

STUDENT HANDBOOK

2019 - 2020



Inquisitive, Inclusive, Innovative

MESSAGE FROM THE STAFF

Welcome to Bert Church High School. This is your time to create a quality future and make the most of the learning opportunities that are available at Bert Church. We hope that your high school years will be very rewarding and will provide memories that you will remember fondly, after you graduate.

The student handbook provides you and your parents with some basic school and divisional guidelines so that you are aware of expectations. If you don't understand a particular regulation, please ask your counsellor or grade level administrator for clarification. It is your responsibility to know what is expected of you and to meet that expectation. We encourage you to discuss this booklet with your parents.

Above all, we expect that you will always be a student who is a positive and contributing citizen who accepts responsibility for his/her actions—the kind of student of whom you, your parents and your school can be very proud.

We wish you all the best during the coming school year!

FOREWARD

The contents of this Information Handbook are for the use of students and their parents. Some sections will be subject to change through the year, so students should be alert for such announcements. For further information on any of these matters, students and parents are invited to refer to our school website at <http://bertchurch.rockyview.ab.ca/>, come to the school office or telephone 403-948-3800.

Bert Church High School
1010 East Lake Boulevard, Airdrie Alberta T4A 2A1
Telephone (403) 948-3800; Fax: (403) 948-4117

<http://bertchurch.rockyview.ab.ca>

Inquisitive, Inclusive, Innovative

TABLE OF CONTENTS

Adult Status.....	25
Advisory	12
Alcohol and Drugs.....	19
Alternating Friday Dates	7
Assignments (Missed).....	24
Attendance and Extended Leave Policy.....	17 & 18
Awards Presentations	15
Breakfast Program.....	34
Bussing	32
Certificate of High School Achievement	11
Certificate of School Completion	12
Code Of Ethics For Parents.....	34
Code Of Ethics For Players And Spectators	33
Communication	7
Contact Sports	32
Course Acceleration.....	13
Course and Timetable Changes	13
Curricular and Extra-Curricular Transportation.....	29
Distance Learning Guidelines.....	26 & 27
Emergency Closure Of Schools.....	25
Extra-Curricular Activity Privileges.....	27, 28, & 29
Faculty List.....	5
Final Examinations And Appeals.....	14
Fire Drills & Emergency Procedures	31
Fitness Centre.....	32
Flex.....	12
Food And Drink Policy	23
Grade 9 On-Campus Expectations.....	8
Graduation or Commencement Ceremony Guidelines	15 & 16
Graduation Honor Roll	15
Guidance Counsellors	34
Guidelines For Written Submissions	35 & 36
Honour Roll	14 & 15
Infirmary/Illness	31
Injuries (Reporting)	31
Interrogation And Search Policy	20
Interruption Of Classes	31
“J” Block Class Eligibility.....	25
Lasers	22
Lates	18
Learning Commons.....	29
Learning Support	30 & 31
Lockers.....	31
Message From The Staff	2
Non-Student Visitors	25
Online Learning Guidelines	26 & 27
Permission To Be Excused.....	18
Period and Time Schedule	6
Personally Owned Devices Policy	22
Physical Altercations.....	24
Planning For Success – myblueprint.ca	9 & 10
Registered Apprenticeship Program (RAP).....	35
Registration Expectations	9

School Colours.....	31
School Dance Policy	24
School Store	29
Search And Interrogation Procedures	20 & 21
Skateboards, Roller Blades, Scooters, & Hoverboards.....	22
Smoking Policy	20
Spare Periods	13
Standard Bibliographical Form For Essays, Reports, & Book Reviews	35 & 36
Steppingstones to Mental Health.....	35
Student Behavior Expectations.....	8
Student Dress	19
Student Fees 2019-2020	36
Student Identification	19
Student of the Month.....	27
Student Vehicles	32 & 33
Surveillance Equipment And Policy	34
Technology and Computer Expectations.....	30
Technology Use Expectations	23
Textbooks	24
Top Academic Student – by Grade	17
Valedictorian Criteria.....	16
Vaping Policy	20
Valuables	32
Weapons Policy	21

FACULTY LIST

Mr. R. Reed - Principal
Mr. C. Castiglione - Assistant Principal
Ms. M. Cumberland - Assistant Principal
Mr. R. Makkreel - Assistant Principal

Mrs. C. Anderson	Mr. K. Goodyear	Mr. B. Nordoft
Mr. M. Bates	Ms. T. Gouw	Mr. J. Pearce
Ms. S. Beckett	Mrs. J. Haight-Vane	Mrs. K. Rendell
Mrs. A. Beliveau	Ms. J. Hofmann	Mr. M. Sera
Mr. D. Blumhagen	Mr. S. Horne	Ms. J. Sheets
Mr. T. Bonner	Mrs. L. Jans	Mr. A. Smith
Ms. S. Booker	Mr. R. Jones	Mrs. A. Stachniak
Mr. J. Burns	Mrs. K. King	Mr. S. Sweetapple
Mrs. B. Cartwright	Mr. A. Kirk	Ms. S. Tiemstra
Mrs. C. Chapman	Mrs. R. Kisinger	Ms. L. Tschritter
Mr. N. Cobble	Mrs. E. Lahl	Ms. H. Uchiage
Mr. P. Crawley	Mr. S. Larsen	Mr. M. Verhees
Ms. C. Dahl	Mr. T. Lucas	Mrs. C. Wegiel
Ms. C. Dix	Ms. A. Marter	Mr. D. Welsh
Mr. C. Dorner	Mr. A. McRae	Mrs. J. Williams
Mr. I. Ferguson	Mr. J. Netzel	Mr. T. Wilsdon
Mr. M. Friesen	Ms. R. Nguyen	

Bert Church Mission

Members of the Bert Church High School learning community collaborate and challenge all individuals to use skills, knowledge and values to become responsible, productive citizens and lifelong learners in an ever-changing global community.

Vision

Bert Church High School inspires critical thinking, responsibility, self-motivation and strength of character to expand the mind of every learner in the pursuit of educational excellence.

Values

Inquisitive, Inclusive, Innovative

PERIOD AND TIME SCHEDULE GRADE 9-12

SEPTEMBER 3, 2019 TO June 26, 2020

Monday Day 1	Tuesday Day 2	Wednesday Day 1	Thursday Day 2	Friday Alternating
9:00 – 10:05 Block 1 ----- 10:10 – 10:50 FLEX	9:00 – 10:05 Block 2 ----- 10:10 – 10:50 FLEX	9:00 – 10:27 Block 1	9:00 – 10:27 Block 2	9:00 – 9:57 Block 1 ----- 10:02 – 10:32 ADVISORY
10:55– 12:00 Block 2	10:55 – 12:00 Block 1	10:32 – 12:00 Block 2	10:32 – 12:00 Block 1	10:37 – 11:34 Block 2
12:00-12:40 LUNCH	12:00-12:40 LUNCH	12:00-12:40 LUNCH	12:00-12:40 LUNCH	11:34 – 12:04 LUNCH
12:40 – 2:07 Block 3	12:40 – 2:07 Block 4	12:40 – 1:45 Block 3 ----- 1:50 – 2:30 FLEX	12:40 – 1:45 Block 4 ----- 1:50 – 2:30 FLEX	12:04 – 1:02 Block 3
2:12– 3:39 Block 4	2:12– 3:39 Block 3	2:35 – 3:39 Block 4	2:35 – 3:39 Block 3	1:07 – 2:05 Block 4

Alternating Fridays – Day 1

September 6
September 13
September 27
October 4
October 18
November 1
November 15
November 29
December 6
December 20
January 17
February 7
March 6
March 20
April 3
May 1
May 22
June 5

Alternating Fridays – Day 2

September 20
October 25
November 8
November 22
December 13
January 10
February 28
March 13
March 27
April 24
May 8
May 29
June 12

COMMUNICATION

Student Handbook – All important information pertaining to the organization of Bert Church High School and student expectations is contained in this handbook which is accessible to every learner on our school website.

Website: Our main method of providing information and communication with our community is through our website. Please bookmark <http://bertchurch.rockyview.ab.ca> and check it regularly to remain apprised of important school information and activities. Our annual calendar is also available on the site and you are encouraged to download it to your own electronic device.

PowerSchool Portal: All students have PowerSchool accounts and parents may create their own accounts to access student data. This is a direct line of access to information that is available 24/7 for all students and parents.

Daily Bulletin: The office issues a daily bulletin of announcements and activities that is read each morning.

Morning Announcements: Morning announcements will be provided to inform students of important information.

Charger Family Connects: The school will issue weekly Newsletter (Friday) to parents and to keep informed of various activities and programs (September through June).

Report Cards & Interviews: Formal report cards will be issued on June 30, 2020. Formal interviews will be conducted on October 30, 2019, November 5, 2019, April 8, 2020, and April 30, 2020. Parents are welcome to communicate with teachers, all year, to ask questions about progress or share concerns.

