



STUDENT & PARENT HANDBOOK 2014-2015

Updated Oct.10/14

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WILLIAM ABERHART STAFF

(To contact by phone or to leave a voicemail, call 403-289-2551 and the extension listed below)

Position	Name	Email	Extension/Voicemail
ADMINISTRATION			
Principal	Ms. Tamie Annis-Johnson	taannis@cbe.ab.ca	2400
Assistant Principal for students A-G	Mr. Sebastien Fournier	sefournier@cbe.ab.ca	2402
Assistant Principal for students H-O	Ms. Carrie Rowlandson	cerowlandson@cbe.ab.ca	2520
Assistant Principal for students P-Z	Mr. Gord Baldwin	gabaldwin@cbe.ab.ca	2401
STUDENT SERVICES			
Guidance Counselor for students A-I	Ms. Nicole Peters	nrpeters@cbe.ab.ca	2405
Guidance Counselor for students J-R	Ms. Marnie White	mmwhite@cbe.ab.ca	2406
Guidance Counselor for students S-Z	Ms. Dale Rudd	dcrudd@cbe.ab.ca	2404
LEARNING LEADERS			
Learning Leader, Athletics	Mr. Stephen Krause	srkrause@cbe.ab.ca	2473
Learning Leader, ELA	Ms. Rachel MacDonald	rmacdonald@cbe.ab.ca	7717 (vm only)
Learning Leader, ESL	Ms. Deb Blayways	deblayways@cbe.ab.ca	7731 (vm only)
Learning Leader, Fine Arts	Mr. Kevin Willms	klwillms@cbe.ab.ca	2437
Learning Leader, French Immersion/FSL	Ms. Nathalie Dunn	nrdunn@cbe.ab.ca	7764 (vm only)
Learning Leader, Learning Centre	Ms. Andrée Belhumeur	anbelhumeur@cbe.ab.ca	2505
Learning Leader, Mathematics	Ms. Veronique Brunelle	vebrunelle@cbe.ab.ca	7705 (vm only)
Learning Leader, Physical Education	Mr. Brian Pederson	bbpederson@cbe.ab.ca	7701 (vm only)
Learning Leader, Science	Mr. Ron Fukushima	rhfukushima@cbe.ab.ca	7726 (vm only)
Learning Leader, Social Studies	Mr. Jim Price	jsprice@cbe.ab.ca	7761 (vm only)
Learning Leader, Spanish Bilingual	Ms. Christina Clemente	chclemente@cbe.ab.ca	7708 (vm only)
Learning Leader, Student Services	Ms. Marnie White	mmwhite@cbe.ab.ca	2406
SUPPORT STAFF			
Senior Administrative Secretary	Ms. Bette Grant	bjgrant@cbe.ab.ca	2408
Business Manager	Ms. Linda Hennig	lhennig@cbe.ab.ca	2526
Student Services Secretary	Ms. Zabby McLaughlin	zjmclaughlin@cbe.ab.ca	2407

OFFICE HOURS:

The Business Office, Main Office and Student Services Office are open:

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

Friday: 8:15 a.m. to 2:00 p.m.

WELCOME

Welcome to/Bienvenue à William Aberhart High School for the 2014-2015 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, you are invited to fully participate 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 departments, programs, student activities (including clubs, committees, and athletics), student services, calendars and events. On the website, you will find our Aberhart/CBE school calendar, as well as access to our Google calendar which contains more specific dates and information. Changes to both calendars are continuous as our website is regularly updated. In dealing with classroom concerns, you are encouraged to 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!ico!

INTRODUCTION

This Handbook is provided for the use of students and their parents, and is available online on the Willam Aberhart website: www.aberhart.ca . For further information, students and parents are invited to come to the main office on the second floor or to phone 403-289-2551 and ask to speak to an Assistant Principal.

