PONOKA SECONDARY CAMPUS

2020 – 2021 Student Handbook

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2020 - 2021 PONOKA SECONDARY CAMPUS GRADE 7 SCHEDULE			
		Day 1	Day 2
8:40 - 9:19	(39 min)	Core	Core
9:19 - 9:58	(39 min)	Core	Core
9:58 - 10:06	(8 min)	Wellness Break	
10:06 - 10:45	(39 min)	Literacy	Literacy
10:45 - 11:24	(39 min)	Numeracy	Numeracy
11:24 - 12:03	(39 min)	DPA	Health Keyboarding/Broncs101
12:03 - 12:41	(38 min)	L U N C H	
12:41 - 1:20	(39 min)	Core	Core
1:20 - 1:59	(39 min)	Core	Core
1:59 - 2:07	(8 min)	Wellness Break	
2:07 - 2:46	(39 min)	options / PE	options / PE
2:46 - 3:25	(39 min)		

2020 - 2021 PONOKA SECONDARY CAMPUS GRADE 8 SCHEDULE			
		Day 1	Day 2
8:40 - 9:19	(39 min)	Core	Core
9:19 - 9:58	(39 min)	Core	Core
9:58 - 10:06	(8 min)	Wellness Break	
10:06 - 10:45	(39 min)	DAILY PHYSICAL ACTIVITY	
10:45 - 11:24	(39 min)	LITERACY	
11:24 - 12:03	(39 min)	LUNCH	
12:03 - 12:41	(38 min)	NUMERACY	
12:41 - 1:20	(39 min)	Core	Core
1:20 - 1:59	(39 min)	Core	Core
1:59 - 2:07	(8 min)	Wellness Break	
2:07 - 2:46	(39 min)	options / PE	options / PE
2:46 - 3:25	(39 min)		

2020 - 2021 PONOKA SECONDARY CAMPUS GRADE 9 SCHEDULE			
		Day 1	Day 2
8:40 - 9:58	(78 min)	options / PE	options /PE
9:58 - 10:06	(8 min)	Wellness Break	
10:06 - 11:24	(78 min)	Core	
11:24 - 12:03	(39 min)	LUNCH	
12:03 - 12:41	(38 min)	DPA	
12:41 - 1:59	(78 min)	Core	
1:59 - 2:07	(8 min)	Wellness Break	
2:07 - 3:25	(78 min)	Core	

2020 - 2021 PONOKA SECONDARY CAMPUS GRADE 10-12 SCHEDULE		
8:40 - 9:58	(78 min)	Block 1
9:58 - 10:06	(8 min)	Wellness Break
10:06 - 11:24	(78 min)	Block 2
11:24 - 12:03	(38 min)	FOUNDATIONS OR LUNCH
12:03 - 12:41	(38 min)	FOUNDATIONS OR LUNCH
12:41 - 1:59	(78 min)	Block 3
1:59 - 2:07	(8 min)	Wellness Break
2:07 - 3:25	(78 min)	Block 4

Teacher Advisor - Grades 7 – 12

All students have one characteristic in common ***…the basic need to belong to a group (Glasser).***

- **This 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.
- Students will be grouped by grade and the student will follow the same Teacher Advisor through his/her education at PSC
- 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, Alert Team for issues that arise with student
- Celebrate student accomplishments that occur in & outside of school activities with class and administration
- Monthly collaborative meeting with other staff to track and monitor TA students

- **Teacher Advisors will meet weekly with each student to help schedule for effective use of time.**
- This will be done during TA
- Short term goal setting with students
- Review and discussion of attendance
- Review and discussion of Marks
- 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
- Registration meetings and signup with Parents
- Parent contact meetings for signing of IPP/APP

❖ **Teacher Advisors will help students plan for their future.**

- Guide students in using "My BluePrint" for self-discovery and learning styles.
- Help students discover their strengths in terms of academics, career opportunities and choices.
- Investigate post-secondary placements, requirements and planning.

FOUNDATIONS Time

This school year, we will be offering in our timetable for Grades 10, 11 and 12 students, built in foundation class time. This is scheduled time and is **MANDATORY.** Students will be scheduled based on their class schedule so they are matched with teacher(s) who can assist them academically.

