



**PONOKA  
SECONDARY  
CAMPUS**

**2017 – 2018 Student Handbook**

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*ALL OF THIS INFO AND MORE is available on our website:  
<http://psc.wolfcreek.ab.ca>*

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_



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## GRADES 7 – 12 BELL SCHEDULE

2017 - 2018 PONOKA SECONDARY CAMPUS JUNIOR HIGH SCHEDULE			2017 - 2018 PSC	
	Day 1 - M/W	Day 2 - T/Th	HIGH SCHOOL SCHEDULE	
8:40 - 9:26 (46 min)	A	A	8:40 - 10:07 (87 min)	A
9:26 - 10:12 (46 min)	B	B		
10:12 - 10:22 (10)	Wellness Break		10:07 - 10:12 (5 min)	Wellness Break
10:22 - 10:53 (31 min)	Literacy		10:12 - 11:39 (87 min)	B
10:53 - 11:39 (46 min)	C	C		
11:39-12:24 (45min)	LUNCH		11:39-12:24 (45min)	LUNCH
12:24 - 1:10 (46 min)	D	D	12:24 - 1:51 (87 min)	C
1:10 - 1:56 (46 min)	E	E		
1:56 - 2:06 (10)	Wellness Break		1:51 - 1:56 (5 min)	Wellness Break
2:06 - 2:37 (31 min)	Numeracy		1:56 - 3:23 (87 min)	D
2:37 - 3:23 (46 min)	F	F		

2017 - 2018 FRIDAY SCHEDULE			
High School			Junior High
8:45 - 9:25 (40 min)	TUTORIAL	8:45 - 9:25 (40 min)	TUTORIAL
9:25 -10:30 (65 min)	A	9:25 -11:35 (130 min)	LSA BIG BLOCK
10:30 - 11:35 (65 min)	B		
11:35 - 12:30 (55min)	LUNCH	11:35 - 12:30 (55min)	LUNCH
12:30 - 1:10 (40 min)	TEACHER ADVISOR	12:30 - 1:10 (40 min)	TEACHER ADVISOR
1:10 - 2:15 (65 min)	C	1:10 - 2:15 (65 min)	LSA Afternoon 1
2:15 - 3:20 (65 min)	D	2:15 - 3:20 (65 min)	LSA Afternoon 2

# Teacher Advisor & M E S S T

## Grades 7 – 12

### (Math, English, Science, Social Studies TUTORIAL)

MESST Sessions will be offered to all junior and senior high school students and used by all teachers to re-teach essential standards, offer pyramid support, provide homework help, conference with students, offer enrichment, and extra-curricular opportunities.

**Students will meet individually with their Teacher Advisor on Monday mornings to plan for the following weeks' MESST classes.**

❖ **The Teacher Advisor class fosters positive relationships with a caring staff member who will advocate for students in educational and school related matters. This environment is for students to have a safe supportive adult to talk to.**

- Weekly meeting with student to discuss academic/attendance concerns.
- Taking a genuine interest in the student and inquiring about their personal characteristics, interests and experiences.
- Make referrals to Admin, Academic Counseling, School Social Worker for issues that arise with student.
- Celebrate student accomplishments that occur in & outside of school activities with class and administration.

❖ **Teacher Advisors will meet weekly with each student to help schedule for effective use of MESST time.**

- This will be done during TA.
- Short term goal setting with students.
- Review and discussion of attendance.
- Review and discussion of marks.
- Assignment of MESST tutorial for the following week.
- Guiding students to take ownership of their learning.



❖ **Teacher Advisors will promote communication between the home and school.**

- TA teachers will be the first contact parents will have if student attendance and academics are amiss.
- Promote parent and student use of the Ponoka Secondary Campus website and parent portal.
- Review student contact data and keep updated in PowerSchool.
- Parent contact for intervention purposes via the phone and or email.

❖ **What is MESST (Math, English, Science, Social Tutorial) – High School**

- A tutorial: guided learning on specific topics:
  - ie) time to work with students in smaller group who need extra time to master a concept
  - ie) did poorly on a social test, get those 10-15 students together for a concentrated period of time to relearn a concept they didn't learn
  - ie) Extra time for things that did not get accomplished such as a foods lab students were absent for
  - ie) Study hall time to provide "just time" that some students do not have in the scheme of work/sports/-1 classes/family commitments etc
- MESST is offered everyday within the 87 minute high school timetable period
- MESST is subject specific not teacher specific, so students may be working with any qualified staff who are offering what they need that week.

❖ **My Blueprint**

- Students will log into the **my Blueprint** education planner on a regular basis. My Blueprint engages students in the process of setting goals, recording their activities and planning their future. User friendly resources include: creating portfolios, course planning, track graduation, post secondary planner, occupation planner, and much much more!

# Parent Pact

## “Together we are better!”

In our quest to serve our vision, a partnership must exist between home and school. Please take the time to read through and commit to the Parent Pact to ensure the success of your child.

