

STUDENT HANDBOOK

2024-2025



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 for years to come.

The student handbook provides our students 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 grade level counsellor or 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 your time at Bert Church High School.

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

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

Inquisitive, Inclusive, Innovative

Faculty List

Administration:

Ms. N. Tysowski – Principal
Mrs. W. Gill – Assistant Principal Grade 9 & Grade 12 (J-Q)
Mr. L. Johnston – Assistant Principal Grade 10 & Grade 12 (R-Z)
Mr. S. Thompson – Assistant Principal Grade 11 & Grade 12 (A-I)

School Counsellors:

Ms. E. Boguski – Grade 9 & 11
Ms. J. Lack – Grade 10 & 12

Teaching Staff:

Ms. A. Beliveau	Ms. H. Malhi
Mr. N. Bennett	Mr. J. MacRae
Mr. D. Blumhagen	Mr. A. McRae
Mr. T. Bonner	Ms. D. Mensah
Ms. S. Booker	Ms. K. Medd
Ms. S. Brandford	Ms. C. Muirhead
Ms. T. Brown	Mr. M. Nannan
Mr. J. Burns	Ms. R. Nguyen
Ms. K. Carlson	Ms. K. Parlee
Ms. J. Deloyer	Mr. E. Provencher
Mr. C. Dorner	Mr. P. Redecopp
Ms. A. Dromey	Mr. B. Royal
Mr. I. Ferguson	Mr. M. Sera
Mr. M. Forbes	Mr. A. Smith
Ms. D. Frey	Ms. A. Stachniak
Ms. K. Fyfe	Ms. L. Tschritter
Ms. K. Gladden	Mr. M. Verhees
Ms. J. Haight-Vane	Ms. C. Wegiel
Mr. G. Hoe	Mr. D. Welsh
Mr. S. Horne	Ms. J. Williams
Ms. L. Jans	Mr. T. Williams
Mr. R. Jones	Ms. A. Wilson
Mr. T. Jones	
Mr. A. Kirk	
Ms. K. King	
Ms. L. Lahl	
Mr. S. Larsen	
Mr. A. Lowry	
Mr. J. Lakaparampil	
Mr. T. Lucas	
Ms. J. MacEachen	
Mr. J. Macrae	
Mr. A. Maudie	

Learning Assistants:

Ms. P. Campbell
Ms. C. Clifford
Ms. T. Farr
Ms. E. Felice
Ms. J Henninger

Mr. J. Meller
Mr. L. Polsz
Ms. B. Reeves
Ms. S. Stewart
Ms. P. Yaye

Support Staff:

Ms. M. Bryant – Student Services
Ms. L. Chadwick – Main Office
Ms. T. Christie – Stepping Stones
Ms. M. Coates – Learning Commons
Ms. C. Davies – Main Office
Ms. C. Dix – Cosmetology
Ms. A Fries – Main Office

Ms. A. Gaines-McMillan – School Tech
Ms. K. Rendell – We Connect
Ms. J. Sheets – Culinary Arts
Ms. C. Twomey – Main Office

BERT CHURCH HIGH SCHOOL

MISSION AND VISION STATEMENTS

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.

Mission Statement

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.

Values

Inquisitive, Inclusive, Innovative

PBIS

Positive Behaviour Interventions and Supports



WE ARE CHARGERS

SELF

- Be a **positive** and **productive** individual
- Use **polite language** and **tone**
- **Advocate** for **personal rights** and **boundaries**

OTHERS

- Be **empathetic** and **respect diversity**
- Offer **kindness** and **support** to others
- Use **technology safely** and **productively**

PROPERTY

- Leave **everything better than you found it.** (i.e. pick up garbage, and etc.)
- **Represent yourself** and **BCHS positively** in the community.

Chargers strive to be our best and exemplify our three core values. And at Bert Church we know that living these values makes our school a better place for everyone to learn and live. Staff are always looking for students who demonstrate these values and there are days throughout the year where we celebrate our Charger Champions.