Email: Important information or notices are sent to students' homes via email on an as needed basis.

Message Sender Phone & Email System: School Connects is used to inform the home of student absences, critical information and/or of upcoming events.

IMPORTANT SCHOOL POLICIES AND PROCEDURES

STUDENT BEHAVIOR EXPECTATIONS – ALBERTA SCHOOL ACT

I realize that when I disregard school rules and authority, and when I am not diligent in my studies, there is a negative effect on my education. As a result, I agree to abide by all school rules and Section 12 of the School Act (2002) that states:

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

- (a) be diligent in pursuing the student's studies;
- (b) attend school regularly and punctually;
- (c) co-operate fully with everyone authorized by the board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to the student's teachers for the student's conduct;
- (f) respect the rights of others
- (g) 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;
- (h) refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- (i) positively contribute to the student's school and community.

"We must be the change we wish to see in the world."

Any student who contravenes the School Act may receive disciplinary measures and may be precluded from participating in any off-campus excursions, including any or all extra-curricular activities.

GRADE 9 ON-CAMPUS EXPECTATIONS

During the school day, grade nine students are expected to be present in the school. With the exception of lunch break, leaving the school property is prohibited. Parents/Guardians must communicate with the school if a student is leaving the school premises other than at lunchtime. If grade nine students do choose to leave the school

grounds during the school day, without parent/guardian consent, disciplinary measures may be taken.

REGISTRATION EXPECTATIONS

Students require **100** credits to attain an Alberta High School diploma. Within those 100 credits, there are specifically required courses. (See myBlueprint.ca or the Guidance Counsellors for details or visit the Alberta Education website at <http://education.alberta.ca/students/grad.aspx>) In order to ensure that there is some room for error, students at Bert Church High School are required to register for a minimum of 119 credits within grades 10 to 12. Students in grades 10 and 11 must enroll in courses that will enable them to earn a minimum of 43 credits at Bert Church High School in each year. Grade 12 students are to enroll in courses that will enable them to earn a minimum of 30 credits in their graduating year.

PLANNING FOR SUCCESS – myBlueprint.ca

One of the primary goals of high school is to ensure that students are enrolled in appropriate courses to earn a high school diploma while creating the maximum opportunities for exploration once a diploma has been attained. To assist students in this endeavor, all Bert Church learners will create accounts through myblueprint.ca in their Advisory Class. This online educational planner serves as a guiding tool that will be referenced to monitor achievement and options on an ongoing basis throughout a student's high school career. This online tool is available to all students 24/7.

ALBERTA HIGH SCHOOL DIPLOMA: GRADUATION REQUIREMENTS (ENGLISH)
The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.
100 CREDITS including the following:
ENGLISH LANGUAGE ARTS – 30 LEVEL (English Language Arts 30-1 or 30-2)
SOCIAL STUDIES – 30 LEVEL (Social Studies 30-1 or 30-2)
MATHEMATICS – 20 LEVEL (Pure Mathematics 20, Applied Mathematics 20 or Mathematics 24) (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)
SCIENCE – 20 LEVEL ❶ (Science 20 ❷, Science 24, Biology 20, Chemistry 20 or Physics 20)
PHYSICAL EDUCATION 10 (3 CREDITS) ❸
CAREER AND LIFE MANAGEMENT (3 CREDITS) ❹
10 CREDITS IN ANY COMBINATION FROM:
<ul style="list-style-type: none"> • Career and Technology Studies (CTS) • Fine Arts • Second Languages ❺ • Physical Education 20 and/or 30 • Locally developed/acquired and locally authorized courses in CTS, fine arts, second languages, Knowledge and Employability occupational courses or IOP occupational courses • Knowledge and Employability courses • Registered Apprenticeship Program courses
10 CREDITS IN ANY 30-LEVEL COURSE (IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE) ❻
<p>These courses may include:</p> <ul style="list-style-type: none"> • 30-level locally developed/acquired and locally authorized courses • Advanced level (3000 series) in Career and Technology Studies courses • 30-level Work Experience courses ❼ • 30-level Knowledge and Employability courses • 30-level Registered Apprenticeship Program courses • 30-level Green Certificate Specialization courses • Special Projects 30

(continued)

- ❶ The science requirement—Science 20 or 24, Biology 20, Chemistry 20 or Physics 20—may also be met with the 10-credit combination of Science 14 and Science 10.
- ❷ Science 20 is available in English only.
- ❸ See information on [exemption from the physical education requirement](#).
- ❹ See information on [exemption from the CALM requirement](#).
- ❺ Students may earn any number of credits in the study of second languages, but only a maximum of 25 language credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.
- ❻ 30-level English language arts or 30-level social studies courses from a different course sequence may not be used to meet the 30-level course requirement.
- ❼ Students may earn a maximum of 30 credits in Work Experience, but only 15 credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.

FURTHER NOTES:

- For 30-level courses that have a diploma examination, the final course mark consists of a blend of the school-awarded mark and the diploma examination mark.
- For more information, students in Francophone programs should consult the Alberta High School Diploma Requirements for Francophone (French First Language).
- Mature students should consult the [Mature Students](#) section for applicable requirements.

CERTIFICATE OF HIGH SCHOOL ACHIEVEMENT REQUIREMENTS (ENGLISH)

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

80 CREDITS¹
including the following:

ENGLISH LANGUAGE ARTS 20-2 OR 30-4

MATHEMATICS 10-3 OR 20-4

SCIENCE 14 OR 20-4

SOCIAL STUDIES 10-2 OR 20-4

PHYSICAL EDUCATION 10 (3 CREDITS)²

CAREER AND LIFE MANAGEMENT (3 CREDITS)³

5 CREDITS IN

- 30-level Knowledge and Employability occupational course, or
- 30-level Career and Technology Studies (CTS) course, or
- 30-level locally developed course with an occupational focus

AND

5 CREDITS IN

- 30-level Knowledge and Employability Workplace Practicum course, or
- 30-level Work Experience course,⁴ or
- 30-level Green Certificate course,⁵ or
- Special Projects 30

OR

5 CREDITS IN

- 30-level Registered Apprenticeship Program (RAP) course⁶

Certificate of School Completion

The Certificate of School Completion can be awarded to students with a significant cognitive disability who meet the qualification criteria listed below. Certificates will be generated using student information in PASI upon nomination by the principal/assistant principal of the school.

Qualification Criteria

- The student, due to a significant cognitive disability, is not able to achieve any of the following certificates or diplomas:
 - Alberta High School Diploma
 - Diplôme d'études secondaires de l'Alberta
 - High School Equivalency Diploma
 - Diplôme d'équivalence d'études secondaires
 - Certificate of High School Achievement (Knowledge and Employability)
 - Certificat de réussite d'études secondaires (Connaissances et employabilité)
- The student has worked toward goals and objectives in their [individualized program plan/instructional support plan](#).
- By the end of the nomination school year, the nominee has been a student for at least 12 years (and is 17 years of age by March 1 of the nomination year).
- The school year in which the nomination is being submitted is the student's last year of school programming.
- The student's registration in PASI usually includes one of the following special education codes at the time of school completion: 41, 43, 44, 52.

For further information regarding student eligibility for the certificate, contact [Learner Services](#).

In order for students who have achieved a Certificate of School Completion to receive their certificate at the end of their last school year, please submit nominations into PASI after March 31. If a student requires a certificate earlier, contact studentrecords@gov.ab.ca.

ADVISORY

To complement high school diploma requirements and curriculum focus, Bert Church High School is committed to providing information and education to students to assist them as they navigate high school and prepare for life beyond BCHS. Each student is assigned an Advisor that we will endeavor to follow the student until graduation, as long as the Advisor remains a part of Bert Church staff. With their advisor and grade peers, students participate in a weekly period (Friday morning) that explores components of learning and life that are integral for student success. **As Advisory period involves instruction for success, attendance is mandatory for every student.** Advisors will serve as students' learning coaches; as such, they are a key point of contact for communication with home.

FLEX PERIODS

For 2019-20, we have four Flex blocks: one on Monday morning, one on Tuesday morning, one on Wednesday afternoon and one on Thursday afternoon. Students sign up for their daily choices of Flex block through Power School. **Flex is instructional time for each of our students so attendance is mandatory.** Advisors will be checking that students have signed up weekly, are making appropriate Flex choices to enable success, and attending. Parents/guardians can also check students' Flex attendance through the Flex listing in Power School.

SPARE PERIODS

Grade 12 students are the only students entitled to study periods. This will only be the case if the grade 12 student is on track to meet diploma requirements, as of the end of grade 11. Spare periods should be spent in quiet study in the Learning Commons or in the Cafeteria. Hallways and entry halls are out of bounds whenever classes are in session. Students leaving the building during study periods assume complete and sole responsibility for their safety while out of the building. Our practice is that Grade 10 or 11 students are not allowed spare periods. They will not be given spare periods because they have completed summer school courses.

