

SEXSMITH SECONDARY SCHOOL

2019-2020



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SEXSMITH SECONDARY SCHOOL 2019-2020 YEAR AT A GLANCE

Sept	2	Labour Day		Feb	3	Semester 2 Begins
Sept	3	First day of School	Feb	Feb	5	Timetable Change Deadline
Sept	6	Timetable Change Deadline	Feb	Feb	17	No School - Family Day
Sept	24	School Council Meeting 7:00pm	March	March	2-4	Sabre Days
Sept	30	Orange Shirt Day!		March	5-6	No School - Teacher's Convention
Oct	10	Awards Night 7:00pm		March	18	P/T Interviews 3:45-6:45
Oct	10	School Photos	March	March	20	No School – Prof. Learning Day
Oct	14	No School – Thanksgiving Day	April 10-17	April	10-17	No School – Easter Break
Oct	17	P/T Interviews 3:45-6:45	April	April	20	Classes Resume
Oct	25	No School – Prof. Learning Day	April	April	30	P/T Interviews 3:45-6:45
Nov	8	No School – Non-operational Day		May	8	Grad Requirements Deadline
Nov	11	Remembrance Day	May	May	18	No School - Victoria Day
Nov	21	P/T Interviews 3:45-6:45	May	May	22	Graduation Day/PD Day
Nov	22	No School – Prof. Learning Day	May	June	18	Last Day of Classes grades 10-12
Dec. 23 – Jan. 3		No School - Christmas Break	June	June	19-26	Final Exams grades 10-12
Jan	6	Classes Resume	June	June	22	Last Day of Classes grades 7-9
Jan	31	No School – Prof. Learning Day	June	June	23-26	Final Exams grades 7-9
Jan	24	Last Day of Classes grades 10-12	June	June	26	Last day for Students & Staff
Jan	27-30	Final Exams grades 10-12				

Feb

JR/SR. HIGH SCHOOL TIMETABLE 2019-2020

Regular Bell Schedule		Early Dismissal	
8:45 - 9:50	1	8:45 - 9:50	1
9:55 - 11:00 (rotating block – SR.HIGH)	EXCEL (10-12)	9:55 - 10:30 (rotating block – SR.HIGH)	EXCEL (10-12)
9:55 – 11:00 (JR.HIGH)	2 (7-9)	9:55 – 10:30 (JR.HIGH)	2 (7-9)
11:05 - 12:10	3	10:35 - 11:40	3
12:10 - 12:55	LUNCH	11:40 - 12:25	LUNCH
12:55 - 2:00	4	12:25 - 1:30	4
2:05 - 3:10	5	1:35 - 2:40	5

Early Dismissal – Students will be dismissed one half hour early on the first Monday of each.

STAFF LIST

Teaching Staff:

