regarding student behavior are based on the Alberta School Act and are supported by policies of the Clearview Public School Division. Students and parents are responsible to familiarize themselves with this handbook.

School Personnel

Name	Position	Email
Mr. N. Baharally	Principal	nbaharally@clearview.ab.ca
Mr. W. Aspenes	Vice-Principal/P.Ed/Math/Science	waspenes@clearview.ab.ca
Ms. B. Code	Vice-Principal/Math	bcode@clearview.ab.ca
Mrs. D. Enyedy	Vice-Principal/Science/Dual Credit	denyedy@clearview.ab.ca
Mr. M. Bayer	Science/Math	mbayer@clearview.ab.ca
Mrs. K. Belland	Gr. 8 Core/Jr. High Student Services	kblland@clearview.ab.ca
Mr. D. Brown	Fabrication	dbrown@clearview.ab.ca
Ms. S. Burkard	Gr. 8 Core/Drama	sburkard@clearview.ab.ca
Ms. R. Campeau	Art / PE	rcampeau@clearview.ab.ca
Mr. M. Enyedy	Science	menyedy@clearview.ab.ca
Mr. D. Fleischhacker	Drama/Comm.Tech./German	dfleischhacker@clearview.ab.ca
Ms. S. Foster	Gr. 7 Core/Science	sfoster@clearview.ab.ca
Mr. D. Hatch	Social Studies	dhatch@clearview.ab.ca
Mrs. A. Hawkins	Outreach	ahawkins@clearview.ab.ca
Mr. B. Huo	Foods / Fashion Studies	bhuo@clearview.ab.ca
Mrs. B. Jones	Gr. 7 Core/Community Transitions	bjones@clearview.ab.ca
Mrs. J. Klevgaard	Math	jklevgaard@clearview.ab.ca
Mrs. A. Kneeland-Teasdale	Cosmetology	akneeland@clearview.ab.ca
Mrs. A. Lotoski	English / French	alotoski@clearview.ab.ca
Mr. J. McClung	Social Studies	jmcllung@clearview.ab.ca
Ms. C. McDonald	Physical Education	cmcdonald@clearview.ab.ca
Mr. J. Melnyk	Gr. 9 Core/Math/Science	jmelnik@clearview.ab.ca
Mr. D. Morris	Drama/Comm.Tech./English/Student Services	dmorris@clearview.ab.ca
Mrs. C. Murat	Gr.9 Core / English / Social / French	cmurat@clearview.ab.ca
Mr. B. Nixon	Gr. 8 Core/Hockey Academy/Outdoor Ed	bnixon@clearview.ab.ca

Mr. S. Olafson	Gr. 8 Core/Hockey Academy/Outdoor Ed	solafson@clearview.ab.ca
Mr. B. Poapst	Industrial Arts / Physical Education.	bpoapst@clearview.ab.ca
Ms. R. Radke	ELA / PE / Computers / Homec	rradke@clearview.ab.ca
Mr. E. Rahn	Art/Band/English	erahn@clearview.ab.ca
Mr. B. Smith	Automotive Tech / Industrial Arts	bsmith@clearview.ab.ca
Ms. N. Starling	Gr. 7 Core / Math / Science	nstarling@clearview.ab.ca
Ms. L. Stayura	Science / French	lstayura@clearview.ab.ca
Mrs. C. Stewart	Gr. 9 Core / PE / CALM	cstewart@clearview.ab.ca
Mr. D. Teasdale	Gr. 7 / Core / L.A./ Social / Math	dteasdale@clearview.ab.ca
Mr. J. Thibeau	Math / Physical Education	jthibeau@clearview.ab.ca
Mr. J. Thorne	Gr. 9 Core / Math / Science	jthorne@clearview.ab.ca
Mr. M. VanLanduyt	Construction Technology	mvanlanduyt@clearview.ab.ca
Mr. C. VanZandbergen	Gr. 9 Core/Social Studies / L. A.	cvanzandbergen@clearview.ab.ca
Ms. M. Weir	Physical Education / Science	mweir@clearview.ab.ca
Ms. J. Younghans	English / Social Studies	jyounghans@clearview.ab.ca

Other Personnel

Ms. M. Annas	Caretaker
Mr. B. Charls	Teacher Assistant
Ms. M. Dietrich	Office Administrative Assistant (Outreach School)
Mrs. J. Fox	Teacher Assistant
Mr. N. Gaudet	Head Caretaker
Mrs. R. Gillrie	Dance Instructor
Mrs. P. Hanson	Teacher Assistant / Business Coordinator
Mrs. T. Heatherington	Teacher Assistant
Ms. K. Allenby	Family School Wellness Worker
Mrs. C. Langford	Learning Commons
Mrs. L. Lavallee	Office Administrative Assistant
Constable McNickle	School Resource Officer
Mrs. K. Loshny	Teacher Assistant
Mrs. C. Lovell	Office Administrative Assistant
Mrs. M. Mappin	Caretaker
Ms. L. McMillan	Career Practitioner
Mrs. L. Niehaus	Teacher Assistant
Mrs. S. Osbourne	Caretaker
Mrs. P. Ough	Teacher Assistant
Ms. K. Perry	Caretaker
Mrs, M Spady	Education Exchange/Administrator Off Campus Ed.
Ms. C. Gilbertson	Family School Wellness Worker
Mrs. D. Gordon	Caretaker (Outreach School)
Ms. A. Tripp	Teacher Assistant
Mrs. K. Jack	Teacher Assistant
Mr. B. Webb	Teacher Assistant

PRINCIPAL'S MESSAGE

On behalf of the administrative team at Wm. E. Hay Stettler Secondary Campus, I welcome you to what will be an exciting year! The name of our school may have changed three years ago but our mission remains the same, to educate individuals for a collective future. We have re-configured some of our grades but the educational programs at our new school have remained strong and in many areas improved immensely. The availability of our resources and access to the facilities has also increased which means more educational opportunities for students attending Wm. E. Hay Stettler Secondary Campus.

Our mission statement "Educating Individuals For A Collective Future" has never changed. Our goal is to provide all students with the opportunity to excel in academic and extracurricular pursuits in order to become positive, contributing members of our school and community. We are proud of our school, our students, and our staff. Please remember that our parents and community members are also Stettler Wildcats, and we welcome your support of our school, its programs, and its events. Please come out and see why Stettler Wildcats are the best students in Central Alberta.

Because we are a secondary school (Grades 7-12), from time to time there may be the need to share staff that teach grade 7 subjects or grade 12 subjects. Our teachers are all secondary trained which means that they are qualified to instruct within these grade levels.

Students will be required to meet with their TA groups (grade 7-12) groups every Monday, Wednesday and Friday for approximately 30 minutes. During TA classes your Teacher Advisors and Homeroom Teachers will monitor your academic and social progress as well as your attendance and keep in regular contact with your parents or guardians. Also, on Monday and Friday TA classes our grade 10 – 12 students will continue to work on their student portfolio while our grade 7 – 9 students will continue to work on literacy, citizenship and core support throughout their TA periods.

Students will need to have their I.D. cards with them in order to access school services such as the library (Learning Commons), cafeteria, student services and office personnel. Grade 7-9 students will be issued gold colored I.D. cards while grade 10-12 students will be issued green colored cards.

As we begin the school year, I would encourage you to join one of our many student groups to show your school spirit. We have Student Union, Fine Arts Board, Athletic Board, Extra-Curricular Sports, Students Against Destructive Decisions (SADD), Yearbook, Be the Change Team, Chess Club, Guitar Club, Foods Club and Gay Straight Alliance (GSA) to name a few. These groups are an excellent way to meet new people and provide valuable support to our students and staff and will help you become more connected to the school.

Students, as you make plans for this school year take some time to evaluate what you have accomplished and what is yet to be done. Don't be afraid to ask us questions. We will encourage you to take a good look at your goals. Don't leave Wm. E. Hay Stettler Secondary Campus wishing you had done or accomplished more. Please take advantage of the opportunities you have now to bring you greater success in the future!

As parents, there are a variety of ways to stay in contact with the school. If you have any questions about your child's progress in a course, please contact their Teacher Advisor, or subject teacher via email or by phone. Our Student Services team can also provide valuable resources to students. Between your child's Teacher Advisor, and our Student Services team we can assist in post secondary options and selection, course planning, and social/emotional resource support. If you have any questions, please do not hesitate to call. Teacher Advisor is an excellent way to stay connected with your child's academic progress and to check on his/her attendance

As we resume our educational journey together, I thank everyone for your continued support and wish all of you a meaningful, fun and enjoyable school year in our school.