COURSE AND TIMETABLE CHANGES

It is important to know that each spring, students select core and complementary courses that form the basis of our school timetable grid. This master timetable is designed and built from these course requests in order to meet the majority of our students' programming needs. As such, students are to be thoughtful and careful as to what courses they request in the Spring as their course requests are the single most critical element in our staffing, course assigning and budgeting for the next school year.

We do realize that there can be some changes that become necessary when circumstances have changed over the summer. Essential timetable changes for the year are to follow our course change process. For those students with legitimate learning reasons for course changes (e.g. uneven semester loads, sequencing, passed or failed courses in June or during the summer, prerequisite deficits, change in post-secondary plans), they will first present their needs through a screening process. Students are called down by grade and alpha, by lottery (order, gr. 12, 11, 10, 9). Simple changes will be in real time while more complex ones are scheduled with Counsellors and administrators. These appointments are quick, as the course change needs are already identified. Please realize that some requests cannot be honored if classes are full. Also, some changes can cause a complete rebuild of the student's schedule. In addition, reverting to the original schedule is often not an option as classes fill during the change process.

We believe that we give sufficient time for students to identify their suitability and to gauge their projected success in course work. **The course change or withdrawal date for first semester is Monday, September 16, 2019 and for second semester is Monday, February 13, 2020.** For the majority of undergraduate students, the courses are needed for graduation so withdrawal is not an option. Only under exceptional, usually documented, circumstances will requests for courses changes be honored at any other time of the year. Please note that failing, unsatisfactory progress or not needing the course anymore, do not constitute exceptional circumstances.

COURSE ACCELERATION

Our programming goal at Bert Church High School is to meet each student's individualized learning needs. To that end, students may pursue an accelerated program. Acceleration will be accommodated to our best ability based on current progress, as well as available space and resources. Students in a higher grade requiring a particular course will retain priority programming if a course offering is limited by section or class size. Any appeals with respect to accelerated program access must be made in writing to the principal.

FINAL EXAMINATIONS

There is provision for a comprehensive final examination in all academic subjects. Alberta Education requires students to write comprehensive examinations in Grade 12 English and Social Studies, as well as other academic courses. When students do not write final examinations, they may receive a mark of zero. Students that take Diploma Exam courses, and achieve a blended mark below satisfactory levels, may rewrite the diploma exam in the next examination period. This rewrite must be registered through their grade 12 administrator, with forms and payment completed. Students are NOT allowed to appeal their school-based mark as a result of the blended mark being below expectation UNLESS the appeal was initiated prior to the receipt of the diploma exam results.

All students are expected to be present for their final exams whether the exam is written in the classroom or other location. The only acceptable excuse for missing a final exam is illness or bereavement. A doctor's note is required for verification of sickness. Students who are excusably absent from Department of Education exams may write at the next scheduled exam date. In a few cases, Alberta Education will honour exemptions for crisis medical reasons; if this is your situation, please contact your grade 12 administrator immediately to file the appropriate request and documentation.

Students are expected to present picture ID during the writing of each exam.

Students will be able to review exams that they have missed for acceptable reasons. Students will be notified of the dates for their final exams early in the school year. **It is expected that parents will not take their children out of school during exam time for holidays.**

MARK APPEALS

Students and parents may direct, in writing, any appeal of the final grade to the school Principal. The deadline for appeals for Semester I courses is February 28. The deadline for appeals for Semester II courses is August 31.

Please note, the right to appeal a mark can be forsaken by the student if s/he has ANY unexcused absences in the course or has participated in activity that lacks academic integrity (eg. plagiarism). Regular attendance is the underpinning for greater chance of success in all courses. Any appeal must be made in writing and submitted to the principal before the deadline date for the respective semester.

HONOUR ROLL Grade 9, 10, 11

Honour Roll – an average of 80% or higher in all subjects.

Honourable Mention – an average of 75-79.99% in all subjects.

****Grade 12 Students must be taking a minimum of 30 credits for consideration for the Honour Roll.**

We find that many graduates are unable to attend the Fall Awards Ceremony to receive recognition. For Graduation 2020, we will recognize Academic Distinction at convocation in order for parents, the community & fellow graduates to celebrate at a time when everyone is present. The recipients will have the level of academic

recognition announced when their names are announced, as well as receive a medal with their certificate. The three levels of recognition, based on marks and application, are Honors (Academic Distinction), Honors and Honorable Mention.

Graduation Honor Roll

Criteria for Graduation with Honors/Honorable Mention:

1. All 30 level subjects, which can include Gr. 12 subjects completed in Gr. 11. In addition, a schedule load of a *minimum* of 6 courses for graduating year is required to be eligible
2. Students are allowed to use a maximum of 5 credits for work experience.
 - Required:
 - English 30-1 or English 30-2
 - Social 30-1 or Social 30-2
 - 3 other 30 level courses totaling 15 credits
 - Diploma courses – **use school based marks**, all other courses use final mark
 - **Combined average of 75-79.9% for Honorable Mention**
 - **Combined average of 80+% for Honors**

Criteria for Graduating with Academic Distinction:

All 30 level subjects. In addition, a schedule load of a *minimum* of 6 courses for graduating year is required to be eligible

1. Students are allowed to use a maximum of 5 credits for work experience.
 - Required:
 - English 30-1 or English 30-2
 - Social 30-1 or Social 30-2
 - 1 other academic 30-level course (Math, Biology, Chemistry, Physics or 2nd language)
 - 2 other 30 level courses totaling 10 credits
 - Diploma courses – use school based marks, all other courses use final mark
 - **Combined average of 90+%**

AWARDS PRESENTATIONS

The school has an Awards Night Presentation for academic achievement, and service and citizenship in October. The Extra Curricular Recognition events are in June.

GRADUATION OR COMMENCEMENT CEREMONY GUIDELINES

In order to participate in the graduation ceremony grade twelve students must meet the following criteria:

1. Requirements outlined by Alberta Education, including the earning of 100 credits, must be met.
2. Grade twelve students must demonstrate on or about May 1 that they are eligible to earn 100 credits, including those required for graduation. Grade 12 students with marks of 50% or more in a course required for the high school diploma will be considered eligible to participate in the graduation ceremony. Students with marks below 50% will not be eligible to participate in the ceremony or banquet.
3. All school fees must be paid prior to the ceremony. **Students with outstanding fees may NOT participate in the graduation banquet, as it is an extra-curricular activity.**

4. Good attendance is a requirement for participation in graduation. If a grade 12 student accumulates 15 unexcused absences in a course, he or she will be removed from the graduation list, placed on a high accountability list, and the parent will be informed. Students may earn their way back in the list with improved attendance. The graduation eligibility list will be posted after each reporting period with the final list being posted on or about May 1.
5. In order to participate in the graduation ceremony, grade 12 students are expected to be enrolled full time or in a minimum of three courses per semester at Bert Church High School.
6. Those students who have met the requirements for an Alberta high school diploma by the end of the first semester, may apply to be excused from attending school during the second semester. If this request is granted, he/she will still be eligible to participate in the graduation ceremony and attend the banquet.
7. Grade 12 students are expected to complete diploma requirements during the grade 12 year. Returning for a second year of grade 12 will be permitted only for those students with extenuating circumstances with administrative permission.
8. Returning grade 12 students are expected to be enrolled in a minimum of three courses per semester.
9. Spare periods are designed only for those students who are on track for graduation. A spare is a privilege, not a right. Spares may be removed to support graduation success.
10. **All Grade 12 students and their parents are invited to attend the Graduation Meeting on October 24, 2019 in our Gym in order to ensure a complete understanding of the requirements and expectations for grade 12 students to graduate and participate in the graduation celebrations.**

VALEDICTORIAN CRITERIA

The Valedictorian has the honor of sharing the common learning stories, the realities of graduation, and the future aspirations of the Class of 2020. This graduate is to be representative of a BCHS Charger who is striving for academic excellence, while having a rounded experience during high school. The 2020 Valedictorian will be selected through an application process.

Criteria:

- A positive attitude as a Charger & should have at least two years of registration at Bert Church High School;
- Seen as an exemplary role model & contributing peer in the Graduating class (behaviors & attendance have been outstanding);
- High academic standing for high school (no mark lower than 75% in Grades 11-12) and not lower than 70% in Grade 10;
- Extra-curricular or community involvement;
- Letters of recommendation from both the nominator & by a teacher that has taught the nominee during learning at BCHS.

