



STUDENT & PARENT HANDBOOK 2013-2014

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WILLIAM ABERHART STAFF

Principal: Mr. Jacques Ferguson

Assistant-Principals:

Mr. Sebastien Fournier (Students: A - G)

Ms. Carrie Rowlandson (Students: H - O)

Ms. Gord Baldwin (Students: P – Z)

Guidance Counselors:

Ms. Nicole Peters (Students: A-G)

Ms. Marnie White (Students: H-O)

Ms. Gisele Kreuger/Ms. Dale Rudd (Students: P-Z)

Learning Leaders:

Mr. Stephen Krause

Athletics

Mr. Christos Sagriotis

Career and Technology Studies

Ms. Rachel MacDonald

English Language Arts

Ms. Deb Blayways

English Language Learning

Mr. Kevin Willms

Fine Arts

Ms. Nathalie Dunn

French Immersion & International Languages

Ms. Véronique Brunelle

Mathematics

Mr. Brian Pederson

Physical Education

Mr. Ron Fukushima

Science

Mr. Jim Price

Social Studies

Ms. Fatima Hudda

Technology

Ms. Marnie White

Student Services

Support Staff:

Ms. Bette Grant

Administrative Secretary

Ms. Linda Hennig

Business Manager

Mr. Fred Litchfield

Facility Operator in Charge

OFFICE HOURS:

The Business Office, Main Office and Guidance Office are open:

Monday to Thursday: 8:15 a.m. to 4:00 p.m.

Friday: 8:15 a.m. to 3:00 p.m.

PRINCIPAL'S MESSAGE

Welcome to/Bienvenue à William Aberhart High School for the 2013-2014 school year. We are pleased that you have chosen to be a member of our school community. Our school has a long tradition of academic excellence and extra and co-curricular involvement by staff and students. You are part of a caring community that values each person as an individual. As a student here, you are invited to participate fully in the many opportunities available to you. Nos étudiants d'Immersion française trouveront plusieurs occasions de développer leurs habiletés langagières.

Please take time to review the information in this Student and Parent Handbook. **You are expected to be familiar with the Code of Conduct and all policies and procedures.** You are encouraged to continually monitor our website at www.aberhart.ca for a full overview of Aberhart and the most current copy of our Monthly School Calendar. Changes to the Calendar are continuous and our website is updated on a regular basis. Information on clubs and activities is also posted on the website. In dealing with classroom concerns, I ask that you first contact the teacher. If there is no resolution between the student/parent and teacher, your assigned Assistant Principal may be consulted.

Enjoy the school year as we work and learn together. Bonne année scolaire! ¡ Buen año escolar!

INTRODUCTION

This Handbook is provided for the use of students and their parents, and is available to be viewed online on the William Aberhart website. For further information on any of these matters, students and parents are invited to come to the school office on the second floor or phone 403-289-2551 and ask to speak to an **Assistant Principal**.

William Aberhart High School is a comprehensive English, Spanish Bilingual, and French Immersion school of approximately 1600 students located in the northwest community of Banff Trail, near the University of Calgary. We offer the largest French Immersion program in Alberta and are the first high school in Canada to offer the Spanish Bilingual program. Our strong academic program includes Advanced Placement courses. In addition we offer courses in Knowledge and Employability (K&E), English Language Learning (ELL), and Blended Learning (see Page 5). Our ALP and ACCESS programs are high school classes for special needs students. We have both a full time Career Practitioner and Work Experience Coordinator, a comprehensive Athletics program, a diverse Fine Arts program, a variety of Career and Technology Studies courses and a wide selection of Co-curricular and extracurricular activities. Our goals of Personalization and Support for Learning align with the Calgary Board of Education Ends statements.

ACADEMICS AND PROGRAMS

HIGH SCHOOL DIPLOMA REQUIREMENTS

The Alberta High School Diploma is an official document issued by Alberta Education and certifies that the holder has completed a prescribed program of instruction at a high school or through other formats under the direction and supervision of Alberta Education.

To attain the Alberta High School Diploma students must complete 100 credits including the following courses:

- English 30-1 or 30-2
- Social Studies 30-1 or 30-2
- Mathematics 20-3 or Mathematics 20-1 or Mathematics 20-2
- Science 20 or Science 24 or Biology 20 or Chemistry 20 or Physics 20
- Physical Education 10
- Career and Life Management
- 10 credits in other grade 12 courses in addition to English and Social Studies
- 10 credits in option courses from the following areas: Career and Technology Studies (CTS), International Languages, Fine Arts or Phys. Ed. 20/30

GRADUATION CEREMONY REQUIREMENTS

In order to participate in the graduation ceremony, students in grade 12 need to have earned a minimum of 95 credits and be within 5 credits of satisfying the High School Diploma Requirements. They also need to have an arranged plan for earning the remaining 5 credits by the end of the summer of the graduation year.

FRENCH IMMERSION EXPECTATIONS

Students who enroll in the French Immersion program at William Aberhart High School are expected to make the commitment to remain in the program for their three years in high school. Our counselors rely on information from the Junior High school counselors, and immersion teachers regarding the potential for success at the Senior High level. Your decision to continue in French Immersion should be based on your achievement in the continuing Junior High or late Immersion program. Students enrolled in the French Immersion Program must show commitment to their French Immersion studies by **speaking French at all times in all classes where French is the language of instruction**. All courses follow the Alberta Curriculum and therefore are part of the regular program leading to the High School Diploma.

Program Policy

The following policy guidelines apply to all Immersion students:

- Registration for the Immersion program will consist of 15 credits in each of the following courses: French Language Arts, Math French, and Social Studies French.
- Students need 45 credits to earn the CBE – Certificate of Achievement
- Students will plan to complete all requirements of an Alberta Education Diploma within three years.

- Students who are not successful in the French Immersion program or who apply to withdraw from the program **may be directed to their designated regular program school for the next school year.** A specific process for Program Withdrawal is in place where students first meet with the French Immersion Learning Leader.