PERIOD AND TIME SCHEDULE (June 2024)

Grades 9 - 12

September 3, 2024 – June 27, 2025

Monday Day 1	Tuesday Day 2	Wednesday Day 1	Thursday Day 2	Friday Alternating
9:00 – 10:27 Block 1	9:00 – 10:27 Block 2	9:00 – 10:27 Block 1	9:00 – 10:27 Block 2	9:00 – 10:06 Block 1
10:32 – 12:00 Block 2	10:32 – 12:00 Block 1	10:32 – 12:00 Block 2	10:32 – 12:00 Block 1	10:11 – 11:17 Block 2
12:00-12:40 LUNCH	12:00-12:40 LUNCH	12:00-12:40 LUNCH	12:00-12:40 LUNCH	11:17 – 11:48 LUNCH
12:40 – 2:07 Block 3	12:40 – 2:07 Block 4	12:40 – 2:07 Block 3	12:40 – 2:07 Block 4	11:48 – 12:54 Block 3
2:12 – 3:40 Block 4	2:12 – 3:40 Block 3	2:12 – 3:40 Block 4	2:12 – 3:40 Block 3	12:59 – 2:05 Block 4

GRADES 9 - 12 BELL TIMES

MONDAY-THURSDAY

8:30 a.m.	School Office Opens
8:55 a.m.	Warning Bell
9:00 a.m. – 10:27 a.m.	1 st Class – Block 1/2
10:32 a.m. – 12:00 p.m.	2 nd Class – Block 2/1
12:00 p.m. – 12:40 p.m.	LUNCH
12:37p.m.	Warning Bell
12:40 p.m. – 2:07 p.m.	3 rd Class – Block 3/4
2:12 p.m. – 3:40 p.m.	4 th Class –Block 4/3
DISMISSAL	
3:49 p.m.	Buses Depart
4:00 p.m.	School Office Closes

FRIDAY

8:30 a.m.	School Office Opens
8:55 a.m.	Warning Bell
9:00a.m. – 10:06 a.m.	1 st Class
10:11 a.m. – 11:17 a.m.	2 nd Class
11:17 a.m. – 11:48 a.m.	LUNCH
11:45 a.m.	Warning Bell
11:48 a.m. – 12:54 p.m.	3 rd Class
12:59 p.m. – 2:05 p.m.	4 th Class
DISMISSAL	
2:15 p.m.	Buses Depart
2:15 p.m.	School Office Closes

Alternating Fridays – Day 1

September 6	January 31
September 20	February 7
October 4	February 28
October 25	March 14
November 8	March 28
November 15	April 11
November 22	May 2
December 6	May 9
December 20	May 23
January 10	June 6
January 24	

Alternating Fridays – Day 2

September 13	March 7
September 27	March 21
October 18	April 4
November 29	May 30
December 13	June 13
January 17	June 20
February 14	

COMMUNICATION

All important information pertaining to the organization of Bert Church High School (BCHS) and student expectations is found in the student handbook.

Website

One of the ways to remain informed about announcements and updates at BCHS is through our [webpage](#).

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. Teachers update marks regularly in PowerSchool, keeping students and parents informed of their academic progress. Attendance is updated every period in PowerSchool, alerting parents and students of absences.

Charger Chronicle

The school issues a 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 available on PowerSchool at the end of each semester. Parent Teacher Interviews will be conducted twice in Semester 1, usually occurring around the halfway mark, and twice in Semester 2. Parent Teacher Interviews are conducted in person and are 10 minutes long.

Email

Important information or notices are sent to students' homes via email on an as needed basis. All messages are sent from the Bert Church account. The Bert Church High School email account is monitored by our office administrative staff and is checked Monday to Friday. To receive prompt feedback to your emails, please select the individual you are emailing to contact directly.

The Bert Church High School email is not checked during school breaks, including Winter Break, February Break, Spring Break, and Summer Break.

Message Sender Phone & Email System

School Messenger is used to inform the home of student absences, critical information and/or of upcoming events.

Emergency Closure of School Communication

For full RVS Policies on Inclement Weather, please see the RVS Divisional Website

1. The decision to close the school will be made between 5:30 and 6:00 AM and communicated through all RVS channels, including email, phone, and social media, as well as posted on the website. Media will also be informed of any school closures.
2. Once school begins for the day, it will not be closed until regular dismissal time or later should it be deemed necessary.
 - a. There is the possibility school could close for the day due to an emergency.
3. All efforts are made to hold students in the school but if needed, Genesis Place Recreation could be utilized until dismissal time
4. It is always the parents' responsibility to determine whether it is safe for your child to attend school in the event of inclement weather.
5. School could remain open while busses may not run. Busses not running does not mean school is closed for the day.