The purpose of Foundation Time is to have time and support of master concepts through practice and refinement on specific topics, or:

- time to work with students in smaller groups who need extra time to master a concept;
- 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;
- extra time for things that did not get accomplished (ie. in class homework);
- to provide "just time" that some students do not have in the scheme of work/sports/school/family commitments, etc.;
- is offered **39 minutes a day 4 times per week (Tuesday to Friday)**; TA on Monday's will help direct students;
- is subject specific or teacher specific, so students may be working with any qualified staff who will offer what they need;
- students may be re-directed once they check in to his/her tutorial class to a specific teacher or area based on their marks and personal needs.

LITERACY & NUMERACY PROGRAM

Students will be placed in Math and Language Arts core classes at the Jr High level and will also have blocks dedicated to extra literacy and numeracy skill building. Students also will be given assessments periodically throughout the year and sorted into appropriate literacy & numeracy groups for a period of time to work on a specific skill that needs extra work. These blocks of time will be very specific to skills needed. Examples include: reading for comprehension, reading rate, analytic reading, sentence structure, work on punctuation, spelling, and reading tips for specific subject areas. Time blocks will also be dedicated to specific numeracy skills such as number sense, multiplication tables and work with fractions. Grouping will fluctuate through the year as needs change, as will the topics being covered. ***39 minutes four times per week will be dedicated to increasing overall literacy skills.***

Ponoka Secondary Campus

Staff Commitments

We commit to:

- Supporting, guiding and challenging our students to become critical thinkers and active learners
- Being positive role models in order to challenge, engage and empower our students
- Organizing and participating in student recognition and celebrations
- Striving for continual student improvement and growth
- Maintaining accountability by holding all stakeholders accountable
- Creating positive relationships with all students, staff and community
- Maintaining high standards through implementation of course curriculum and citizenship for all students
- On-going professional development to work toward mastery within our profession

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.

FAMILY SUPPORT
Where Kids Come First

- 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!

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.

REGISTRATION PROCESS REQUIREMENT

Parents/Guardians must submit through the online Parent Portal, a current year Student Registration Form for their child(ren). This is pursuant to the Alberta Student Record Regulations and our Wolf Creek Public School Policy. The Registration Form includes several essential consents required to be completed on a yearly basis by parents (i.e. Responsible Use of Technology, Walking Off Campus, Code of Conduct, Human Sexuality, Medical Information and FOIP). Restrictions will be placed upon student if required Registration Form is not completed:

a. No Responsible Use of Technology Form = no student access to any technology including network;
b. No Phys. Ed Acknowledgement of Risk Form = limited phys. ed activities;
c. No Walking Off-Campus Form = no leaving school grounds for activities;
d. Purchase of Broncs Swag will be prohibited;
e. Involvement with Broncs Teams may be limited.

RECOGNITION PROGRAMS

A. Fall 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. Honor Certificates are given to all High School students based on English, plus three additional academic courses and one other grade level 5 credit course all completed within the academic year **at PSC**. Students scholarships and awards are awarded based to successful applicants.



B. Broncs Brunch - Students and staff nominate deserving students 2 or 3 times per year to join our Administration Team for lunch.

C. Commencement Awards Program- Graduating students apply and are awarded scholarships and awards for presentation in June.

D. Athletic Awards Banquet- Athletic students are recognized for their athleticism, participation and leadership in school based sports.

E. Open House – An evening to come out to the school to see what's happening and being planned for the upcoming school year.

H. Recognition – Students will be recognized for academic, athletics and great Broncs behavior on a regular basis.

Ponoka Secondary Campus is committed to the following ATTENDANCE PHILOSPHY:

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.



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.



High School Attendance - NEW POLICY – (January 2020)

Student attendance will be monitored regularly by our administrators and in the event:

a) that a student reaches **5 absences total in any one class**, teachers will be contacting parents/guardians to have a conversation reiterating the need to attend.

b) that a student reaches **10 absences total in any one class**, a parent/guardian meeting will be scheduled with an administrator to confirm importance and validate the necessity of student's attendance in class to be successful in the course. A plan will be developed between student/parent/administrator to improve attendance.

c) that a student reaches **15 absences total in any one class,** a second Parent/Guardian meeting will be required with an administrator with the intention to re-evaluate the plan and outline additional supports to be put into place.

d) that student reaches **20 absences total in any one class**, the student will be withdrawn from the traditional "in class" course. The student will then be enrolled in our Enhanced Learning Program to give students the opportunity to earn credits.