The Selection Process:

1. The candidates for Valedictorian are to be nominated by fellow graduates, a community leader or employer. Nominators will have reviewed the criteria & believe that the candidate fulfills those standards. Nomination packages can be obtained from and returned to the office. These packages will be released April 1, 2020 at 9:00 a.m. & must be submitted by April 30, 2020 at 4:00 p.m. No late

applications will be accepted. Presentation will take place on Friday, May 8, 2020.

2. The nomination packages will be reviewed to confirm that the nominees have met the minimum requirements as set by the criteria above.
3. All qualified nominees will prepare a two-minute speech to introduce themselves & to demonstrate to the Selection Committee as to why they are the most appropriate Valedictorian.
4. A Selection Committee (teachers, administrators & graduating students) will assess the candidates' speeches & select the class valedictorian.

TOP ACADEMIC STUDENT by Grade

The top academic student in each grade will be determined based on Rutherford Scholarship criteria.

ATTENDANCE

Rocky View Policy

The Board believes that student attendance enhances a student's responsibility to succeed in school. The Board believes that student attendance is a shared responsibility of the parent, student and teacher.

Professional Opinion

Classroom attendance is crucial to academic success and the pursuit of excellence.

Bert Church High School Policy

1. Regular attendance is the responsibility of the student and the parent/guardian.
2. The teacher's role is to encourage full attendance and support this by maintaining accurate records and sharing and addressing concerns with student, parents/guardians and reporting these concerns to administration.
3. The administration with support from teachers, counselors, parents/guardians is responsible for collaborating with students to resolve critical attendance problems.

Satisfactory attendance is required in all classes at Bert Church High School. In order for students to participate in extra-curricular activities (this includes field trips), they should maintain satisfactory attendance.

Attendance Procedures

1. Parents/guardians must phone the school at 403-948-3800 (24 hours per day) to report excused absences. **An excused absence is defined by the School Act Section 13(5)(a) as "the student is unable to attend by reason of sickness or other unavoidable cause"**. Telephone calls from students, unless the student has status as an independent student, are not acceptable. Parents are requested to phone in advance of the absence if possible; preferably on the day of the absence and no later than noon on the day after the absence. **Retroactive reporting exceeding the time limits stated above may not be considered as excused absences.**
2. Attendance will be monitored regularly. In addition to the classroom teachers monitoring and managing attendance, the Office will review and monitor student attendance issues.

- a. After 5 missed classes, contact should have been made by teachers;
 - b. After 9 missed classes, a letter of concern should be issued and a meeting with the administration;
 - c. After 13 missed classes, a letter of concern should be issued and a meeting with parent and student will occur with the student being placed on an attendance contract
3. At **any point** in the attendance review, the grade level administrator may levy consequences such as removal of privileges, detentions or in school suspensions to a student whose attendance does not meet the school standard and expectations.

Any student who is absent for any reason is encouraged to review teachers' websites and access course in Moodle for any homework or learning missed.

Attendance Extended Leave Policy

Parents or guardians may wish to remove their student(s) from school for an extended period of time (longer than 3 days) for reasons other than bereavement or illness. BCHS staff does not encourage this practice but in the event that parents wish to make this decision, an application is made. **These applications are to be processed at least two weeks prior to an extended absence.**

Forms are available in the office; the process starts, with students meeting with their grade level administrator and then obtaining comments from their individual course teachers. Upon completion of the form, and if the parent wishes to continue the planned absence, the signed form must be returned to the office in order to accurately record the absences in Power School.

Please be aware that these absences are parental choice. It should be noted that teachers are under no obligation to provide work prior to the absence or provide additional tutoring for learning covered during the absence. Please refer to the individual teacher course outline for details on how missed work and/or tests will be handled.

Students are expected to be in attendance for all major exams, including end of semester exams in January and June. Parents should not be removing students from school during this time.

LATES

It is reasonable to expect each student to be punctual for each class period. Students who enter a class late can distract others from their learning. Repeated lateness is disrespectful and discourteous; if not corrected, lateness tends to become a habit commonplace. Corrective action may include detention time or in chronic situations, referral to administration.

PERMISSION TO BE EXCUSED

Students who must leave during the day for personal reasons, must have a phone call from a parent or guardian requesting permission to do so and stating the reason. Students leaving school during class time for any reason **MUST** check out through the office. Students leaving without proper check-out may be considered as truant for the time missed.

STUDENT IDENTIFICATION

OBJECTIVE: To create a safe and caring learning community that fosters resiliency, individuality, responsibility and learning.

EXPECTATIONS:

1. All students, staff and visitors to BCHS are expected to have a Bert Church Identification Card. Students will be expected to produce the ID card when requested.
2. All students, staff and visitors will be issued an official identification card.
3. The front of the ID card must not be marked or altered. Defaced cards will be confiscated and replaced at the student's cost.
4. Students may personalize the back of their card providing it conforms to school standards in regards to language and content.
5. Identification cards are not transferable.
6. Picture ID must be presented during the writing of an exam.

This card entitles students to access school computers, Learning Commons facilities, dances, and textbook sign out, in addition to other services.

STUDENT DRESS

Principals have the authority to require any student to be sent home and change to more suitable clothing before being readmitted to class. The following school policy is drawn to the attention of students and parents:

1. Shoes must be worn at all times for reasons of health and safety.
2. Jackets, coats, and outdoor footwear should not be worn to class but should be stored in the locker.
3. Hats are allowed in hallways; it is at teacher's discretion whether hats are worn in their classroom. Please respect their expectations.
4. Clothing or buttons with obscene, disrespectful or distasteful slogans, images or sayings on them are not permitted. **This includes drugs, alcohol, smoking/vaping, violence or illegal activities.**
5. Physical education dress is required in PE classes—shorts or athletic pants, T-shirt, socks and running shoes.
6. Midriffs or backs should not be exposed at a regular standing or sitting position.
7. Undergarments should not be visible.
8. Clothing worn to school should meet appropriate standards of length, and be respectful of the learning environment.
9. Some classes may have, for safety or health reasons, specific dress requirements that must be followed. For example, shorts and sandals are not permitted in shop classes, food prep classes, or culinary classes for the reasons of health and safety.
10. No chains or spiked clothing are permitted.

ALCOHOL AND DRUGS

Being in possession or under the influence of alcohol, drugs or paraphernalia in school are serious offences. Students who are at school (including a school sponsored event, as well as field trips) under the influence of alcohol or drugs or who are in possession of or consume alcohol or drugs on school property will be suspended from school for five days. Repeated violation will result in further suspension and possible recommendation for expulsion. Students of adult age are subject to the same policy and expectations. Depending on the nature of the infraction, the R.C.M.P. may become involved.

VAPING & SMOKING POLICY

All students are prohibited from having or utilizing tobacco products, including vaporizers, at school, at school events (including field trips), and off campus activities, in the school parking lot, or in vehicles in the school parking lot or during class time. This includes, but is not limited to, chewing tobacco, cigarettes, e-cigarettes & vaporizers, pipes or cigars and smoking paraphernalia including lighters. Further, students under the age of 18 cannot be in possession of or use tobacco products including vapes. This includes the areas in front of the school and in the park area behind the school. Please note the entire parking lot is owned by Rocky View Schools and therefore smoking is not permitted in any part of it. Individuals found in violation of this policy may be suspended.

INTERROGATION AND SEARCH POLICY

Bert Church High School supports the view that the school operates in loco parentis and possesses, in matters relating to the school, a parent's right to permit or conduct an interrogation and search students, backpacks, personal belongings and student lockers where reasonable grounds exist. Bert Church High School also recognizes the need and the value of cooperation with the R.C.M.P. through the Community Resource officer who is a member of the R.C.M.P. To that end, the administration, teachers, and support staff are expected to:

1. promote cooperation between the school system and the School Resource Officer;
2. work with the School Resource Officer in resolving problems that may arise from time to time with a student or students;
3. protect the privacy of the student;
4. keep parents fully informed of their child's involvement with the R.C.M.P. with regard to legal issues, except in instances of suspected parental child abuse;
5. follow all Rocky View School policies, the Alberta School Act and established school rules and expectations.

GUIDELINES

1. **All visits or inquiries to a school by the R.C.M.P. will be made through the offices of the principal or assistant principal.**
2. The principal will encourage and facilitate the use of the R.C.M.P. members as resource personnel in classrooms for the purpose of building greater understanding and rapport between students and the R.C.M.P.
3. Police interviews with students should take place on school property only as a last resort.
4. In the event that the interview does take place on school property, the principal or assistant principal shall contact the parents or guardians prior to the student being interviewed to gain consent. The parent shall be provided with the name and phone number of the attending police officer. If contact cannot be made, every attempt to have the interview occur at a later time will be made. In matters of safety or urgency, the principal may override this procedure. In the event that an interview takes place and parental contact cannot be made, an email shall be sent immediately confirming the fact that a phone call had been made, but that contact had not been attained.
5. Teachers may seize student property when:
 - a. that property may be admissible as evidence in subsequent criminal proceedings and is immediately given to the police;or

- b. that property is prohibited by school rules or poses a threat to the safety of the individual or others or is injurious to the moral tone of the school. Such property shall be retained in a secure manner and may be returned to the student in accordance with school rules.