IMPORTANT SCHOOL POLICIES AND PROCEDURES

Student Behavior – Alberta Education Act

For RVS' Student Code of Conduct, please see Administrative Procedure 350 To read the Education Act, please see [Alberta Education 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 31 of the Education Act (2012):

A student, as a partner in education, has the responsibility to

1. attend school regularly and punctually,
2. be ready to learn and actively engage in and diligently pursue the student's education
3. 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.
4. respect the rights of others in the school,
5. refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether it occurs within the school building, during the school day or by electronic means.
6. comply with the rules of the school and the policies of the board,
7. co-operate with everyone authorized by the board to provide education programs and other services,
8. be accountable to the student's teachers and other school staff for the student's conduct, and
9. positively contribute to the student's school and community.

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

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. Incidents that occur between BCHS students off school property could lead to consequences if administration determines the issue was school related.

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 and Smoking

For full RVS Policies on a smoke free school, please see Administrative Procedure 162

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

For full RVS Policies on a investigations and search, please see Administrative Procedure 352

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. about 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. If 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 later will be made. In matters of safety or urgency, the principal may override this procedure. If 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

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).

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.

Attendance

For RVS' Student Attendance Policy, please see [Administrative Procedure 330](#)

Bert Church High School Policy

Regular attendance is the responsibility of the student and the parent/guardian. 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. 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. For students to participate in extra-curricular activities (this includes field trips), they should maintain satisfactory attendance.

Attendance Procedures

Parents/guardians are encouraged to use the SafeArrival app to enter attendance for their child each day. If the app is not used, parents may still call the school at 403-948-3800 (24 hours per day) to report excused absences.

- a) Telephone calls from students, unless the student has status as an independent student, are not permitted.
- b) 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.
- c) Retroactive reporting exceeding the time limits stated above may not be considered as excused absences.

BCHS 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 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.**

PROCEDURE

To encourage good attendance, the following will occur:

Classroom Level

- 1. Monitor attendance**
- 2. Address unexcused absences with students**
- 3. Seek to understand choice for unexcused absence**
- 4. After 5 unexcused absences, contact with student's family is required**

If the interventions and conversation at the classroom level are not effective in curbing attendance issues with students, a referral to the grade level administrator should be made.

Attendance Extended Leave Policy

Parents or guardians may wish to remove their student(s) from school for an extended period (longer than 3 days) for reasons other than bereavement or illness. BCHS staff does not encourage this practice but if 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 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. 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.

Class Interruptions

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.

Academic Integrity

We at Bert Church High School (BCHS) believe Academic Integrity supports intellectual growth and creates a fair learning environment. Teachers and Administrators at BCHS recognize that there are significant expectations and pressures to achieve academic excellence and the pressure can lead individuals to be dishonest and/or cheat. However, we firmly believe that cheating diminishes the value of education, damages the ethical character of the individual student, and undermines the integrity of our school community. BCHS Academic Integrity affirms that we value learning, and that we expect personal integrity and intellectual honesty.

What is academic integrity?

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- Representing your work honestly and accurately
- Giving full credit to others who have helped you, or whose work you have incorporated into your own

What is cheating?

Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores using any unauthorized or deceptive means.

Some examples of what cheating looks like:

- Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to present your work as his or her own
- Taking shortcuts (such as unauthorized use of study aids) that allow you to bypass steps of an assignment
- Using forbidden material to "help" during an exam, such as cheat sheets, graphing calculators, or cell phones.
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without express permission from your teacher(s).
- Altering corrections or scores with the intent of changing your grade.
- Misrepresenting yourself in any way to your teachers regarding the work you have done, such as saying you've turned in an assignment when you did not, or that you've worked hours longer than you did to complete an assignment.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
- Missing class to avoid turning in an assignment or taking a test.
- Doing more or less than your share of a group project without permission from your teacher

Next steps if found cheating.

When there is evidence of cheating, staff will consult with their grade level administrator on next steps. Cheating has consequences, both academically and behaviourally. Academically, students are not getting valid feedback on their knowledge of the curricular outcomes. Behaviourally, students are not engaging in their learning in an honest way, and this could lead to other breaches of integrity when it comes to school rules.