*As parents, we will do our best to ensure:*



- Regular school visits and attendance at school events. We encourage you to be actively involved in your child's education and to model the importance of school. Research has shown that children are more likely to have successful school experiences if their parents are involved in their education. Some examples of ways to take part in PSC programs are: School Advisory Committee, Parent Orientation Nights, Parent /Teacher interviews, volunteering, attending sporting and fine arts events, communication, etc.
- Monitoring of student work and regular communication with your son/daughter's teacher.
- Doing homework helps students develop their ownership and responsibility for themselves. It helps students develop character and personal management skills. Homework skills become work skills and attitudes as students move into the work force. Homework is intended to reinforce learning, to promote practice of skills, to review for exams, and to connect home and school. Homework connects the triangle of student, teacher and home (parents and guardians): the education team.
- Monitoring attendance and grades through the Parent Portal on the computer. **Parent Portal access will be sent home in September or if you do not receive login/password information, please contact the office.**
- Ensure your children get enough sleep during the school week, to ensure their punctuality and attentiveness. A well rested and fed student learns and feels better about their self. They will be more successful at school.

Only through the commitment of students, parents and staff can our vision of “*Putting all Learners on Winning Streaks*” be accomplished. Together we are better!



## PONOKA SECONDARY CAMPUS BELIEF STATEMENTS

1. We believe effective schools foster a positive climate that focuses on the importance of learning and on the maintenance of a safe, orderly, supportive environment that values responsible citizenship as a top priority.
2. We believe effective schools provide a challenging curriculum with clear, high expectations and the opportunity for interdisciplinary education in order to prepare students for the real world.
3. We believe effective schools offer alternative educational settings which can be more responsive than the traditional settings to the educational needs of some students.
4. We believe effective schools consider a variety of scheduling options.
5. We believe effective schools promote co-curricular activities as an integral part of a student's education by providing opportunities that support and extend academic learning for all students.
6. We believe effective schools use a variety of assessments that are clearly aligned to standards.
7. We believe schools provide comprehensive and ongoing professional development for their staff.
8. We believe that effective schools initiate purposeful and planned transition activities for middle level and graduating students.
9. We believe effective schools make decisions concerning student learning and school operations collaboratively with students, teachers, parents, and community; which reflect best practice and

PUTTING ALL LEARNERS ON  
WINNING STREAKS

**In addition to the belief statements above, our Junior High students are also working on the following objectives:**

1. A program attuned to the growth and development characteristics of an emerging adolescent learner.
2. An intellectually stimulating curriculum that is rich in exploratory experiences.
3. An instructional organization that provides students with a smooth transition from elementary to secondary school.
4. A health and physical education program that emphasizes physical fitness, personal hygiene and an active lifestyle.
5. A Teacher Advisor program, which emphasizes team building and self-worth as well as covering health curriculum topics.
6. A positive school climate, which develops a personal value system and social skills.

## RECOGNITION PROGRAMS

- A. **Junior High Academic Awards** –Honor Certificates are given to all Junior High students who achieve honors of 80% or better in 4 core subjects. Language Arts, Mathematics, Science and Social Studies.



- B. **Broncs Brunch** - Students and staff nominate deserving students 2 or 3 times per year to join our Administration Team for lunch.
- C. **Awards Program**- Students apply for scholarships and awards in the fall of each year.
- D. **Commencement Awards Program**- Graduating students apply and are awarded scholarships and awards for presentation in June.
- E. **Athletic Awards Banquet**- Athletic students are recognized for their athleticism, participation and leadership in school based sports.
- F. **Exhibition of Student Learning** – An evening at the school devoted to celebrating student learning. See the calendar for dates.
- G. **Open House** – An evening to come out to the school to see what’s happening and being planned for the upcoming school year.

## Awesome Attendance = SWAG!

### Tier 1

*Students will be recognized on a month basis* for perfect attendance (no absences/lates whatsoever) and will receive a Cafeteria Certificate for his/her accomplishment and name on monitors.

In addition, all school fees will be reimbursed for each student (Sr High and Jr High) who maintains perfect attendance in both Semester 1 and Semester 2. No absences or lates whatsoever. This will be awarded at the Fall Awards ceremony.

### Tier 2 – Awesome Attendance – must maintain 65% to 79% average

- Receive \$50 in Broncs Wear, or;
- Receive punch card for 15 gourmet coffees, or;
- Receive punch card for 10 lunches (\$5.00 maximum per lunch), or;
- Receive VIP Parking Pass (only 5 available);
- Receive partial waiver of school registration fee (\$125.00) at the discretion of the Principal
- Exempt a final exam (MUST have 80% + and additional application form must be completed and signed by teacher and parent/guardian as per form)

### Tier – 3 AWESOME ATTENDANCE IS:

- High School students must be enrolled in minimum of 15 credits each semester. Junior High students must attend PSC on a full-time basis to be eligible.
- Students must maintain perfect (or near perfect) attendance:
  - Students with excessive (more than 5) lates will not be eligible;
  - Sr. High Students who have 2 or less “verified” absences per course for an entire semester will be eligible; Jr. High Students who have 4 or less “verified” absences per course for an entire year will be eligible;
  - In rare exceptions, student absences for legitimate organized activities will be considered on a case by case basis. Family events/choices do not qualify;
  - Enhanced Learning students must also maintain perfect (or near perfect) attendance based on the requirements of the class.
- If students have further questions or need more information, please contact Mr. Rawlinson.