The Counsellors and the Learning Leader will be available to assist students and parents in their decisions and to provide further information.

Contact: Ms. N. Dunn, Learning Leader; nrdunn@cbe.ab.ca ; voicemail 7764.

SPANISH BILINGUAL EXPECTATIONS

Students who enroll in the Spanish Bilingual program at William Aberhart High School are expected to make the commitment to remain in the program for their three years in high school. Our counsellors rely on information from the junior high school counsellors and bilingual teachers regarding potential for success at the senior high level. Your decision to continue in Spanish Bilingual should be based on your achievement in the continuing junior high program.

Students enrolled in the Spanish Bilingual Program must show commitment to their Spanish Bilingual studies by **speaking Spanish at all times in all classes where Spanish is the language of instruction.**

Program Policy

The following policy guidelines apply to all Bilingual students:

- Registration for the Bilingual program will consist of: Spanish Language Arts, Multi-Media (Com) and Spanish Art. In the event that the student needs to drop one of the options offered, the student will be able to substitute (on a one-time basis only) with work experience (125 hours) based on an authentic Spanish Language experience (that will need to be approved by the principal), or complete a Language & Culture exchange (125 hours). This will not give the student a spare in their Grade 10 year. This course will be replaced by another CTS or Fine Arts course of choice.
- Students need 25 credits (15 SLA, 5 Math, 5 Fine Arts) to earn a Bilingual Certificate.
- Students will plan to complete all requirements of an Alberta Education Diploma within three years.
- Students who are not successful in the Spanish Bilingual program or who apply to withdraw from the program **may be directed to their designated regular program school for the next school year.** A specific process for Program Withdrawal is in place where students first meet with the International Languages Learning Leader.

The Counsellors and Learning Leader will be available to assist students and parents in their decisions and to provide further information.

Contact: Ms. C. Clemente, Learning Leader; chclemente@cbe.ab.ca ; voicemail 7708.

ADVANCED PLACEMENT

AP Courses offered at William Aberhart will vary due to expressed student interest, staff, and facility. The program is intended for students who have demonstrated academic strength and interest. Students must apply for enrolment in AP courses. Admission criteria vary by course and can include teacher recommendation, diagnostic assessment, or final exam prerequisite course marks. Each AP course has a slightly different sequence. Please review the information when making your course selections. Students in the program are expected to write the international examinations in May. For this reason, AP coursework should be completed the first semester of the candidate's grade 12 year. A score of 4 or 5 (out of 5) is usually accepted by universities as credential for either course credit or advanced placement into a senior level course.

What are the significant benefits of AP?

- Improved writing skills and problem-solving techniques
- Greater exploration of subjects than is prescribed by the Alberta Program of Studies
- Exploration of the post-modern world (e.g.: there are a number of perspectives in life)
- Early understandings of university or college work without university fees
- Development of post-secondary study habits
- Students can obtain post-secondary course credits while still in high school which can translate into tuition savings and possible reduced time to complete degrees

- A motivating and interesting classroom environment with peers who enjoy a challenge
- Post-secondary admission advantages

Detailed information about the AP Program at Aberhart may be obtained from the school website. Interested candidates may follow the links to several universities to see how the completion of AP courses result in advanced credit for university coursework. This can result in substantial time and financial savings for the candidate. Contact: Ms L. Ng; lung@cbe.ab.ca voicemail 7706.

KNOWLEDGE AND EMPLOYABILITY

Knowledge and Employability courses are designed for students who meet the criteria and learn best through experiences that integrate essential and employability skills in occupational contexts. Students who have been in Knowledge and Employability courses in their junior high are recommended for these courses. Aberhart counselors will work with these students, their parents and junior high counselors in course selection. Students enrolling in Grade 10 level Knowledge and Employability courses will work toward meeting the Alberta Certificate of High School Achievement requirements. Contact: Ms. A. Belhumeur; anbelhumeur@cbe.ab.ca ; voicemail 2489.

ENGLISH LANGUAGE LEARNERS (ELL)

Students admitted to our ELL program will follow program placement procedures as established by the ELL Learning Leader and ELL teacher. Course placement is based on the following:

- Recommendations and language level and subject testing results administered at registration by the CBE Diversity Department at Kingsland Centre, and
- Aberhart in-school language testing results, writing samples and subject testing administered by the ELL Learning Leader and review of student academic records and report cards.

International Students:

- Must first report to the Diversity Department at Kingsland Centre for testing before reporting to the ELL Learning Leader at Aberhart.
- Will also be tested at Aberhart as outlined in this section above and will be placed in their English, Math, and Science courses based on their test results
- Must be in regular contact with Global Learning Services regarding their registration, fees, etc.

Contact: Ms. D. Blayways; deblayways@cbe.ab.ca ; voicemail 2413.

LIBRARY & LEARNING COMMONS

The school library is a teaching, study and learning environment. The Library and Learning Commons offer access to a varied collection of resources on-campus and through the school's virtual library web page (<http://schools.cbe.ab.ca/b829/library/default.htm>) for anytime and anywhere access to resources. E-BOOKS, online references, subject specific databases and an excellent collection of the most current books and films are available for student loan to enhance learning and teaching. There are study areas, two computer labs, and an audio-visual viewing room where students can review subject specific DVDs for study purposes.

Hours of Operation

Mon. -Thurs. 8:00 am – 4:00 pm

Friday 8:00 am – 2:30 pm

New English Language Learning students will meet with the ELL Learning Leader teacher by appointment to learn how to access the online language resources from the school web page. Students will be able to practice and improve their reading and writing skills, listening and speaking skills, pronunciation, vocabulary, learn study skills, and access resources on a specific course or topic. Parents are invited to attend the 1st appointment session so that they can use the resources together. Parents and students can contact the ELL Learning Leader regarding questions and concerns at 403-289-2551, ext. 2413 or Ms. D. Blayways; deblayways@cbe.ab.ca .