Angela Bogdanek – Math, Inclusive Ed.	angelabogdanek@pwpsd.ca
Darrel Bogdanek – CTS Building Con.	darrelbogdanek@pwpsd.ca
Geoff Brown – English, Social Studies	geoffbrown@pwpsd.ca
Clinton Brundige – Mechanics, Outdoor Ed.	clintonbrundige@pwpsd.ca
Nicole Caldwell – CTS Foods, Indigenous Education	nicolecaldwell@pwpsd.ca
Micah Carruthers – Social Studies	micahcarruthers@pwpsd.ca
Erin Connell – French, Outdoor Ed.	erinconnell@pwpsd.ca
Nicole Cooper	nicolecooper@pwpsd.ca
Charis Crandall – English	chariscrandall@pwpsd.ca
Angela Creighton – Chemistry, Science, Math	angelacreighton@pwpsd.ca
Eric Goodwin – Robotics, CTS, French, Math	ericgoodwin@pwpsd.ca
Christine Hartman – Drama, Social Studies	christinehartman@pwpsd.ca
Cathe Hassall – Language Arts, Inclusive Ed.	cathehassall@pwpsd.ca
Heather Hoggan – Math, Social Studies	heatherhoggan@pwpsd.ca
Amanda Howrish – Phys. Ed., Exercise Science	amandahowrish@pwpsd.ca
Alison Lario – Assistant Principal, Biology	alisonlario@pwpsd76.ab.ca
Michael Lauzon – Principal	mikelauson@pwpsd76.ab.ca
Britt Lazinchuk – French, Language Arts, Art	brittlazinchuk@pwpsd.ca
Lindsay Lovrod – Band	lindsaylovrod@pwpsd.ca
Leslie McNabb – Counselling, Math	lesliemcnabb@pwpsd.ca
Amelia Mildenberger – Language Arts, Social Studies	ameliamildenberger@pwpsd.ca
Angela Paquette – Physics, Math	angelapaquette@pwpsd.ca
Cathy Sandul – English, Social Studies	catherinesandul@pwpsd.ca
Anil Sharma - Math	anilsharma@pwpsd.ca
Kyle Stewart – K&E Language Arts, English	kylestewart@pwpsd.ca
Kristina Temple – Cosmetology, Social Studies	kristinatemple@pwpsd.ca
Jennifer Thompson - Assistant Principal, Science	jenniferthompson@pwpsd76.ab.ca
Kristen Vekved	kristenmonasterski@pwpsd.ca
James Watson – Physical Education	jameswatson@pwpsd.ca
Michelle Zarowny – Science, Math, Biology	michellezarowny@pwpsd.ca

Support Staff:

Gayle Unsworth – Admin. Assistant	gayleunsworth@pwpsd76.ab.ca
Carolyn Jaspers-Fayer – Admin. Assistant	carolynjaspers-fayer@pwpsd76.ab.ca
Amanda Wills – Librarian	amandawills@pwpsd.ca

Peace Wapiti School Division:

Sexsmith Secondary School	780-568-3642
Peace Wapiti School District No. 76	780-532-8133
Transportation Department	780-532-7734

Emergency Action Numbers:

Fire	911
Police	911
Ambulance	911
Child Abuse Hotline	1-800-387-5437
Child and Family Services	780-538-5122
QE II Hospital	780-538-7100
Odyssey House	780-532-2672
Mental Health Help Line	1-877-303-2642

STARTING THE SCHOOL YEAR

TIMETABLE/COURSE CHANGES

The deadline for changing courses is the fourth instructional day of each semester. If a student wishes to change classes he/she will come to the office and make arrangements to see an administrator. Students must attend all classes on their schedule until they have received a new schedule indicating their requested changes.

MINIMUM COURSE LOAD

Grade 10 students are expected to earn 45 credits.

-students are expected to be enrolled in 40 credits (full course load)

-additional credits will/may include: HCS 3000, AG 3000, Driver's Education, First Aid, My Blueprint, CALM

Grade 11 students are expected to earn 45 credits.

-students are expected to be enrolled in 40 credits (full course load)

-to earn a spare a student must earn 10 credits outside of school for a 5-credit spare. This can be done through Work Experience, Green Certificate, Dual Credit, and/or RAP.

-additional credits will/may include: CALM, Driver's Education, and My Blueprint

Grade 12 students are expected to earn a minimum of 30 credits (assuming they have successfully completed 90 credits in grades 10 and 11. Less than 90 may result in students being asked to complete additional courses/credits.

-to earn a spare a student must earn 10 credits outside of school for a 5-credit spare. This can be done through Work Experience, Green Certificate, Dual Credit, and/or RAP.

FEES

All school fees are due at the time of registration. Payments received are applied to outstanding balances first. Fees for junior high students are \$40.00 and senior high students pay \$45.00. Cheques should be made payable to Sexsmith Secondary School. Any past due amounts should also be paid at the school, not at district office. Lockers will be issued once all fees are paid in full. In addition, grade 12 students who are in arrears will not be permitted to participate in graduation ceremonies unless their fees, fines and debts are paid. Post-dated cheques or other arrangements are welcome. Please contact the school principal if you require special circumstances for payments. Extracurricular privileges may be restricted for students with outstanding fees. Extracurricular fees are non-refundable. Families who need special consideration concerning fees are encouraged to speak to the principal.