**Ponoka Secondary Campus is committed to the following philosophy:  
Daily attendance, student contribution and participation in class are essential components  
in order for a student to be a successful learner.**

Students may earn an exemption based on the following process. The teacher has the right to refuse or accept the exemption, or may choose to have the student write and eliminate the grade. Students must complete Application.

**FINAL EXAM EXEMPTION APPLICATION**  
**(MUST HAVE 80+ AVERAGE)**

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_

Students are able to choose the exam they wish to be exempt from and the student must approach his/her Teacher far in advance of the final and inquire about examination exemption criteria for that particular course.

To receive a final exam exemption, your Teacher must approve and sign below. This privilege is neither guaranteed nor mandated, but based on conversation between **the student, teacher and parent/guardian** and what is in the best interest of the student.

I HAVE READ THE FINAL EXAM EXEMPTION PROCESS and am requesting final exam exemption in the course listed above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I HAVE READ THE FINAL EXAM EXEMPTION PROCESS and am aware that my child is requesting final exam exemption in the course listed above and I approve of this application for exemption.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I HAVE HAD DISCUSSION with the student and parent/guardian of the student and based on that knowledge, the final exam exemption policy, and the belief that this request is consistent with those principles, I DO APPROVE the requested final exam exemption.

TEACHER may decline based on:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> work not handed in | <input type="checkbox"/> citizenship |
| <input type="checkbox"/> truancy            | <input type="checkbox"/> other _____ |

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED: Ponoka Secondary Campus

\_\_\_\_\_  
Administrator Date: \_\_\_\_\_

## CODE OF CONDUCT

*At PSC we endeavor to nurture an attitude of respect for each other, our building, and learning. It is our assumption and expectation that students who register at PSC will comply with this philosophy.*

*Students must comply with Section 12 of the Alberta School Act as outlined below:*

- *be diligent in pursuing his/her studies.*
- *attend school regularly and punctually.*
- *co-operate fully with everyone authorized by the board to provide educational programs and other services.*
- *comply with the rules of the school.*
- *account to his/her teachers for his/her conduct.*
- *respect the rights of others.*

In order for PSC to function effectively and in an orderly fashion, it is imperative that students behave in a manner that is respectful towards their peers, teachers and support staff. Good manners, common sense, courtesy and a respect for authority are guidelines for acceptable behavior. All of us in the school should consider the following as our rights as members of Ponoka Secondary Campus.



***Ponoka Secondary Campus is committed to the following ATTENDANCE PHILOSOPHY:***

**Daily attendance, student contribution and participation in class are essential components in order for a student to be a successful learner.** PSC expects that all students will attend class regularly and be on time for all of their classes. We believe that these traits are essential in our students' future career choices. By attending and participating in class, students learn to: participate in group discussions, develop an appreciation for the views and abilities of other students and form habits that are directly linked to success in the world of work.

## STUDENT RIGHTS AND RESPONSIBILITIES

1. I have a **RIGHT** to learn in this school. It is my **RESPONSIBILITY** to listen to instructions, work quietly in my desk and to raise my hand if I have a question, concern, or need to leave.
2. I have a **RIGHT** to hear and be heard. It is my **RESPONSIBILITY** not to talk, shout or make loud noises when others are speaking.
3. I have a **RIGHT** to be respected in this school. It is my **RESPONSIBILITY** not to tease, bug or bully other people, or to hurt their feelings.
4. I have a **RIGHT** to be safe in this school. It is my **RESPONSIBILITY** not to threaten, kick, punch, or physically harm anyone else.
5. I have a **RIGHT** to privacy and to my own personal space. It is my **RESPONSIBILITY** to respect the personal property of others and to accept their right to privacy.
6. Students have the **RIGHT** to disagree but not to be disagreeable. In disagreeing they must remember three things:
  - a. **PROPER TIME:** the time is not when tempers are flaring.
  - b. **PROPER PLACE:** the proper place is not in front of a class or in front of another audience.
  - c. **PROPER MANNER:** with the respect due from a student to an adult.



**In addition to the above, there are specific guidelines in regard to the following situations:**

**Academic Dishonesty**

Acts of academic dishonesty will not be tolerated at PSC. Under the guidelines of the School Act, this may result in suspension or withdrawal. A mark of zero will be applied to the assignment or test in question.

**Attendance Guidelines**

PSC expects that all students will attend class regularly and will be on time for all of their classes. If a student is away from school for any reason, it is the **student’s responsibility** to have his/her parent or guardian phone the school on or before the day of the absence. This option is available to parents 24 hours a day at (403) 785-0741 or (403) 783-4411 and press 8. Any absence that has not been excused by a parent or guardian will be considered an **unexcused absence**. Students, who are truant, will be referred to an Administrator who will implement a variety of strategies to ensure success for all students.



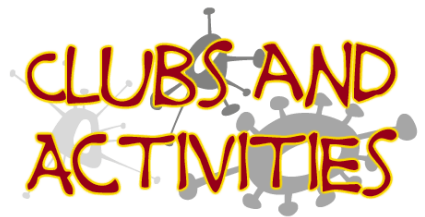
**Cleanliness Responsibilities**

Students are expected to cooperate with the custodial staff in keeping our building a clean and attractive environment. To this end, students **MUST** put garbage and recyclables in the appropriate receptacles provided, not write on walls, lockers or desks and refrain from chewing sunflower seeds in the building.