REGISTERED APPRENTICESHIP PROGRAM (RAP)

The Registered Apprenticeship Program is a modified apprenticeship program that permits a high school student to become an apprentice while attending high school. The guidelines of the program will be provided by the RAP coordinator. While on the job, he/she is paid as a first year apprentice, accumulates hours toward his/her journeyman

certificate, and at the same time can earn as many as forty credits towards a High School Diploma. There are fifty-one apprenticeship trades available in Alberta and many opportunities exist for high school students with good work habits and attitudes to begin a career as a qualified tradesperson. Contact your Assistant Principal for availability.

WORK EXPERIENCE

The work experience program allows students to earn credits in work activities while attending school. These programs directly involve the community in an active partnership designed to enhance, support and extend the students' learning experiences. This program is available to all grade 11 and 12 students. Work experience credits are also available during the summer. The Work Experience coordinator can provide detailed information.

Contact Ms. L. Reid; loreid@cbe.ab.ca voicemail 7710.

ADAPTED LEARNING PROGRAM (ALP)

ALP is a system special education class for students with mild to moderate cognitive disabilities and mild adaptive delays. The goal of the program is to provide students with supported vocational opportunities and integration with community school students. The curriculum includes the development of literacy, numeracy, and communication skills with inclusion in complementary subjects, clubs, sports and special events. CBE has a partnership with the Vocational and Rehabilitation Research Institute (VRRRI) to support work experience placements and transition to the adult world. This is a three year program. Parents and students are expected to participate in transition planning to ensure a smooth transition to adult services upon graduation. Students are placed in this program through a placement process with a Learning Specialist from Learning Support.

Contact: Ms. L. Hogue; lahogue@cbe.ab.ca ; voicemail 2121.

ACCESS

ACCESS stands for Attitude, Community Competence, Elements of Academic Curriculum, Social Skills. It is a system special education class for students with moderate to severe cognitive disabilities. The goal of the ACCESS program is to prepare students for transition to adult life in the community. The curriculum includes development of communication skills, functional language arts, mathematics skills, social skills, community awareness and pre-vocational abilities. This is a three year program. Parents and students are expected to participate in transition planning to ensure a smooth transition to adult services upon graduation. Students are placed in this program through a placement process with a Learning Specialist from Learning Support.

POLICY FOR REQUIRED COURSE LOADS

Grade 10 students are expected to take 8 in school classes per year.

Grade 11 students are expected to take 7 in school classes per year.

Grade 12 students are expected to take 6 in school classes per year.

Exceptions to this policy may be considered in extreme circumstances and with the approval of an administrator, as personalization is important to us. However, if students carry less credits than the required course loads stated above, they will not be eligible for William Aberhart's Honour Roll or Honour Society.

COURSE WITHDRAWAL

To explore withdrawal from a course the student must first consult their Assistant Principal. Parent/Guardian consultation will also occur. Course withdrawal will only be considered for extraordinary circumstances. Students must attend the class until final approval to drop is granted.

Courses in the first semester may not be withdrawn after **November 1, 2013**, and courses in the second semester may not be withdrawn after **April 10, 2014**.

FINAL EXAMS POLICY

Contact: Ms. C. Rowlandson; cerowlandson@cbe.ab.ca voicemail 2520.

Blackout Days for Aberhart are as follows: December 16th 2013 to January 29th 2014, and June 2nd 2014 to June 26th 2014. **Students must be in attendance during all school days from these dates up to and including all dates within the final exam schedule.** Students will only be excused for acute illness or other serious unavoidable emergencies as long as official documentation (e.g., doctor's note indicating specific diagnosis) is provided. A schedule with dates for final exams in January 2014 and June of 2014 will be posted in advance on the school website and within classrooms.

Please make note of the following information when purchasing graphical calculators for High School.

Students are advised to purchase one of the following Alberta Education **approved** models:

Texas Instruments

- TI-83 Plus, TI-84 Plus, TI-84 Plus Silver, or TI-84 Plus *Pocket SE*

DIPLOMA EXAMS

All Diploma final exams at William Aberhart will follow Alberta Education's Diploma Exam procedures. Students must arrive within the first hour of the exam in order to be able to write the exam. Students will not be permitted to write their Diploma final exams outside of the final exam schedule set by Alberta Education. Final exams may be deferred or excused for acute illness or other serious unavoidable emergencies as long as official documentation (e.g., doctor's note indicating specific diagnosis) is provided to Alberta Education. Please contact the school for assistance with how to proceed if a student is absent for an exam. Any student missing a Diploma final exam without official documentation will have to write that exam or that part of the exam (e.g., Part A of ELA 30-1) at the next writing session offered by Alberta Education.

Once again, please contact the school to ensure you are accurately informed about the procedure associated with writing an exam at a later date. Students who choose to write their English 30-1/30-2, Social Studies 30-1/30-2, or French Language Arts 30-1 Part A Diploma Exams on a computer must attend a compulsory computer tutorial each semester. Given the shortage of computers available for exam writing, we will not be able to accommodate requests for computers for Diploma Exams once the tutorials are completed.

All students writing diploma exams are given 30 minutes of extra time to complete their exam; this 30 minutes is included in the time posted on our exam schedule.

NON-DIPLOMA EXAMS

A semester ends for a student on the day of his or her last final exam. Students will not be permitted to write final exams early or following the final exam scheduled time. Final exams may be excused for acute illness or other serious unavoidable emergencies as long as official documentation (e.g., doctor's note indicating specific diagnosis) is provided. Any student missing a final exam without official documentation will receive a mark of zero on the exam. Appeals regarding final exams must be made in writing. All students writing non-diploma exams will be given 30 minutes of extra time to complete their exam; this 30 minutes is included in the time posted on our exam schedule.