***CTS and Physical Education Fees:** Other additional fees may apply based on student project selection and class selected activities such as scuba diving, skating, curling, golf, bowling, etc.

TEXTBOOKS/REPLACEMENT OF LOST OR DAMAGED MATERIALS

Students are responsible for all materials received by them. Students will be charged for materials that are damaged or not returned to the library. This includes library materials, classroom novels, calculators, CD'S, Chromebooks, laptops, iPads and textbooks. Students will be charged the replacement cost of the item, GST, and shipping charges. Students should check their books carefully for damage at the time the books are signed out of the library and report any incidence to the librarian immediately.

MATH CALCULATORS

The senior high school math curriculum requires that students have a graphing calculator in the '-1' or '-2' route. Students are required to purchase and maintain their own calculators. The TI83+ and the TI84 are the only calculators on which students will be given in class instruction. All books will be handed in prior to the final exam being written.

LOCKERS

All students are assigned a school locker after all current school fees and any outstanding school fees are paid. Combination locks are provided free of charge by the school. Students cannot use their own locks. A replacement fee of \$10.00 will be charged if locks become lost or damaged. Students are strongly advised to keep their locker secured.

Students should also be aware that, when necessary, locker searches can be carried out without the consent of the student as per PWSD policy.

At the end of the year all students will remove all locker contents and clean the inside and outside of their locker. Lockers must be cleaned and left in good repair, or the student will be charged a cleaning/repair fee. All abandoned contents will be sorted and anything of value will be given to charity.

REPORT CARDS

Students and parents will be issued passwords to access student marks, comments and attendance on-line through Power School. No paper copies will be issued but are available upon request at the office. Updates of student achievement will be posted online around the 1st of each month (see the "School Year at a Glance" for specific dates).

STUDENT RESPONSIBILITIES AND EXPECTATIONS

SCHOOL ACT REGULATIONS REGARDING CODE OF CONDUCT

Students shall conduct themselves in accordance with PWSD policies and procedures, school policies and procedures and with Section 12 of the School Act which says: 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 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 behaviour 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.
- j) in addition, students will comply with the Code of Conduct in the Alberta Human Rights Act, and refrain from discrimination based on race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

A. EXPECTATIONS REGARDING DILIGENCE IN PURSUING STUDIES

Being diligent in one's studies means doing all work to the best of one's ability, preparing for exams, bringing all necessary materials to class, coming to school with an openness to learning, making education a priority over extra-curricular activities, work and socializing and focusing one's attention on learning while in the classroom.

B. EXPECTATIONS REGARDING ATTENDANCE AND PUNCTUALITY

Regular attendance in school is a vital factor in the successful attainment of learning objectives. Achievement, attendance and punctuality are very closely linked. Students who have inconsistent attendance and punctuality increase their risk of failing their courses.

Attendance Policy:

- Students will attend classes regularly.
- Students who are absent must have parents contact the school to explain the absence (telephone, email or written note).
- Student absences due to medical reasons may be excused with medical documentation.
- Students are responsible for the class material missed and will be required to make up assignments or tests as needed.

The following procedures will be applied when a student reaches a level of inexcusable absences as outlined below:

5% of instruction = contact from classroom teacher to the household via email or phone call.

10% of instruction = letter of concern sent from the school requesting a meeting with parent(s)/guardian(s). Possibility that the student will be placed on contract.

15% of instruction = student may be withdrawn from regular program and/or discussions regarding alternative education programs.

Excusable Absences:

The only excusable absences, according to the School Act, are those related to the student's health (with a health care professional's letter or certificate), religious holidays, school field trips, and suspensions from school. The school recognizes that students may be absent for other legitimate reasons. Excusable absences beyond those stated will be at the discretion of the principal.

Truancy (skipping):

After a truancy, the parent will be contacted by telephone or letter. Discussion of the situation will take place and consequences will be issued as follows:

- First offense may result in lunchtime detentions equivalent to the class time missed and/or a letter of warning sent home.
- Second offense will result in a suspension of up to five days. A request will be made for the parents to accompany the student when they return from suspension to meet with school administration. A contract will be signed to guide future behavior at the school.
- Third offense will result in meeting with the student, parent/guardian, and school administrator to discuss the student's enrollment status. A decision will be made regarding the status of the student and a possible alternate education program. Failure to comply may result in a recommendation for expulsion.