SEARCH AND QUESTIONING PROCEDURES

Where no external agencies are involved, the questioning and/or search of students, their possessions or their lockers will be under the direction of the school principal or designate (if possible, the assistant principals). Searches are made only in the presence of two administrators (or teacher, if not available). School lockers are considered public property. Searches of student lockers, however, are usually conducted in the presence of the student. At the discretion of the principal, in matters of safety or urgency, a locker search may occur without the student being present. Searches of students and/or their lockers and/or backpacks shall only be conducted when there is reasonable suspicion that they possess contraband or stolen goods. Reasonable suspicion will be determined based on:

- a. an actual eyewitness account by another student or staff of the possession of the goods;
- and/or
- b. historical practice of the student with respect to such possession and previous infractions of the rules.

WEAPONS POLICY

Bert Church High School believes that a school should be a safe place and therefore prohibits the possession of weapons at school, in a bus, or while attending a school sponsored activity (including field trips).

WEAPONS POLICY - GUIDELINES

1. A weapon is defined as:
 - a. firearm of any description;
 - b. a knife or similar item dangerous to others; or
 - c. anything designed to be used, or intended for use for the purpose of threatening or intimidating any person.
2. A member of staff wishing to use an item which may be considered a weapon as props, tools or demonstration models must:
 - a. obtain prior approval from the principal;
 - b. give evidence to the principal that they are qualified to handle such an item;
 - c. remove or render inoperable the firing mechanism of any gun prior to bringing the gun onto school premises; and
 - d. be securely packaged for transporting to and from the school and with approved procedures for entry and removal.
3. Live ammunition shall not be brought onto school property under any circumstances.
4. Students are not to bring replicas of weapons onto school property without the prior approval of the principal. This includes accessories for dressing up for Halloween activities.
5. A student possessing a weapon or replica of a weapon on school property may be suspended or recommended for expulsion and the RCMP may be contacted. The weapon or replica shall be collected by the principal and stored in a secure place until either removed by the RCMP or arrangements can be made with parents to have the weapon or replica safely removed from the school.

6. A student using or threatening to use a weapon shall be reported immediately to the principal and may be reported to the RCMP. The principal shall suspend the student and may recommend to the Superintendent that the student be expelled. The incident shall be recorded and the parent and the Superintendent shall be advised, in writing, of the incident and the actions taken and/or recommended.
7. Outdoor Education programs must conform to Rocky View Schools standards and procedures.

SKATEBOARDS, ROLLER BLADES, SCOOTERS, AND HOVERBOARDS

The use of skateboards, rollerblades, scooters, or hoverboards is not permitted during the regular school day. Rollerblades are not to be used in the school and must be removed before entering the school. Please carry your skateboard into the school and directly place in your locker.

LASERS

Due to the dangerous nature of lasers, students possessing them will have them confiscated and will not have them returned until the end of the school year.

PERSONALLY OWNED DEVICES POLICY

The goal of the inclusion of PODs is to provide an opportunity for students to individually access resources and make a deeper connection with the curriculum. Having ongoing access to technology, when it is necessary and appropriate, will help with the above goal. To accomplish this, we only ask that the device be capable of working at a suitable speed for the on-line materials that we will be doing and have some productivity suite. For more specific standards, please go to our website under Personally Owned Devices. As students and their families explore the capabilities of their devices, they may opt to make modifications or purchases. Students, who will not be able to obtain a laptop for financial or philosophical reasons, may have the ability to sign out a loaner laptop or will access a school laptop.

To that end, we encourage all students to use those technologies in class at the discretion of the teacher. If any of those technologies serve to distract students from their studies over time, we will seek to further educate, structure and communicate with both the students and parents.

Staff may, if needed, confiscate a technological tool if it is used inappropriately for non-educational means (for example: social media, games, movies, texting, phoning, overall distraction).

Response from staff member to issues concerning technology in class:

1. The teacher will address if there is a use issue in the classroom around technology.
2. If a teacher confiscates the technology, the device will be returned to the student at the end of the day or class.
3. If the distraction persists, a discipline notice will occur followed by a student discussion with Administration.

In addition to using their devices responsibly, students (and by extension their parents) are responsible for safeguarding and caring for their devices. While teachers and administrators will remain watchful and attempt to mediate any disputes arising over the loss, theft, or damage of electronic devices on school property, they are ultimately the property and responsibility of the student. We encourage parents to minimize communication during class time to students. If there is an emergent need, we welcome contact to the school office and we will share needed messages.

TECHNOLOGY USE EXPECTATIONS

As use of technology is integral to the learning community, students are expected to utilize the technological equipment and systems in a responsible and respectful manner. In order for us to maintain the integrity of our equipment and systems, all students must sign an Acceptable Use Agreement in order to access school computers within the building. Contravention of the agreement may result in disciplinary measures. For example, students will be reported to administration and may lose computer privileges, be suspended or recommended for expulsion for any one of the following infractions:

- a. sending or displaying offensive messages or pictures
 - b. using obscene language
 - c. harassing, insulting or attacking others.
 - d. manipulating computers, computer systems, computer programs or computer networks that belong to the school division
 - e. knowingly infecting a computer with a computer virus
 - f. violating copyright laws
 - g. using another's Login ID and password
 - h. trespassing an another's folder, work or files
 - g. intentionally wasting limited resources
 - j. employing the network for commercial purposed
 - k. attempting to bypass computer or network security.
- **Devices capable of capturing, transmitting, or storing images or recording and storing audio may NOT be operated in restrooms, dressing rooms, or other areas where there is a reasonable expectation of privacy.**
 - **Under NO circumstances shall any video, picture capturing or audio recording device be used in any classroom without the express consent of the teacher and school administration. Special consideration shall be given to protect the privacy of students in the classroom, if such permission is granted. Operation of any electronic device is prohibited in testing situations or where testing materials are present. Participation in the latter will involve disciplinary consequences, as well as not receiving assessment.**

References: RVS, BVHS, CGS

FOOD AND DRINK POLICY

1. Bottled water, contained in clear plastic bottles and nutritional snacks are allowed during class time with teacher permission.
2. Thank you to those teachers who facilitate students in their classrooms during the **lunch break**. Students may have food and beverage in these classrooms when under **direct teacher supervision**.
3. Special event days in classroom may include food and beverage, from time to time, as per teacher planning.

SCHOOL DANCE POLICY

School dances are a part of student social activities. However, the parents of students expect school dances to be safe and appropriate for high school activities. They rightly assume that such dances will conform to accepted standards. Abuse of dance privileges will cause the cancellation of future dances. Students who want to attend school dances must not have accumulated unexcused absences, particularly on the day of the dance.

Non-students may be invited to school dances by a student and are subject to approval. Invitations are one (1) per student, and must be approved by the Administration prior to the dance. The student as a sponsor **MUST ACCEPT THE RESPONSIBILITY OF THE CONDUCT OF HIS/HER GUEST**, should invited guests behave in inappropriate ways. Please make your guests aware of their responsibility to you as a host.

Students under the influence of alcohol or other intoxicants, or involved in ANY disturbance will be removed from the dance and may be suspended from all school activities until the end of the school year. In addition, the student will face suspension or be recommended for expulsion from school. A student removed from the dance will have his/her parents notified and in most cases, arrangements will be made to have parents or a responsible adult pick up the student. The R.C.M.P. may also be involved.

SCHOOL DANCES: Guests

If a guest appears under the influence of alcohol, or other intoxicants, or should a guest become involved in ANY disturbance, the guest will be removed along with his/her student sponsor from the activity. That guest will not be allowed to return to further dances.

PHYSICAL ALTERCATIONS

Bert Church High School is committed to creating and maintaining a safe environment for students and staff. Students who engage in physical altercations will face out of school suspension.

ASSIGNMENTS (MISSED)

Plan for Student Success

1. Homework and assignment completion is critical to student success.
2. Students are expected to complete all assignments in a timely manner. If there is an extenuating reason why a student cannot meet an assignment deadline, the student should inform the teacher in advance to see if an extension is possible.
3. Each curriculum area will develop a protocol regarding the acceptance of late assignments.
4. In most cases, students will be assigned to TLB period if learning continues to be incomplete.

TEXTBOOKS

Students are often issued texts for their curriculum study. All materials are distributed electronically. ID cards are required to sign out material. Students are required to do their best to maintain the books in good order. Students are required to return their textbooks

immediately at the conclusion of each term or semester. Any loss or damage to textbooks will be charged back to the student.