William Aberhart High School is a comprehensive school offering the following programs: the regular provincial Program of Study, Spanish Bilingual, French Immersion, Adapted Learning (ALP), and ACCESS (Attitude, Community Competence, Elements of Academic Curriculum, Social Skills). The school is 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, as a member of the International Spanish Academy. Our strong academic program includes Advanced Placement (AP) courses. We also offer Knowledge and Employability (K & E) courses and English as a Second Language (ESL) courses for English language learners. Our ALP and ACCESS programs are high school classes for students with exceptional learning needs. We have a 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.

PROGRAMS OF STUDY LEADING TO HIGH SCHOOL COMPLETION

Students may complete high school with: 1) an Alberta Education Diploma; 2) an Alberta Education Diploma *and* a French Immersion or Spanish Bilingual Certificate; or 3) a Certificate of Achievement. In addition to earning a diploma and/or certificate, students may earn advanced credit or advanced standing at many colleges and universities based on their AP achievements.

ALBERTA HIGH SCHOOL DIPLOMA REQUIREMENTS

High school graduation requirements ensure students get the basic education they need to do well in further studies and careers. To receive an Alberta High School Diploma, students must complete a full range of compulsory core subjects as well as optional courses that broaden their knowledge and skills. Diploma requirements are set by the Minister of Education and include 100 credits in compulsory and optional courses. Most courses are worth either 3 or 5 credits, with the exception of Career and Technology Studies (CTS) courses which are comprised of 1 credit modules. The average course load is 35-40 credits per year.

ALBERTA HIGH SCHOOL DIPLOMA REQUIREMENTS
The requirements indicated in this chart are the <i>minimum</i> requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions may require additional and/or specific courses.
100 CREDITS including the following:
ENGLISH LANGUAGE ARTS – 30 LEVEL: (ELA 30-1 or 30-2)
SOCIAL STUDIES – 30 LEVEL: (Social Studies 30-1 or 30-2)
MATHEMATICS – 20 LEVEL: (Mathematics 20-1, 20-2, or 20-3)
SCIENCE – 20 LEVEL: (Science 20, Science 24, Biology 20, Chemistry 20, or Physics 20)
PHYSICAL EDUCATION 10 : (minimum of 3 credits)
CAREER AND LIFE MANAGEMENT 20: (3 credits)
10 CREDITS IN ANY COMBINATION FROM: <ul style="list-style-type: none">• Career and Technology Studies (CTS);• Fine Arts;• Second Languages (French and Spanish are available at William Aberhart);• Physical Education 20 and/or 30.
10 CREDITS IN ANY 30-LEVEL COURSE in addition to 30-level ELA and 30-level Social Studies courses. These courses may include: <ul style="list-style-type: none">• 35-level locally developed/acquired and locally authorized courses (ie. Yoga 35);• 3000 series; Advanced level in Career and Technology Studies (CTS) courses;• 35-level Work Experience (limited availability);• 30-4 level Knowledge & Employability (K & E) course;• 35-level Registered Apprenticeship Program (RAP) or 30-level Green Certificate Specialization (not available at William Aberhart High School).

GRADUATION CEREMONY REQUIREMENTS

In order to participate in the graduation ceremony, Grade 12 students must be on track to earn a minimum of 95 credits and be within 5 credits of satisfying the High School Diploma requirements. Students must also have an arranged plan for earning the remaining 5 credits by the end of the summer of the graduation year.

FRENCH IMMERSION CERTIFICATE REQUIREMENTS

Students who enroll in the French Immersion program at William Aberhart High School are expected to commit to remain in the program all three years of high school. Our counselors rely on information from the junior high school counselors and immersion teachers regarding each student's 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 high school curriculum and are therefore part of the regular program leading to the High School Diploma.

Program Policy

The following policy guidelines apply to all French 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 with program decisions and to provide further information.

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

SPANISH BILINGUAL CERTIFICATE REQUIREMENTS

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 all three years of high school. Our counsellors rely on information from the junior high school counsellors and bilingual teachers regarding each student's 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 Spanish Bilingual students:

- Registration in the Spanish 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 administration), or complete a Language & Culture exchange (125 hours). This will not give the student a spare in his or her 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 with program decisions and to provide further information.