Mr. Baharally - Principal

A MESSAGE FROM YOUR STUDENTS' UNION PRESIDENT

Welcome back everyone from your summer holidays! I am Jenny Munholland and I will be your Student Council president for the 2018-19 school year. I know this year will be filled with many fun activities and I hope that we can all make new memories together as a student body. I have a great team and I know they will all be open to helping and making this year great for everyone. This year Elli Anderson will be our Vice President, David Zondag is our Secretary, Katie Satre is the Treasurer, Brooke Glasier and Bianca Brugman will be Senior and Junior High Social Events Committee Heads, Selena Sharp is our Spirit Day Committee Head, Kira Johnson will be the Fundraising Committee Head, and finally Hailey Ripley will be the Media Committee Head. All of these people will be more than willing to help you with any questions, concerns, or ideas you might have. Although our executive members have been chosen it is not too late to join Student Council! Anyone can join as a general member on any of the three committees (Fundraising, Social Events, or Spirit Days). We encourage participation and would be happy for many of you to come and join us on Student Council. I am looking forward to being your President this year and will do my best to represent you, meaning Pie Day will definitely be happening! I am looking forward to this year and know it will be a great one!

Your Student Council President,
Jenny Munholland

MOVING FORWARD IN SECONDARY SCHOOL RE-DESIGN

Wm. E. Hay was chosen as one of sixteen schools in Alberta to participate in the High School Flexibility Enhancement Pilot Project. The Pilot Project was based on the premise that the Carnegie Unit, which requires 25 hours of face-to-face instruction to attain one credit and is mandatory for all schools in Alberta, might hinder the use of best practice in the classroom. As part of the pilot project, Wm. E. Hay was free from the restrictions of the Carnegie Unit and therefore, has the opportunity to use the flexibility allowed to enhance education and meet the needs of 21st century learners.

The focus of our Moving Forward With High School Re-Design initiative at Wm. E. Hay Stettler Secondary Campus for the 2018-2019 school year includes:

- **Assessment:** The staff at Wm. E. Hay Stettler Secondary Campus is committed to providing the highest quality assessment, grading and reporting procedures that we can. In an effort to improve and meet the needs of our 21st Century Learners, Wm. E. Hay Stettler Secondary Campus has implemented changes to our assessment procedures that will continue into the 2018-2019 school year. The changes have been implemented because we believe that students, parents and teachers need accurate information to enhance student development and learning. Wm. E. Hay Stettler Secondary Campus assessment procedures include the following:
 1. A Separation of Formative and Summative
 2. "Redoing" Assignments
 3. A Separation of Marks and Behaviour
 4. Competency-Based Assessment
 5. Extended Learning Opportunities.
- **Timetable:** In the 2018-2019 school year, the Wm. E. Hay Stettler Secondary Campus timetable will be changed slightly from last year (a Non-Variable Timetable). We will only have three TA classes per week instead of five.
- **Teacher Advisory Program:** Teacher Advisory will continue to be one of the fundamental pillars of change implemented in our Pilot Project years as we want to allocate larger amounts of time to work on personalization, relationships between staff and students and also build enhanced student supports into our school. Each student will be placed into a Teacher Advisory class. These classes will consist of approximately 16-20 students. Students will remain with their Teacher Advisor for their entire high school career at Wm. E. Hay Stettler Secondary Campus. The Teacher Advisor will serve as a mentor/facilitator to provide academic guidance, personal supports and anything else that a student may need to be successful at Wm. E. Hay Stettler Secondary Campus.
- **Student Learning Conferences** – Student Learning Conferences are an essential part of the Teacher Advisor program as they allow students, parents and Teacher Advisors to come together and discuss the student's full educational experience and ensure that all parties are on the same page and working together to ensure success. Student Learning Conferences will occur in the first semester and will be concluded by November 30th, 2018.
- **Student Resource Team:** In an effort to create a more personalized learning environment for students, we have implementing a Student Resource Team (SRT) to generate IPP's and modified programming. All individuals involved in specific students education will work together to create a program that is best suited for that student. Students are referred to the School Resource Team by their teachers, administration, or student services.
- **Restorative Classes:** Sometimes students are not successful in their classes that operate within the traditional school structure simply because they need more time to learn the material from that class. Wm. E. Hay Stettler Secondary Campus attempts to have four Restorative Coordinators (Math/Science/Social and English) each year who will work with students accepted into the Restorative Classes to help them master the outcomes that they have missed the first time through a course.
- **Courses Offered Outside of School Time** – In order to increase flexibility in students' timetables, Wm. E. Hay Stettler Secondary Campus offers classes outside of the regular school day. These classes include; Digital

Photography Self Directed Advanced, Theatre Arts, Band and Sports Performance.

- **Self-Directed/Blended Courses** – Self-directed courses allow students to work at their own pace and also help them develop those essential time-management skills that will facilitate the transition between high school and post secondary work.
- **Portfolios:** Student portfolios have been a focus of our career development program for many years. We believe that portfolios are not only a useful career development tool but also a critical means for self-analysis and self-discovery. We will continue to use the TA block on Mondays and Fridays as portfolio development time.
- **HCS 3000:** The HCS 3000 module which is the prerequisite for all off-campus education will be integrated into the CALM program for all grade 10 students.
- **Extended Learning Opportunities** – Through the use of Extended Learning Opportunities, student learning can be extended beyond the walls of the traditional classroom to include training not offered in the Course Offerings at Wm. E. Hay Stettler Secondary Campus.
- **Exam Center:** Again this year, Wm. E. Hay Stettler Secondary Campus will be working with an Exam Center where exams will be available to students when they have mastered the necessary outcomes in their course. This will continue to be an optional program that teachers can implement to best meet the needs of the students. This room will be supervised by Mr. Bob Charls.
- **School Comment Box:** We believe that it is important to hear the perspectives and comments of our students and parents at Wm. E. Hay Stettler Secondary Campus. We are using a “School Comment Box” to serve as a way for students to make comments about their education and our school in general. Parents and students are encouraged to provide feedback on programming at Wm. E. Hay Stettler Secondary Campus.
- **Math Tutorial Room:** We have also opened a Math Tutorial Room every Thursday during lunch. The Math Tutorial Room is staffed by our Math Team Leader and is open to any students who need additional supports.
- **Math Enhancement Course** – All students are able to enroll in this three credit enhancement course or drop in if they have completed their work in other classes. This class will extend the amount of time that students have to work on their Math.
- **Innovative Blended Programming -** P.E. 10/ Math 10C Chem20/30 ELA 10C

TEACHER ADVISOR PROGRAM

"The staff of Wm. E. Hay Stettler Secondary Campus is committed to a Teacher Advisor System as one of the foundations of the philosophy of this school and one of the foundations of our Flexibility Enhancement Project."
Norbert Baharally, Principal, 2009

The primary goal of the Teacher Advisor program is to enhance the educational experience of each student during their high school school career and provide counselling and guidance for a successful transition in life beyond grade twelve. Through the development of trusting relationships, teacher advisors will be able to play a variety of roles that include advocate, counsellor and mentor. The TA classes are organized so that each student stays with the same the TA advisor for their entire high school career which provides the time needed to create effective relationships with students and parents.

Our timetable includes 3 TA periods per week.

During TA time students will, with their TA teacher, be working towards the goals of the TA program including the development of the student portfolios. On Wednesdays during TA time students consult with their TA teacher regarding their immediate academic needs and then grade 11 and 12 students may proceed to the appropriate teacher / educational space to complete their work. Grade 10's will remain with their TA teacher to work on homework.

One of the main goals of the TA program is to make our school more personal. From a program point of view, we want:

- TO ENHANCE THE STUDENTS AWARENESS OF VARIOUS SOCIAL ISSUES SURROUNDING THEM
- TO ENHANCE A STUDENTS' OVERALL ACADEMIC AND PERSONAL GROWTH
- TO HELP STUDENTS WITH THEIR EDUCATIONAL AND CAREER PLANNING
- TO PROVIDE A STRONG SENSE OF BELONGING AND SECURITY
- TO ENHANCE COMMUNICATION WITHIN THE SCHOOL
- TO BOLSTER SCHOOL SPIRIT
- TO PROMOTE CITIZENSHIP

Students coming into our school from other schools will be assigned a TA group at the time of registration.

Sr. High TA Grade Expectations

A Grade 10 student shall:

- Provide all contact information (phone/email).
- Make an effort to get to know people in their class and participate in organized activities.
- Begin an IEP.
- Attend a student learning conference.
- Start a portfolio.
- Be receptive to and respond to concerns that arise from teacher to teacher communications.

A grade 11 student shall:

- Provide all contact information (phone/email).
- Make an effort to get to know people in their class and participate in organized activities.
- Be a good and supportive role model for fellow classmates.
- Update IEP each semester.
- Attend a student learning conference.
- Update items in their portfolio.
- Be receptive to and respond to concerns that arise from teacher to teacher communications.

