

KITSCOTY HIGH SCHOOL 2017-2018 Handbook

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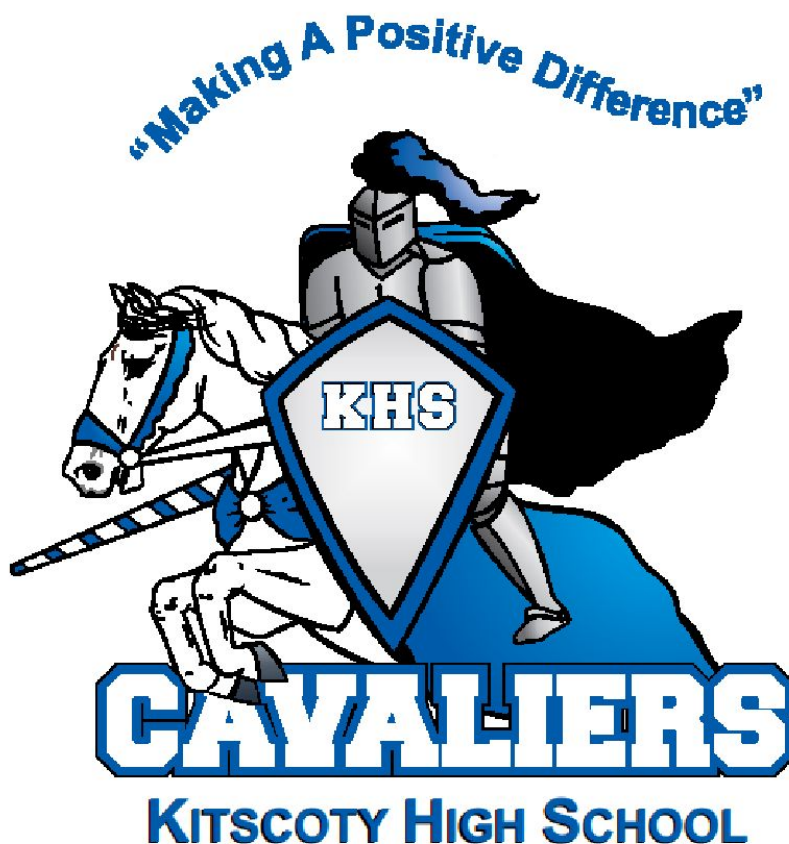


TABLE OF CONTENTS

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● Staff List	3
● Class Schedule	4
● School Vision, Mission, and Objectives	5
● Principal's Message	5
● School Fees	6
● School Website	7
● School Council	7

Academics

1. Junior High Course Load and Course Entry into High School	8
2. Senior High Course Load and Registration	9
3. Diploma Requirements	9
4. Graduation	9
5. Students on Line	10
6. Video Conferencing	10
7. Study Periods	11
8. Transfer / Withdrawal from Courses	11
9. Speciality Courses	11
10. Examinations	13
11. Exam Lock-Ins	13
12. Awards	14

School Policies and Guidelines

1. Attendance	15
2. Extended Absences	16
3. Code of Conduct	17
4. Discipline Guidelines	18
5. Personal Electronic Devices	18
6. Computer Lab/Internet	19
7. Damaged/Lost Books	19
8. Downtown Privileges	19
9. Dress Code	20
10. Energy Drinks	20
11. Emergency Procedures (Fire Drill and Lockdown)	20
12. Inappropriate Language	21
13. Student Vehicles	21
14. Tobacco	21
15. Video Surveillance	21

Culture of the School

1. Footwear	21
2. Front Foyer	21
3. Library	21
4. Lockers	22
5. Office Phones	22
6. Student Services (Career Library/FSL/Counselling/Inclusive Education)	22
7. Extra Curricular (Drama/Sports/Intramurals/Leadership/Wellness)	24

STAFF LIST

ADMINISTRATION

Mr. David Sherbinin----- Principal
Mr. Daryl Venance-----Assistant Principal

TEACHING STAFF

Mrs. Nicole Cey
Mrs. Katherine Krauss
Ms Valerie Paull
Mrs. Martina Ruston-Carter
Ms Vanda Schesnuk
Mr. Travis Stachniak
Mrs. Candi Stockman
Mrs. Jamie Stromberg
Mrs. Deb Venance
Mrs. Renee Wallis
Mrs. Kari Walsh
Mr. Robert Wasylik
Mr. Neil Williams

SUPPORT STAFF

Mrs. Sharon Earl-----Administrative Assistant
Mrs. Carolyn Graham-----Educational Assistant
Mrs. Erinn Tiller-----Educational Assistant
Mrs. Pat White-----Educational Assistant
Ms. Brenda Cole-----Custodial
Mrs. Debbie Green-----Custodial

OUTSIDE AGENCIES

Mrs. Melody Oliver-----Family School Liaison
Mrs. Laryssa Speck-----VIBE

CLASS SCHEDULE

START	END	BLOCK
8:10 am	8:50 am	High School Music
8:50 am	8:55 am	Morning Transition
8:55 am	9:38 am	Block 1
9:38 am	10:20 am	Block 2
10:20 am	10:25 am	Morning Break
10:25 am	11:08 am	Block 3
11:08 am	11:50 am	Block 4
11:50 am	12:32 pm	Lunch Break
12:32 pm	1:15 pm	Block 5
1:15 pm	1:57 pm	Block 6
1:57 pm	2:02 pm	Afternoon Break
2:02 pm	2:45 pm	Period 7
2:45 pm	3:27 pm	Period 8

SCHOOL MISSION

Kitscoty High School – “Making a Positive Difference Through ACTion.”