**Clubs and Extra Curricular**

PSC believes in offering students a variety of activities and opportunities. The following list represents some of the privileges offered to students at PSC:

- |                       |                            |                    |
|-----------------------|----------------------------|--------------------|
| Volleyball            | Student Intramural Program | Field Trips        |
| Basketball            | “School Spirit” Days       | Writer’s Workshops |
| Badminton             | Intramural Theme Weeks     | Drama Performances |
| Cross Country Running | TA Activities              | Author Visits      |
| Golf                  | Chess/Checker Club         | Food Fair          |
| Curling               | Community Performances     | Dances             |
| Track & Field         | Music Performances         | Ski Club           |
| Poetry Sweatshop      | Band Program               |                    |



It should be noted that because these are privileges for our students; they earn the right to participate in them by attending regularly; being prepared for class, completing assignments and cooperating with staff and students.

**Credit Recovery**

Students may apply to the Enhanced Learning Program for credit recovery in the event that the student is at risk of not completing a particular course. Students must initiate process AND:

- a. Approach existing Teacher about developing plan to complete course in jeopardy;
- b. Approach Enhanced Learning Teacher with proposed plan;
- c. Enhanced Learning Teacher will work with student and exiting Teacher to develop individual plan for student to successfully complete course.
- d. This individual plan must be approved by Administrator.
- e. Each application to the Enhanced Learning Program will be evaluated on an individual basis by Enhanced Learning Teacher in consultation with the ALERT Team.

**Detention/Workroom**

If a student is assigned a detention, the detention has precedence over all other school activities. Students may be sent directly to the office after several attempts to resolve the issues at the classroom level or immediately in serious situations.

## Dress Requirements

Students are asked to use good judgment in what they wear to school. Please follow these guidelines. In the event that clothing is deemed inappropriate you will be asked to report to the office and then change into something more acceptable.

- \* **Please do not wear clothing with profanity written on it**
- \* **Please do not wear clothing with inappropriate pictures (marijuana, nudes, etc.)**
- \* **Please do not wear skimpy, revealing tops, shorts, skirts or pants. This would include tops that are backless/strapless and/or expose a significant amount of the abdominal area.**

## Phones/Digital Imaging

In an attempt to teach our students proper cell phone use and etiquette in the 21<sup>st</sup> century, we recognize that there will be times when it would be deemed appropriate for students to make use of their cell phones at school. All students at PSC will take part in a digital citizenship program. In developing a cell phone acceptable use policy for PSC, it is important to give examples of appropriate and inappropriate cell phone use.



### Appropriate Use:

- It would be appropriate to use a cell phone in common areas to do internet research, or using the calculator feature;
- It would also seem appropriate if teachers allowed students to use some of the many features in the instruction workspaces such as the research applications and calculator features. However, this would remain at the discretion of the individual teacher.

### Inappropriate Use:

- Cell phones ARE NOT allowed in the office, washrooms, or change rooms. Texting, sending/receiving, making/receiving phone calls/exchanging images during class time is completely inappropriate and it will result in the phone being confiscated and the following procedures shall be followed.
- Parents calling student cellphones during class time.

**A student in violation of this policy will have his/her cell phone confiscated and given to an administrator.**

<b><u>1<sup>st</sup> offence:</u></b>	<b>the student must arrange for an administrator to meet with them to return the phone. A form will be given to the student to be taken home and signed by the parent.</b>
<b><u>2<sup>nd</sup> offence:</u></b>	<b>A parent/guardian must arrange a meeting to claim a cell phone from administrator.</b>
<b><u>3<sup>rd</sup> offence:</u></b>	<b>A parent/guardian/administrator meeting shall take place.</b>

## Junior High Distracted Learning Phone Policy

Similar to distracted driving with phones, we are seeing an increase in “distracted learning” with phones. With this increase we have seen severe distraction from learning due to several delays in teaching every block created by refocusing students and taking phones away. In an effort to increase student learning and teach about appropriate use, the policy is:

*Phones are to be left locked in their lockers and can be used freely during non-class times (ie. breaks and lunch). During class time, any sign of a phone, whether being used or not, will be confiscated for the day. They can pick it up from their teacher at 3:15 p.m. or if they are multiple offenders, from their grade level principal at 3:15 p.m.*

*If the Teacher requires students to have their phones during class time (ie. Researching, on-line tools, surveys), then the Teacher will have the students go to their locker and get their phone for that class only.*

## Evaluation Policies and Procedures

1. Evaluation is in terms of course objectives set forth by Alberta Learning.
2. Evaluation is a continuous process throughout the semester with a variety of assessment tools being used.
3. Evaluation criteria will be set out at the beginning of the semester with consistency between subject areas and grade level.
4. Evaluation must be a cooperative process – evaluation determining a pupil’s retention must involve teachers, the administrators, parents and the student.



### **Fighting**

All students at PSC have a right to a safe and secure environment. Students who are involved in a fight at PSC will be suspended for a minimum three day out of school suspension. Repeated offences will result in a five day out of school suspension and possible expulsion from PSC. The RCMP may or may not be involved.