A grade 12 student shall:

- Provide all contact information (phone/email).
- Make an effort to get to know people in their class and participate in organized activities.
- Be a good and supportive role model for fellow classmates.
- Complete IEP.
- Attend a student learning conference.
- Update and finalize items in their portfolio.
- Present a portfolio in April if he/she wishes to participate in graduation ceremonies in the spring.
- Be receptive to and respond to concerns that arise from CRM communications.

EXTRA CURRICULAR ACTIVITIES

Inter-school Sports

Volleyball (Sr. Jr.)	Football	Archery	Golf	Cross Country	Curling
Basketball (Sr. Jr.)	Badminton	Tennis	Girls Rugby	Track and Field	

Fine Arts

Wildcat Theatre	Jazz Band	Art Club	Cat Corner	Improv Club	Ukuelele Club
-----------------	-----------	----------	------------	-------------	---------------

Other

Student Council	Fine Arts Board	Athletic Board	Students Against Destructive Decisions (SADD)
School Reach	Food Club	Yearbook	Be The Change Skills Club
Fellowship of Christian Students (FCS)			Gay Straight Alliance (GSA)

While Wm. E. Hay Stettler Secondary Campus endeavors to offer our students the broadest range of extracurricular activities possible, programs available in any given year always reflect the changing interests of our students.

POINTS FOR ATHLETIC AWARDS

Points for the following athletic awards are awarded by the coach at the conclusion of each season.

Full points are awarded if athletes attend practices outside regular classes and show dedication and commitment to their sport throughout the season.

BLOCK “S” AWARDS

These are awarded annually to those students who have contributed most to interscholastic athletes during their high school career. 17 or more points are needed to earn a Block “S”.

4 points— Football, Sr. Volleyball, Sr. Basketball

3 points— JV Volleyball, JV Basketball, Track & Field (3, 2, or 1)

2 points— Girls Rugby, Badminton (1 or 2), Cross Country (1 or 2), Athletic Board (1 or 2), Archery (1 or 2)

1 point— Golf, Tennis, Curling

BAR “S” AWARDS

These are awarded annually to students who have already received a Block “S” and have distinguished themselves by attaining 9 or more points in one year.

Wm. E. Hay Stettler Secondary Campus

Fees for 2018-2019

Grade 7-12



- Locker and lock rental (Hallway and PE) \$ 5.00
- Technology fee \$ 15.00
- Students' Union Fees \$ 15.50
- Insurance \$ 1.50
- ID Card \$ 2.50
- Replacement ID card (if needed) \$ 5.00

OPTION CLASS FEES

- Home Economics Grade 7 - 9 \$ 21.50
- Industrial Arts Grade 7 - 9 \$ 21.50
- Cosmetology Grade 7 - 9 \$ 16.00
- Fashion Studies Grade 9 \$ 15.50
- Art Grade 7 - 9 \$ 10.50
- Swimming Lessons Grade 7 - 9 \$ 40.00 (paid directly to Town of Stettler)
- Grade 9 Camp \$150.00
- Outdoor Ed 8/9 \$ 12.50
- Hockey Academy Grade 7 -12 \$275.00
- Life Guard program \$400.00
- Band rental (optional – only if instrument is rented from school) \$ 50.00
- Art 10 \$ 10.50
- Art 20-30 \$ 20.50
- Fashion & Sewing Grade 10-12 \$ 15.50
- Foods 1.1 and 1.2 \$ 21.50
- Foods 2.1, 3.1 \$ 32.50
- Cosmetology 1.1, 1.2 \$ 16.00
- Cosmetology 2.1, 3.1 \$ 27.00
- Building 1.1, 1.2 \$ 10.50
- Building 2.1, 2.2/3.1, 3.2 \$ 21.00
- Fabrication 1.1, 1.2 \$ 10.50
- Fabrication 2.1, 2.2, 3.1, 3.2 \$ 21.00
- Mechanics 1.1, 1.2 \$ 10.50
- Mechanics 2.1, 2.2, 3.1, 3.2 \$ 21.00
- Grade 10 Camp \$ 30.00

Examples of optional items that will cost extra to the students include the following:

- Yearbook
- Outdoor Education
- Special Phys. Ed activities such as camping, SCUBA, etc.
- Cost of field trips

- Materials for project work in the CTF and CTS areas (e.g shelving units they take home, or work on personal vehicles in Automotives, fabric projects made in Home Ec, etc.)
- Extracurricular activities

*Note: Options fees will be added to student accounts on October 1 (Semester 1) and March 1 (semester 2) of each school year. If a course is dropped before this date, fees will not be charged. If a course is dropped between October 1 and October 31 (semester 1) or March 1 and March 31 (semester 2), 50% of the course fee will be charged. If a course is dropped after November 1 (semester 1) or April 1 (semester 2), the full fee will be charged.

*Any surplus from fees will be used to purchase items/expenses related to that fee in the following year.

Wm. E. Hay Stettler Outreach Campus Fees for 2018-19



Adults over 20 on Sept 1, 2017

\$125.00 for a one-time registration fee (non refundable), plus \$110.00 per credit per course. ie. For a 5 credit course first time registered adult student would cost them \$675.00. If they take another 5 credit course the fee would then be \$550.00.

STUDENT SERVICES

The Student Services department at Wm. E. Hay Stettler Secondary Campus has two teachers: Mr. Thibeau and Mrs. Belland, two Family School Wellness Worker: Ms. Gilbertson and Ms. Allenby and our Career Practitioner: Ms. McMillan. All of these individuals are prepared to help students with career choices, family activities, peer and sibling concerns, study skills, program plans, crisis counseling and other related school concerns.

The decisions students make regarding their high school program will have important consequences for their future. Therefore, it is important that you choose your programs wisely. Please contact the school's Student Services personnel, if you have any questions or need assistance planning your program. Finally, plan for success. Consider your past performance, special talents and future career goals when deciding courses in which to enroll.

If you have any concerns regarding these matters, including school policies, feel free to speak to one of the school's administrators, Mr. Baharally (Principal), Mr. Aspenes (Vice-Principal), Ms. Code (Vice-Principal) or Mrs. Enyedy (Vice-Principal). If you have any personal or family issues that you need help with, please feel free to seek the assistance of our Family School Wellness Workers Ms. Gilbertson and Ms. Allenby.

EDUCATIONAL AND CAREER COUNSELLING

To enable students to adopt a perspective that places a high priority on planning their educational futures.

Includes:

- *High School advising
- *Program planning
- *Post Secondary Choices
- *Exchange Programs

Assists students by providing information on careers, which assists students with the school to work transition.

Involves:

- Knowledge of the workplace
- Preparation for the world of work
- Monitoring and setting of personal goals
- Student self assessment

LEARNING COMMONS

The Learning Commons is staffed by Mrs. Langford, a library clerk, who looks forward to helping students with their reading and information requirements.

To borrow materials, each student is assigned a photo ID card with their student number. Students are permitted to borrow textbooks from the library for the duration of the course, usually 1 term. As well, students may borrow up to four other resources at any given time for three-week duration. Three week extensions can be made simply by requesting more time, either in person or via e-mail. Students who have overdue materials must return them before new materials can be borrowed. Fines for overdue materials are only issued when a request has been made for the return of an item(s) or when materials have not been returned at the end of the semester.

The library staff look forward to your visit and helping you with your information needs and as your exam on demand centre.

CAFETERIA

The Wm. E. Hay Stettler Secondary Campus cafeteria is open daily. The cafeteria offers daily lunch specials and a modified menu. Students are discouraged to be in the hallways with cafeteria food and we ask that students cooperate in the cafeteria to maintain the cleanliness of the facility by placing all garbage in the receptacles and by returning trays. Our cafeteria is a “cash only” service” and to help facilitate this, there is an ATM located near the main entrance beside the office.

BREAKFAST FOR LEARNING—START YOUR DAY RIGHT!

The Breakfast program will return this year and will operate every morning from 8:15-8:50 a.m. The program provides students with a nutritious breakfast to start their school day. Each breakfast day, an average of 25-50 students take advantage of the **no-cost** program which offers cereal, toast, milk, waffles (Wednesdays) and juice.

FIRE BELLS/LOCK DOWNS/HOLD AND SECURE

On a semi-regular basis we will be having Fire Drills. Every classroom has a sign that indicates the fire route from that class. Each teacher will go over the expected fire plan at the beginning of the course, indicating the route and the expected Muster point for that class. It is important that each student follows the instructions during a Fire Drill so they know the expectations in the case of a real fire.

We will also be practicing Lock Downs and Hold and Secure procedures. These practices allow the emergency personnel as well as the school personnel the opportunity to evaluate and improve practices. Teachers will also review the expectations at the beginning of the course and it is expected that students will follow outlined procedures.