MARK APPEALS

If a student would like to appeal their mark, they can do so on the days noted as Appeal Dates. These dates will be posted on our school website and students will be informed through the daily bulletin. This process is for students who feel their class mark was not calculated accurately. The procedure is to first contact the **teacher**, then the Learning Leader, and lastly the Assistant Principal. **Students should be discussing class marks with their teacher throughout the semester.**

GUIDELINES FOR REPEATING COURSES

In **rare** circumstances a student may be allowed to repeat a course already passed in order to improve a mark. A student wishing to do this must make a special request with their Assistant Principal and guidance counsellor in consultation. Students with a mark over 70% will not be allowed to repeat the course.

SCHOLARSHIPS

Scholarships are awarded at all grade levels for excellence in a wide range of achievements such as academic, athletic, citizenship, community involvement, subject area, and financial need.

Although most scholarships are applied for in Grade 12, the work that students do in grades 10 and 11 helps to earn those scholarships. Leadership skills, volunteer experiences, citizenship and academics are large components of many scholarships.

Upcoming scholarships are posted in the Guidance Office, bulletin board across from the guidance office, and by searching helpful websites. Check specific post secondary institutions for their awards. Some of the websites are:

Alexander Rutherford Scholarship is awarded when you enroll in a post-secondary institution. It is given by the Provincial Government for grades 10, 11, and 12 based on an average of 75% or higher in 5 subjects.

- **Grade 10-** English 10-1 or 10-2, plus 2 academic and 2 other courses – 75 to 79% = \$300.00
80% and above = \$400.00
- **Grade 11-** English 20-1 or 20-2 plus 2 academic and 2 other courses – 75 to 79% = \$500.00
80% and above = \$800.00
- **Grade 12-** English 30-1 plus 2 academic and 2 other courses – 75 to 79% = \$700.00
80% and above = \$1300.00

STUDENT AWARDS

We value the Academic, Citizenship, and Scholarship awards that students receive. A ceremony will be held in June to recognize all of our major award winners and our Honour Roll for the year. Honour Roll recipients for the year will be determined at the end of Term 3 for the ceremony. Our Honour Roll list will be updated following final exams in Term 4.

HONOUR ROLL

We will be posting our Honour Roll after each reporting period during the school year. Honour Roll recognition is granted to students who earn an 80% average overall for final marks over the year, no matter what level of course is taken, and who are enrolled in a minimum of 40 credits in grade 10, 35 credits in grade 11, and 30 credits in grade 12. Students must also not have received a failing grade in any course in order to be eligible for Honour Roll. Marks are weighted by course credits. This 80% average requirement does not include courses taken at other schools (eg: Chinook Learning, CBe-learn, Alberta Distance Learning, etc.)

HONOURS SOCIETY

In 1995, William Aberhart High School established an Honour Society to recognize exceptional academic excellence. Students who have earned Honour Roll status through grades 10, 11 and 12 are inducted into this society at our annual awards, and their names are engraved on a brass plaque that is displayed in the Main Hallway of the school. This prestigious plaque is a permanent accolade to the outstanding success of William Aberhart's celebrated scholars.

ATHLETIC AWARDS

A ceremony is held each June to honour the top athletes in various school sports. The Athletic Department will organize this event and send out invitations in the Spring.

REPORT CARDS, PROGRESS REPORTS AND INTERVIEWS

Progress reports are given out by each teacher early in each semester. Dates for Report Cards to be handed out (2 times each semester) and Student-Parent-Teacher Interviews (once each semester) are outlined in the CBE and William Aberhart Traditional Calendar. Parents should feel free to contact administration, guidance or teaching staff at any time regarding the progress of their students.

STUDENT STUDY PERIODS (Spares)

Students who have a spare period are not under the direct supervision of a teacher. It is expected that these students will act in accordance with the William Aberhart Student Code of Conduct at all times, regardless of the level of supervision. Students on Study/Spare periods should not be in the hallways or main foyer; rather, they should be working quietly in the cafeteria or the library area. Students who leave the building during spare periods (or tutorial time) assume complete and sole responsibility for their own safety while out of the school.

TUTORIALS GUIDELINES

The purpose of tutorial is to encourage personalized learning opportunities for students and to allow teachers the flexibility to work with students who have specific needed areas of growth.

Tutorial times are Monday to Thursday: 8:30 – 8:55

STUDENT CODE OF CONDUCT AND EXPECTATIONS FOR STUDENTS

CODE OF CONDUCT

William Aberhart High School is committed to maintaining a safe, positive and productive learning community that permits students to maximize their potentials.

Therefore, students will:

- Exhibit honesty in all actions
- Behave in a manner that allows others to enjoy a safe, friendly environment which is free from physical and emotional harassment
- Show respect for themselves, others, and the physical environment of the school
- Behave with tolerance and sensitivity toward all
- Take personal responsibility for creating a positive learning environment
- Exhibit the behaviors of a good citizen, such as being courteous and helpful to others and acting to prevent wrongdoing
- Make every effort to achieve to the best of their ability in all areas
- Be aware of and act in accordance with expectations of the school and the society at large
- Be accountable for their own actions
- Be aware of and abide by our community's expectations

Students are expected to comply with Aberhart's Code of Conduct. Staff work with students to assist them in being in compliance with the Code of Conduct. When disputes arise students are expected to involve responsible adults (i.e.: parents, teachers, school resource officer, or administrator) in searching for a resolution.

Behaviour contrary to the Code of Conduct will result in disciplinary action that takes into account the seriousness of the offence. Disciplinary actions could include legal action, community service, suspension or expulsion, or other measures deemed appropriate in the situation.

STUDENT CONCERNS

In dealing with concerns in the classroom, the first step for students and parents is to contact the teacher. If there is no resolution between the student/parent and the teacher, the assigned Assistant Principal may be consulted. In dealing with emotional concerns, please contact the assigned Guidance Counsellor. In dealing with learning concerns (ie: IPP's), please contact the assigned Learning Resource Strategist. The main office will assist you in directing your calls.