### **Jackets and Hats**

Students **are expected** to remove their hats in the Hall of Valor; Gymnasium; and the school office. In addition to their hat, students are not to wear outer jackets in the classroom. Teachers will speak to students regarding this in the specific classroom.

### **Laser Pens**

Students are not to bring laser pens to school due to the harmful effects they can have on a person's vision. Students in possession of a laser pen will have it confiscated.

### **Late Assignment Policy**

1. Students are expected to submit their work in a timely fashion. Any missed assignments or quizzes (due to an excused absence), must be made up by the student before the corresponding unit exam for full marks.
2. Any outstanding assignment after the unit exam is written, will be issued a mark no higher than the unit exam mark.
3. Students may re-do assignments that were handed in on time for high grades at the discretion of the teacher.

### **Parking Lot/Vehicle Use**

1. Students are welcome to use the north parking lot provided they park responsibly and display the appropriate parking pass. The west lot is reserved for staff parking only.
2. Vehicles parked in reserved areas will be towed at the owner's expense.
3. Reckless driving (stunting/speeding) on school property will result in a suspension of parking privileges and a suspended fine. If the student does not comply with the restrictions the fine will be processed.
4. Students are asked **not to loiter** in the parking area or in their vehicles.
5. Students will be required to complete a parking registration to use the north parking lot.



### **Possession/use of alcohol and drugs on school property is prohibited.**



Students in breach of this policy will face a minimum 3 day out of school suspension. If the incident occurs at a school dance, school function or school event, the student, in addition to a suspension, will also lose all privileges to school functions or events for the remainder of the school year. In addition to the suspension or expulsion, students may be requested to attend at least two counseling sessions that relate to their use of drugs or alcohol. The School Social Worker will coordinate attendance at these sessions. The AADAC Counselor may recommend one or more additional sessions that the student is required to attend. The RCMP may or may not be involved.

### **Re-Write Policy**

1. It is expected that students are prepared and present for exams or assessments. Re-writes for exams will be dealt with on an individual basis and as follows:
  - a) Parents or guardians will be notified and involved in the discussion for a re-write;
  - b) Request to ReWrite form to be completed, signed by student, teacher and parent
  - c) It is expected that if a re-write is granted, the student will attend Four (4) Blocks of MESST time to prove competency.
2. The re-write mark is the mark that stands. Re-writes are expected to be completed in a timely fashion and out of course time.
3. If a student legitimately misses an exam (excused absence), the exam is written on the first day of return of the student or as decided upon in consultation with the Teacher.

## School Resource Officer

PSC has a School Resource Officer (SRO) who is an active RCMP member. In the case of any matters needing police involvement the school SRO will be involved.

## Skateboards and Rollerblades

Students are not permitted to skateboard on school property at any time. Students are not permitted to rollerblade inside the building at any time. Students in violation of this property will have these items confiscated.

## Smoking and Smokeless Tobacco

The possession and/or use of tobacco products, smokeless tobacco products, vapors and electronic cigarettes are prohibited from use on school property. Any staff member can assign students caught smoking to the “Kick the Nic” session. RCMP will periodically issue fines which can be removed with attendance at a “Kick the Nic” session.



## Suspensions

Students on suspension may serve the suspension either in or out of school as determined by the administration. Students on suspension must understand that it is *their responsibility*, not their teachers; to be sure they get caught up with all assignments.

## Weapons

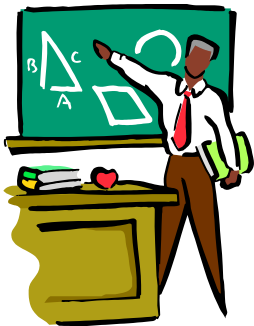
Students in possession of a weapon or replica of a weapon on school property will be recommended for expulsion unless extenuating circumstances apply. A weapon is any firearm, pistol, knife or any other device as deemed a weapon by the Administration. The RCMP may or may not be involved.

## PROGRAM INFORMATION

Upon completion of their high school program, students will receive an Alberta High School Diploma or Certificate that recognizes each student's area of specialization. Students will also receive a PSC Commencement Certificate and folder at the annual spring Commencement Ceremony. A description of all courses offered at PSC is published in the school “Student Registration Guide”. This document is made available to students during registration and extra copies can be obtained from our career area.

## HIGH SCHOOL CREDITS

Each high school course is assigned a credit value based on the number of hours of instruction. One credit represents 25 hours of instruction. Most courses have a 5 credit value (eg. Social Studies 20), but there are Career and Technology courses based on 1 credit per module). You must receive a mark of 50% or more to earn your credits.



It is expected that all 10 and 11 students will be registered in eight (8) full courses (no spares) and Grade 12 students will be registered in at least seven (7) full courses *unless there are extenuating circumstances*.

**Note:** You may, with permission, take one Grade 12 course in your Grade 11 year. However, in the cases of Grade 12 diploma courses (eg. Math 30, Chemistry 30, Biology 30, Social Studies 30, Physics 30, English 30) you **must have a final mark of at least 70%** in the prerequisite 20 level course to take the 30 level during your Grade 11 year. Course availability may be restricted by enrollment.