SCHOOL RESOURCE OFFICER (SRO)

RCMP Constable McNickle works out of an office at the Wm. E. Hay Stettler Secondary Campus complex and is responsible for conducting investigations which are criminal in nature, or covered under a provincial statute including the School Act, the Traffic Safety Act and the Prevention of Youth Tobacco Use Act. The SRO is available throughout the school year, on every school day, to any student who may wish to speak to him on any matter. The SRO office is located in the main office near the front reception area. Feel free to visit the office.

PARKING

Students may park their registered vehicles in the North or East parking lot only. The east (along the church) and west (along Memorial Park) parking stalls are designated as **STAFF PARKING AREAS ONLY**.

Students will be required to register their vehicle(s) with the SRO by the end of the 3rd week of school in order for it to be parked in the parking lot. You will receive a parking permit once your vehicle is registered.

The parking lot is considered a part of the school and as such, student conduct is to be consistent with school policy. Students using the parking lot will do so in a manner that is safe, considerate and with behavior that is in keeping with a professional organization. Students who do not comply with rules and expectations concerning the parking lot may face disciplinary action or other action which may include towing or loss of privilege to park in the lot. Please be considerate of your school, your peers and your community and use the garbage receptacles located in the parking lot. Students caught littering will be disciplined and may lose their privilege of using our parking lot.

, P G Y , "

Kp'beeqtfcpeg'y kj 'hwt'lej qqnb kulkqp'laevgo gpv.'Gf wewkpi 'lpfklf wcu'lt'c'eqngevksxg'hwwtgö'gcej 'Ut 0J k j ' VC'ercuu.'rchtgf'y kj 'c'Lt'J k j 'VC'ercuu'y knldg'c'udi pgf 'iq'engcp 'ij g'tctnpi 'iqv'hp'c'tqvwkqp'dcuku'gcej ' Htlf'c'0'I npxgu'y knldg'ttqxlf'gf'0'Vj ku'evkxlv'kpunknu'ekskj'gpui'lr.'eqo o wplw'igt.xleg'c'pf'ygco y qt mlco qpi u' r ggt u'Kp'j qif kpi 'hwt'lowf'gpw'tgur'quidng'lt' hggrr'kpi 'ij g'tctnpi 'c'tgc'engcp.'y g'c'kw 'iq'kpunknu'c'eeqwpw'dkhw'lp'' cp'gh'lt'v'iq'hrr'qug'gp'vwgo gpw

The parking lot is considered a “Public Highway” under the Traffic Safety Act and to that end, students driving in the lot are subject to the rules and provisions under the Traffic Safety Act.

LOCKERS

Combination locks are placed on all lockers and must be used. No other padlocks will be allowed. Lockers are the property of this school. School officials having responsibility for the health, safety, and educational welfare of students in their care have the right to open and search school lockers. This may be done with or without the knowledge, or the presence of the student or the guardian involved.

The school will accept no responsibility for an individual's valuables. Report any thefts to the office immediately. **Do not leave money or other valuables in your locker.** Ensure that your lock is locked at all times in order to secure your possessions. Do not give your combination out to anyone. If you forget your combination, please see your TA teacher or the office.

SCHOOL COMMUNICATION

Daily Memo

A daily Memo is printed and distributed to all teachers and read aloud to students in the first period of the day. The Memo is also posted on our website. This information includes announcements about meetings, rehearsals, practice times, news about events and guests to our school and recognition of our student's achievements. It also includes daily updates from our Student Services office regarding courses, scholarships, applications, open house at colleges and universities and deadlines for admissions and other miscellaneous items.

School Website

Access to the daily Memo and School Calendar of events is available online @ www.clearview.ab.ca. *Ugrgev' ð Uej qqnuö "qp "vqr "dcppt0"UgrgevðY o OGOJ c{ö "qp "rgh'eqmwo p0"Ugrgevð Uej qqt'Ecrpf ctö"*

Social Media

We also utilize the **Remind App**, **Twitter** and **Facebook** to inform parents of upcoming activities. To receive messages via text, text @wmehay to (587) 409-1221. You can opt out of messages at any time by replying, 'unsubscribe @wmehay'. Or, to receive messages via email, send an email to wmehay@mail.remind.com. To unsubscribe, reply with 'unsubscribe' in the subject line. The Facebook account is Wm. E. Hay Stettler Secondary Campus and the Twitter handle is @WmEHay.

Email/Voice Message/Text Message

Occasionally the office will send group emails, text messages or voice messages to all parents using SchoolMessenger for information that requires immediate attention.

CONTACTING STUDENTS

Should students need to be contacted in an emergency, parents are to call the school office @ 403-742-3466 and the school's staff will immediately have the student available for you to speak with. Parents, please try to avoid texting your children while they are in classes.

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 unless directed to do so by the teacher. **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.

LAGGARD POLICY

It is the responsibility of the student to be diligent in his/her studies. It is the teacher's responsibility to ensure every effort is made to facilitate maximum student achievement. **Thus, high school students performing below reasonable standards may be denied permission to continue in a course and will be directed to and assisted in finding alternative educational option providers.**

The School Act provides for appeal when parents believe the administration has acted unfairly. Parents are asked to review the circumstance with an administrator and when deemed necessary to appeal in writing to the superintendent of schools.

ALBERTA HIGH SCHOOL DIPLOMA GRADUATION REQUIREMENTS

Definition of Credits

Each high school course is assigned a credit value. Most courses have a 5-credit value (e.g. Social studies 20-1), but some are half courses with a value of 3 credits (e.g. Building 1.1). You must get at least 50% in a course to earn your credits. Career and Technology courses (CTS) give one credit for each successfully completed course.

CREDIT LOAD-ALBERTA HIGH SCHOOL DIPLOMA

Each high school graduate must earn a total of at least 100 credits including the following:

<u>COURSES</u>	<u>MIN.CREDITS REQUIRED</u>
English	15 (including English 30-1 or 30-2)
Social Studies	15 (including Social Studies 30-1 or 30-2)
Mathematics (20-1, 20-2 or 20-3)	10
Science 20 or 24, or Biology 20 or Chemistry 20 or Physics 20	10
Career & Life Management (CALM)	3
Physical Education 10	3
<i>RNWU</i> " " "	"
Career and Technology Studies or	
Fine Arts or Second Languages or Phys. Ed 20 or 30	10
30 level courses besides English or Social Studies	10

Grade 10's You are expected to carry a full program (8/8 blocks).
****P'Q'URCTGU+**
 Note: You may, with permission, take a grade 11 Core course in your grade 10 year. However, this can occur only if space permits and with a recommended mark of 80% or higher in the prerequisite 10 level course to take the 20 level during your grade 10 year.

Grade 11's You are expected to carry a full program (8/8 blocks).
 Note: You may, with permission, take a grade 12 course in your grade 11 year. However, this can occur only if space permits and with a recommended mark of 80% or higher in the prerequisite 20 level course to take the 30 level during your grade 11 year.

Grade 12's You are expected to carry 4 out of 8 blocks for the year. You may take more than 4 blocks if you wish but the minimum is 4.
****P'Q'O'QTG'VJ CP'6'URCTGU+**

THE SCHOOL YEAR

Wm. E. Hay Stettler Secondary Campus operates on the semester system with two semesters in a year. Generally, the first semester ends at the end of January; the second ends at the end of June. Report cards will be distributed as follows:

Semester 1 Midterm—November 15th, 2018

Semester 1 Final day—January 30th, 2019

Semester 2 Midterm—April 17th, 2019

Semester 2 Final day—June 28th, 2019

Parent Teacher Interviews will be held twice yearly—once in the fall (November 1st, 2018) and once in the spring (April 4th, 2019). All Parent Teacher Interviews will be from 4:00 P.M. - 7:00 P.M.

SEQUENTIAL COURSES AND RETROACTIVE CREDITS

To continue in a sequential course you must get at least 50% in the preceding course. For example you must get 50% in Social 10-2 before taking Social 20-2. In subject areas where there are two or more streams of courses e.g. English and Social you may move to the next level course in the alternate stream if you fail the course (40-49%).

For example, a student getting a final mark of 43% in English 10-1 may then take English 20-2. When the student passes the higher numbered course in this case English 20-2, he/she is granted credits in that course as well as the prerequisite course English 10-2. No credits would be granted for English 10-1, as the student did not obtain 50% in that course.

STUDENT APPEAL OF A FINAL MARK

Each teacher will be responsible for setting up a marking system for his or her class. Students will be apprised of this system at the beginning of the semester by receiving a course outline.

If the course does not have a diploma exam, the final exam will not exceed a 20% weighting of the final mark.

In the event a student and or parent/guardian wishes to appeal a final grade the following procedure is to be followed:

1. Within 7 days of receiving the final mark, the student/parent/guardian notifies the Principal in writing stating the reasons why he/she feels the final mark is not justified.
2. The Principal will meet with the student and also with the teacher to assess the basis of the appeal.
3. The Principal will determine if the assigned mark is valid or he/she will order a reassessment.
4. If the student/parent /guardian is still not satisfied, a further appeal in writing can be made to the Superintendent of Schools.