SCHOOL VISION



TO BECOME LEADERS IN: Academics
Character
Technology

SCHOOL OBJECTIVES

- The fundamental goal of education at Kitscoty High School is to inspire all students to achieve success and fulfillment, and reach their full potential by developing the competencies of Engaged Thinkers and Ethical Citizens with an Entrepreneurial Spirit, who contribute to a strong and prosperous economy and society;
- We value opportunity, fairness, citizenship, choice, diversity, and excellence;
- The educational best interest of the child is the paramount consideration in making decisions about a child’s education;
- The school works in liaison with our community;
- The staff feel a high level of job satisfaction;
- The physical assets of the school are adequately maintained;
The school operates within the mandated budget.

PRINCIPAL’S MESSAGE

Welcome to the 2017-18 school year at Kitscoty High School. I am very excited to work with you this school year as we continue to offer a wide range of **educational and extracurricular** opportunities. Along with all the core courses, we continue to offer Music, French, several CTS courses (including Foods, Digital Media & Construction), many off-campus courses through our unique partnership with Lakeland College, and our popular Hockey Canada Skills Academy. Moreover, there are many after school clubs and teams that will again be vying for supremacy on and off the courts.

The nice thing about being in a rural school is the sense of community that develops. We are the size of school where everyone knows each other by name. We will stress **positive character development** by working with you to provide presentations about values, purpose and hope. We will provide education about global issues that encourages your local and global participation. We will encourage and support you to become **global citizens** and **active participants** with an **entrepreneurial spirit**.

The motto of our school is “**Making a Positive Difference**” and we strive to live by that each and every day in all that we do. With so much available to you, I encourage you to take part in the “whole school” program, especially the opportunities to develop **leadership**. I am pleased to be one of the members of your school’s team and I look forward to working with all of you as we continue to build success at KHS. It truly is a great place to go to school.

Mr. Dave Sherbinin

SCHOOL FEES

Kitscoty High School Optional Activities

Grade	Activity / Description	Fee
7-12	Drama	\$20
7-12	Cross Country	\$20
7-12	Golf	\$20
7-12	Volleyball	\$50
7-12	Curling	\$20
7-12	Basketball	\$50
7-12	Badminton	\$20
7-12	Track and Field	\$20
7-12	Band Instrument Rental	\$100
8-9	Hockey Academy	\$125
10-12	Hockey Academy	\$225
8 -12	Hockey Academy - Oiler Games	\$150
7 - 9	CTF Fashion Studies Project	\$40
10-12	Caution Fee for off campus and SOL courses	\$200
9	Science Rockets Kit	\$15
11-12	PE 20/30 - Special Activities:Tennis, Swimming, Laser Tag, Scuba, etc	\$100
Gr 7 - 12	Get MAD	\$15
7	Squeak & Squawk	\$20
7-12	Field Trips	\$200
10-12	CTS Woods - additional materials	\$75
7-12	Leadership (Leadership trip, We Day Trip)	\$200
10	PE 10 First Aid Course (certificate)	\$50
Grade 7-9	Tourism	\$40
7-12	Ski Trip	\$100

SCHOOL WEBSITE

You can visit our website at www.kitscotyhighschool.com or www.kitscotyhighschool.ca where you will find items such as our handbook, newsletter, calendar, extracurricular activities and links to other educational websites.

KITSCOTY SCHOOLS COUNCIL

We have a joint School Council with Kitscoty Elementary School. Parent Council plays a vital role in our education system. Your involvement in your children's education plays an important role in their success at school, at home, and in the community. Through involvement in School Council, parents have an opportunity to be informed and to influence their child's education on matters relating to the school. With the registration of your child in our school you automatically become a member of our School Council.

The purpose of School Council is:

- To provide a means of communication between parents, students, staff, and the School Division;
- To act in an advisory capacity to our schools on education issues ranging from academic programs to school policies and budgeting.
- Be involved in enhancing our schools through involvement in literacy, promotion, etc.

We invite you to come and see how you can be involved in your child's education. The 2016–2017 School Year meeting dates are as follows: September 20, November 22, January 24, March 21 and May 23.

The fundraising branch of the School Council is called the **Kitscoty Educational Enhancement Society (K.E.E.S.)** and they meet separately to plan fundraising events to support both Kitscoty schools.

If you'd like more information on School Council, there are a variety of ways to contact us:

Brad Bogucky, Chair
Kitscoty School Council
bogucky@xplornet.com

Mr. Rick Dawson, Principal
Kitscoty Elementary School
Phone: 780-846-2822
rick.dawson@btps.ca
<http://kes.btps.ca/>

Mr. Dave Sherbinin, Principal
Kitscoty Jr. Sr. High School
Phone: 780-846-2121
dave.sherbinin@btps.ca
www.kitscotyhighschool.com

If you can't attend the meeting but would like more information, or would like the minutes emailed to you, please contact one of the above. We look forward to hearing from you!

ACADEMICS

1. JUNIOR HIGH COURSE LOAD

Students receive instruction in the following:

- Core courses which include: Language Arts, Mathematics, Science, Social Studies, Physical Education and Health
- CTF options which may include: Construction, Foods & Fashion, Communication Technology, Recreation Leadership, Community Care Services, Hockey Academy and Tourism.
- French, Music and Outdoor Education are option classes. Students in grade 8 and 9 who want to switch between French, Music and another option class must have a parent contact the guidance counsellor in the **first 2 weeks of the school year**.

Junior High Class Splits: Students in our building have various needs and learning styles. Some are more independent and are able to see success with the instructions and assistance from their teachers, but are more able to work on their own in the completion of assignments, projects and daily work. Others are more dependent and require material to be broken down into smaller steps. Teachers do more purposeful guiding through the concepts with them, instead of delivering large amounts of material at one time. This does not reflect a level of intelligence or ability, but instead, reflects a difference in their *learning styles*.

GRADE 9 RECOMMENDED GRADES FOR COURSE ENTRY INTO HIGH SCHOOL

• Mathematics	Below 50%	Math 10-3
	Above 65%	Math 10-C
• English	Below 50%	English 10-2
	50-70%	English 10-2 recommended
	Above 70%	English 10-1
• Social Studies	Below 50	Social Studies 10-2
	50-65%	Social Studies 10-2 recommended
	Over 65%	Social 10-1
• Science	Below 50%	Science 14
	Above 50% - 60%	Science 14 recommended encouraged
	Over 60%	Science 10

Notwithstanding the above guidelines, the administrator and staff may make exceptions in individual cases to best fit the needs of any student.