NON-STUDENT VISITORS

All visitors are required to report to the office upon arrival to receive authorization for their visit. Visitors with an important purpose are welcome to our school. Those who arrive with no purpose, however, will be asked to leave. Please do not invite friends to visit you here; meet them away from school property. Students are asked to report to a teacher or the office any suspicious/unknown person or group.

EMERGENCY CLOSURE OF SCHOOLS

1. The decision to close the school because of inclement weather or other emergencies will be announced on radio stations CFAC 960, CHQR 77, AM 106, 66 CFR, Q91, CBC 1010.
2. Once school begins for the day, it will not be closed until regular dismissal time or later should it be deemed necessary.
3. There is a possibility that school may be closed during the day because of an emergency. All attempts will be made to hold students at school but if not possible, transfer will be made to Genesis Place Recreation Center until regular dismissal time.
4. In spite of these emergency procedures, it is your responsibility as parents to determine whether or not it is safe for your child to leave for school during severe weather conditions (as well as at other times). Parents are to specify on the school demographic form, the name and phone number of an emergency contact person/accommodation home.

“J” BLOCK CLASS ELIGIBILITY

In order to provide flexibility in the timetable and provide learning opportunities that might not otherwise be available, we schedule classes outside of the regular daily schedule. These are called “J” blocks. In order for a student to take a class in the ‘J’ block, the student must have a track record of good attendance.

In order for a student to take a class in the ‘J’ block, conditions have to be met:

- a) Student has a track record of good attendance.
- b) Having a ‘J’ block class does not earn you an extra spare

Only in exceptional cases, as determined by administration, may these conditions be waived.

ADULT STATUS

1. Once a student turns 18 years of age, s/he will be required to sign a form indicating whether or not s/he wishes to assume adult status.
2. Parents of students assuming adult status will be notified in writing of the change. Students who have been granted adult status should be aware that the school will only be dealing with the student concerning attendance, discipline, fee payment, and learning concerns.
3. Adult status students must report their absences to the school **ON THE DAY OF THE ABSENCE** if it is to be considered excused, and in addition must provide a doctor’s note/certificate verifying illness on the day of any major unit, mid-term or final exam; otherwise a mark of 0% will be assigned.

4. If in the estimation of the administration, an adult status student does not comply with the attendance expectations of any course, s/he will be subject to consequences.

ONLINE LEARNING GUIDELINES

Purpose

1. To provide opportunities for students with timetable conflicts to access one of the conflicted courses on-line.
2. To provide an opportunity for grade 12 students who have not yet completed grade 10 courses to do so independently.
3. To provide students with the opportunity to take courses not offered within the Bert Church timetable.

Characteristics of Successful Online Learners:

Successful online learners are self-motivated. While some people need teachers to keep them motivated and on-task, online learners are able to motivate themselves. They realize that they will seldom be face-to-face with the people who give them assignments and grade their work, but they don't need others to encourage them. The most successful students are self-motivated and set their own goals.

Successful online learners never (or at least rarely) procrastinate. You'll rarely find them putting off assignments or waiting until the last moment to write their papers. These students enjoy the freedom of working at their own pace and appreciate the ability to complete their work in as much time as it takes them, instead of waiting for an entire class. However, they understand that putting off their work too often can end up adding months, if not years, to their studies.

Successful online learners have good reading comprehension skills. While most people learn by listening to lectures and taking notes, the majority of online learners are expected to master material through reading alone. Although some courses offer video recordings and audio clips, most programs require that students understand a large amount of information that is only available through written text. These students are able to comprehend texts without the direct guidance of a teacher.

Successful online learners can resist constant distractions. These learners understand that being focused is the only way they will achieve success. They also understand that they must create their own boundaries, so that they are not distracted in their learning.

Expectations

1. Student expectations regarding behavior, attendance, lateness, and respect remain the same as in the regular classroom setting.
2. Completion of a one-credit course is expected to take approximately 25 hours, a three-credit course, 75 hours and a five-credit course, approximately 125 hours of work.
Students who complete a five credit course early will be expected to complete an additional two credits or a three credit course will be expected to earn an additional credit before being granted a spare period. Students will be expected to complete a form signed by the WeConnect coordinator, their parents and the principal before this privilege will be granted.
3. If a student is experiencing difficulty meeting deadlines or managing course content, the student is required to seek assistance from the We Connect

- coordinator or the teacher delivering the course online.
4. Students cannot choose to take a course in the We Connect setting rather than in a face-to-face setting. If the student has access to instruction in a class setting, then the student will be enrolled in the course in that setting.
 5. Courses are to be completed while assigned in the WeConnect room. The only exceptions to this are by contract negotiated on an individual basis with an administrator.
 6. A student not completing a WeConnect course according to schedule may have future privileges revoked until the course is completed. i.e withdraw spare or extra-curricular opportunities, future WeConnect access.

STUDENT OF THE MONTH

Each month, Bert Church Staff recognizes a student who has demonstrated the qualities of successful citizenship and learner commitment. Staff nominate students who are seen as exemplary in any number of ways for the 'Student of the Month' award. Selected students receive acknowledgement in the Yearbook, School Newsletter and on a school display board. The recipients of the award also receive a gift card from Cross Iron Mills, a free lunch in the BCHS cafeteria, a book mark, BCHS swag and a certificate of recognition.

EXTRA-CURRICULAR ACTIVITY PRIVILEGES {XE "EXTRA-CURRICULAR ACTIVITY PRIVILEGES"}

Expectations: Because each student who participates in extra-curricular activities is a representative of this school, the following Standards of Conduct are to be followed:

I. Behaviour

- A. The School expects all students participating in activities under the sponsorship of the school to act in a manner that will not bring discredit to the school or to themselves, the other members of the group or to the community.
- B. The participants are responsible to the supervisors for their behavior, while under their jurisdiction.
- C. Specific Areas of Concern:
 1. Use of Alcohol: Students will not consume any alcohol prior to or during the school day or during school activities occurring after school hours or on field trips.
 2. Use of Drugs: Students will not use or be in possession of drugs for non-medical use, prior to or during school activities occurring after school hours or on field trips.
 3. Deportment:
 - a. Students will not use unacceptable language.
 - b. Students will not display unsportsmanlike behaviour.

Students are to review the R.V.S.D. Code of Ethics for players and spectators (found on page 32 of this document). This policy shall be clearly reviewed with all students at the beginning of the school year.

II. Penalties

Students who violate the above standards of conduct will:

- A. Be given a hearing by the sponsor and the administration.
- B. If found to be in violation of the code, the student will be suspended from that activity and other related activities for a stated period and/or may be suspended from school.

III. Commitment

It is expected that students will attend all practices and be supportive of the coach and other team members. Coaches must be notified prior to absences if possible.

IV. Costs

Students can expect that there will be additional costs associated with belonging to an extra-curricular team. **In order to participate in an extra-curricular activity during a given year, any outstanding fees from the current or previous school year must be paid or arrangements made.** Any exception to this must be arranged with the principal.

V. Inter School Athletic Regulations

A. To be eligible for athletic activities, a student must meet the following conditions:

1. A competitor must be a registered student of Bert Church High School and must be a student in good standing. Students who have accumulated unexcused absences will be deemed ineligible to compete.
2. A student must be registered in a minimum of 15 credits in the semester(s) in which the activity is taking place.
3. The student must be under the age of nineteen (19) years on September 1st of the school year and not a returning grade 12.
4. The student must have received course grades of 50% or higher.

OR

5. The student must have the teacher certify "satisfactory progress" in courses where the mark is below 50%. It is understandable that a student may experience difficulty in a course. However, it is expected that student "attitude" and "effort" must be positive to have "satisfactory progress". The student must also:
 - i) attend class regularly and be punctual.
 - ii) be prepared for class.
 - iii) show evidence of having attempted homework and assignments and meeting deadlines.
 - iv) seek extra help from subject teachers when marks are low.
 - v) seek help from the Advisory Teacher and/or counselor and set up a study schedule / supports.
6. **If a student is absent from school on the day of a game due to illness without a legitimate reason or due to an unexcused absence, he or she may not be eligible for play that day. Students are also expected to be in attendance at school following the day of the game.**

NOTE: The Principal shall be responsible for making the final decision regarding the eligibility of a student.

- B. A student should participate in only one school team sport per season when sports run concurrently (e.g. football, volleyball).
- C. Students are to follow the rules and regulations of the school either at home or away, as a participant or a spectator of a sporting activity at any school.
- D. Students must adhere to all A.S.A.A. rules governing the particular sport.
- E. Because students represent not only their team but also the school and the community, their behaviour should be above reproach.
- F. Students will be given fair warning if found to be abusing any of the above and the opportunity to rectify the situation. After consultation with the teacher, coach, student and parents, if there is no improvement, the student may be suspended from the activity and other related activities for a stated period.