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

ADVANCED PLACEMENT

AP Courses offered at William Aberhart will vary due to expressed student interest and demand, staff expertise, and the availability of space and resources. 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 may 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 understanding 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 Luna Ng; lung@cbe.ab.ca voicemail 7706.

Information is also available in the Advanced Placement brochure which can be found at <http://www.cbe.ab.ca/programs/Prog-PDF/AP-Brochure.pdf>

KNOWLEDGE AND EMPLOYABILITY – CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

Knowledge and Employability (K & E) 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. For more information, contact: Ms. A. Belhumeur; anbelhumeur@cbe.ab.ca ; voicemail 2505.

CERTIFICATE OF HIGH SCHOOL COMPLETION REQUIREMENTS

The requirements indicated in this chart are the *minimum* requirements for a student to attain a Certificate of High School Achievement. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

80 CREDITS

Including the following:

ENGLISH LANGUAGE ARTS 20-2 or 30-4

SOCIAL STUDIES 10-2 or 20-4

MATHEMATICS 14 or 20-4

SCIENCE 14 or 20-4

PHYSICAL EDUCATION 10 (3 credits) CAREER

AND LIFE MANAGEMENT 20 (3 credits)

5 CREDITS IN

- A 30-level Knowledge & Employability (K&E) occupational course; or
- 30-level Career and Technology Studies (CTS) course(s); or
- A 30-level locally developed course with an occupational focus.

AND 5 CREDITS IN

- A 30-level Knowledge & Employability Workplace Practicum course; or
- A 30-level Work Experience course; or
- A 30-level Gree Certificate course (not available at William Aberhart High School).

Continued next page

OR 5 CREDITS IN

- A 30-level Registered Apprenticeship Program (RAP) course (not available at William Aberhart High School but may be available through the Career & Technology Centre).

ENGLISH AS A SECOND LANGUAGE PROGRAM

English language learners admitted to our ESL program will follow program placement procedures as established by the ESL Learning Leader and ESL teacher(s). 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
- In-school language testing results, writing samples, and subject testing administered by the ESL Learning Leader and review of student academic records and report cards.

New English Language Learners will meet with the ESL Learning Leader, by appointment, to learn how to access the online language resources available on the school's web page. Students will be able to practice and improve their reading and writing skills, listening and speaking skills, pronunciation, vocabulary, study skills, and access resources on a specific course or topic. Parents are invited to attend the 1st appointment session so they can use the resources together. Parents and students can contact Ms. Deb Blayways, ESL Learning Leader, regarding questions and concerns at deblayways@cbe.ab.ca; 403-289-2551, voicemail 7731.

International Students:

- Must first report to the Diversity Department at Kingsland Centre for testing before reporting to the ESL Learning Leader/International Student Coordinator at Aberhart;
- Will also be tested as outlined in the section above and will be placed in 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. Deb Blayways; deblayways@cbe.ab.ca ; voicemail 7731.

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. The school's virtual library web page will be available this year 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 and three computer labs.

Hours of Operation

Mon. -Thurs. 8:00 am – 4:00 pm

Friday 8:00 am – 1:30 pm

REGISTERED APPRENTICESHIP PROGRAM (RAP)

The Registered Apprenticeship Program provides high school students with the opportunity to become an apprentice while attending high school. The guidelines of the program will be provided by the RAP Coordinator. While on the job, students are paid as first year apprentices and can accumulate hours toward their journeyman certificate, and can simultaneously earn as many as 40 credits towards a High School Diploma. There are 51 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 the workplace 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. Shauna Arrell; sdarrell@cbe.ab.ca .

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. The CBE has a partnership with the Vecova Centre for Disability Services and Research 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. Jodi Bymoen; jsbymoen@cbe.ab.ca

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.