Failing a Grade Level: Students in junior high are expected to demonstrate that they have achieved the skills, attitudes and knowledge necessary to move from one grade to the next. This is typically demonstrated in the attainment of good marks. Student will be considered for grade retention if:

They have failed at least two core subjects.

They have missed a significant amount of school time (more than 25 %).

However, the promotion of student takes into account other factors such as maturity level of the student, chronological age, physical size and previous retentions.

2. SENIOR HIGH COURSE LOAD

Grade 10 students must carry a minimum of 40 credits. Grade 11 students must carry a minimum of 35 credits. Grade 10 and 11 students are encouraged to take a full load. Grade 12 students may take a minimum of 30 credits. They must clearly be eligible to graduate and are encouraged to take 35 credits in their grad year.

COURSE REGISTRATION

Each grade 10, 11 and 12 student is required to complete a registration form. The selection of courses chosen by a student may require revision because of problems of staffing and of class size in the school. It is important that the student choose courses realistically so that he/she can successfully cope with them. Students should select those courses that will fulfill the requirements for a high school diploma and which will allow them to exercise their full potential while in high school.

3. ALBERTA HIGH SCHOOL DIPLOMA REQUIREMENTS

Students will be eligible for a high school diploma upon completion of the requirements as established by Alberta Education. Students in the Knowledge and Employability courses (K & E) may earn a Certificate of High School Achievement or a Certificate of Completion upon finishing the courses. Students should acquaint themselves with the requirements for a high school diploma, and also the requirements for any postsecondary program they are considering. Information and clarification can be received from the counsellors or administrator.

CREDITS

	Certificate of H.S. Achievement	Diploma
English	15	15
Social Studies	10	15
Mathematics	10	10
Science	10	10
CALM	3	3
Physical Education	3	3
Work Readiness	5	-
Gr.12 courses in addition to Eng. & SS	-	10
Occupational Courses	24	-
Unspecified Credits	-	34
Min. Credits Required	80	100

** Students may earn up to 30 credits in Work Experience, but only 15 will count towards their Diploma.

4. GRADUATION

The high school graduation ceremonies mark an important milestone in the lifetime of a person. To some students, it is a stepping stone to university, college or a technical institute. For others, it means the culmination of educational aspirations by which they are ready to assume an adult role in the community. In order to preserve the significance, participation in these ceremonies must therefore be the result of well deserving efforts on the part of the

student. It is the policy of Kitscoty High School that a student must be in a position to earn an Alberta High School Diploma in order to take **full** part in graduation exercises.

For grade 12 students to qualify for the Kitscoty High School graduation ceremony in May, they must meet the following requirements:

- a. **enrolled and in good standing in the minimum required credit load of 30 credits**
- b. **acquired 80 credits by March 1st of the year of graduation**
- c. **registered in courses to meet requirements for an Alberta High School Diploma (100 credits minimum, including specific, mandatory courses as set out by Alberta Education)**
- d. **in a position to pass each mandatory course by each 'set point' with a minimum grade of 45%**

When each of the above requirements is met, the student's name will be included on the **Evolving Grad List**. This list will be posted in early September to name the grade 12 students eligible at that point for the graduation ceremony. The **Evolving Grad List** will be posted on **March 1st** and again thereafter **every 2-3 weeks on preset dates** (March 1, March 15, March 30, April 15, Easter notwithstanding). The final decision will be made after the April 15th posting (approximately one month before grad). All attempts by the school will be made before that date to help support the student to achieve this goal.

If a student is not meeting the requirements at any posting date, his/her name will NOT appear on the list and will NOT qualify to participate. The student will be encouraged to use the time to do what is necessary to be returned to the **Evolving Grad List** (complete missing assignments, write a missed or failed test after discussion with the teacher, etc.) The **FINAL GRAD LIST** will be posted after April 15th, one month before the actual grad date in May.

5. STUDENTS-ON-LINE

Students-On-Line is an alternative program available to students who wish to complete some additional option courses or who cannot take a course at school due to scheduling conflicts. Students are required to pay a deposit of \$40 per credit, which will be refunded upon successful completion of the course. ^A

- a. Any S.O.L. course can be taken for extra credit.
- b. Students must follow the deadlines and schedules set out by Students On-Line.
- c. Students taking S.O.L. courses will be assigned to an **Independent Study room** where attendance will be taken, supervision and help with the course will be available and the students will be held accountable to meet the deadlines set out in their course outline.
- d. If the student does not finish the course on time, the fee paid to take the course will not be refunded and the student will have to re-register in the course (and pay the new fee) in the next term if he/she wishes to complete it.

6. VIDEO CONFERENCING

Kitscoty High School is a leader in the Buffalo Trail Public School Division in offering courses by Video Conferencing. In these courses, teachers deliver instruction live in the classroom and concurrently by video to other students in the jurisdiction that would otherwise not have been offered the course in their timetables. Video conferencing students will be able to interact with students from other schools and ask questions of their teachers in real-time with no delay.

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7. STUDY PERIODS

Students remaining in school for study periods are requested to proceed to the library, to the tables in the front foyer, or other designated areas.

8. TRANSFER / WITHDRAWAL FROM COURSES

The school will aid students and parents in the development of an educational program. Students should be happy with, and committed to, the program of studies they select.

Junior High Schedule Changes

In grade 7, we offer Music, French, Communication Technology, Construction, Foods and Fashion. In grade 8 and 9, students have some flexibility of choice in these programs. CTF courses (Recreation Leadership, Human & Social Services, Tourism, etc.) change from year to year depending on student and staff interest. Students who drop Music or French in grade 8 may still enroll in it in grade 9 if they choose.