VI. Non-Athletic Extra-Curricular Regulations

- A. To be eligible for non-athletic activities, a student must meet the following conditions:
1. A participant must be a student in good standing attending Bert Church High School. Students who have accumulated unexcused absences will be deemed ineligible to participate in an extra-curricular activity or field trip.
 2. A student must be registered in a minimum of 15 credits in the semester(s) in which the activity is taking place.
 3. The student must be under the age of nineteen (19) years on September 1st of the school year and not a returning grade 12.
 4. The student must have received course grades of 50% or higher.

OR

5. The student must have the teacher certify “satisfactory progress” in courses where the mark is below 50%. It is understandable that a student may experience difficulty in a course. However, it is expected that student “attitude” and “effort” must be positive to have “satisfactory progress”. The student must also:
 - i) attend class regularly and be punctual.
 - ii) be prepared for class
 - iii) show evidence of having attempted homework and assignments and meeting deadlines.
 - iv) seek extra help from subject teachers when marks are low
 - v) seek help from the Advisory teacher and/or counsellor and set up a study schedule / supports.
 6. Students who have an unexcused absence from school the day of a drama or music production will not be permitted to participate that evening. If a student is absent the next morning after a performance, he/she is not eligible to participate the next day.
- B. Because students represent not only their club but also the school and the community, their behaviour should be above reproach.
- C. Students will be given fair warning if found to be abusing any of the above and the opportunity to rectify the situation. After consultation with the teacher, coach, student and parents, if there is no improvement, the student may be suspended from the activity and other related activities for a stated period.

CURRICULAR AND EXTRA-CURRICULAR TRANSPORTATION

All students participating in an activity are strictly prohibited from transporting one another to or from a curricular or extra-curricular event. i.e. field trip or basketball game). **Due to safety and liability reasons, under no circumstances are student participants permitted to transport one another to or from events.**

LEARNING COMMONS

The Learning Commons is located on the second floor and the hours are 8:15 – 4:00 Monday to Thursday and 8:15 – 2:15 on Friday. The card catalogue is available on any computer in the school. Check-out of materials is handled electronically. Student I.D. cards are required to sign out materials. BCHS general computer expectations are followed in the Learning Commons and the following rules also apply:

Computer Rules for the Learning Commons & Classroom Computers

1. Research and word processing take priority over other uses.
2. Time limits will be imposed on computer usage if the number of computers available is limited.
3. Report any problems or damage to teachers or library staff.
4. Misuse of the equipment, software or the Internet will result in discipline action and loss of privileges.

TECHNOLOGY AND COMPUTER EXPECTATIONS

1. Students must log in under their ID number only. If a student has never logged into the network, s/he needs his/her student number and must choose a password (at least 5 characters). A Network Access/Internet Permission Form must be on file before a student may access the computer network or the Internet. A student cannot save to print files unless they are logged into the network.
2. Print jobs: if the student prints a job and it does not print, follow this procedure.
 - a) DO NOT press "print" more than once.
 - b) Check to see if there is paper in the printer.
 - c) Check to see if the printer is turned on (there should be a green light).
 - d) Ask the teacher or library staff for help.
3. Students are not to make any adjustments to the settings on the monitor or the computer (if the monitor settings have been altered, press the "reset" button).
4. Students are not to touch the cables at the back of the computer.

Students will be reported to administration and will lose computer privileges, be suspended or recommended for expulsion for any one of the following infractions:

- a) logging in under another person's ID
- b) changing or altering the computer settings
- c) installing or running communications (Chat) programs ie: Messenger, ICQ, etc.
- d) installing games or other programs without permission
- e) accessing online game sites during class
- f) sending or displaying offensive messages or pictures
- g) using or viewing obscene language
- h) harassing, insulting or attacking others
- i) damaging any computer, computer system, or computer network
- j) violating copyright laws
- k) trespassing in another person's folders, work or files
- l) revealing the personal address or phone number of yourself or another person without permission from your teacher
- m) downloading illegal or offensive material
- n) attempting to bypass computer security

LEARNING SUPPORT

In our endeavor to provide 'just in time' and scheduled support to all our students, our Learning Support Centre will be located in room 2040. A teacher and learning support assistant will staff the Learning Support Centre. Students can access assistance with respect to organization, exam preparation and writing, study skills, and technology implementation among other services. The Learning Support Centre will also support students by having a quiet place to write a missed exam or quiz, to providing students who have difficulty managing their behavior in class or school. Students are encouraged to take responsibility for their actions and to make appropriate choices for their learning. The Learning Support Centre is also available for students required to serve in-school

suspensions. All students are encouraged to access and utilize these services and supports as required.

SCHOOL COLOURS

The Charger colors are ROYAL BLUE and GOLD.

SCHOOL STORE – SPIRIT GEAR

Bert Church has some spirit items available for purchase. We now have a kiosk from where these items are sold. Each year, different items are available and anyone desiring to promote or access a specific item should contact the office.

INFIRMARY/ILLNESS

Students who become too ill to continue classes must report to the office so that arrangements with a parent/guardian can be made for the student to go home. A student is not to leave the school until such contact has been made and the student signs out.

INJURIES (REPORTING)

Injuries received in school must be reported to the office immediately by the student involved and the supervising teacher. School Division Accident Report Forms must be completed, stating the circumstances relating to the injury.

INTERRUPTION OF CLASSES

Students wishing to speak to other students who are in class must report to the office where, if the request is deemed important, the Principal or Assistant Principal will request the subject teacher to excuse the student.

FIRE DRILLS & EMERGENCY PROCEDURES

Six fire drills, at least two lockdown drills, and one shelter in place drill are conducted throughout the year. Exiting directions are posted in each room and are to be followed when the alarm sounds. Students are to proceed quietly out of the building, stay with their class, remain quiet and not interfere with others. Attendance will be taken and reported to the designated staff. Students that are on study periods in the Learning Commons must report to the Learning Commons staff. Students who are on study periods in the Cafeteria must report to the secretary to acknowledge their presence. It is School Division policy that anyone found tampering with fire equipment is to be charged under Section 387-5 of the Criminal Code of Canada, in addition to any action taken by school administration.

LOCKERS

The student is responsible for any damage to the locker and for tidying the locker on a regular basis. It is very important that perishable food not remain in the locker, after a reasonable time period. The school does not assume responsibility for items lost or stolen out of lockers. Only locks purchased from BCHS may be used on your assigned locker. **NO PERSONAL LOCKS ARE ALLOWED.** All personal items must be removed from lockers by the last day of regular classes in June. Items removed during the end of June

cleaning may be discarded or donated to goodwill. Items found during the year will be put in Lost and Found.

VALUABLES

The school is not responsible for lost or stolen items. Students should take great care with valuable items and money. It is best practice to leave your precious valuables at home. It is very important that you do **not leave valuable items in the gym locker room.**

CONTACT SPORTS

Students taking part in contact sports such as football must complete a signed release form before participating. This is required by Board policy. These activities may only take place under direct staff supervision.

FITNESS CENTRE

Students who wish to use the fitness centre pay a \$50.00 annual fee. A membership card will be issued and must be presented each time the centre is used by the member. Rocky View Schools' Policy H7 regarding weight/fitness rooms states:

1. That a supervisor is always present when the room is in use.
2. That users have received proper instruction in technique.
3. That users must follow an approved outlined program.
4. That spotters are present when barbells are used.
5. That the number of users in the room at one time be no more than the room and equipment can safely handle.

BUSSING

Bus route assignments, pick-up times, alternate drop offs, or any other concerns should be clarified with the bus drivers at the beginning of the year. Questions that the driver is unable to handle, may be referred to the Transportation Department, 403-945-4100. Conduct and disciplinary matters on the buses will be handled by the driver and may be referred to administration. Early in the year, the bus driver should outline bus behavior expectations.

STUDENT VEHICLES

The parking of student vehicles on Bert Church property is a privilege and students are asked to comply with the following guidelines in the interest of public safety and security.

The student parking area at Bert Church High School extends to the entire parking lot between Genesis Recreation Centre and Bert Church High School. While the area is shared with the recreation center, it is wholly owned by Rocky View Schools and as such, is subject to school policy.

Registration of Vehicles and Parking Passes

1. All students are required to register **each** vehicle used to transport themselves to school. Students must complete a vehicle registration form. The license plate number, year, make and model of the vehicle will be recorded on this form.

2. Students will be issued a parking pass with an identifying number. This pass must be on display at all times in the vehicle. Vehicles in the east portion of the parking lot (closest to the school) will be assumed to be student vehicles and maybe subject to tow or other disciplinary action if the pass is not displayed (including suspension of parking privileges). Vehicles parked in the west portion of the lot will be issued warnings for not having a parking pass as these vehicles may be visitors to the recreation center.
3. Students will be issued the first pass at no charge. If the pass is lost or misplaced, a new one may be purchased from the office for \$5.
4. Students should not lend their personal passes to other students. The pass holder will be identified as responsible for the vehicle to which it is attached.