Contact: Ms. Katarina Fedor; kafedor@cbe.ab.ca

REQUIRED COURSE LOADS

Students who take a full schedule of courses are more likely to earn a High School Diploma (100 credits) or Certificate of Achievement (80 credits) within three years. To set the stage for success, students at William Aberhart High School strive for more than the minimum number of credits. In most cases, students can earn 113 credits as they are required to register as follows:

Grade 10 – 8 courses

Grade 11 – 7.5 courses

Grade 12 – 7 courses

Grade 12 students who register in six 30-level courses, including four diploma subjects, *may* be eligible to drop the seventh course, pending approval of an Assistant Principal.

As personalization is important to us, exceptions may be considered with the approval of an administrator. 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

When considering withdrawal from a course, students must first consult their Assistant Principal. Parent/Guardian consultation will also occur. Course withdrawal will only be considered in extraordinary circumstances. Students must attend the class until final approval to drop a course has been granted.

Students may not withdraw from first semester courses after **November 1, 2014**, and from second semester courses after **April 10, 2015**.

FINAL EXAMS POLICY

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

Blackout Days for William Aberhart High School are as follows:

- December 15-19, 2014
- January 2015
- June 2015

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) is provided. A schedule with dates for final exams in January and June will be posted in advance on the school website and within classrooms.

If a student is excused on the date of an examination, assessment, or assignment, it is his or her responsibility to meet with the teacher and schedule a time to complete the assessment. Students are required to complete all assessments to ensure they demonstrate their understanding of the course material and are properly prepared for the final course examination. However, depending on the circumstances, students who are unexcused *may* not be assessed.

FINAL EXAMS

Final exams are scheduled at the end of each semester, in January and June. Final exams include both diploma and non-diploma exams and are an essential assessment component of all academic courses. Alberta Education stipulates that, in order for students to receive a final course mark, they *must* write the diploma examination.

Requests for Exemptions from Exam(s)

Students *may* be exempted from diploma or non-diploma exams for extraordinary reasons or unforeseen circumstances. However, requests for exemption from a diploma exam must comply with Alberta Education Student Evaluation Regulations. For diploma exams, Ms. Rowlandson, Assistant Principal, must be notified as early as possible of any extenuating circumstances (e.g. a medical emergency) which may warrant a request for exemption and will assist students in preparing the required documentation to support such a request. In all but the most extraordinary circumstances, Alberta Education will defer diploma exams to a later date rather than exempt the student from an exam. For non-diploma exams, Administration will consult with the subject Learning Leader and consider such requests on a case by case basis.

Request for Deferral of Exam(s)

Non-diploma exams include Grade 10 and 11 academic courses with a scheduled final exam. Families are strongly encouraged not to schedule family holidays during the blackout periods listed above. If a student has a conflict (i.e. two non-diploma exams scheduled at the same time), Ms. Rowlandson, Assistant Principal, must be notified immediately. She will reschedule one of the exams and the student will be notified of the time and date of the rescheduled exam. NOTE: This only occurs when students are taking a mix of 10 and 20 level courses. Alberta Education, not the school, determines whether or not a student's diploma exam may be deferred to a later date.

Please note:

- When an exam is deferred to a later date, the final course mark and credits are withheld until such time as the final exam is written *and* a combined school mark and final exam mark result in a passing final mark for the course.
- If a student defers a 20-level exam in January, for example, and is registered in a 30-level course in second semester, the student will *not* be able to take the 30-level course, as the prerequisite 20-level course will not have been completed.

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 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 be familiar with how to set up headers and footers in the format required. Given the shortage of computers available for exam writing, we may not be able to accommodate all requests for computers for Diploma Exams and priority will be given to students who have accommodations that include using a word processor. 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 in the 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 also 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

Students unsuccessful in academic course(s) in Semester One *may not* be eligible to repeat the course(s) in Semester Two. Many classes are fully subscribed and cannot be overloaded to accommodate students who have previously taken the course. In such circumstances, priority consideration will be given to students new to our school and students requesting a course for the first time. Students with a mark of 70% or higher will not be permitted to repeat a course but can avail themselves of on-line or distance learning opportunities or summer school.

Students requesting to repeat a course will be placed on a wait list. Before the start of second semester classes, students will be informed if space becomes available. If accepted to repeat a course, students will be accountable for regular and punctual attendance, regular and active participation in morning tutorials, regular completion of homework, and working respectfully with teachers and other students. Failure to abide by these criteria may result in the student being withdrawn from the “repeat” course.