EXAMPLES OF UNACCEPTABLE STUDENT BEHAVIOUR

while attending school or during school-related activity:

- **WEAPONS** - use, possession of, sale, distribution of or active contact with, a weapon on a student's person, in a student's locker or desk, on school board property, or in a vehicle on school board property used by a student or occupied by a student as a passenger
"Weapon" means any object which is either designed, intended, or used to intimidate, to threaten or to inflict bodily harm on a person and includes an object which imitates a weapon, but does not include a faith-based object.
- **ALCOHOL AND DRUGS** – use, possession of, distribution of, or active contact with, or collection of money for illicit drugs, alcohol, or inhalants
- **SMOKING** - Smoking is not permitted anywhere within the school or on the school property. Also, Section 2 of the Prevention of Youth Tobacco Act states: "No person under the age of 18 years may possess, or smoke or otherwise consume tobacco products in public." Students who violate the smoking policy will receive a warning letter to be signed by parents and returned to the main office the following day. A second breach of smoking policy will result in home suspension. With respect to our neighbourhood relations, please be considerate when smoking off school property. Private property is off-limits to Aberhart students.

- **SEXUAL HARASSMENT** – “Sexual harassment “means any unwelcomes behaviour which is sexual in nature including
 Unwanted physical contact
 Unwelcome remarks or compromising invitations
 Leering, whistling, innuendoes, jokes or other behaviours or gestures of a sexual nature
 Demands for sexual favours
- **ASSAULT** - conduct which endangers others or promoting unacceptable conduct which endangers others
- **PERSONAL HARASSMENT OR CYBER-BULLEYING** - harassment, threats, conduct which endangers the emotional wellbeing of others, promoting unacceptable conduct which endangers or disrespects others, or cyber-bulleying (i.e., using text messaging, Facebook, etc., for these purposes) related to school activities
- **HAZING** – hazing, initiation activities and the formation or the operation of sororities, fraternities, or gangs
- **DAMAGE TO SCHOOL OR OTHERS’ PROPERTY** – evidence of willful damage (including graffiti),destruction, or theft of CBE or others’ property. The school may suspend the student, seek legal action and /or restitution when there is evidence of any of these behaviours. Where there is evidence of willful damage to CBE property, the Board shall undertake legal action according to The School Act, Section 176, and Board Policy 1,047.
- **DISPLAY OR DISTRIBUTION OF IMPROPER, OBSCENE OR ABUSIVE LANGUAGE** – use of offensive messages or pictures

EXPECTATIONS OF STUDENTS:

- **INDEPENDENT STUDENTS** – As age 18 is the legal age of majority in Alberta, this affects the rights of the students who reach majority and their parents and requires that they receive a *parent letter* and a *student form (Release of Independent Student Information)* to be completed and signed by the student and returned to the school as quickly as possible. Students who attain the age of 18 while still attending William Aberhart High School automatically assume responsibility for their own discipline and their school information, but may choose to include their parents. The student form provides students with the opportunity to allow their parents to continue to be involved in their school affairs once they turn 18 years of age.
- **STUDENT IDENTIFICATION** - Students are **required** to have their photo taken for an I.D. card and the yearbook and have their ID card on their persons at all times (e.g. hallways, cafeteria, at the strip mall). Students must also present photo ID cards for admission to athletic events and final exams as well as for library physical education equipment borrowing. Lost cards can be replaced for a \$3.00 fee in the library. Abe lanyards and clips are not mandatory but will be available for purchase (\$2.00) at Will’s Till to hold student ID cards.
- **VISITOR IDENTIFICATION** - School board policy states that schools are not public buildings and are closed to all those who do not have legitimate business in the school. **ALL VISITORS TO WILLIAM ABERHART ARE EXPECTED TO SIGN IN AT THE MAIN OFFICE** and wear an Identification tag they will receive from, and return to, the office. Students should not invite people to the school to visit them during the day. Students whose programs have been terminated during the school year can only be on campus for appointments which have been made ahead of time in conjunction with an administrator.
- **SCHOOL CARE** - We believe that “pride of ownership” means that each person plays a part in keeping our campus clean and in good repair. Therefore, we encourage students to:
 - Refrain from spitting
 - Refrain from defacing and damaging school property
 - Recycle cans, bottles, juice boxes and paper
 - Keep washrooms tidy and sanitary
 - Deposit all waste products in receptacles
 - Keep lockers clean
 - Clean up the Cafeteria area after use
- **NEIGHBORHOOD RELATIONS** - We wish to maintain good relations with community residents and with the proprietors of the neighborhood stores. Students **must not** congregating in front of stores or sidewalks adjacent to private property, trespassing on private lawns, littering the area, smoking on or near private lawns.

- **DRESS FOR STUDENTS** - Students are expected to use modesty, good taste and judgment in dressing and grooming, similar to what you would see in a place of business. Dress becomes unacceptable when it goes to extremes or becomes a distraction. More specifically:
 Footwear must be worn at all times inside the building for reasons of safety and health.
 Special physical education clothing is required for Physical Education classes.
 Students wearing inappropriate clothing will be asked to change or be sent home. For example, t-shirts must be full length and cover the midriff/waistline and must not have straps; clothing must not have offensive messages; shorts and skirts must be mid-thigh or longer.

ATTENDANCE POLICY AND PROCEDURES

Students/Parents/Guardians:

A student who knows ahead of time that he/she will be away from school for one or two days should advise his/her teachers about the absence. Parents/guardians are required to advise the school office by note or by telephone (403-289-2551, press 1) explaining all absences and lates. It is *vital* that the student's **full name and the dates** be printed on notes and given when phoning the school. Please spell the students name when phoning. For absences of three days or more, see Planned Absences.

Students who must leave the school and will be missing classes, will be required to:

- go to the office to **sign out**; and
- produce a parent/guardian note or ask permission at the office to contact a parent/guardian (if under age 18) and a staff member will place the call to speak to the parent/guardian;

Students leaving without signing out will be considered unexcused for the time missed.