Parking Lot Guidelines

1. Students are to refrain from loitering in the parking lot during the school day. This includes during spare classes and lunch.
2. Students must park in designated areas only. They may not park near or in front of the "islands", as this impedes the flow of traffic and access for the busses. Vehicles that do not comply with this guideline are subject to tow and having parking privileges revoked.
3. Students must park correctly in only one space. Those parked improperly are subject to tow and having parking privileges revoked.
4. The **speed limit in the parking lot is 10 km/h**. City of Airdrie Municipal Enforcement and the RCMP regularly patrol the area. Students who are observed to drive recklessly or with excessive speed may be referred to the authorities and are subject to disciplinary action at the school.

CODE OF ETHICS FOR PLAYERS AND SPECTATORS

As a participating student athlete of the Rocky View Schools extra-curricular sports program, I agree to abide by the following Code of Conduct. I will:

1. Offer constructive support of all participants.
2. Show appreciation of good plays by both teams.
3. As a host school, welcome visitors and guests, offering all possible assistance.
4. As a visitor, respect the property and regulations of the host school.
5. Recognize the integrity of the officials, realizing and respecting the difficulty of their decisions.
6. Accept the officials' decisions as final.
7. Respect the feelings of all participants and show empathy for an injured or disqualified player.
8. Express thanks to those responsible for the opportunity to enjoy a school sports activity.
9. Demonstrate respect toward all student athletes, spectators, coaches, parents and officials at all times, including when using social media.
10. Learn and respect the rules of the sport.
11. Accept victory or defeat graciously, respecting the efforts made by all.

I understand that if I do not comply in any way with the above Code of Conduct, sanctions may be applied which could include removal from my school team and subsequent disciplinary actions at the school level. Reinstatement may occur following a review by the Rocky View Sports Association and/or designate.

CODE OF ETHICS FOR PARENTS

As a spectator at a school function, I realize that I am under the school's jurisdiction. My actions reflect upon the school I represent and I recognize my responsibility to exemplify the highest standards of conduct. I will:

1. Demonstrate courtesy and good sportsmanship by positive cheers of encouragement for my child's team and not against the opposing team.
2. Support referees and coaches by trusting their judgment and integrity.
 - a. Let coaches run the game.
 - b. Accept officials' decisions as final.
 - c. Respect the efforts of scorekeepers and other minor officials.
3. Not use artificial noisemakers, including but not limited to air horns, cow bells, plastic tube horns, garbage can lids, etc.
4. Not to yell at players, coaches, spectators or officials or negatively singling out any of these individuals by name, number or role.

As a guest in the school, I also understand that I must abide by all the rules of that school, the policies and procedures of Rocky View Schools and the Alberta School Act. I understand that non-compliance with the above Code of Conduct may result in my removal from the game and possible ban from all RVSA events.

SURVEILLANCE EQUIPMENT AND POLICY

An electronic surveillance system is utilized at Bert Church High School to aid in the supervision of the school. The main objectives for use of the system will be: the promotion of the safety and security of students and staff, the protection of Board property, as a deterrent, the prevention of criminal activities and the enforcement of school rules. The system will operate according to Rocky View Schools Policy ECH Electronic Surveillance.

GUIDANCE COUNSELLORS

Students who need help or advice regarding personal matters or course programs may make appointments with school counselling staff through the secretarial staff at the Student Services. When appointments are properly arranged, the student will receive an admit slip for admission to classes missed.

BREAKFAST PROGRAM

Since 2009, on a smaller scale, our school has provided a breakfast program. We secured financial sponsorship from Breakfast Clubs of Canada to provide a nutritious continental style breakfast, free of charge, to interested students. Students wishing to participate in our Breakfast Program just complete a form that is sent home in the initial registration package at the beginning of the year. An expectation of the Breakfast Clubs of Canada is that the school continues to seek funding to support the Breakfast program. Anyone interested in sponsoring this program is invited to contact the office to make arrangements. The program runs from 8:30 to 8:55 each morning and there are no barriers to register to attend.

STEPPINGSTONES TO MENTAL HEALTH

In addition to our Guidance department, we have the support of Steppingstones, a community resource. Steppingstones is situated in three Rocky View high schools: Bert Church, George MacDougall and Chestermere. Partners include: Boys and Girls Club of Airdrie, Town of Chestermere, Alberta Education and Rocky View Schools. The Steppingstones program provides students with access to a success coach. It is the mission of the steppingstones project to “collaboratively support the development of optimum mental health by validating strengths, focusing on resiliency, encouraging connection, building skills, and valuing emotional and social well-being thereby reducing non-academic barriers to learning”. The success coach may make presentations to classes and work with staff to promote wellness.

REGISTERED APPRENTICESHIP PROGRAM (RAP)

RAP students are both full-time students and registered apprentices, dividing their time between an approved work site and their high school studies. They take regular courses such as English Language Arts, Social Studies, Science and Math in order to earn their Alberta High School Diploma or Certificate of Achievement. The time a RAP student spends at school and on the work site can be quite flexible. The student, school and employer jointly agree on a suitable schedule. The student might work as a RAP apprentice for a semester, for half of each school day, or for one or two days per week, or during summers, holidays and weekends. The RAP apprenticeship ends when the RAP apprentice finishes high school. The RAP apprentice is then automatically registered as a regular apprentice and the credit earned while in the RAP program is applied to his or her apprenticeship through the [apprenticeship program](#). Contact our RAP coordinators Mr. Todd Kiernan and Mrs. Dorothy Smith.

GUIDELINES FOR WRITTEN SUBMISSIONS

Plagiarism

Taking the ideas and words of another and stating them as if these were your own, without crediting the source, is plagiarism. It is dishonest, a form of stealing, and a violation of copyright. When you include in your written work information, ideas or wording from some other source, you must acknowledge that source, whether the specific information is quoted directly or merely summarized or paraphrased (common knowledge excepted). Failure to indicate indebtedness is plagiarism. Students found guilty of plagiarism will face consequences. Proper footnotes and a bibliography are essential. The exception to this rule will be essay assignments written in class where reference materials are not permitted.

STANDARD BIBLIOGRAPHICAL FORM FOR ESSAYS, REPORTS, & BOOK REVIEWS

APA style is the style of writing used by journals published by the American Psychological Association (APA).

Some of the more commonly used rules and reference formats from the manual are listed here.

- If you are using the style for **Final Manuscripts, single space** all lines and skip a line in between each reference. Ask your teacher which style to follow.
- Arrange the items on your reference list **alphabetically** by **author**, interfiling books, articles, etc.
- Indent the second and following lines 5 to 7 spaces or one half inch.

- Use only the initials of the authors' first (and middle) names.
- If no author is given, start with the title and then the date.
- **Article titles** and **book titles**: capitalize only the first word of the title and subtitle. (Capitalize all significant words of periodical titles.)
- If you are using a typewriter that cannot produce *italics*, then use underlining instead.
- **Magazine articles**: include the month (and day) as shown under Newspapers
- **Websites**: if the date the page was created is not given, use (n.d.).
- The rules concerning a **title within a title** are *not* displayed here for purposes of clarity. See the website for details.

Website

(for more details, see the American Psychological Association's official site)

Lynch, T. (1996). *DS9 trials and tribble-ations review*. Retrieved October 8, 1997, from Psi Phi: Bradley's Science Fiction Club
Web site: <http://www.bradley.edu/campusorg/psiphi/DS9/ep/503r.html>

Journal or Magazine Article

Wilcox, R. V. (1991). Shifting roles and synthetic women in Star trek: The next generation. *Studies in Popular Culture*, 13(2), 53-65.

Newspaper Article

Di Rado, A. (1995, March 15). Trekking through college: Classes explore modern society using the world of Star trek. *Los Angeles Times*, p. A3.

Article from an Internet Database

(for more details, see the American Psychological Association's official site)

Mershon, D. H. (1998, November-December). Star trek on the brain: Alien minds, human minds. *American Scientist*, 86, 585. Retrieved July 29, 1999, from Expanded Academic ASAP database.

Book

Okuda, M., & Okuda, D. (1993). *Star trek chronology: The history of the future*. New York: Pocket Books.

Book Article or Chapter

James, N. E. (1988). Two sides of paradise: The Eden myth according to Kirk and Spock. In D. Palumbo (Ed.), *Spectrum of the fantastic* (pp. 219-223). Westport, CT: Greenwood.

Encyclopedia Article

Sturgeon, T. (1995). Science fiction. In *The encyclopedia Americana* (Vol. 24, pp. 390-392). Danbury, CT: Grolier.

For documents and situations not listed here, see

<http://library.concordia.ca/help/howto/apa.php>