- **Withdrawals will not be permitted after two weeks into the beginning of a semester course.**
- A student wishing to transfer / withdraw from a class must contact the school counsellor and receive signatures of approval from the classroom teachers, parent and principal.
- The final decision shall be the responsibility of the administration

Senior High Schedule Changes

- **Withdrawals will not be permitted after two weeks into the beginning of a semester course.**
- The minimum credit limit must still be maintained.
- A student wishing to transfer / withdraw from a class must contact the school counsellor and receive signatures of approval from the classroom teachers, parent and principal.
- The final decision shall be the responsibility of the administration

9. SPECIALITY COURSES - SENIOR HIGH

CAREER AND TECHNOLOGY STUDIES

The CTS program centers around five clusters and more than 1000 1-credit courses in 28 occupational areas. Kitscoty High School offers components from the following four clusters

BIT: BUSINESS, ADMINISTRATION, FINANCE & INFORMATION TECHNOLOGY

The BIT cluster focuses on the management, marketing and use of electronic technologies to access, use and manipulate information within personal, family, workplace, community and global contexts.

HRH: HEALTH, RECREATION & HUMAN SERVICES

The HRH cluster focuses on a vast array of challenging and rewarding careers in health care, community supports, recreation, cosmetology, food services, tourism and law.

MDC: MEDIA, DESIGN & COMMUNICATION ARTS

The MDC cluster is designed to provide students the flexibility to adapt to various situations relating to design, communication and esthetics. Courses relate to art and

culture, such as the performing arts, film and video, broadcasting, journalism, writing, creative design, fashion, libraries and museums.

HRH: HEALTH, RECREATION & HUMAN SERVICES

The TMT cluster focuses on skills and knowledge related to the design, construction, fabrication and maintenance of a product. Courses relate to manufacturing, processing, utilities, construction, mechanics, fabrication, trades supervision, trades contracting, logistics, transportation and heavy equipment.

FRENCH

French is available to our students in grades 7-11. We offer the French 10, 20 and 30 3-year program which allows students to challenge French 10 when they reach Grade 10 and if successful, take French 20 in Grade 10. They will then take French 30 (3-y) in Grade 11.

MUSIC

Instrumental Music is offered year-long for grades 7-12. Grade 7, 8, & 9 bands are complementary courses programmed into the regular class schedule and Senior Band (combined gr. 10 – 12) is offered before the regular school day starts on Monday, Wednesday, & Thursday. All music students perform a Christmas Concert in early December and a Spring Finale in May. Other activities may include performances at festival, composition projects, and a yearly music field trip!

OFF CAMPUS

Kitscoty High School offers senior high school programs that take students beyond the boundaries of the classroom. These include:

GREEN CERTIFICATE PROGRAM - If you work on a farm it is possible to get 16 credits for the Green Certificate Program. You and your employer have to attend an evening orientation session before you can be accepted into the program. You will be given workbooks with skills that have to be mastered, and you will attend three testing sessions at Lakeland College in Vermilion. This experience earns you credit and advanced standing in some college agriculture courses.

LAKELAND COLLEGE offers 3 credit high school courses in Mechanics, Welding, Interior Design, Fire School, Carpentry and Electrician. These courses require the student to provide their own transportation to get to Lakeland College in Vermilion for a total of 4 to 5 days. Once there they will receive practical, hands on training in the course. Students are charged a \$120 refundable caution fee and a course fee (\$50-\$150 depending on the course). **If the course is dropped less than ten instructional days prior to the first day of class, the student will forfeit the caution fee and may be responsible for any tuition costs associated with the course.** Students are still responsible for their assignments in KHS courses while they are away for Lakeland courses.

REGISTERED APPRENTICE PROGRAM (R.A.P.) provides credits for students who are interested in pursuing a trade. These students sign up as an apprentice and build hours towards their first year in a particular trade while being paid an apprentice wage. They also get one credit for every 25 hours of work. Students enrolled in RAP can:

- work as an apprentice in one of Alberta's 50 or more designated trades
 - spend part of the year completing high school diploma requirements and another part of the year working
 - gain experience at an approved work site
 - accumulate hours toward a ticket while attending high school full-time
 - complete health and safety training
 - get a head start on completing the first year of apprenticeship training while in high school
 - transition into full-time apprenticeship program upon high school graduation
- For more information, talk to your high school counsellor or visit [Trade Secrets](#).

WORK EXPERIENCE PROGRAM provides an opportunity for students to get high school credit for work placements. Students can explore future career possibilities and develop workplace skills. They will receive one credit for every 25 hours of work. These positions can be paid or unpaid.

HOCKEY ACADEMY

Hockey Academy, part of which is the Hockey Canada's Skill developmental program, is offered in Semester One for 80 minutes per day as a 5 CTS credits. The course is open to all high school students, male/female, who are interested in improving their skills and fitness levels in sports, especially hockey. The program consists of dry land training, classroom sessions and on-ice skill and physical development.

10. EXAMINATIONS

General Policy - All students writing final exams must write them when they are scheduled. Students truant from examinations may be assigned a mark of zero.

Absence from Exam Due to Illness - Students who are excusably absent due to illness may sit for the examination at a later date. However, the teacher may in some cases, waive the exam and assign a mark based on previous work evaluations.

Grade 9 Achievement Exams & Grade 12 Diploma Exams - Provincially administered final examinations must be written by all students enrolled in the following courses: Language 9, Mathematics 9, Science 9, Social Studies 9, English 30-1 and 30-2, Biology 30, Chemistry 30, Physics 30, Math 30-1 and 30-2, and Social Studies 30-1 and 30-2.

11. EXAM LOCK-IN

Students may have the opportunity to lock in their final course mark, before writing their final exam. School requirements are:

1. Students can lock in their mark if their course mark prior to the final exam is 80% or higher.
2. The lock-in privilege will be lost if the mark on the final exam is 15% or more below the course mark prior to the final exam.
3. The lock-in may be denied if students have incomplete assignments during the term.