DIPLOMA EXAMINATION REWRITES:

(See Mrs. Lovell for any questions regarding Diploma Exams or Rewrite Fees)

Students need to create an account with Alberta Education. Students can log in to myPass to view and print diploma exam result statements, order transcripts, view progress towards a credential, view student personal information, view and print a detailed academic report or order additional copies of a credential.

Go to <https://public.education.alberta.ca/PASI/myPass> to create your account.

All students must be pre-registered and prepaid to rewrite a diploma examination. There is a **\$26.25 non-refundable processing fee** (\$50.00 for unfunded visiting students) for each diploma examination rewrite registration. This fee applies whether or not the student is retaking the course. A student is considered to be rewriting a diploma examination if they have previously written that diploma examination any time during the current or two previous school years. **Note:(If you are taking the course for the first time, the school will register you automatically with their submitted class list to Alberta Education).**

Hc`fY[]ghf`Z:f`UX]d`ca UYI Ua]bU]cb`fYk f]hY`cb`]bYnci `a i gh\ Uj Y.`

- your [Alberta Student Number](#),
- an Alberta Education Login ID (you will be given the opportunity to register for a Login ID),
- completed high school credit courses or GED equivalency courses in Alberta,
- provided a daytime phone number where Alberta Education can contact you,
- a valid address on file with Alberta Education,
- a valid credit card (VISA or MasterCard).

Payment for Diploma Examination rewrite fees can be made:

- ⇒ **Online with a credit card**– <http://www.education.alberta.ca/students/exams/rewrites.aspx>
- ⇒ **Mail in using the Diploma Examination Rewrite Fee Form along with a cheque or money order; or**
- ⇒ **In person at Alberta Education using the *Fkrqo c`Gzco hpcvqp`Tgy thg`Hgg`Hqt o`* while paying with a credit card, debit card, cheque (made to Government of Alberta), money order, or cash:**

**Alberta Education
PASI and Student Records
2nd floor, 44 Capital Boulevard
10044—108 Street
Edmonton, AB T5J 5E6**

As directed by Alberta Education, THE SCHOOL WILL NO LONGER COLLECT AND SUBMIT REWRITE FEES FOR STUDENTS.

If a student rewrites a diploma examination but has not paid the fee, results of the examination will NOT appear on the *Tgawnu`Ucvgo gpv`'ij g`Ucvgo gpv`hH`Eqwt ugu`b`pf`O ct mu.`br* the official *Vt cpwethrv* until the rewrite fee is paid.

If a student is unable to rewrite a diploma examination because of illness, accident, inclement weather, or bereavement (supporting documentation from the school is required) and receives approval from the Special Cases and Accommodations team of Exam Administration, the student is eligible to rewrite the diploma examination at the next scheduled session or to have the rewrite fee refunded.

GRADUATION CEREMONY PARTICIPATION

In order to participate in the Wm. E. Hay Stettler Secondary Campus graduation, all of the following conditions apply:

- Student must be in full-time attendance at Wm. E. Hay Stettler Secondary Campus or Stettler Outreach School or Blended between the two schools (4 of 8 time blocks scheduled in the year or minimum of 2 of 4 time blocks in second semester, if the student is a new registrant in Semester 2)
- Completion of 80 credits by end of semester 1 of your Grade 12 year.
- You must have completed CALM, your Math at the 20 level, your Science at the 20 level (basic requirement) and HCS 3000 by the end of semester 1 of your Grade 12 year.
- A second semester timetable at Wm. E. Hay Stettler Secondary Campus or Stettler Outreach School or Blended between the two schools that will meet the Alberta High School Diploma Graduation requirements.
- All grade 12 students will have to present their student portfolio as a graduation requirement of Wm. E. Hay Stettler Secondary Campus and Stettler Outreach School.
- Participation in the graduation ceremony and Grand March is voluntary and considered to be an extracurricular activity. As such, any student under suspension from school at the time of the ceremony will not be allowed to participate.
- *Uwf gpv'gpt qmgf 'kp'cp'CFNE'eqwtug'qt'f qkpi 'c'eqwtug'cv'Ugwngt'Qwt gcej 'Uej qqn' o wnw'j cxg'cv'rgcw'72' 'qhtj g'eqwtug'y qtmleqo rrgv'f'd{'y g'tc'w'uej qqn'f c{'kp' 'O c{0'*
- *Uwf gpv'gpt qmgf 'kp'Y qtmGzr gthp'eg'o wnw'j cxg'cv'rgcw'72' 'qhtj g'tgs wkt gf'' j qwt u'j c'p'f'gf 'kp'v'q'y g'qht'eg'd{'y g'tc'w'uej qqn'f c{'kp'O c{0'*
- *Uwf gpv'o wnw'dg'cej kxkpi 'cv'rgcw'72' 'kp'c'niFkr'iqo c'c'ugugf'eqwtug'd{'y g'tc'w'uej qqn'f c{'kp'O c{0'*

Klc'uwf gpv'f qgu'pqv'o ggv'vj gug't gs wkt go gpv'vj g{'o c{'dg't go qxgf 'It qo 'rct v'krc'v'kpi 'kp'' yj g'I tcf w'v'kq'p'Egt go qp{0'Vj k'f'gek'kq'p'y kn'dg'o cf g'd{'y g'I tcf 'Egt go qp{'eqo o kwgg'' c'p'f'y kn'dg'eqo o w'p'k'c'v'g'f 'kp'c'v'ko gr' 'o c'p'p'g't'c'h'gt 'y g'tc'w'uej qqn'f c{'kp'O c{+y kj 'y g'' uwf gpv'c'p'f 'rct gpv'0'

All Grade 12 students will be ineligible for Graduation at the start of their Grade 12 year. As the students meet and comply with all of the graduation requirements, they will be placed on the Graduation Eligibility list. If a student does not meet all of the requirements by midterm of Semester 2, the student will not be eligible for our school's Graduation Ceremony.

ATTENDANCE

Basic Premise:

The Province of Alberta School Act requires that all students attend school regularly and punctually.

A phone call or note is required from parents or guardians stating a reason whenever a student is absent. Notification to the school needs to be made within 24 hours of the student being absent from school or class. (Retroactive reporting – more than 24 hours after an absence – will not count as a reported confirmed absence).

The attendance line can be reached by calling 403-742-3476 at any time. You will be required to leave your name, the student's name, the date and time of the call and the reason for the absence. **Telephone calls from students are not acceptable**

Unconfirmed Absences: An unconfirmed absence/truancy is when a student is deliberately absent from

school and or class without the knowledge or consent of their parent/guardian or the school (no parent/guardian phone call or note).

Confirmed Absences: Student absences related to participation in approved school activities (athletics, curricular, school approved, etc.) are considered school excused.

When students are absent without confirmation (parent phone call or note), parents/guardians will be informed in the following manner:

- a) The auto dialer will contact each home when an unconfirmed absence is recorded (evening calls).
- b) Parents/guardians of students who have persistent attendance problems will be contacted by our administrators, Student Services department, F.S.W.W. attendance officer or TA teacher.
- c) Attendance will be monitored once a month by the student's Teacher Advisor or the school administration.
-Students with significant unconfirmed absences will be tracked with a Laggard form.

STUDENTS TAKING HOLIDAYS DURING THE SCHOOL YEAR

Increasingly, families are deciding to take holidays during school time. The school discourages this practice as it has a negative impact on student learning. Teachers at Wm. E. Hay Stettler Secondary Campus are not responsible for providing work, tutorial time and support to students whose family choose to take vacations when school is in session.

SCHEDULE OR PROGRAM CHANGES

Classes dropped after midterms marks may be assigned a failing grade. All class changes need to go through the Student Services office. If a student quits attending a class this does not constitute a dropped class and the student may be assigned a failing grade.

Wm. E. Hay Stettler Secondary Campus

Assessment Framework

WE BELIEVE that all common assessments must be of high quality and standards-based.

WE BELIEVE that all teachers must use high quality, standards-based assignments that prepare students to be successful on common assessments.

WE BELIEVE that all Wm. E. Hay Stettler Secondary Campus grading policies will be reflective of student achievement only. Behaviors will NOT be factored into grades and alternate consequences and supports will be provided to assist students in correcting inappropriate behaviors. The following grading practices will be removed:

- Zeroes given for failure to turn in work unless all opportunities have been exhausted (Zeroes are used in final marks calculation if student work is not submitted)
- Points added or subtracted for attendance
- Zeroes given for academic dishonesty (unless the work is not resubmitted)
- Points subtracted for late work
- Points added for non-academic activities

WE BELIEVE that all teachers must use assessments FOR learning (formative assessments) *rtkqt* to giving summative assessments. Formative assessments provide activities and opportunities for students to receive specific feedback for improvement, practice and grow, self-test against an end goal, and to analyze and make adjustments to their learning. Formative assessments can include such instructional strategies as observation with feedback, practice activities, quizzes, initial drafts/performance, and instruction questions. Formative assessments will NOT be factored into final grades. New evidence of mastery of standards **replaces** old evidence.