Note: Truancies will be tracked cumulatively for the entire school year

Tardiness/Punctuality Policy:

Students are expected to be on time for class and in their seats **PRIOR** to the bell. Three lates count as one absence in terms of the SSS attendance policy. Consequences of repeatedly being late may include communication with parents outlining the concerns, parent conference, suspension from school, and/or removal from the course

Parental Responsibility for Student Attendance:

Parents/guardians have primary responsibility to ensure that a student attends regularly and is punctual. They have primary responsibility to monitor attendance and impose consequences. Parents are encouraged to have high expectations for attendance and to resist excusing students for anything other than those reasons deemed excusable by the School Act.

C. EXPECTATIONS REGARDING COOPERATION

Students are expected to comply with any reasonable request of any teacher, support staff member, custodian, bus driver, coach or supervisor.

D. EXPECTATIONS REGARDING RULES OF THE SCHOOL

Students are expected to comply with all the rules of the school and of individual classrooms. The following is a list of rules on which the school has formal policy. In addition, we expect students to follow common sense rules of courtesy, responsibility and good will, all of which we consider to be essential to any good school.

Dress Code

We expect students to cooperate with school staff regarding dress standards. Dress that is suggestive, provocative, insulting and/or unsuitable for public school wear; or that may result in a student distraction, disturbance or interruption of school proceedings is inappropriate. Clothing that allows for the display of underwear, backsides, backs, bellies and cleavage will be questioned. Clothing advertising alcohol or drugs is inappropriate. Questionable apparel will be discussed with the student, and if necessary their parent/guardian and school administrator. Staff will request that students change apparel deemed inappropriate during regular school hours, and at any function where they are representing the school (clubs, travel, sports teams, etc.).

Plagiarism/Cheating

The term “plagiarism” means taking the ideas or writings of others and presenting them as if they were one’s own. Any student guilty of plagiarism or cheating may receive a zero grade on the assignment, may lose credit in that course, may be suspended or may be subject to other administrative action.

Smoking/Drugs/Alcohol

Peace Wapiti School Division Policy states that all schools and school property are non-smoking areas. Students using or in possession of cigarettes, vaping and vape paraphernalia, or chew tobacco on school property or off-campus during a school sponsored event, may be suspended and/or referred to AADAC and/or reported to the RCMP. Illegal Narcotics and alcohol possession or ingestion during school hours will result in a suspension and possible referral to RCMP.

Weapons, Explosives and Fireworks

The possession or use of a weapon, fireworks or explosives is prohibited. Cases may be reported to the R.C.M.P.

E. EXPECTATIONS REGARDING ACCOUNTING FOR THEIR CONDUCT

Students are expected to account for their conduct in classrooms, in the school and at school-sponsored activities.

F. EXPECTATIONS REGARDING RESPECTING THE RIGHTS OF OTHERS

Students are expected to treat everyone in the school in a respectful manner. Each person has the right NOT to be subjected to abusive or harassing language or behavior, to feel safe and cared for, to have others respect their property or views, to be respected for the work they do and to have an environment that is conducive to learning. The list below is not meant to cover all possible behaviors that may fall under this responsibility, but does highlight issues in this area for which we have a specific policy.

Vandalism and Theft

It is our hope that all students will take pride in our school and thereby demonstrate appropriate respect for the facility. Non-accidental damage to or theft of property or equipment will be assessed and restitution required.

Use of Appropriate Language

Students are expected to use language that is appropriate in a school setting, during both formal and informal interactions, with teachers, peers and support staff. Written work and materials brought to school should also meet the standards of acceptable language.