** Please note that three lates constitutes one absence

Awesome Attendance = REWARDS

Miss School Miss Out, Awesome Attendance Criteria:

1. Students must maintain perfect (or near perfect) attendance:
    i) Students with excessive (more than 5) lates will not be eligible;
    ii) High School students who have 2 or less excused absences per course for an entire semester will be eligible;
    iii) Jr. High Students who have 4 or less excused absences per course for an entire year will be eligible;
    iv) High School students must be enrolled in a minimum of 15 credits each semester;

If students have further questions or need more information, please contact the Principal.

Miss School Miss Out, Awesome Attendance Rewards:

1. Receive $50 in Broncs Wear
2. Receive punch card for 5 lunches ($7.00 maximum per lunch)

Please Note: For Reward #1 and #2 above, students must maintain an average of 65% in enrolled courses (i.e. high school = semestered courses/junior high = full year courses)

3. **Receive an option to Exempt a Final Exam** - To qualify for the exam exemption, the student MUST have a mark of 80% or above in the selected course they are choosing to exempt. An additional application form must be completed and signed by the course teacher and parent/guardian of the student. The student can exempt only one final exam per subject area (i.e. Math, Sciences, Social, Language Arts) while attending PSC. For example: if a student exempts Social 7, they cannot exempt Social 8, 10 or 11. If Science 10 is exempt, this will eliminate the opportunity to exempt Biology, Physics or Chemistry at the 20 level in the future. These exemptions do not APPLY TO Gr 9 PAT Exams or Diploma Exams.

CODE OF CONDUCT

Wolf Creek Public Schools requires all schools attend to their School Codes of Conduct as per Section 33.1 of the Education Act which stipulates that the Student Code of Conduct be made publicly available and be reviewed every year by all staff, students and parents.

The Code of Conduct provides all stakeholders the specifics about how each of our Wolf Creek Schools are focusing on being welcoming, caring, respectful and safe learning environments. It outlines what is acceptable behavior and what is unacceptable behavior. The Code of Conduct also provides information about the consequences of unacceptable behavior, which takes into account the student's age, maturity and individual circumstances. The Code of Conduct also explains what support is to be provided for students who are impacted by inappropriate behavior as well as for students who engage in inappropriate behavior.

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 31 of the Education Act as outlined below:

- attend school regularly and punctually,
- be ready to learn and actively engage in and diligently pursue the student's education,
- ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- respect the rights of others in the school,
- refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- comply with the rules of the school and the policies of the board,
- co-operate with everyone authorized by the board to provide education programs and other services,
- be accountable to the student's teachers and other school staff for the student's conduct, and
- positively contribute to the student's school and community

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.

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

Academic Dishonesty/Plagiarism

Acts of academic dishonesty will not be tolerated at PSC. Under the guidelines of the Education Act and Wolf Creek Public School Policy, this may result in a zero grade, suspension or withdrawal.

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.

PSC seeks to be a safe litter free area where students, staff and visitors alike respect the school buildings and surrounding environment. Students can face a littering ticket or community service for violation of this policy

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.**

Students **are expected** to remove their hats in the Hall of Valor; Gymnasium; and the school office.

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.

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.

Parking Lot/Vehicle Use



1. Students are welcome to use the north parking lot provided they park responsibly. 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 potentially a ticket.



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

Students in breach of this policy will face a minimum **3 days** out of school suspension. This policy includes all school events. 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 RCMP may or may not be involved.

The possession and/or use of tobacco products, smokeless tobacco products, vapers and electronic cigarettes are prohibited from use on school property. Students caught vaping or smoking on school property will be suspended and possibly fined . In addition, vapes, vape juice, tobacco products or other paraphernalia will be confiscated.

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.

Suspensions & Detentions

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.

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

STUDENT INVESTIGATIONS AND SEARCHES (Wolf Creek School Policy)

Investigations of student conduct by members of the school administration and teaching staff are covered in PSC Code of Conduct.

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.

Technology Policy

At Ponoka Secondary Campus we recognize technology is increasing and ever changing. When technology is used appropriately it can be a valuable educational tool. However, when used inappropriately phones and social media create significant distractions and research shows more and more of our youth are addicted to phones and social media. This has led to increased distractions, cyber bullying and lack of focus on curriculum. Parents who wish to have more information on the impact of cell phones on youth are encouraged to read:
"IGen: Why Today's Super-Connected Kids Are Growing Up Less …" A Book by Jean Twenge, or one of several articles available of the web.

As a result, PSC has implemented the following Technology policy:

Students may NOT use personal technology during instructional time.