Upon consulting with the grade level administrator, staff will:

1. Connect with their grade level administrator to inform them of the situation.
2. After consulting with their grade level administrator, staff will proceed with:
 - a. Having a private conversation with the student and present the evidence collected.
 - i. If the student admits to being dishonest, the staff member will work with them to have them re-do a similar assessment.
 - ii. Upon devising a plan, the staff member will reach out to the guardians and grade

- level administrator to communicate the situation and solution.
- iii. If the student denies the claim, the staff member will consult with their grade level administrator on next steps. These could involve
 1. Meeting with the grade level administrator
 2. Meeting with the guardian
 3. Re-doing a similar assessment
 4. Schedule changes
 5. Other actions deemed necessary by the administrator

Our goal is for students feel supported in their learning and for them to not feel cheating is a worthwhile endeavor. If found to have compromised the integrity of an assessment, our goal is to collect new, valid evidence of learning, as well as have the student reflect on their behaviour with their teachers, administrators, and family so it is less likely to re-occur.

Guidelines for written submission

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 bibliographic form for written reports and essays

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.

Student Identification

- All students, staff and visitors will be issued an official identification card.
- 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:

- Shoes must be always worn for reasons of health and safety.
- Clothing or buttons with obscene, disrespectful, or distasteful slogans, images or sayings on them are not permitted.
- Physical education dress is required in PE classes—shorts or athletic pants, T-shirt, socks and running shoes.
- Clothing worn to school should meet appropriate and be respectful of the learning environment.
- 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.
- Clothing should not have elements that could pose a hazard, such as large chains or spikes.

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.

Gr. 9 Campus Expectations

During the school day, grade nine students are expected to be present in the school. Except for 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.

Food and Drink

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.

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. Students with outstanding textbooks, will not be able to sign out textbooks the following semester.

Non-student visitors

For RVS' Trespassing and Loitering policy, please see Administrative Procedure 169

- All visitors are required to report to the office upon arrival to receive authorization for their visit.
- As Bert Church High School is private property, non BCHS students on campus during the day will be asked to leave if they are not at the school for an approved reason (sporting event, conference, etc...)
- Students are asked to report to a teacher or the office any suspicious/unknown person or group.

Independent Students

For RVS' Independent Student policy, please see Administrative Procedure 303

Bert Church High School will refer to AP 303 when working with Independent Students.

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 bookmark, **BCHS** swag and a certificate of recognition.

School Colors

The Charger colors are ROYAL BLUE and GOLD.

Spirit Wear

Periodically, Leadership will sell school clothing. Purchases can be made through School Cash Online. Please speak with Mr. Jones if you have any questions.

Infirmery/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.

Injury Reporting

For RVS' Health and Safety of Students and Staff Policy, please see Administrative Procedure 160

Bert Church High School values the safety of staff and students. We continue to be prudent in reporting any injuries received in school and following up. School Division Accident Report must be submitted online, stating the circumstances relating to the injury.

Fire Drills and Emergency Procedures

For RVS' Emergency Preparedness Policy, please see Administrative Procedure 165

- 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

Currently, we do not have sufficient lockers for every student in our building. In the fall, we follow the order below when assigning lockers:

- Gr. 9, 10, 11, 12

Historically, students in gr. 11 and 12 are less likely to require a locker due to the increase in storing items in their vehicles that make their way to school. In the 2023.24 school year, any student who wanted a locker received one.

Lockers are intended to be used prior to school starting at lunch, and after school. Students are asked to have their school resources with them for the morning learning time and afternoon learning time. This allows for students to get to and from class on time as well as limits crowding in the hallways during busy times.

Valuables

The school is not responsible for lost or stolen items. Students should take great care with valuable items and money if brought to school and consider leaving them at home if not needed. Items left in the gym locker room or other common areas unlocked are prone to go missing. The school does maintain a lost and found but valuable items often do not make it there.

Bus

- 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

- 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.
- Students will be issued a parking pass with an identifying number. This pass must be always on display 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.
- 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

- Students are to refrain from loitering in the parking lot during the school day. This includes during spare classes and lunch.
- 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.
- Students must park correctly in only one space.
 - Those parked improperly are subject to tow and having parking privileges revoked.
- **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.