## REPORTING AND ASSESSING

At the beginning of each course, students are provided with a course syllabus which outlines the contents of the course and the basis for evaluation. Students and parents should look these over carefully and pose questions early in the semester. Wolf Creek Public Schools Policy provides for an appeal procedure should there be a dispute over a student's mark. Parent-Teacher Interviews to discuss student progress are scheduled each semester.

PSC believes in regular ongoing assessment, therefore, an assessment will be sent home with students every five (5) weeks. This may include a grade, complete assignments, missed assignments, attendance and comments. If you have provided an email address, an email notification may also be sent to you. A final Report Card will be issued at the conclusion of each year.



Parents and guardians of students attending PSC will be able to view student progress through the Internet-based Parent Portal within PowerSchool, the District's student information system. The Parent Portal is an easy to use communications tool that will allow you to take a more active role in your child's education and gives you access to attendance, grades, detailed assignment descriptions and school bulletins.

Login ID's and passwords will not be given out over the phone, or in an email, to protect the confidentiality of your son/daughter's information. For families with children attending other Wolf Creek schools that utilize the PowerSchool Parent Portal, a separate parent username and password will be provided for access to each child's information.

Parents/Guardians may access detailed instructions on how to use the system by going to PSC home page <http://PSC.wolfcreek.ab.ca/>. A direct link is also available on our home page to the PowerSchool Parent Login --- just double click on the icon. If you have any further questions with respect to accessing the Parent Portal, please call Mrs. Rodwell @ 403 783-4411 ext. 5153.

### **CONCERNS REGARDING A COURSE**

Students or parents that have concerns about a particular course should:

- a) speak to the teacher of that course first; and
- b) if major concerns still exist, request a meeting with the teacher and an Administrator.

### **FINAL GRADE APPEAL PROCEDURE**

Every student or parent has the right to appeal a final grade. The first level of appeal should be made directly to the course teacher. If the student and/or his parent/guardian are not satisfied with the decision, an appeal must be made to the Principal in writing within 5 days of receiving the final course mark from the teacher.

### **DROPPING COURSES**

When a student registers in a course, resources in terms of teacher time and classroom space are allocated to the student. Therefore, it is expected that students will complete their courses in their assigned blocks. When circumstances such as poor attendance and/or achievement do warrant an alternative delivery, the administration will recommend a course of action.

**A student cannot register at the Ponoka Outreach School** for the completion of a course that has been dropped at PSC without the prior approval of the Principal of PSC and acceptance by the Principal of the Ponoka Outreach School. Ponoka Outreach School has a limited number of spots available for students. These spots will be filled in an "as needed" basis and a student's admission to the POS is in guaranteed. **Students must maintain minimum credit loads while at PSC.**

## GRADUATION POLICY

PSC believes that all Grade 12 students registered at PSC who wish to participate in the school graduation ceremony must meet certain minimal requirements. PSC also believes that participation in graduation ceremonies is a privilege for students and not a right.



1. Students must meet the minimum course credit requirements for a High school diploma as established by Alberta Learning. Specifically students will:
  - A. Achieve a minimum grade of at least 50% in all non diploma subjects required for graduation and meet the requirements for diploma subjects described below. Because the final grades for diploma exam subjects are established by blending the school awarded mark and the diploma examination mark, the following rules will apply:
    - i) In the first semester, students must have earned at least 50% in the blended mark in any required diploma exam subjects. If students achieve 50% or more on the school based mark, but less than 50% on the blended mark, they may become eligible by rewriting the diploma exam at the end of the second semester.
    - ii) In the second semester, students must have earned at least 50% in the school awarded mark in any diploma examination subject students require in order to meet their diploma requirements.
    - iii) Students who are re-writing diploma exams in June in courses required for graduation must submit proof their registration to the Grade 12 Assistant Principal by April 30<sup>th</sup> to satisfy the graduation requirements.
  - B. Be eligible for a Certificate of Achievement;
  - C. Be eligible for a Certificate of School Completion;
  - D. Students who are registered in a modular based course at PSC must have at least 60% of the course completed to be considered for the graduation BY April 15<sup>th</sup>.
2. The list of eligible graduates will be prepared and posted on April 15<sup>th</sup>. **Students not on the list may appeal (in writing) to the school principal within ONE WEEK** of the grad list posting which announces the final list of eligible participants.
3. The final list of graduates will be prepared and posted on May 15<sup>th</sup>.
4. To provide information to perspective graduates and their parents the Principal will provide a copy and review this policy and regulation to the parents and Grade 12 students.
5. The graduation ceremony is a school sponsored event meaning that students are responsible to the school for their decorum. Behavior that distracts from the dignity of the celebration may result in the student losing the privilege of continuing the day's activities.
6. The Principal will have the authority to make decisions for the eligibility of students in extraordinary circumstances.
7. It is the responsibility of a graduation committee in consultation with the school administration to plan and organize the graduation activities.

8. The school shall not be responsible for any financial costs associated with graduation or for any financial liability that may arise as a result of the graduation activities.
9. Students who are not eligible for participation in the Graduation Ceremony are invited and encouraged to attend the Graduation Banquet.