This applies to a **maximum of 1 course per semester**, and **does NOT apply to Achievement or Diploma Exams**.

12. **AWARDS**

Honour Roll certificates are presented to every student who achieves an average of 80% and above on their term end report. There will be an **Honours with Distinction** designation on certificates for students who achieve an overall average of 90% and above.

BUFFALO TRAIL PUBLIC SCHOOLS HONOR PINS CRITERIA

(This policy is currently under review by BTPS)

- **Grade 7 - 9**
Grade 7 through 9 must attain a final year average of 80% or higher in Language Arts, Science, Mathematics, Social Studies, Physical Education, Health, and any two complementary courses.
- **Grade 10** must attain a final year average of 80% or higher in five subjects:
 - English
 - At least two of the following: Mathematics, Science, Social Studies, French or another second language at the grade 10 level
 - Any two other subjects at the grade 10 level including those listed above. ~~At~~ One of the two subjects may consist of three or more CTS modules at the beginning level or higher.
- **Grade 11** must attain a final year average of 80% or higher in five subjects:
 - English
 - At least two of the following: Mathematics, Science, Biology, Chemistry, Physics, Social Studies, French or another second language at the grade 11 level
 - Any two other subjects at the grade 11 level including those listed above. ~~At~~ One of the two subjects may consist of three or more CTS modules at the intermediate level or higher.
- **Grade 12** must attain a final year average of 80% or higher in five subjects:
 - English
 - At least two of the following: Mathematics, Science, Biology, Chemistry, Physics, Social Studies, French or another second language at the grade 12 level
 - Any two other subjects at the grade 12 levels; one of the two subjects consists of three or more CTS modules at the advanced level.

ALEXANDER RUTHERFORD HIGH SCHOOL SCHOLARSHIP

- **Grade 10**
Average of 75.0% to 79.9% in 5 subjects - \$300
Average of 80% or higher in 5 subjects - \$400
- **Grade 11**
Average of 75.0% to 79.9% in 5 subjects - \$500
Average of 80% or higher in 5 subjects - \$800

- **Grade 12**
Average of 75.0% to 79.9% in 5 subjects - \$700
Average of 80% or higher in 5 subjects - \$1300

Average is calculated from 5 designated subjects (Options/CTS courses may also be considered) For more information go to:

<http://studentaid.alberta.ca/media/54471/alexander-rutherford-2015-course-requirements.pdf>

LOCAL SCHOLARSHIPS

KHS Staff Sponsored Scholarship \$500

ATA up to \$500

Rutherford Scholarship up to \$2500

John Nicol Memorial (Varies)

Violet Page Memorial \$1000

Kitscoty & District Agricultural Society \$1000

Kitscoty Automated Tank Scholarships \$500 each: Business, Scholar Athlete, Trades (RAP), Leasa Headon Memorial Work Experience, Kelly Stone Memorial Fine Arts

SCHOOL POLICIES AND GUIDELINES

1. ATTENDANCE

The administration and teaching staff of Kitscoty High School firmly believe a strong correlation exists between consistent student **attendance** and a successful learning experience. The **attendance policies** exist to promote a beneficial educational experience for all students. It's the **responsibility of the parent to notify the office** by phone, e-mail (sharon.earl@btps.ca), website attendance tab, or a note when the student will be absent from school.

Student attendance is marked and reported to the office for each class. When students arrive late or leave early, they **must** sign in/out in the book located on the office counter. The school must have confirmation that the parent/guardian knows and gives consent to **every absence**.

If a parent does not **contact the office by 9:30 AM** they will receive a phone call from synervoice asking them to contact the school regarding their child's absence. If a parent does not make contact with the school they will receive another call from synervoice **at 6:00 pm**.

Parents or guardians shall be notified by the school staff should student **attendance** concerns become apparent. during the course of the year that impact the student's achievement. Extreme cases will be sent on to the district truancy officer.

A student is always responsible for classroom work missed during their absence.

Students who become ill while at school should report to the office. The school will ensure contact is made to a parent or emergency contact person before the student is allowed to go home. Alternative arrangements will be made for the student's comfort and safety if we are unable to make this contact.

Automated Messaging System

Kitscoty High School uses an Automated Messaging System called *U, ãSFG*. This telephone and email system is used to inform parents about student absences that have not been explained.

2. EXTENDED STUDENT ABSENCES

One of the greatest contributing factors affecting student achievement in school is regular and consistent attendance in classes. Illness, medical appointments and family emergencies are often unavoidable situations where students will need to be absent from school. When students are absent for small amounts of class time, catching up on missed material is usually manageable within a short time of return to classes.

Students are sometimes absent for extended periods of time, for example:

- family vacations or holidays
- medical reasons
- high school Lakeland College courses

This often creates learning situations that are more difficult for both students and teachers to manage. With this in mind, Kitscoty High School has established a framework for these situations.

If a student is absent from classes for an extended period of time (more than a few days), then the following guidelines will be followed:

Student's Role:

- access the missed material from either the teachers' folders or the student's Google Drive.
- complete any required work that was missed within one week of returning to school.
- access a "study buddy" who may supply notes that were given and can recall the discussions that took place.
- discuss with the teacher, at an appropriate time, what was missed and the expectations of work completion.

Parent's Role:

- make an appointment to discuss with school administration and/or teachers either before leaving, upon return, or both, to discuss the expectations for the completion of the missed work.
- support the student and monitor their progress in completing the work within one week of returning to school.
- communicate with the school and support the teachers in working with the student to catch up on missed material.

Teacher's Role:

- collect material for the student that was covered in class during the absence. This may include, but is not limited to; handouts, assignments, readings, home study suggestions, review materials, quizzes, instruction sheets and/or information on classroom activities.
- material will be placed in a paper folder for students to access upon their return and/or in the student's Google Drive for them to access while they are away.

- provide extra help at noon hour or after school, when available, but limited to specific questions about specific topics (not re-teaching the entire content).
- monitor student progress and communicate with parents during the week of return.
- due to the nature of class planning and instruction, work that will be covered during the missed school days will not be available to students in advance of the absence.