Planned Absences

In cases of planned absences (3 or more school days), students are required to make arrangements through an administrator **and complete the Extended Leave form in advance of the absence** (2 weeks prior is recommended). Students are responsible for obtaining first their parents' and then their teachers' signatures, and returning the signed form to the main office prior to the absence. **It is the responsibility of the student to make up work missed while absent.** Any leave from school may jeopardize the student's final standing; marks not earned as a result of tests and assignments missed **may** result in a corresponding lowering of the final grade. Teachers are not automatically required to provide make-up work or examination extensions. Therefore, students must discuss the consequences of a leave with the teachers. Factors that will be considered include the reason for the absence, the precise type and amount of work missed, the nature of the course, the student's standing and effort in the class, and previous attendance.

All procedures refer to unexcused absences and lates:

Teachers

1. Teacher/Student Meeting (prior to 4 absences/lates)

The teacher will speak to the student regarding the impact of the absences/lates on performance. The teacher may also phone home and make voice contact with the parent.

2. Parent Contact by Teacher (4-6 absences/lates)

The teacher will contact the parent to discuss the effect the absences/lates are having on the student's achievement. The attendance policy will be reviewed and suggestions may be made to involve school-based specialists to help students build the skills necessary for success e.g.: guidance counsellors, instructional resource personnel. If the teacher is unable to make contact with a parent by telephone after several tries, they will mail a letter. Teachers will leave a record of ALL efforts to contact parents/guardians on the SIRS Activity Tracker.

3. Administrative or Guidance Referral #1 by teacher (7-10 absences/lates)

In this initial meeting with the student, they will:

- review interventions that have happened with their teacher and outcomes to date as listed in the Activity Tracker.
- develop a proactive action plan for resolution, which will probably include a contract.
- outline potential consequences for continued absences/lates, including course withdrawal.
- contact parent/guardian, keep them informed (i.e. weekly attendance review, letters of concern, system

interventions/resources).

- monitor student progress.

4. Referral #2 by teacher (continuing attendance problems)

Administration will take action to bring an abrupt change to the student's behaviour by suspending the student and arranging a meeting with parent/guardian(s) to discuss the future of the student in the class. In the event that the student does not comply with the expectations of the school, he or she may be withdrawn from the class, and further actions may be initiated, such as withdrawal from the school if attendance is a concern throughout the students program. In any event, a letter confirming consequences will be placed in the student file with a copy sent home to parents.

NOTE: The number of absences is a guideline and the teacher may choose to initiate action before this recommended number of absences.

Class Absences Due To Participation In A School Program

Students will occasionally be asked to participate in off-campus school activities. School Board policy requires that the school have on file various forms associated with school trips. Students and parents must complete the required forms by the stated deadline in order to be eligible to take part in the activity. **Students are responsible for the completion of missed work and exams, as required by their teachers.** Good communication is required and arrangements must be made in a timely fashion to complete outstanding work.

Illness and Injury

Students who become ill or are injured, are to inform their teacher and report to the main office. Parents/Guardians will be contacted. In the event that parents/guardians cannot be contacted and the situation requires immediate medical attention, students will be transported by ambulance, at the parent/guardian's expense, to the hospital. The office staff and the teacher will record and excuse the absence.

DIGITAL CITIZENSHIP AND COMPUTER ETHICS

Electronic networkable devices and network access require teacher permission and supervision. Printing student work is permitted with staff permission. All students are eligible to receive a CBE e-mail account. By utilizing the school's computers and / or the network, the following agreement is accepted.

Acceptable Use of Electronic Information Resources

The privilege to use devices and / networks is dependent on the level of responsibility shown by individual students. It is our intent to have all students access these tools for learning on an ongoing basis. The following acts and prohibited sites constitute inappropriate use and may endanger students, and/or possibly damage the network, hardware, and/or software.

Prohibited acts include

- Use of someone else's CBE account or access to network
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking another person or their reputation
- Trespassing in others peoples folders, work or files
- Accessing, posting, sending or downloading of inappropriate material
- Assuming the identity of another person to gain information
- Viewing web pages through a proxy server
- Running an application/program from a memory stick/jump drive
- In any way moving, opening hardware or computer accessories
- Any attempt and/or threats to harm a person
- Plagiarism of online content
- Posting, publishing, circulating or distributing personal information about oneself or others without the supervision and consent of a staff member
- Sharing of usernames and passwords for other people to use
- Use of technology or the network to access sites / software not approved by staff

Students must respect intellectual property and adhere to copyright, software piracy and fair dealing laws associated with learning technologies.

Prohibited Sites include

- Vulgar or lewd depiction of the human body
- Any content publicly labelled for adults
- Violent acts
- On-line gambling
- Sites that encourage the use of illicit or illegal drugs, tobacco, or alcohol
- Sites that advocating violence or hatred against an identifiable group. ie. race, religion, gender, disabilities, age, colour, sexual orientation, etc.
- Sites promoting criminal activity

Violation of the CBE Policy

Each situation is dealt with on an individual basis and breach of policy may result in:

- restriction or loss of computer privileges;
- school based disciplinary consequences; and / or
- Police intervention and/or legal action

INTELLECTUAL HONESTY POLICY

Introduction

In our pursuit of integrity at William Aberhart, teachers and students will acknowledge and respect the rights of creators. Credo: "We acknowledge the intellectual effort of an author, artist or photographer, just as we respect the ownership of the ideas of others during a test or an exam." Authentic learning occurs when students create and demonstrate their own knowledge. Students are reminded to cite resources used in their assignments and not to plagiarize the work of others. Plagiarism, which is submitting or presenting the ideas or work of others as your own, is a serious academic offence and will be dealt with by the teacher and/or administration.

Teacher's Responsibility:

- Make students aware of the Intellectual Honesty standards at William Aberhart.
- Teach students how to correctly reference and cite information
- Carefully plan and supervise tests and exams.
- Communicate intellectual dishonesty to administration and note it in activity tracker.