- Homework that is used for preparation, practice, and self-testing will be considered formative and will not be factored into final grades.
- Homework designed and *uwrrqtvgf* for application and extension of mastery may be considered summative and can be factored into final grades.

WE BELIEVE it is important for all grade-levels and all courses to ensure students master 21st Century Skills (such as critical thinking, problem solving, assessing and analyzing information, collaboration, leadership, and effective oral presentation). Quality evidence tied to rubrics that accurately measure individual mastery of these skills should be incorporated into grade reporting and may be factored summatively.

WE BELIEVE that assessment is most effective if done *y kj* students rather than *wj* students.

All teachers must ensure that students play key roles in:

- Understanding learning targets and summative assessment expectations
- Self-assessment and reflection
- Analysis of learning artifacts
- Goal setting and action plans for increased learning
- Charting progress on learning goals

As evidence of our commitment to these beliefs, *Y o 0G0J c{'Ugwwgt'Ugeqpfct{'Eco rwu'* has designed an action plan that arrives at *hwnt* and *gzgo rwt* { implementation.

ACADEMIC HONORS CRITERIA

"

Eqwtugu'cv'yj g'32'igxgny knldg'eqwvvgf 'kp'yj g'I tcf g'32'j ppqtu'ecrewvkwpu.'42'igxgny knldg'eqwvvgf 'kp'yj g'I tcf g'33' j ppqtu'ecrewvkwpu'c'pf '52'igxgny knldg'eqwvvgf 'kp'yj g'I tcf g'34'j ppqtu'ecrewvkwpu.'t gi ctfn'gud'qhl'yj g'gct'yj g' eqwtug'y cu'cewvnt'vcngp0'J ppqtu'r'kp'u'oc'f'dg'cy ctf gf 't gvt qcevxgnt'hl'qwxg'y ckgf 'vq'vcng'yj g'eqwtug'cv'c'vcngt' gct'q'w'o'wv'p'q'w'f'yj g'q'hl'eg'hl'q'w'd'g'k'g'x'g'yj ku'c'r'r'k'g'u'v'q'f'q'w'0'R'ig'c'ug'ng'gr'yj ku'kp'o'kp'f'yj gp'f'g'el'f'k'pi'v'q'vcng'c' eqwtugu'kp'c'f'gct'q'v'j'gt'yj cp'yj kej'k'y cu'kp'v'p'f'gf'0'

I tcf g32'6'9; 0' 'qt'dgwt'''

1. Student must have completed *cv'igcuv'62'et gf ku* during their grade 10 year.
2. Calculations will include English 10-1, Social 10-1, Math 10C, and Science 10. At least three of these subjects must be 80% or above.

I tcf g33'6'9; 0' 'qt'dgwt''

1. Student must have completed *cv'igcuv'57'et gf ku* during their grade 11 year.
2. Calculations will include final marks in English 20-1, Social 20-1, Math 20-1 or Math 20-2 and the best two Sciences (Bio 20, Chem 20, Phys 20, Sci 20). At least three of these must be 80% or above.

I tcf g34'6'9; 0' 'qt'dgwt''

1. Student must have completed *cv'igcuv'52'et gf ku* during their grade 12 year.
2. Calculations will include English 30-1, Social 30-1, best of Math 30-1, Math 30-2 or Math 31, and the best two Sciences (Bio 30, Chem 30, Phys 30, Sci 30). At least three of these must be 80% or above.

hl'q'w'y t'kg'c'f'k'ng'o c'kp'c'w'i wv'c'p'f'y q'w'f'v'ng'yj cv'hl'p'c'n'o ct n'k'p'ev'f'gf 'kp'yj g'ecrewvkwpu'f'q'w'o'wv' p'q'w'f'yj g'o c'kp'q'hl'eg'd'f'yj g'hl'w'f'c'f'q'hl'j ki j 'uej q'q'rl'kp'yj g'f'c'm'q'v'j'gt'y kug'yj g'hl'p'c'n'o ct n'lt'q'o 'o'kf/L'w'f'' y knldg'wug'f'kp'yj g'ecrewvkwpu

SELECTION OF VALEDICTORIAN

The Valedictorian is selected by the Principal on the basis of academic achievement. Calculations are determined on academic courses as follows:

-20% at Grade 10 level, 30% at Grade 11 level, and 50% at Grade 12 level

Should two or more students be extremely close in calculated averages, involvement in school activities may be considered.

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) 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.

THE SCHOOL’S RESPONSIBILITY

It is the responsibility of the school to create and maintain an environment that is “safe and caring”. Teachers and administrators must comply with the provisions of their “Code of Professional Conduct” in dealing with students, parents and members of the public.

BEHAVIORAL GUIDELINES

DISCIPLINE

Appropriate behavior is essential to learning and growing and is based upon mutual respect for the rights of others and the property of others. We expect each student to exhibit self-discipline, good judgment, good manners, and to show respect for fellow students, teachers and any school personnel. Students are expected to display responsible behavior and to take responsibility for their action.

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 behaviour will be dealt with on a case-by-case basis.

These ideas can only be achieved through agreement on everyone's part. Since schools are expected to act “*kp'rqeq*” *rct gpvki*” (in the place of parents) parental cooperation is of the utmost importance.

Discipline Policy Guidelines

- 1) Disruptive behavior, general disobedience, defiance of authority, insubordination and/or disrespect will not be tolerated.
- 2) Discriminatory behavior (racial, ethnic, sexual, etc.) is not acceptable.
- 3) Inappropriate, abusive, or obscene language, gestures or confrontational behavior will not be tolerated.
- 4) Possession of obscene material or questionable other objects and materials are not allowed in school. If in doubt concerning what is questionable, leave the item at home.
- 5) Threats and harassment of any kind will not be tolerated.
- 6) Violence of any kind is unacceptable (fighting, threats, bullying, etc.)
- 7) The unlawful possession, use, selling or distribution of controlled dangerous substances or alcohol on school premises, school buses or at school functions is prohibited.
- 8) Attending school or school functions under the influence of alcohol or drugs is not acceptable.
- 9) “Zero Tolerance” for guns. Under no circumstance may a gun or other weapon be brought to school. Students who use our parking lot may not have a gun in their vehicle.

DRESS CODE

Students are expected to:

- dress in a clean, neat manner, appropriate for a school setting
- wear shoes at all times
- wear shorts and skirts of a reasonable length
- always wear a shirt (pinnies provided in P.Ed.)
- never wear clothing with unbecoming pictures, profane words or obscene slogans
- never wear fashion accessories that may be deemed to be dangerous
- all underwear, including sports bras, must be covered
- keep pants pulled up
- all cleavage must be kept covered

TRESPASSING

The school is not to be used or entered in the evenings or weekends except for supervised activities. Students entering the school during these unauthorized times may be regarded as trespassers.

All departing students from Wm. E. Hay Stettler Secondary Campus are not to be on the school property unless they have been specifically invited by the school administration or staff member and must check in at the front office.

Visitors to our school will be required to sign in and sign out and will also be required to wear school identification while in the building.

SMOKING

Smoking, smokeless tobacco, electronic smoking devices and vapes are not permitted in the school, in the school parking lot, or anywhere else on school grounds. The Prevention of Youth Tobacco Use Act states that it is an offence for any person under the age of 18 years old to be in possession of cigarettes, smoke or consume tobacco in a public place. There is a fine for this offence.

EXAMPLES OF DISCIPLINARY ACTION THAT MAY BE TAKEN

Depending on the circumstance and severity of the situation, a student may receive a(n)-

- a) warning
- b) assignment to make restitution or make an apology
- c) internal suspension
- d) external suspension
- e) expulsion

In the event that suspension (internal/external) or expulsion is deemed necessary, parents will be informed and the provisions of the "School Act" (Section #7) will apply.

Internet Use Agreement

Clearview School Division No. 71

Educational Policies Manual

Reference: School Act (RSA 2000), Section 60(2)

POLICY

Internet access is available to staff, trustees, and students in the Clearview School Division No. 71. We believe the Internet offers extraordinary, distinctive and abundant resources that will significantly expand the knowledge base of both students and staff. Clearview School Division No. 71 has made every effort to protect users from controversial materials on the Internet. The continued availability of the Internet in the School Division relies upon the proper conduct of the user's. Guidelines are provided so that users are aware of the responsibilities that accompany the privilege of using the Internet.