Surveillance Equipment

For RVS' Close Circuit Video Surveillance Policy, please see Administrative Procedure 181

- 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 are:
 - 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.

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.

Registration

Course Registration

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>) Students in grade 9 are registered in a full 41 credit course load, including PE 10 and CALM. Students in grade 10 are enrolled in a full 40 credit course load unless requesting a Study Block. For more on this, please see the Study Block section below. Students in Grade 11 are enrolled in 30 credits to ensure they are receiving the appropriate amount and type of credits both for graduation and post-secondary plans.

Students enrolled in the Knowledge and Employability (K & E) Graduation Pathway (Certificate of High School Achievement) will require different credit levels for graduation as well as work experience. A K & E plan will be created with our K & E lead and Assistant Principal in charge of Learning Support. For information on the K & E pathway, please see the image below.

Students enrolled in the Certificate of High School Completion will have their High School plan created with our Learning Support Lead and Assistant Principal in charge of Learning Support.

Students electing to enroll in a Study Block or take less than 30 credits in gr. 12 will meet with either their grade level administrator or counsellor to ensure they are on path to achieve graduation and their goals.

Planning for Success - myBlueprint

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 Health 9 or CALM. 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 Graduation Requirements

<p>100 CREDITS including the following:</p>
<p>ENGLISH LANGUAGE ARTS – 30 LEVEL (English Language Arts 30-1 or 30-2)</p>
<p>SOCIAL STUDIES – 30 LEVEL (Social Studies 30-1 or 30-2)</p>
<p>MATHEMATICS – 20 LEVEL (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)</p>
<p>SCIENCE – 20 LEVEL¹ (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)</p>
<p>PHYSICAL EDUCATION 10 (3 CREDITS)²</p>
<p>CAREER AND LIFE MANAGEMENT (3 CREDITS)³</p>
<p>10 CREDITS IN ANY COMBINATION FROM</p> <ul style="list-style-type: none"> • Career and Technology Studies (CTS) courses • Fine Arts courses • Second Languages courses • Physical Education 20 and/or 30 • Knowledge and Employability courses • Registered Apprenticeship Program courses • Locally developed courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses
<p>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)⁴</p> <p>These courses may include</p> <ul style="list-style-type: none"> • 30-level locally developed courses • Advanced level (3000 series) in Career and Technology Studies courses • 30-level Work Experience courses⁵ • 30-level Knowledge and Employability courses • 30-level Registered Apprenticeship Program courses • 30-level Green Certificate Specialization courses • Special Projects 30

Certificate of High School Achievement – K & E

80 CREDITS ¹ 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	OR	5 CREDITS IN
<ul style="list-style-type: none"> • 30-level Knowledge and Employability occupational course, or • Advanced level (3000 series) in Career and Technology Studies courses,⁴ or • 30-level locally developed course with an occupational focus 		<ul style="list-style-type: none"> • 30-level Registered Apprenticeship Program (RAP) course⁷
AND		
5 CREDITS IN		
<ul style="list-style-type: none"> • 30-level Knowledge and Employability Workplace Practicum course, or • 30-level Work Experience course,⁵ or • 30-level Green Certificate course,⁶ or • Special Projects 30 		

Certificate of High School Completion

The Certificate of School Completion may 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 or older 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. For contact information, see [Appendix 1](#).

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.

[FOR MORE INFORMATION ON ALL THESE PATHWAYS, VISIT ALBERTA EDUCATION GRADUATION REQUIREMENTS, CREDENTIALS, AND CREDITS.](#)

Study Blocks

Study Blocks are breaks in a day for gr. 11 and 12 students where no curricular expectations exist. Students may elect to use their study block to work on classwork or study for an upcoming assessment. If staying on campus during a study block, students are expected to work in the learning commons or cafeteria, provided no class is using the space. Students may choose to spend their study block off campus, as no attendance is taken for this class. Students will have Study Block displayed in their timetable to represent a planned break in their day, rather than a gap in their schedule.

To qualify for a study block in gr. 11, students must have 41 or more credits after grade 10 and be on a clear path to both graduate and achieve their educational goals. Study blocks are only granted to students requesting them in gr. 11 and 12. Students may wish to have full schedules for the entirety of their high school program, and this will be supported through conversation with BCHS administration and student services.