Student's Responsibility:

To be intellectually honest a student must:

A. For tests or examinations:

- refrain from copying another's answers
- use only materials or equipment that has been approved for use during a test or exam
- refrain from communication in any form to fellow students

B. For papers or presentations:

- create and submit for marks, original work that has been completed through their own or their group's effort(s)
- credit the creative and intellectual efforts of others (cite sources/information)

Failure to comply with the above will be treated as **Academic Misconduct**, which includes, but is not limited to:

Cheating or helping others cheat. Forms of cheating may include the use of unauthorized materials and/or services, sharing answers, plagiarism, communicating with others, but is not limited to:

- whispering, passing notes, signalling and exchanging papers, texting,
- writing quizzes, tests or exams for others,
- using calculators inappropriately,
- tampering with or attempting to tamper with grades or class records.

Consequences Of Intellectual Dishonesty:

Academic Misconduct is a serious offence. Penalties include, but are not limited to:

- Zero grade on work involved

- Removal from course and loss of credits
- School suspension
- Suspension to CBE student services

STUDENT SERVICES

GUIDANCE DEPARTMENT

Our Guidance Office is located across from the Main Office on the second floor. The Guidance Secretary Ms. McLaughlin, can help you book an appointment with your counsellor.

In order to assist students obtaining a high school education and planning for post-secondary or career directions and counselling, the guidance department offers a variety of services including assistance with:

Educational Counselling

- Program Planning, Course Registration, Timetable Conflicts, information packages. Applications to summer school; online or self-directed learning; referrals from teacher, administration, parent or student.

Career Counselling

- Career Planning, Career Centre with a full-time Career Practitioner available. Career information session, career assessment tools.

Personal/Social Counselling

- Personal issues, Crisis Intervention, Special Needs Intervention. Referrals and consultation with outside agencies; mediation; referrals from teacher, administration, parent or student.

Post-Secondary Planning

- Alberta and Out of Province Post Secondary Fairs, Post Secondary lunch hour information sessions, Scholarship/Loan Information, Post-Secondary information and application support.

Students and parents wishing to consult a counsellor are encouraged to contact the Guidance Office at 403-289-2551, Local 2407. Students are initially assigned to counsellors alphabetically, as noted on the Staff page of this document.

CRISIS CONTACTS

In the event a student feels the need for support from someone outside of the home or school, they can contact the:

- Distress Centre 403-266-1605
- Calgary Youth Services Guide available online
- Kids Help Phone (24 hour) 1-800-668-6868 or: www.kidshelpphone.ca
- Hope in Hard Times Youth Edition – A guide for youth in Calgary available online
- Access mental Health 403-943-1500 (7:30 am to 7:00 pm, Monday to Friday) www.albertahealthservices.ca
- Woods Crisis Phone (24 hour) 403-299-9699

For more information, please see our website.

CAREER CENTRE

Our Career Practitioner provides effective assistance to students regarding career exploration and possibilities. Up to date and relevant information on career development, volunteer, and job opportunity assistance is also provided. The Career Centre is open to students, parents and educators to assist in the career planning process.

Location: Room #203 in the library.

Career Practitioner (CP): Ms. Chapman, brchapman@cbe.ab.ca, voicemail 2430.

Hours: Monday to Thursday 8:30 am – 3:00 pm

Friday 8:30 am – 1:30 pm

Appointments can be made in the Guidance Office or directly with the Career Practitioner. An appointment, rather than a walk-in, is recommended should you need one-to-one consultation time.

Services Offered:

- **Self Assessments** → we will explore and identify your skills, interests, personality type and future goals/dreams.
- **Career Exploration** → investigate occupational profiles and research possible career paths.
- **Job Search Skills and tools** → we will look at how to conduct an effective job search and review the job interview process, as well as complete up to date resumes and cover letters.
- **Investigate Educational Choices** → we can explore post-secondary options associated with your career

goals/choices.

Post Secondary Evenings

The Out of Province Fair will be held at Aberhart the evening of **September 25th** in the Cafeteria area. Over 45 representatives from Universities from across Canada will be available. Donations to the Food Bank are collected at these events.

The Alberta Post-Secondary Fair this year will be held at Sir Winston Churchill high school the evening of October 28th.

LEARNING RESOURCE CENTRE (Room 317)

Open from 8:30 – 4:00 Monday to Thursday and 9:00 to 2:00 on Friday's.

Quiet workspace for coded students with IPP's and other students needing to develop learning strategies (e.g. study systems for test-taking strategies, organizational strategies, homework completion). Assistive technologies such as Dragon Speak, Read, & Write Gold are available to students.

University of Calgary Tutors: help with all subjects. Check at the Learning Centre for dates and times.

STUDENT ACTIVITIES

Student life at William Aberhart is as interesting and rewarding as the students individually and collectively are prepared to make it. There are many student activities sponsored by the school and by the Student Leadership. These activities are both recreational and educational and all students are encouraged to participate. All extra-curricular activities are under the direct sponsorship of a staff member. **Students should monitor the daily bulletin and televisions in the Cafeteria for time and place.** A Club and Activity Fair will be held in September for students to get detailed information

ATHLETICS

All students attending Aberhart are encouraged to participate in the athletic program. It is expected that athletes will attend all practices and games unless extenuating circumstances exist. Absences must be cleared with the coach, **prior** to the event. Students are encouraged to communicate with individual coaches so as to be aware of a particular sport's expectations. The athletic program is based on availability of teacher coaches or sponsors and student interest.

Contact: Mr. S. Krause, Learning Leader; srkrause@cbe.ab.ca ; voicemail 2473.

EXTRA-CURRICULAR INVOLVEMENT

Student involvement in extra-curricular activities at William Aberhart High School is a privilege. Students are expected to sustain an overall passing average while involved in extra-curricular activities, and at all times must comply with expectations set down by the school and the activity sponsor. It is expected the students will attend school the day of any event. Failure to do so will result in a review of status of involvement in William Aberhart's extra-curricular program.

GRADUATION COMMITTEE

Grade twelve representatives on the Grad Committee are nominated and selected each October. One grade 11 student is also chosen. The Grad Committee plans and coordinates school graduation activities.