COURSE CHALLENGE

Students who believe that they already possess the expected knowledge, skills and attributes, as defined by the Program of Studies for a particular course, *may* be eligible to challenge the course. Students must demonstrate competency in all curricular outcomes. Details of each Program of Studies are available on the Alberta Education website: www.education.alberta.ca Please contact the subject area Learning Leader for details.

SCHOLARSHIPS

Scholarships are awarded at all grade levels for excellence in a wide range of achievements such as academic, athletics, citizenship, community involvement, subject areas, and due to 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 on the Guidance Office bulletin board and by searching helpful websites. Check specific post secondary institutions for their awards. Some of the websites are:

www.studentawards.com

www.scholarshipscanada.com

www.alis.alberta.ca

www.educationmatters.ca

www.canlearn.ca

www.calgaryfoundation.org

www.schoolfinder.com

Alexander Rutherford Scholarships for High School Achievement

These scholarships have been named in honour of Alexander Rutherford, Alberta’s first Premier and Minister of Education. The Alexander Rutherford Scholarships for High School Achievement recognize and reward exceptional achievement at the senior high school level and encourage students to continue their studies at the post-secondary level. The scholarships are based on a minimum average of 75% in five subjects in Grades 10, 11, and 12. The maximum value is \$2500. Please consult www.alis.gov.ag.ca/scholarships or see a Guidance Counselor for details on how to earn this prestigious award.

- **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

In May, we celebrate and recognize the outstanding achievement of our current students in each subject area with Awards of Academic Excellence. We also acknowledge our students’ leadership, service, and citizenship.

HONOUR ROLL

A credit weighted system is used to calculate a student’s average overall subject area. We will be posting our Honour Roll at the end of each semester. Honour Roll recognition is granted to students who earn a minimum average of 80% 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. Students achieving Honours standing are awarded certificates and pins at our Awards Evening.

An example of a student with Honour Roll standing is provided below:

Course	Mark	Credits	Credit Weighting
Science 10	86%	5 credits	$86 \times 5 = 430$
ELA 10-1	75%	5 credits	$75 \times 5 = 375$
FOD 1010	92%	1 credit	$92 \times 1 = 92$
FOD 1020	78%	1 credit	$78 \times 1 = 78$
Totals		12 credits	975

$$975/12 = 81.25\%$$

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. Highlights of the evening include Athletes of the Year in all grades.

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. Students and parents are encouraged to follow student progress on Home Logic.

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. Tutorials are held in all subject areas before classes in the a.m., and each teacher offers Tutorial time twice a week. Each department will post a Tutorial schedule in their areas so students may plan Tutorial time according to their individual learning needs. Students who require additional teacher support are encouraged to attend Tutorials. In addition to voluntary attendance, teachers may require students to attend tutorial to complete missed assessments or for extra help. If a student is assigned to Tutorial, attendance is compulsory.

STUDENT CODE OF CONDUCT AND EXPECTATIONS FOR STUDENTS

CODE OF CONDUCT

Successful learning requires an orderly, respectful, and cooperative environment. Our expectations are guided by the *Alberta School Act*, Calgary Board of Education Regulations, and the rule of law. The *Alberta School Act* states that a student shall conduct himself or herself so as to:

- Be diligent in pursuing the student's studies;
- Attend school regularly and punctually;
- Cooperate fully with everyone authorized by the board to provide educational programs and other services;
- Comply with the rules of the school;

- Account to the student's teachers for the student's conduct; and
- Respect the rights of others.