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 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. 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 request 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.

"J" Blocks

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. For a student to take a class in the 'J' block, the student must have a track record of good attendance.

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.

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.

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 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 coordinator, Ms. Liz Schweizer.

Work Experience

Students may earn up to 15 high school credits towards graduation through work. This is a terrific opportunity for students to meet graduation requirements and make money simultaneously. For more information about this helpful program, please talk to your grade level counsellor or administrator.

Final Examinations

Alberta Education requires students to write comprehensive examinations in Grade 9 and Grade 12 English and Social Studies, as well as other academic courses. 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.

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.

Honor Roll Grade 9, 10, 11

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

Honorable 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.

Awards Presentation

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

Top Academic Student – by grade

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

Graduation

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.
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 in October 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 honour of giving a speech at the graduation ceremony that shares the common memories, the realities of graduation, and the future aspirations of the Class of 2025. This graduate is a BBCHS Charger who is striving for academic excellence while contributing to a positive school and community culture. The Valedictorian will be selected through a three-step process which has at its foundation excellence in academic achievement.

Step 1: a short list of the top Academic 1% of the Grade 12 class will be compiled. Final academic course marks from grades 10, 11, and Semester 1 of grade 12 will be used as well as the mid-term marks of Semester 2 for this calculation. Additional academic criteria are: no mark lower than 75% in Grades 11-12 and not lower than 70% in Grade 10. A student must have at least two years of registration at Bert Church High School.

These students will be invited to submit a Valedictorian Package.

Step 2: the students submit a package that highlights how they have contributed positively to school and wider community culture.

Considerations to highlight:

- Exhibited a positive attitude as a Charger
- Seen as an exemplary role model & contributing peer in the graduating class (behaviors & attendance have been outstanding)
- Extra-curricular or community involvement

Step 3: The Selection Process

1. Valedictorian packages will be given out to the short list of students. These packages will be released in & must be submitted to the office by 4:00 p.m. on the date provided in the application. No late applications will be accepted.
2. The packages will be reviewed and scored by a selection committee to determine the top 3 candidates.
3. The top 3 candidates will prepare a two-minute speech of introduction to demonstrate why they are the best choice for Valedictorian. This presentation will take place the week of the first week of May.
4. A Selection Committee (teachers, administrators & graduating students) will assess the candidates' speeches & select the class valedictorian.
5. The selected Valedictorian will then work with a teacher in the English department to craft their speech for the graduation ceremony.

Graduation Honor Roll

Graduation ceremony requirements for honorable mention and honor role

The recipients will have their level of academic recognition announced when they are walking the stage and be noted in the graduation program. They will also receive a memento of their hard work.

Grade 12 – Based upon the requirements for Rutherford Scholarship
<ul style="list-style-type: none">• Average of 75.0% to 79.9% in five courses - Honourable Mention• Average of 80% or higher in five courses - Honours
Average is calculated from 5 designated subjects (Options/CTS courses may also be considered).
One of: <ul style="list-style-type: none">• English 30-1 OR English 30-2
At least two of: <ul style="list-style-type: none">• Mathematics 30-1, 30-2 or 31• Science 30• Social Studies 30-1 or 30-2• Biology 30• Chemistry 30• Physics 30• A language other than the one used in the course above in Grade 12• *Special consideration will be given to those who do not have two courses found in this category*
Any two courses with minimum Five credit value at Grade 12 level (30/35 level courses) including those listed above and combined advanced CTS courses <ul style="list-style-type: none">• Five one-credit CTS modules can be combined and used as an option; or• One three-credit option course plus two one-credit CTS modules can be combined
NOTES: <ul style="list-style-type: none">• Diploma courses – will use the blended mark of any completed diploma course and use school-based marks at the end of Term 3 (April 20) for current semester 2 courses.• All other courses – will use final mark or current mark as of the end of term 3.• French and Français are not the same course and not interchangeable• A course cannot be repeated after a higher level course has been taken in the same sequence• Marks will be computer calculated using the above notes and guidelines and students will be receiving the appropriate notation and award at the Graduation Ceremony.