Contact: Mr. L. Marshall; lrmarsall@cbe.ab.ca ; voicemail 7748.

STUDENT LEADERSHIP

The group's function is to coordinate student activities and special events. Membership is open to all Aberhart students.

Contacts: Mr. B. Clark, brjclark@cbe.ab.ca or Ms. Stéphanie Lavallée, sllavallee@cbe.ab.ca.

WILL'S TILL

Aberhart's school store is managed and operated by the Special Education class students. It is open at lunch time for snacks.

STUDENT FEES

GUIDELINES

The Calgary Board of Education has authorized the collection of fees to help support and enrich the instructional programs at William Aberhart High School. These fees are essential to the provision of high quality programs that

students and parents have come to expect and deserve. The Calgary Board operates an Instructional Resources Plan, which all high school students are required to support. The plan provides students with the textbooks and reference materials they require for each year of study. Please contact the Business Office for amounts.

NOTE: Textbooks will not be issued to students until compulsory fees (Instructional Resources and Refundable Security Deposit) are paid or alternate payment is arranged.

It will be necessary to assess additional course fees for:

- Goods which are consumed or taken home by students; and
- Services or rentals: e.g. rental of musical instruments and services used in P.E. 10/20/30.

COMPLEMENTARY COURSES

There will be costs for personally consumable supplies above and beyond core requirements in Art, Construction, Food Studies, Fashion Studies, and Mechanics.

Financial hardship is not to be a deterrent for student participation in option courses. If necessary, alternate arrangements can be made for these fees. These fees will cover the basic course requirements. If students choose to expand their projects, they will be responsible for the extra costs.

INTERSCHOOL ATHLETIC FEES

To help offset the cost of training supplies, uniforms, purchases, referees, and team equipment, a fee will be charged to all participants in the athletic program. We encourage all parents and players to help us keep equipment and uniforms in excellent condition in order that we can continue to offer a quality program for the participants. Interschool Athletic fees are collected at the beginning of the particular sport.

MUSIC PROGRAM: PARTICIPATION FEE

A Participation Fee is collected by the William Aberhart Music Parent's Association (WAMPA). This fee is in addition to fees for music instrument rental and uniform deposit. The Music Parent's Association raises and manages funds for the enrichment of the Music program over and above what school funds can provide. This association supports and assists the Music Directors in providing a superior learning experience for our students. Much of the money for enrichment and travel comes from fundraising activities. The Participation Fee is not mandatory but is encouraged by the Music Parent's Association. Financial hardship is not to be a deterrent for student participation in the music program and when necessary, alternate arrangements can be made for this fee.

PHYSICAL EDUCATION FEES

Students taking P.E. 10, P.E. 20 and P.E. 30 have a fee which covers a lock, transportation costs, and costs of out-of-school activities. Aberhart T-shirts and shorts will be available for purchase through Athletics.

SCIENCE

Goggles will be required for all science classes and are available for purchase through Will's Till.

YEARBOOK

Students can purchase a yearbook (optional). Please see the fee sheet for the cost of the **2013-2014** yearbook.

DESCRIPTION OF FEES 2013-2014

Instructional Supplies and Materials Fee

This fee covers the basic cost of instructional supplies and materials for all courses.

Refundable Security Deposit

The Security Deposit retainer encourages book return and helps cover the cost of lost and/or damaged instructional materials. **If books and other instructional resources loaned to students for use during the school year are returned in satisfactory condition, the Security Deposit will be refunded to the student with the final report card in June.**

Activity Fees (Physical Education and Sports Medicine)

These fees are charged to cover the cost of the activity/program, facility rentals, certifications, clinics and transportation.

Graduation

Fees include the cost of hall and gown rental and class composite picture.

Musical Instrument Registration Fee

This is a yearly rental fee. Please obtain rental agreement from music teacher.

Yearbook – Optional Purchase

Waiver of Fees

The Calgary Board of Education will consider waiving the Instruction Resource Fee, Musical Instrument Rental (if applicable) and Transportation costs for students whose families qualify according to Calgary Board of Education criteria. Applications for Waiver of Fees are available on the Calgary Board of Education website www.cbe.ab.ca (under Home>Parents>Forms You Need) or on the Aberhart website under Business Office. Please call the waiver desk at 403-294-8315, if you have any questions regarding waivers.

GENERAL INFORMATION

BICYCLES

These may be locked in the racks provided but are left there at the owner's risk.

BULLETIN

The Student Bulletin is posted around the school, read in first period class and posted on the website daily. Information is also posted on the televisions in the Cafeteria.

LOCKERS

Students may be required to share an assigned locker with another student. The school does not assume responsibility for items lost or stolen out of lockers or tote boxes. If a student finds that a locker is not working properly, it should be emptied immediately and reported to the business office. *Locker combinations should not be disclosed to others. The school reserves the right to enter lockers.*

LOST AND FOUND

Students may inquire at the main office about lost articles.

PARKING

Student parking is available on a first-come basis only in the Staff/Student lot off Morley Trail, and only in stalls without numbers. Students are not to park in any Staff parking lots, in any numbered stalls in the Staff/Student lot, in Visitor or Handicapped parking stalls, or in the compound area outside the shops. The latter space is reserved for delivery vehicles and shop customer parking. *Vehicles parked in violation of any of the above will be ticketed and towed at the owner's expense.* Students should avoid parking in front of private homes and blocking driveways. Many areas near the school are permit or limited time parking. Drivers of vehicles are reminded to drive carefully and safely in the vicinity of the school.

SCHOOL COUNCIL

The School Council meets the last Monday of every month at 7:00 p.m. in the school Library. All parents and guardians are encouraged to attend. Meeting agendas and minutes are posted on our website.

TELEPHONE

Office phones are for school business only. Payphones on each floor are available for student use. There is a student phone in the main office available for important calls. Calls must be kept short.

WEB SITE: www.aberhart.ca is a valuable source of information for students and parents. Please check it for updated information.