This includes using cell phones, ipods, laptops, or any other device that will distract them from classroom instruction. Students are allowed their tech devices before classes start, on breaks and at lunch. During instructional time, including spares and WIN/Literacy time, they are to put their devices away.

Staff may approve the devices for educational purposes. This would be an **exception to the rule** and is in place to allow teachers and students to use the technology appropriately.

Any student who is caught using their tech devices during instructional time or in an instructional space will have it confiscated until the end of class for a first offence by the staff member.
For a second offence, the device will be confiscated, turned into administration and the student may then pick their device up from the office at 3:25 pm from an administrator. An information handout will be provided for the parent.
For a third offence, students are required to have a parent come and pick up the device for them.

Subsequent offences will result in further consequences such as increased phone confiscations, in school or out of school suspensions and further withdrawal of privileges.

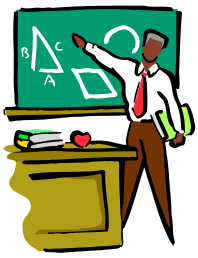
PROGRAM INFORMATION

Upon completion of their high school program, students will receive an Alberta High School Diploma or Certificate that recognizes each student. Students will also receive a PSC Commencement Certificate at the annual 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 is available on our website.



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

Note: You may, with permission, select Biology 30 or Science 30 in your Grade 11 year. However, in the cases of Grade 12 diploma courses (Math 30, Chemistry 30, Biology 30, Social Studies 30, Physics 30, English 30) you **must have a final mark of <u>at least 70%</u>** 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. Marks will be updated a minimum of every five (5) weeks. This may include a grade, complete assignments, missed assignments, attendance and comments. A final Report Card will be issued at the end of the school year in June.

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.

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.

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.

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.

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.

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) Request to ReWrite form to be completed, signed by student, teacher and parent
    b) It is expected that if a re-write is granted, the student will attend Four (4) Blocks of Foundations 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.

A student cannot register at the Brick Learning Centre 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 Brick. The Brick 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 Brick 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 30th 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 15th.



2. The list of eligible graduates will be prepared and posted on April 15th.

3. The final list of graduates will be prepared and posted on May 15th.

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 our Grad Co-Ordinator.

****** 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 through Wolf Creek Public Schools website for Kids Plus Accident Insurance. Students registered in Football are required to carry this insurance.

CAFETERIA

The Cafeteria is open for business during break times on school days. 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.

EMERGENCY PREPARATIONS

Emergency procedures and evacuation routes are posted in each classroom. Fire drills and other safety 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.

CLUBS AND EXTRA CURRICULUAR



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	Intramurals	Drama Performances
Cross Country Running	TA Activities	Golf
Curling	Community Performances	Track & Field
Music Performances	Ski Club	Humanitarian Club
GSA Club	Students' Council	Broncs World Tour
Eco Club		

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.

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.



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, first ask your Teacher; then access Homework Club, Rogers Raising the Grade or Learn Alberta 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!

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:

- 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.
- Act like responsible young people to respect the rights of others around you.

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 inform us about extended leaves. 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.

PSC SUPPORTS

Career Counselor – Provides career counseling to students related to high school and post-secondary programs.

School Social Worker (Family School Liaison) – Provides personal counseling to students and arranges for outside agencies such as Social Services, Mental Health, AADAC or additional counseling and testing services as needed.

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



SCHOOL FEES

Instructional Course Fees are due and payable at the end of September and again mid-Mar. Course fees are non-refundable. While we prefer using the online RYCOR program (through the PowerSchool Parent Portal), fees can be paid using cash, cheque, debit card, Visa/ MasterCard. If there is difficulty in paying fees, please communicate with the school to create a payment plan

PLEASE NOTE:

1) Students will not be allowed to participate in extra-curricular activities and fieldtrips until all fees have been paid or arrangements for payment have been made (students may be able to volunteer for school duties as a way to pay sports/extracurricular fees).

2) Grade 12 students with outstanding fee balances will not be eligible for Grad/Banquet Tickets.

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.

TECHNOLOGY REQUIREMENTS

Students at Ponoka Secondary Campus make extensive use of technology in their course work and everyday lives. **Students are encouraged to have an internet capable device which would be capable of working with the Google platform.**



Technology will be used for instruction every day. Student work will be accessed through their personal Google 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 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.

Students may bring in their personally owned devices. Examples of these would include an iPad, Netbooks, and Laptop. Google Apps will be a key part of instruction and learning and students will be expected to use this platform. Please ensure devices are able to run "Chrome"