Technology

RVS strongly encourages students to leave their devices at home. Learners can bring their personal laptop/tablet to school if it is being used for instructional purposes as directed by the teacher. Should they choose to bring devices to school they must be out of sight and turned off or silent unless authorized by a teacher to meet learning outcomes. Parents/guardians and students assume full responsibility if their device is lost, stolen or damaged. It is not the responsibility of RVS staff.

Focus on learning not devices

Leave it, silence it, store it or lose it



cellphones



tablets



laptops



smartwatches

Your phone and other devices are safest at home.

If you bring them, silence and store them unless your teacher tells you it is OK for learning.

If we see devices without permission:

1. Reminder from your teacher.
 2. Teacher takes it away and informs parents/guardians.
 3. Device sent to office and principal informs parents/guardians.
 4. Principal informs parents/guardians.
Device stays at home or in school office.
-

Personally Owned Devices

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

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. 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 purposes
- 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.

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

Online Learning

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 having trouble 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 Support

Learning Support

In our endeavor to provide ‘just in time’ and scheduled support to all our students, our Learning Support Centres will be located throughout the school. A teacher 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. 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.

Student Services

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.

Stepping Stones 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.

Extracurricular

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:

Behaviour

BCHS 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.

- The participants are responsible to the supervisors for their behavior, while under their jurisdiction.
- Specific Areas of Concern:
 - 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.
 - 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.
- Deportment:
 - Students will not use unacceptable language.
 - Students will not display unsportsmanlike behavior.

Students are to review the RVS. Code of Ethics for players and spectators (found below). This policy shall be clearly reviewed with all students at the beginning of the school year.

Penalties

- Students who violate the above standards of conduct will:
 - Be given a hearing by the sponsor and the administration.
 - 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.

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.

Costs

- Students can expect that there will be additional costs associated with belonging to an extra-curricular team.
- 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.

Inter School Athletic Regulations

- To be eligible for athletic activities, a student must meet the following conditions:
 - A competitor must be a registered student of BCHS and must be a student in good

- standing.
- Students who have accumulated unexcused absences will be deemed ineligible to compete.
- The student must be under the age of nineteen (19) years on September 1st of the school year and not a returning grade 12.
- The student must have received course grades of 50% or higher.

OR

- The student must have the teacher certify “satisfactory progress” in courses where the mark is below 50%. It is understandable that a student may have trouble in a course. However, it is expected that student “attitude” and “effort” must be positive to have “satisfactory progress”. The student must also:
 - attend class regularly and be punctual.be prepared for class.
 - show evidence of having attempted homework and assignments and meeting deadlines.
 - seek extra help from subject teachers when marks are low.
- 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 attend school following the day of the game.
 - **The principal shall be responsible for making the final decision regarding the eligibility of a student.**
- A student should participate in only one school team sport per season when sports run concurrently (e.g. football, volleyball).
- 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.
- Students must adhere to all A.S.A.A. rules governing the particular sport.
- Because students represent not only their team but also the school and the community, their behavior should be above reproach.
- 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.

Non-Athletic Extra-Curricular Regulations

- To be eligible for athletic activities, a student must meet the following conditions:
 - A competitor must be a registered student of BCHS and must be a student in good standing.
 - Students who have accumulated unexcused absences will be deemed ineligible to compete.
- The student must be under the age of nineteen (19) years on September 1st of the school year and not a returning grade 12.
- The student must have received course grades of 50% or higher.

OR

- The student must have the teacher certify “satisfactory progress” in courses where the mark is below 50%. It is understandable that a student may have trouble in a course. However, it is expected that student “attitude” and “effort” must be positive to have “satisfactory progress”. The student must also:
 - attend class regularly and be punctual.

- be prepared for class.
- show evidence of having attempted homework and assignments and meeting deadlines.
- seek extra help from subject teachers when marks are low.
- 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 attend school following the day of the game.
 - **The principal shall be responsible for making the final decision regarding the eligibility of a student.**
- A student should participate in only one school team sport per season when sports run concurrently (e.g. football, volleyball).
- 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.
- Students must adhere to all A.S.A.A. rules governing the particular sport.
- Because students represent not only their team but also the school and the community, their behavior should be above reproach.
- 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.**

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 Center

Students who wish to use the fitness centre pay an 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.

Code of Ethics for participants

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.