In the event the student is having difficulties catching up after one week of the date of return, then the following may be implemented:

- assigned noon hour or after school time (RTI room).
- suspension from extracurricular activities until the work is completed.
- pull out of complementary classes to catch up on core course work.

It should be noted that while the student is absent, some parts of the learning process are difficult to place in a folder. Classroom discussions, demonstrations, group work, guest speakers, hands on activities or participation oriented activities (music, physical education, industrial arts, food studies, etc.) will be missed.

3. CODE OF CONDUCT

Kitscoty High School is committed to providing a safe and secure environment in which students may flourish and therefore will not condone any behaviours that endanger the moral or physical well-being of its students and staff. KHS operates on the premise that all students have the right to learn and that the school environment will help guide students towards responsible behaviour. It is expected that students, while in the school or participating in school sponsored activities, behave in an appropriate manner.

STUDENT RESPONSIBILITIES:

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

- be diligent in pursuing the student’s studies;
- attend school regularly and punctually;
- co-operate fully with everyone authorized by the board to provide education programs and other services;
- comply with the rules of the school;
- account to the student’s teachers for the student’s conduct;
- respect the rights of others;
- ensure that the student’s conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- positively contribute to the student’s school and community.”

Section 12, School Act

STUDENTS ARE TO:

- walk quietly and safely to and from all activities
- avoid the use of profane language and inappropriate gestures
- be in classrooms during regular class times, on time, and leave only with teacher’s permission

- bring all required materials (student agenda, pens, pencils, binder, textbooks, etc.) to class
- keep school desks, lockers and classrooms in good order
- adhere to school dress code
- contribute to a positive school reputation by demonstrating appropriate behaviour during assemblies, performances, field trips, sporting events, and dances

GENERAL SCHOOL RULES:

- Bullying – which includes physical, verbal, sexual and cyber bullying; is not tolerated.
- Fighting /assault / physical aggression with the intent to injure are not tolerated. Items which can be viewed as weapons are prohibited.
- Sale, possession or use of alcohol, drugs or tobacco products (including chew and vapour inhalers) at school or school sponsored events is prohibited.
- Theft, vandalism, and disrespect of personal and public property are not tolerated.
- Any sexual, religious, ethnocultural and/or racial slurs, and harassment are not tolerated
- Swearing / use of profane and/or offensive language is not tolerated.
- Any behavior or dress that violates reasonable expectations of modesty is not tolerated
- Energy drinks and sunflower seeds are prohibited.

The staff and administration are committed to responding to any form of harassment or bullying. The high school will respond strongly and appropriately with respect to any infractions of the above actions or behaviours on school property or during school-sponsored or related activities. Students found in violation of the above rules may face suspension or the possibility of expulsion.

4. DISCIPLINE GUIDELINES

The focus of handling any discipline issues at Kitscoty High School shall be to:

1. Help the student identify inappropriate behavior
2. Help the student solve any problems created by this behavior
3. Help the student identify positive replacement behaviors
4. Leave the student's dignity intact

The KHS “Encouraging Appropriate Behaviors” Guidelines will be used to assess and deal with all discipline matters. Factors such as age, grade, nature of the misbehavior, degree of flagrance, emotional stability and past history of misbehavior will be considered when action is taken.

5. PERSONAL ELECTRONIC DEVICES

BTPS recognizes that appropriate and responsible use of personal electronic devices enhances student learning. At no time should these devices interfere with an individual's right to privacy, the student's right to a safe and caring environment or the teaching and learning process.

- All personal electronic devices must be turned off and out of sight during instructional times or in spaces where instruction is occurring, except with the specific permission of the principal when their use is planned, purposeful and educationally motivated.

- Use of electronic devices is prohibited in change rooms and washrooms and therefore they must be turned off and out of sight. Appropriate signage will be posted to this effect.
- The use of personal electronic devices shall not: interfere with student learning; compromise personal safety or the safety and well-being of others; infringe upon an individual's right to privacy; interfere with the operation of the jurisdiction.

Should a student contravene this policy the electronic device will be confiscated, turned over to the school principal, and stored in the school office.

- On the **first occurrence**, the device will be confiscated, turned over to the school principal and returned to the student at the end of the school day.
- On the **second occurrence**, the parent/guardian will be contacted by the principal and the electronic device will be returned to the student at the end of the school day.
- **Subsequent infractions** will require a meeting between the principal and the parents/guardian prior to the return of the electronic device. **Disciplinary action** will be subject to the school discipline policy.

It is an expectation that all visitors will respect this policy. Those that contravene this policy will be asked to comply or to leave the building and may be subject to disciplinary action under Board policy and the School Act.

6. COMPUTER LAB / INTERNET

We attempt to offer students the widest possible access to up to date technology in and out of the classroom during regular school hours. Computer use is a privilege and student use is governed by BTPS policy. Students will bring the Computer User Agreement home at the beginning of the school year and parents must sign it to grant their child full computer access. This policy will include access to our wireless network, which students can connect to using personal electronic devices. The school reserves the right to enter students' school accounts, including email, at anytime and terminate access in the event of irresponsible use.

7. DAMAGED / LOST BOOKS

Students are assigned a textbook at the beginning of the semester in most classes. It is their responsibility to look after this book and hand it in at the course's completion.

Any text or library book, which has been abused, has pages or the cover missing, or has been lost, will be charged to the student. A book 2 years old or less will be valued at new price for replacement, while half the cost of an older book will be charged. If the book has not been returned by September of the new school year, parents will find the charge on their invoice for the upcoming school year.

8. DOWNTOWN PRIVILEGES

Students may go downtown at noon hour, unless a note has been received from the parent indicating otherwise. High school students with spare periods may go downtown unless their parents ask the school to revoke these privileges. These privileges are dependent on students completing course work as assigned and maintaining passing marks commensurate with their abilities.