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

Therefore, we expect students will:

- Exhibit honesty in all actions;
- Behave in a manner that allows others to enjoy a safe, friendly environment, 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; and
- 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 (e.g.: IPPs), 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 a school-related activity:

- **WEAPONS** - use, possession of, sale of, 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 unwelcomed 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-BULLYING** - harassment, threats, conduct which endangers the emotional wellbeing of others, promoting unacceptable conduct which endangers or disrespects others, or cyber-bullying (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
- **WILFUL 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.
- **USE, DISPLAY OR DISTRIBUTION OF IMPROPER, OBSCENE OR ABUSIVE LANGUAGE** – includes use of offensive messages or pictures.
- **THEFT**
- **DISRUPTIVE BEHAVIOUR/DEFIANCE** – willful disobedience of authority, interfering with the orderly conduct of classes or the school
- **TAMPERING WITH FIRE ALARMS OR SAFETY EQUIPMENT**

EXPECTATIONS OF STUDENTS:

- **INDEPENDENT STUDENTS** – As age 18 is the legal age of majority in Alberta, this affects the rights of students/parents when the student reaches the age of majority. Upon turning 18, students will be asked to complete a *student form (Release of Independent Student Information)*. 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 borrowing privileges and borrowing physical education equipment. 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 congregate or loiter in front of stores or on sidewalks adjacent to private property. Students must also refrain from trespassing on private lawns, littering the area, and 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 is expected in the workplace. As such, students are required to adhere to reasonable and

respectable standards of dressing and grooming. Clothing worn by staff and students need to allow for uninterrupted learning between staff and students, and between students. With the exception of programs which require specific clothing (e.g. shops, labs, PE classes), casual clothing is appropriate for school. More specifically, students are expected to wear:

- * Footwear for reasons of safety and health;
- * Shirts long enough to reach the waistline of pants and, in the case of females, high enough to cover cleavage;
- * Shirts with sleeves or shoulder straps;
- * Clothing worn so underwear is not visible.

Examples of inappropriate dress include:

- * Accessories which could be used as a weapon (e.g. chains or spikes) or have the appearance of an item not permitted at school (e.g. bullet pendant);
- * Clothing that is related to gangs or gang activity (e.g. bandanas under ball caps);
- * Clothing, make-up or props that are considered to be a costume (with the exception of Halloween or other “dress up” days);
- * Halter tops, strapless tops, sports bras, bathing suit tops, muscle shirts;
- * Low slung pants showing underwear;
- * Offensive language and inappropriate messages on clothing (e.g. racist, promoting drugs and alcohol);
- * Sheer clothing;
- * Short shorts (e.g. shorter than the pocket liners).

Students wearing inappropriate clothing will be asked to change or be sent home.

ATTENDANCE POLICY AND PROCEDURES

When possible, please advise teachers in advance of absences. The school office may be advised 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 student's name when phoning.

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.

Extended Absences

On average, students receive approximately 75 minutes of class time per course per day. High school content is extensive, rigorous and fast paced. Please support your child's education by taking vacation time outside of class days. Vacation during the school year are strongly discouraged. However, should parents/guardians wish to remove students from class for vacation, students are required to complete and return an Extended Absence Form which is available in the main office. A minimum of 2 weeks' notice in advance of the absence is required and such absences are “unexcused.” Extended leaves of absence should not be planned during the final exam period.

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. 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.

Attendance Policy

Under the *Alberta School Act*, there are very few acceptable reasons for students to be absent from school. The *Act* states that a student is excused from attending school on a day on which the school is open if:

- (a) the student is unable to attend by reason of sickness or other unavoidable cause;
- (b) the day is recognized as a religious holiday by the religious denomination to which the student belongs;

- (c) the principal of the school has suspended the student from school and the suspension is still in effect; or
- (d) the student has been expelled from school and has not been given permission to enroll in another school.

There are 12 weeks over the course of the school year that are formal holidays for high school students. Full year school calendars are posted a year in advance on the CBE website.

It is difficult, if not impossible, for students who are absent for extended periods of time to be successful. When students are continually absent, for whatever reason, and are unable to regularly attend, the school may refer them to an alternative program such as CBe-learn, Alberta Distance Learning, or Discovering Choices. These programs provide viable and attractive alternatives for students for whom regular attendance is problematic.

In cases of prolonged absence from school due to medical or emergent situations, parents/guardians are requested to inform the school at their earliest convenience. Teachers will be notified through the office and, if possible, efforts will be made to assist students in keeping up with their work.