Graduation exercises at PSC are sanctioned by the school and organized by the class of graduates with the assistance of, and under the supervision of a staff advisor. All activities planned for the formal graduation exercises under the auspices of the school, are subject to the approval of school administration. Monies raised for graduation activities, through direct or indirect reference to the school, may only be spent on activities which are approved by the school administration. Activities which denigrate the community, the students or the school are unacceptable and may result in the loss of the privilege of participating in graduation for those individuals involved.

In October/November of each year, the graduating class shall elect a Graduation Executive who will be charged with the overall responsibility for organizing the graduation exercises. Individual members of the graduation executive shall act as coordinators of the various committees or functions associated with the organization of the graduation exercises.

All graduation information regarding ceremonies, pictures, events, etc. will be posted on the school website as well as communicated through the Graduation Executive. Any questions regarding Graduation can be directed to Mr. Rawlinson.



**\*\*\*\* Please note, Grad Banquet Tickets will not be issued if there is a balance owing on account (i.e student fees).**



## GENERAL INFORMATION

The main office at PSC is open from 8:00 a.m. to 4:00 p.m. daily and staff is pleased to assist students and parents in any way we can. We will make every effort to pass on messages to students *of an urgent nature only*.  
*Please understand that we do not have time to pass on personal messages.*

### ACCIDENT INSURANCE

All registered students in Wolf Creek Public Schools are covered by Seaboard Life Insurance. Policy brochures and claim forms are available in the general office. Students registered in Football are required to carry this insurance.

### CAFETERIA

The Cafeteria is open for business from 8:00 a.m. to 3:00 p.m. Students are expected to help keep this high traffic area clean by looking after their own garbage.

### COMPUTER ACCESSIBILITY

Computers are accessible in the school from 8:00 a.m. to 4:00 p.m. daily. Students are encouraged to bring their own laptops. Students may be granted access to wireless for personal devices after completing digital citizenship requirements. Students are NOT allowed to stay after school to “game” on computers.



### TECHNOLOGY REQUIREMENTS

Students at PSC make extensive use of technology in their course work and everyday lives. All students in grades 7- 12 attending PSC are required to have their own personal devices. Students are encouraged to have an internet capable device which would be able to work within the Google Apps platform. Students will have an option to purchase a Chromebook from Wolf Creek Public Schools. Examples of personal devices would include the following; Chromebook, iPad, netbook, and laptop. More information is available on our website.

These devices will be used for everyday instruction. Student work will be accessed through their personal WolfApps account via the internet. Students will also be able to access their digital files from any other computer at home by logging into their online WolfApps account. Students will be able to collaborate with their classmates and teachers and all work saved to their account will be accessible to them anytime and anywhere, as long as they have an internet connection.

### EMERGENCY PREPARATIONS

Emergency procedures and evacuation routes are posted in each classroom. Fire drills and lockdown drills will be practiced throughout the school year.

### EXAMINATIONS

Students are expected to make every effort to be in attendance for all of their examinations. A final examination schedule is posted weeks ahead of time and examination days are set at the beginning of the school year. In the event there are extenuating circumstances, parents are asked to contact the school administration.

### FIELD TRIPS

School sponsored field trips are considered regular school days. Students will be marked absent from class for administration purposes, but these absences will not apply to the perfect attendance policy or the “Miss School Miss Out” initiative. Students with poor attendance and/or grades may not be allowed to participate. Fieldtrips may have a fee.

### PETS

Pursuant to Wolf Creek Public School Policy, staff or students are not permitted to bring pets to the school at any time.

### SCHOOL FEES

An up to date list and breakdown of school and course fees are available through the ACORN Online Payment System. Course Fees are due and payable at the end of September and again at the end of February. Course fees are non refundable.





While we prefer using ACORN, we will also accept cash, cheque, debit card, Visa/ MasterCard or Online. Fees may be waived/adjusted for qualifying families. Applications are available in the PSC office. PLEASE NOTE: Grade 12 students with outstanding fee balances will not be eligible for Grad/Banquet Tickets.

Register for Online Payments through the PowerSchool Parent Portal. Please refer to the Acorn Online Payment Link on our Webpage to access your Parent Portal Account within the Wolf Creek Public School District. \*\* If you need assistance, please call the school at 403-783-4411.

For safety, efficiency and convenience parents can make purchases 24 hours a day, 7 days a week with ACORN. This will eliminate lost cheques or cash and ensure the payments are made in a timely manner. Parents can view historical purchases and payments, and print statements as necessary. Payments can be made with eCheck or credit cards. ALL CHEQUES must be made payable to Wolf Creek Public Schools



### **HOMEWORK**

To achieve and improve academic performance, students must expect to do homework. Each of the following areas listed below should be a part of your regular homework.

1. Completion of daily assignments and work missed due to illness or other reasons.
2. Completion of long term assignments. If you have one due to two to three weeks, work on it regularly. Do not leave it to the night before then do a poor job as you must rush through it.
3. Review work taken each day. Studies show that 70% of material learned is forgotten within three days if there has been no review.
4. Take time to keep your notes organized and in sequential order.
5. Study of quizzes, tests and exams.
6. If students need help/assistance, the LearnAlberta.ca website is available to find multimedia learning resources.