9. **DRESS CODE**

Our goal is to create a place where students and staff can do their job without being uncomfortable because of inappropriate dress. We consider school to be a professional working environment for students and staff. To this aim our school has developed the following guidelines:

- **No Hats** - with the exception of "**Hats for a Cause**" days whereby students may purchase a wristband for \$1 which identifies that they have made a donation and therefore are allowed to wear their hat that day. All proceeds from this are donated to various local charities.
- Please ensure that t-shirts are free of advertising for beer, drugs, or a lifestyle that is inappropriate for the school environment.
- No stomach, waist, or inappropriate bust line showing either standing, sitting, or bending over.
- No exposed underwear.
- No short dresses, skirts, or other outfits that are deemed inappropriate by staff.

These guidelines are consistent with other schools in the area. Students who are improperly dressed will be asked to cover up or be sent home to change. We respectfully request that students observe these guidelines.

10. **ENERGY DRINKS**

Kitscoty High School is promoting a healthy lifestyle for our school environment. In keeping with our healthy choices philosophy, it is school policy to **not allow energy drinks**.

11. **EMERGENCY / SAFETY PROCEDURES**

FIRE DRILL

Students are to walk out quickly and quietly through the designated exits. A map is posted in each room indicating the proper exits. Once outside the building, classes will convene at designated areas where attendance will be taken.

LOCKDOWN

In the case of an event which threatens the health and safety of students and staff in our building (an example of which could include an armed intruder), it may be deemed necessary to go into a state of "lockdown".

If this is the case, a very distinct alarm will sound. This alarm is much different than our standard bells or our fire alarm. It can be recognized by the repeated recorded voice which states "Lockdown, lockdown, lockdown now."

Several drills are practiced during the course of the school year.

ONE SCHOOL ENTRY

Once bells have gone for the first period of the day, all entrances to the school are locked with the exception of the main doors by the office. All visitors are required to check in at the office upon arrival.

12. INAPPROPRIATE LANGUAGE

At Kitscoty High School, we strive to nurture a positive and respectful environment. We have a no swearing policy. In the event that a staff member hears a student use profanity or inappropriate language, they are to inform the parents and send the student to the office for the remainder of the class period, where an administrator will meet with them. The second instance may lead to an in-school suspension and the third instance may lead to an out-of-school suspension.

13. STUDENT VEHICLES

Students are to respect the fire/bus lane by driving slowly and cautiously, and not disturbing classes with loud music or other noise. Student parking is available in designated areas only. Students are not welcome to park in the arena or church parking lots or in the fire/bus lane. If traffic rules are not obeyed sanctions may include removal of parking privileges and notification to parents and/or RCMP.

14. TOBACCO

Kitscoty High School is a tobacco-free school. Smoking/chewing will not be allowed at any time within the school building or on Buffalo Trail Public Schools school grounds.

15. VIDEO SURVEILLANCE

To help ensure the school has a safe and caring environment, hallways and common areas are monitored by a closed circuit video system. The system will be used mostly to deter theft and inappropriate behavior.

CULTURE OF THE SCHOOL

1. FOOTWEAR

Students are required to have clean and dry footwear in the school. A second pair of running shoes is required for Physical Education in the gymnasium.

2. FRONT FOYER

The Front Foyer is a designated common area for our school. Students are asked to help preserve the academic atmosphere of our school while here.

3. LIBRARY

The library is open from 8:30 until 4:00 p.m. Students using the library during spares should come prepared to work or read. Food and drinks are not allowed at anytime.

The goals and objectives of the library are to provide:

- opportunities for students to develop research skills
- a collection of curriculum-related resources and services
- encouragement of leisure reading and appreciation of literature
- a quiet and distraction free area in which students and staff are able to read, study and work and collaborate

Students will be allowed to use the library after hours with teacher permission and supervision.

4. **LOCKERS**

- Students will be assigned the use of a hall locker and a Phys Ed locker.
- Student's sign a Locker Use Agreement that states BTPS has the right to search a locker without notice or permission of the student.
- **All lockers require a school supplied lock. Do not share locker combinations!**
- BTPS is not in any way responsible for loss of articles stored in the student's locker.
- Students are asked to treat their lockers with respect. Any decorations should be put up in a way that will be easy to remove as next year's student may not have the same taste in locker decor.

5. **OFFICE PHONES**

In the event that a parent needs to contact their child (ex. family emergency) students will be called to the office to take a phone call.

A courtesy phone, located in the front foyer, is available for student use during breaks and spares.

Kitscoty High School uses an Automated Messaging System called Office This telephone and email system is used to inform parents about student absences that have not been explained, and to inform parents of meetings, events, and other happenings in the school.

6. **STUDENT SERVICES**

COUNSELLING

Students have an opportunity for counselling in the school in three main areas:

Registration and Course Selection: The counsellor is responsible for registering high school students, helping with course selection, enrolling and withdrawing students and planning schedules. Work Experience, Registered Apprentice Program (RAP) and Students On Line courses are all handled through the counsellor's office.

Career Counselling: Students can see the counsellor for help with exploring possible careers, making career decisions, enrolling in post-secondary institutions, gathering transcripts and learning about and applying for scholarships.

Personal Counselling: The office of the counsellor can offer counselling for different levels of needs including promoting self esteem and hope and encouragement. There is also and working through one particular issue, decision or struggle. If a student's issue requires a longer or ongoing process or is more involved and needs deeper guidance, the proper referrals and support in the transition to those professionals is also offered by the counsellor's office.

FAMILY SCHOOL LIAISON PROGRAM

The Family School Liaison (FSL) Program is designed to help children, youth and families achieve school success. FSL counsellors teach various strategies in the areas of life and social skills, peer related issues, emotional and behavioural skills as well as family issues. To access services parents can contact our school office, a teacher, or the FSL counsellor directly at the school.

A parent resource library is available at the **Kitscoty High School** for parents and community members. Additional resources are also available through the FSL worker upon request.