GUIDELINES

1. All users of the Clearview Internet/Wide Area Network (WAN) are reminded that these are shared resources, and expected to conduct themselves in a responsible manner. Conduct deemed to be by the network managers will result in the immediate loss of Internet/WAN privileges, without warning.
2. The student "Acceptable Use of the Internet" regulations will be orally with students from time to time, and will be displayed in all areas where students have access to.
3. Staff and Trustees are expected to abide by the same general of Internet/WAN conduct as students, with respect to etiquette, confidentiality, privacy, access and permitted or practices.
4. The "Acceptable Use of the Internet" regulations shall be included in the School Handbook for information.

Clearview School Division No. 71

Student Acceptable Use of the Internet 1. I will access the Internet ONLY with the permission of, and under the supervision of a responsible adult (teacher, supervisor, etc.)

2. I will do my best to learn and follow proper network etiquette. This includes using appropriate **language, respecting the privacy of others.**

3. **I understand passwords are confidential.** I agree not to give mine to else, or attempt to obtain passwords that I should not have to.

4. For my own safety, **I will not reveal any personal addresses, phone numbers, network numbers or IP addresses.** This includes ordering purchasing any products on the Internet, through school access.

5. I will **not access chat, facebook or use Hotmail and other web e-mail** accounts through Clearview's WAN.

I will not send unsolicited junk mail, "for-profit" messages or chain letters.

.I will not send messages to multiple people unless each recipient receive this message.

.I will send messages that are intended for many people to see, to conferences on our system, and not to individual email accounts.

.I know that any deliberate attempt to harm, modify, or destroy data of another user, system programs or computer equipment is prohibited.

10. will not use drives from home or elsewhere that have not been for viruses before they are introduced into the school or network environment.

11. **I will not download any software from the Internet without. This includes audio and video files.**

12. will download information and/or images only if they are required for school work, and then only with permission, and only when the is not being heavily used.

13. **I will not transmit any material that is prohibited.** This includes, but is not limited to, copyrighted material, plagiarized material (copying the work of another as one's own) material protected by trade secrets, or vulgar material.

14. **I will not attempt to access inappropriate web sites or objectionable material on the Internet.** I know that accessing or transmitting these materials is prohibited. I also know that hate mail, harassment, remarks and other antisocial behaviour are. If I come across such material, I will notify my teacher so that this site or material can be blocked.

15. will not subscribe to "list serves" or "use net" or groups mailing lists prior approval.

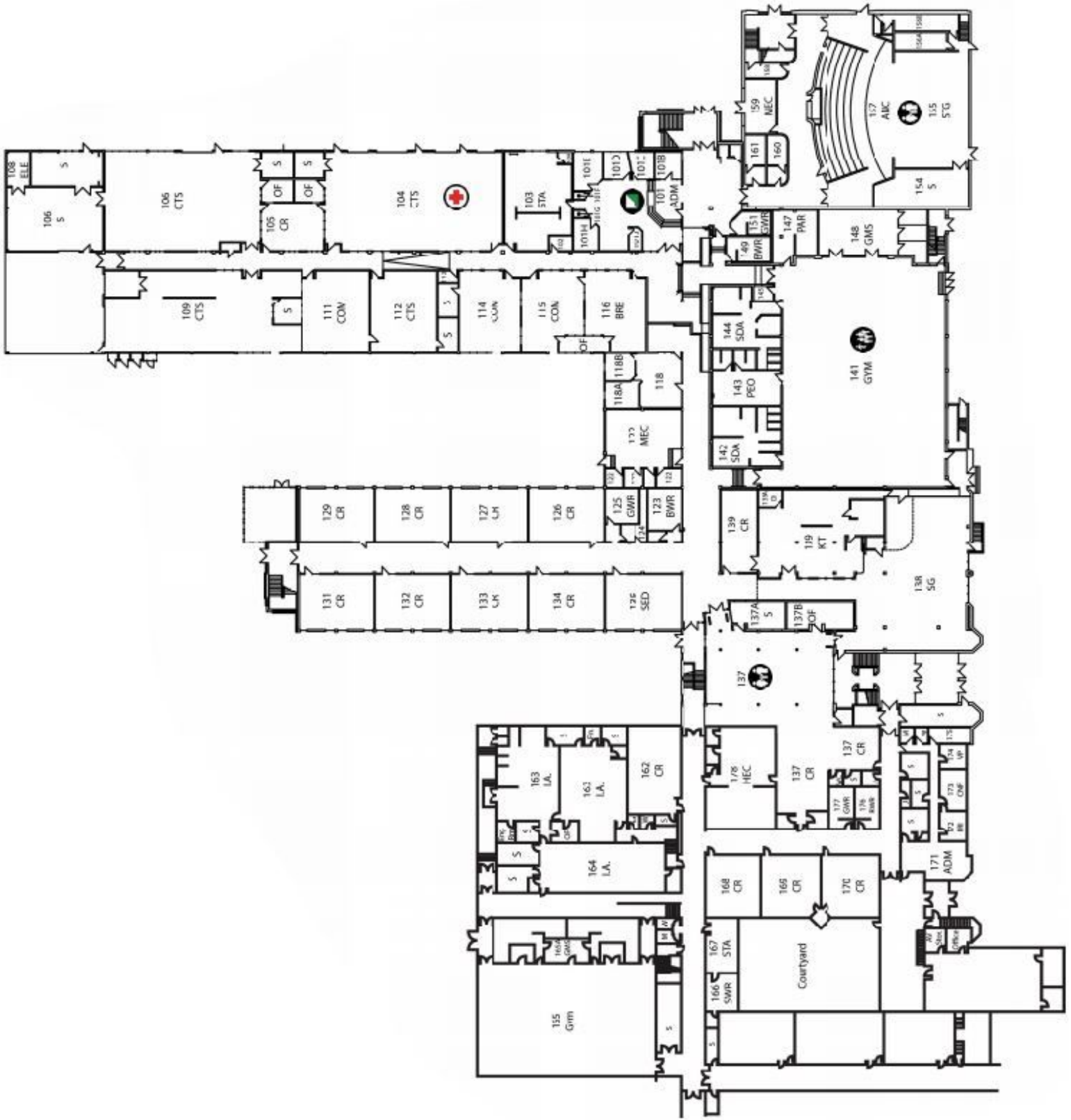
16. **will be a good ambassador for both my school and the Clearview Division.** As a representative of this School Division, I will participate in any misuse of the network. I will accept personal for reporting any misuse of the network to the system administrator.

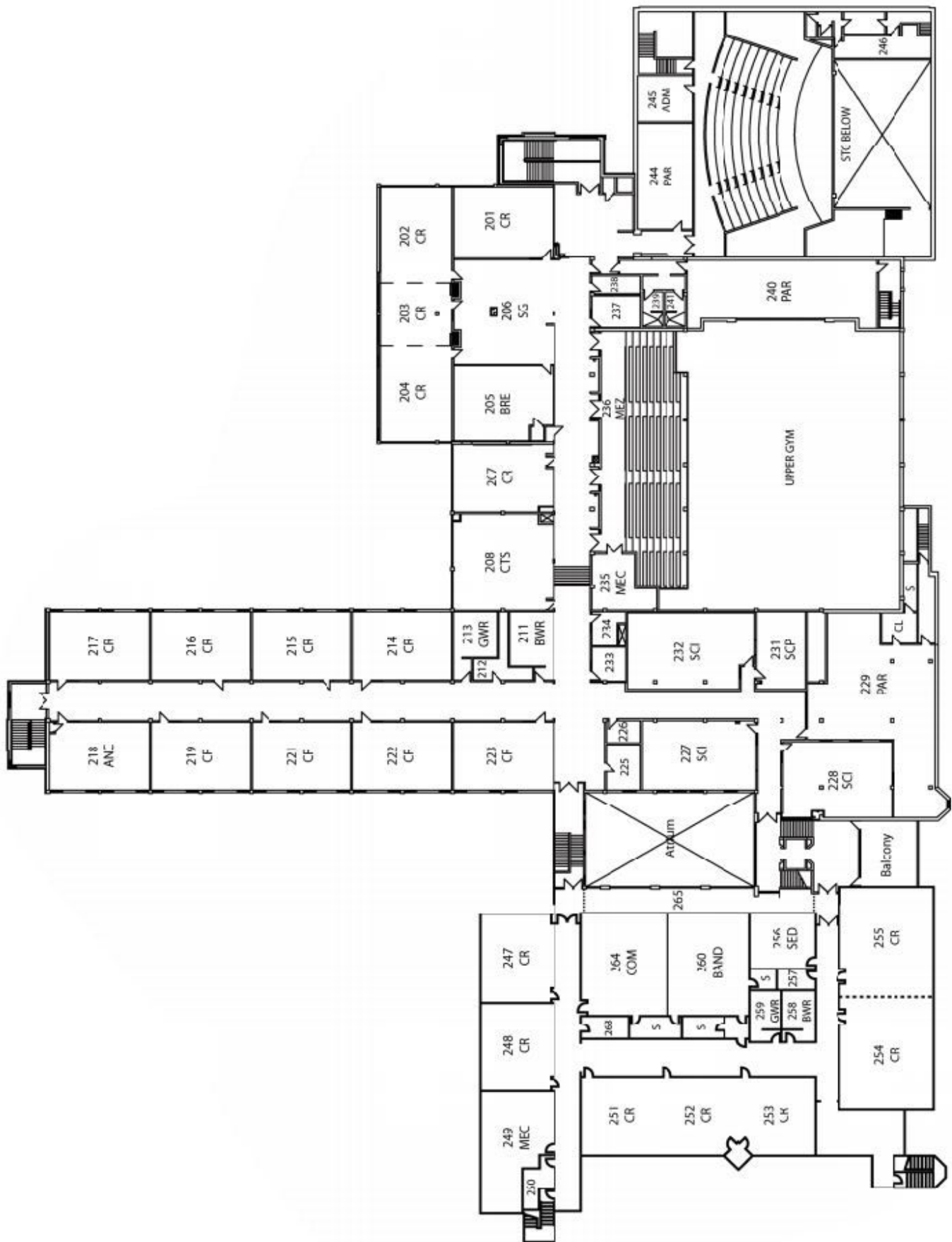
PLEASE NOTE:

1.School and Division officials reserve the right to review material, to monitor computer files and storage space determine if specific uses of the network are appropriate. resources will be viewed the same as lockers in the, used by the students but still Division property.In reviewing and monitoring accessed material, computer files, and storage space, school and district officials shall respect the confidentiality of users.

2.Clearview School Division No. 71 makes no warranties of any for the Internet service it is providing. Clearview School Division No. 71 will not be responsible for any damages a user, including, but not restricted to, loss of data resulting in, non-deliveries, mis-deliveries, or service interruption so missions.

3.Any violations of the Internet/WAN guidelines outlined above result in the immediate loss of all Internet/WAN user.





Wm. E. Hay Stettler Secondary Campus

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	7:30 8:30	7:30 8:30	7:30 8:30	7:30 8:30	7:30 8:30
WARNING BELL 8:55					
1	9:00 10:15 A	9:00 10:22 B	9:00 10:15 A	9:00 10:22 B	9:00 10:15 A
2	10:15 11:30 C	10:22 11:45 D	10:15 11:30 C	10:22 11:45 D	10:15 11:30 C
	11:30 12:15 LUNCH	11:45 12:30 LUNCH	11:30 12:15 LUNCH	11:45 12:30 LUNCH	11:30 12:15 LUNCH
WARNING BELL 12:12					
3	12:15 1:30 E	12:30 1:52 F	12:15 1:30 E	12:30 1:52 F	12:15 1:30 E
4	1:30 2:00 TA	1:52 3:15 H	1:30 2:00 TA	1:52 3:15 H	1:30 2:00 TA
5	2:00 3:15 G		2:00 3:15 G		2:00 3:15 G
PM					



Timetable - GRADES 10-12

"Educating Individuals for a Collective Future"



2018-2019

REGULAR HS STUDENT TIMETABLE 2018-2019



WM. E. HAY STETTLER SECONDARY CAMPUS

Principal: Mr. N. Baharally
 Vice-Principal: Ms. B. Code
 Tel: (403)742-3466

Vice-Principal: Mr. W. Aspenes
 Vice-Principal: Mrs. D. Enyedy
 Fax: (403)742-3260

School Calendar 2017-2018

AUGUST	27-31	No School - Professional Days
	29 & 30	Timetable Changes
SEPTEMBER	3	No School – Labour Day
	4	Orientation for Grades 10, 11, 12
	5	Orientation for Grades 7, 8, 9
	6	Regular School day ALL Students/Picture Day
	27	Semester 1 Open House/Meet the Teacher Night (4:00 -7:00 p.m.)
OCTOBER	3	Jr. High Magazine Sales/Cookie Dough Sales (Grades 7-9)
	3	Fall Awards (Grades 7-9) 7:30- 9:00 p.m.
	5	No School - Professional Day
	5	Fall Awards (Grade 10-12) 7:30 - 9:00 p.m.
	8	No School - Thanksgiving
	18	Early Intervention Letters Mailed Out
	24	School Picture Retakes
NOVEMBER	1	Parent Teacher Interviews (4:00 p.m. – 7:00 p.m.)
	2	No School – Professional Day
	5	Grad Ring Information Session (6:00 p.m. - 8:00 p.m.)
	6	Grad Ring Information Session (11:30 a.m. – 12:15 p.m.)
	14	ELAA Post Secondary (7:00 p.m. – 8:30 p.m.)
	15	Report Cards
	23	School Closed
	30	Student Learning Conference Deadline (All Students)
DECEMBER	7	No School – Professional Day
	21	Last Day of School Before Christmas Vacation
	22 - Jan. 6	No School – Christmas Vacation
JANUARY	7	First Day back after Christmas Vacation
	23-30	** FINAL EXAMS** (See Below)
	31	First Day of Second Semester
FEBRUARY	15	No School - Professional Day
	18	No School Family Day
	28	Meet the Teacher Night (4:00 p.m. - 7:00 p.m.)
MARCH	6-8	Start of Grad Cap & Gown Pictures
	7-8	No School –Teachers Convention
	14	Early Intervention Letters Mailed Out
	23-31	No School – Spring Break
	25-26	Continuing Cap & Gown Grad Pictures
APRIL	4	Parent Teacher Interviews (4:00 p.m. - 7:00 p.m.)
	8-11	Grade 12 Portfolio Presentations
	17	Report Cards
	18	No School - Professional Day
	19	Good Friday
	22	Easter Monday
MAY	17	No School - Professional Day
	20	No School – Victoria Day
JUNE	11	Color Night (7:30 p.m.)
	12	Fine Arts Gala (7:00 p.m.)
	19-27	** FINAL EXAMS ** (See Beside)
	27	Last Day of School for Students
	28	Graduation 2019
	29	No School - Professional Day

****PLEASE DO NOT SCHEDULE HOLIDAYS DURING EXAM TIMES ****

PLEASE PHONE THE ATTENDANCE LINE IF YOUR
 CHILD WILL BE LATE OR ABSENT TODAY

(403) 742-3476

Learning Calendar 2018 / 19

August 2018							September 2018							October 2018							November 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4						1			1	2	3	4	5	6						1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		

December 2018							January 2019							February 2019							March 2019											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
						1			1	2	3	4	5			3	4	5	6	7	8	9			3	4	5	6	7	8	9	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9					
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16					
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23					
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30					
30	31																									31						

April 2019							May 2019							June 2019							July 2019								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1						1	2	3	4							1							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13		
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20		
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27		
28	29	30					26	27	28	29	30	31		23/30	24	25	26	27	28	29	28	29	30	31					

Schools Open
Schools Closed

First instructional day of each semester
Professional Day (no students)

Holiday

Important Dates		
August 6	Heritage Day	
August 27	Professional day	
August 28	Professional day	
August 29	Professional day	
August 30	Professional day	
August 31	Professional day	
September 3	Labour Day	
September 4	Classes begin	
October 5	Professional day	
October 8	Thanksgiving	
November 2	Professional day	
November 23	Schools closed	
December 7	Professional day	
Dec 22 - Jan 6	Christmas Break	
January 22-26	High school exam week	
January 31	First day of second semester	
February 15	Professional day	
February 18	Family Day	
March 7/8	Teachers' Convention	
Mar 25-29	Spring Break	
Apr 18	Professional day	
Apr 19/22	Good Friday / Easter Monday	
May 17	Professional day	
May 20	Victoria Day	
June 21	National Aboriginal Day	
June 25-28	High school exam week	
June 27	Last day of classes	
June 28	Professional day	

1. Calendar definitions			
a. Instructional Days			
Instructional days refer to days when students attend and receive instruction.			
b. Professional Days			
Professional days provide opportunities for staff to meet and work together on topics such as: school opening and closing, professional learning, sharing best practices, assessment, and supports for students. One of these professional days in August is designated as a divisional day. Students do not attend.			
c. Operational Days			
Operational days refer to any day when staff are required to be there.			
2. Instructional, Professional and Operational Days			
	Instructional	Professional	Operational
August	Days	Days	Days
September	19	5	5
October	21	1	19
November	20	1	22
December	14	1	21
January	18	1	15
Semester 1 Subtotal	92	8	100
February	1	1	1
March	18	1	19
April	14	2	16
May	19	1	20
June	21	1	22
Semester 2 Subtotal	92	6	98
TOTALS	184	14	198
3. Instructional Hours			
Elementary / Junior High	Days	Min./Day	Hr./Year
	184	310	950
High School	Days	Min./Day	Hr./Year
	184	326	1001