### **INTRAMURALS**

Intramurals are an integral part of our physical education program. Students who participate in Intramurals have the opportunity to:

1. Improve physical fitness and skill development.
2. Improve social skills.
3. Utilize the lunch hour effectively.
4. Participate in special events and have some fun!

### **LANYARDS**

Students are allowed only to use BREAKAWAY lanyards at PSC.

### **LOCKED DOOR**

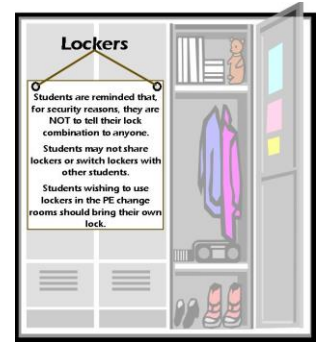
The main entrance is located at the east side of the school. With the exception of the north parking lot doors and main entrance doors, at 9:00 a.m. all other doors will be locked to prevent outside access. This is to ensure the safety of all students and staff within the building. Please enter through the main doors or north parking lot doors after this time.

Parents, guests and visitors are expected to sign in at the main office.

## LOCKERS & LOCKER SEARCHES

Students will be assigned a school locker once a timetable has been issued and registration fees have been paid. The registration fee will include the rental cost of the locker for the duration of the school year. The school reserves the right to **search or repossess a locker at any time**. A locker search may include the use of dogs.

Students are urged to keep their valuables locked up at all times, **especially in the physical education change rooms**. The majority of thefts occur in the change rooms. Expensive items could be left with the physical education instructor. Please lock valuable items in your main lockers.



## NOON HOURS

Students who remain at school during the lunch hour must observe the following regulations:

- Lunches must be eaten in GP Room/Den unless otherwise specified. Lunches must not be eaten in any of the instructional areas;
- Place your garbage in the wastebasket and clean off tables;
- At the end of the lunch period, straighten the tables and chairs;
- Take responsibility to clean up any mess that you may have made.

Inappropriate behavior at noon hour will result in disciplinary action taken.

## PERSONAL LEAVE (extended holidays)

Although it is recognized that there may be benefits resulting from personal leave, the impacts of such leave must be clearly understood by the student and parent:

- Parents are asked to contact the school administration to discuss the leave. Students should discuss the extended leave with their teachers.
- Students are expected to stay in contact with a classmate in regard to missed work and if necessary, seek clarification from their teachers.
- Extended leave days are considered as absences and will apply as such to the attendance policy.

## STUDENT ILLNESS

Students that become ill during the school day should report to the office and make the necessary arrangements to go home. In the event that no contact can be made with a parent/guardian, the emergency contact will be called. Staff members, by policy, are not allowed to dispense medication to students.



## STUDENTS LEAVING THE SCHOOL BUILDING

A student may not leave the building prior to regular dismissal time without first getting permission from the office. Students wishing to leave the school for medical, dental or by parental request, must present a note to the office requesting such a dismissal.

**Junior High students may not go home until parents or a designated authority is contacted to give permission.** Students must sign out at the office if leaving the building for any reason unless under the direct supervision of a teacher.



## STUDENT RESOURCE CENTRE

PSC students will have access to our on campus library and must use his/her Student ID card to sign our resources. Students are encouraged to use resources as provided by his/her teacher or utilize the Ponoka Jubilee Library for any additional resources.

### **STUDENT INVESTIGATIONS AND SEARCHES (Wolf Creek School Policy)**

Under **Section 7 of the School Act**, students are expected to cooperate fully with the teaching staff and administration. Students suspected of wrong doing will be expected to empty their pockets, backpack, etc., if requested to do so. If, in the opinion of the Principal, a physical search should be conducted, a law enforcement officer (SRO) shall be contacted. In the event that a Law Enforcement Officer finds it necessary to investigate a student during school hours, the administration will contact the parents to determine whether or not they wish the investigation to proceed. When permission is obtained, the investigation will proceed. If the parent cannot attend, the administrator, or an adult of the students choosing, will be in attendance. If an immediate arrest is deemed necessary, the Officer will proceed as per Criminal Code guidelines. From time to time, the school liaison Officer may question students on an informal basis and it is expected that students will be cooperative. If students believe that legal or policy issues are involved, they may decline the interview to seek further advice.

## **STUDENT ACTIVITIES**

PSC has implemented a Student Leadership Program for our students. Our student leaders are a select group of students whose main purpose is the positive promotion of PSC. They are a wonderfully spirited group of students who are motivated and full of BRONCS pride! Leadership responsibilities include conducting tours, directing activities, assisting with school events and open houses, supporting recruitment events and acting as school representatives.

PSC is a member of the Central Alberta Schools Athletic Association (CASAA). Throughout the year our school competes against the other 54 CASAA members in volleyball, cross-country running, basketball, curling, badminton, tennis, golf, and track & field. We usually run junior and senior teams for both boys and girls in team activities. Junior High students are members of the Central West Alberta Junior High Schools Athletic Association (CWAJHAA) and will compete under that title, having their own teams in each sport. The school intramural program offers a variety of noon hour activities for all students. Watch the intramural bulletin board for details.

ALL students participating in PSC athletics, School Reach, Musical Theatre, or any other school based activities MUST participate in BOSS Day and must collect a minimum of \$30.00 or this amount will be added to his/her school fees.