INCLUSIVE EDUCATIONAL SERVICES

The Inclusive Learning program at Kitscoty High School uses a collaborative team approach involving school staff, outside agencies, parents and students to create the best learning environment for all students.

All children can learn, but not all children learn in the same way, at the same time or at the same rate. Learning is an individual process. Developing the most effective program for a student depends on his or her individual needs. The type of programs implemented for students with special needs is determined by what the student’s abilities, strengths and needs are. The different types of programming used at Kitscoty High School are differentiated instruction, adaptation, curriculum modification, individualized programming and Knowledge & Employability programs. Together, as a team, we will establish a positive learning environment for your child.

“Families around the world have the same kinds of hopes and dreams for their sons and daughters. The families of children with special needs are no different. The role of the school is to support families in the fulfillment of those hopes and dreams.”

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Please contact the office for details regarding your child’s specific requirements.

VIBE

VIBE is a Mental Health Capacity Building in Schools Initiative which is an integrated, multidisciplinary team approach in providing promotion, prevention and early intervention addiction and mental health services to children, youth and their families within Kitscoty High School, Kitscoty Elementary School, J.R. Robson High School, St. Jerome’s School, Vermilion Elementary School, Vermilion Outreach School, School of Hope and Clandonald School. VIBE is one of 37 projects in a province-wide Mental Health Capacity Building in Schools Initiative. The initiative is led by the AHS – Addiction and Mental Health in partnership with Alberta Education and other partners and community agencies, with funding from Alberta Health and Wellness.

The overall goal is to build resiliency skills in children, youth and families and to support all children and youth to stay in school and succeed. VIBE’s role in Kitscoty High is to bring programming to students based on their grade and need. Our programming focuses on reducing anxiety for students by teaching the concepts and skills related to being more mindful.

Our programs include:

- Building Mental Wellness· Study Skills· Developmental Assets
- Self Esteem · Seven Habits· Social Skills
- Hope · Conflict Resolution Diploma Prep
- Strong Interest Inventory (\$15)

All of our programs are free except for the Strong Interest Inventory. VIBE is in KHS one day a week. If you have any questions about VIBE, please feel free to contact the school office and we put you in touch with our VIBE worker.

7. EXTRA CURRICULAR ACTIVITIES

We believe that extracurricular programs are an integral part of the whole educational experience of the student. Participation in extracurricular programs contributes to the development of self-confidence and to the establishment of desirable interpersonal skills. Our students are ambassadors for our school and because of this must be above reproach at all times. It is expected that they will act like ladies and gentlemen that we will all be proud of. Students involved in these programs are responsible for missed work when attending extracurricular activities. Student's behavior in the classroom and incomplete homework assignments are some of the factors determining whether the student can participate in an extracurricular activity. **Parent drivers for extracurricular activities must fill out a form and supply a copy of their driver's license.**

DRAMA

The Community Drama Group and a school liaison teacher will continue drama this year. Hopeful plans are for a winter and spring production. Students who participate in drama may be eligible for credits in high school.

INTRAMURALS

At noon throughout the year, we offer intramural activity for the students. Some activities are very competitive; some are fairly informal. Some activities offered are volleyball, soccer, belly baseball, floor hockey, badminton, and basketball. The award structure for our program rewards participation as well as winning. Individuals gather participation points, as well as "win" points throughout the year. They can also achieve points for officiating. At the end of the year awards are given to outstanding individuals.

LEADERSHIP TEAM

Each year, members of the student body from Grades 7-12 are encouraged to volunteer for the Leadership Team. The Leadership Team is then responsible for administering student functions throughout the school year. They plan and run school dances, activity days, house league challenges and fundraising activities. Money from fundraising goes towards sports, field trips, Graduation and other student centered activities.

SPORTS

Kitscoty High School is a proud member of the Alberta Schools Athletic Association. This organization represents over 350 Alberta High Schools. Our policies emphasize sportsmanship, fair play, and lifelong learning.

All players, because of their position on the team, are now in the public eye. It is expected that each and every one of the team members will be conscious of improving his/her citizenship in all ways possible within the school. In addition, team members are expected to be punctual and courteous in and out of class and make every effort to maintain acceptable marks.

Eligibility to play: Students must attend Kitscoty High School in order to participate on a team. Students must further remain “in good standing” to participate on an extra curricular team. This means a student must adhere to the following:

- Students must maintain passing grades. Students who are failing two courses may be removed from the team until such time as their grades have improved to passing.
- Students must maintain a good attendance record.
- Students must not be habitually late for class.
- Students must demonstrate appropriate behaviour – those students involved in incidents that include suspensions from school may lose their eligibility to play.
- Fees must be paid.

Fees: Fee to participate will be set each year and will reflect costs involved in league registration, referees and transportation. Players must pay the fee prior to playing any games. This fee is non-refundable.

Player Conduct: Players are expected to conduct themselves appropriately. They must display good sportsmanship and good behaviour at all times. Students are representing the school and any student who fails to conduct him or herself as good representatives are subject to removal from the team as well as to such discipline from the school as is appropriate.

WELLNESS TEAM

The KHS Wellness Team is a group of students, teachers and community members seeking to improve our comprehensive school health. It is our goal to support improvements in students’ educational outcomes while addressing school health in a ‘planned, integrated and holistic way’. Essentially, we are concerned with the social and physical environment, health education, healthy school policy and creating partnerships within the larger community.

Although in it’s infancy, the KHS Wellness Team has accomplished much; they attended Healthy Active Schools Symposium in Camrose, created a sugar shocker bulletin board and demonstrated it to classes, adopted a stoplight system for making healthy food choices while at school, and hosted a winter walk day. They also implemented an exciting “Choose Water” campaign in which all students received a water bottle and a filtered water bottle system was installed at KHS! In the future, the team is going to re-visit positive posters on our walls and improving social spaces. Without a doubt, the KHS Wellness Team is working to “Make a Positive Difference” in the health of students at Kitscoty High School!