Attendance Requirements

To maintain registration at William Aberhart High School, daily, punctual attendance is required. Attendance is, according to the *Alberta School Act* and CBE regulations, the responsibility of both parents and students. The school fulfills its responsibility to report student absences to parents/guardians with a daily automated call-out system. The attendance policy is designed to identify students who develop a pattern of non-attendance and/or tardiness with a series of timely and effective interventions. Attendance correlates directly to achievement. Students who attend graduate!

Attendance Interventions

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 to speak with a parent/guardian.

2. Teacher Contacts Parent/Guardian (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. Teacher Refers Student to Administration and/or Guidance (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 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); and
- monitor student progress.

4. Teacher Refers Student to Administration (continuing attendance problems)

If the student continues to accumulate unexcused absences despite the above noted interventions, Administration will meet with parent(s)/guardian(s). In consultation with parents/guardians, the Assistant Principal will determine the next course of action(s). In cases where students have a clear and continued pattern of truancy, they will be placed on probation. In extreme cases, probation may not be a reasonable option and another course of action could be initiated. Depending on the circumstances, students who continue to be absent while on probation may be:

- Required to provide a doctor's note for missed assessments;
- Recommended to withdraw from the course and develop a credit recovery plan;
- Referred to CBe-learn, an on-line learning program;
- Referred to Discovering Choices, an outreach program; or
- Referred to Alberta Distance Learning.

In extreme cases, where credit acquisition is no longer possible due to insufficient instructional time and/or incomplete assignments, students may be counseled to withdraw from William Aberhart High School for the remainder of the semester.

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

Lateness

Students should be in class when the class change music stops. Students arriving late to class lose valuable learning time and interfere with the learning of others. We wish to promote optimal learning and teaching conditions and to foster habits that will prepare students for the world of work. Thus, we expect that all students will be in class and prepared to work at the beginning of the class. Legitimate exceptions will occur only rarely for any student.

Students who are habitually late for class are held accountable in the same way as they are for 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 to hospital by ambulance, at the parent/guardian's expense. The office staff and the teacher will record and excuse the absence.

DIGITAL CITIZENSHIP AND COMPUTER ETHICS

Electronic networked 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' 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 or 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 advocate 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. "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 sources 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**. Forms of academic misconduct include the use of unauthorized materials and/or services, sharing answers, plagiarism, and communicating with others during a test or exam. More specific examples include:

- whispering, passing notes, signalling and exchanging papers, or texting during an exam;
- writing quizzes, tests or exams for others;
- using calculators inappropriately; or
- 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; and/or
- Suspension to CBE Student Services which could result in expulsion.

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.

Student services include 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 information sessions, career assessment tools. We also have a full-time Career Practitioner, Ms. Chapman, who works in the Career Centre (in the Learning Commons).

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 in September in the Cafeteria. Check the school calendar on our website for specific date and time. Over 45 representatives from universities from across Canada will be available. Donations to the Food Bank are collected at these events. Also watch for information on the Alberta Post-Secondary Fair which is usually in October.

LEARNING RESOURCE CENTRE (Room 317)

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

Quiet workspace for students with Individual Program Plans (IPPs) and other students who are interested in developing learning strategies (e.g. study systems for test-taking strategies, organizational strategies, homework completion). Assistive technologies such as Dragon Speak and 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 interesting and rewarding. There are many student activities sponsored by the school and by 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 more 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, Athletic Director; 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 the student's involvement in extra-curricular programs as classes come first.

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 students in the ACCESS class, who gain valuable life skills from this "work experience." 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 deserve and have come to expect. The CBE 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.

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 PE 10/20/30 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

The purchase of a yearbook is optional. Please see the fee sheet for the cost of the yearbook.

DESCRIPTION OF FEES

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 a rental agreement from the music teacher.

Waiver of Fees

The Calgary Board of Education will consider waiving the Instructional 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.

CALCULATORS

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*

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 a lock is not working properly, the locker 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.