Harassment, Violence and Intimidation

Students have the right to be in a safe and caring environment. Harassment in any form will not be tolerated. Bullying of any sort is unacceptable behavior. Any student who engages in or who supports or encourages others in harassing, intimidating, violent or discriminatory behavior, whether it is verbal, non-verbal or physical, is not meeting their responsibility to respect others and therefore will be subject to discipline procedures. The school does not condone any initiation activities. Students who engage in

or are in any way party to such activities will be subject to disciplinary measures, even if the activity does not occur on school property during school time.

Ethical Use of Technology

All students who wish to access technology in the school must sign and abide by the policy regarding acceptable use. Infractions regarding this policy will result in restrictions, suspensions or complete termination of use of school technology.

Communication/Electronic Devices

Many modern cellular phones are equipped to record audio, pictures and video information. To protect the privacy of those who attend our school, students are asked to not use such functions while on school property. Students are no longer permitted to have cellular phones and/or electronic devices during instructional time. Students are now required to keep these devices in their lockers during class time unless a teacher specifically requests their students to bring them to class. Students who use an electronic device during a class without the permission of their teacher, may have it confiscated for a specific length of time. Parents or guardians may be asked to come to the school to reclaim such items.

Teachers and administration reserve the right to examine files stored on electronic devices if it is reasonable to assume that privacy codes or test taking rules have been violated. Files found in violation of school rules will be removed from such devices.

COURSES, MARKS, and EXAMS

COURSE SEQUENCES

Senior high school course numbers usually indicate the grade level as well as the level of academic challenge.

- Courses numbered 10, 20, 30, 31, 10-1, 20-1, 30-1 are designed primarily for students planning on entering a university or particular programs in colleges and technical schools.
- Courses numbered 10-2, 20-2, 30-2, 10-3, 20-3, 30-3, 14, 24 are designed primarily for students planning on entering some programs in colleges, technical and trade schools or entering the work force.
- Courses numbered 10-4, 20-4, 30-4 are designed primarily for students planning direct career entry into some areas of employment.

MARKS

The pass mark on all subjects is 50%. Grade 9 students who fail two or more core subjects or one core and two complementary courses may be in danger of promotion. High school students may not proceed to the next level of a course and credits will not be awarded unless they pass the course with at least 50%.

STUDENT RESPONSIBILITY FOR CHECKING PREREQUISITES

The principal, counselor and teachers normally check to ensure that students have the prerequisites for courses in which they are registered. It is, however, ultimately the student's responsibility to make sure that he or she has the prerequisites for his or her courses and that his or her program will meet the requirements for a high school diploma and his or her future career needs. If in doubt, the student should consult school personnel in good time so that changes can be made if necessary.

APPEAL POLICY FOR SCHOOL AWARDED MARKS

Students have 10 days from the time they receive their semester final grades to appeal their marks. Mark appeals must be made in writing to the principal. The mark will be reviewed by the principal and teacher involved. The mark awarded as a result of the review may be higher or lower than the original grade and will be the mark sent to Alberta.

ACHIEVEMENT AND DIPLOMA EXAMS

All grade 9 students will write provincial achievement tests in Math, Science, Language Arts and Social Studies. Grade 9 students have regular classes during exam week in January. All grade 12 students are required to write diploma exams in English and Social Studies. Some students also write diploma exams in Math, Biology, Chemistry and Physics. These exams are worth 30% of the

student's final grade. The other 70% comes from work evaluated by the teacher. ***Students writing diploma exams or provincial achievement tests must write them at the time established by Alberta Education on the date specified.*** In emergency situations, students who are unable to write a diploma examination will review their options with school administration. **If the busses are not running due to an emergency situation, which includes inclement weather,** students and their parents are encouraged to act in the interest of their safety first. Students who arrive at school during these conditions will write their diploma examination as long as they are no more than one hour late and they will be allowed the full time allotted for the examination. If for any reason a student wishes to rewrite a Grade 12 diploma exam he/she may do so by paying a fee and making application to write the exam(s). These application forms are available from the school. The approximate deadline for applying is early November for the January diplomas and mid-April for the June diplomas.

FINAL EXAMS

Final exams are mandatory and failure to write may jeopardize a student's final mark. Early vacation plans, not knowing when the exam was scheduled, sleeping in or minor illnesses are not legitimate excuses for missing an exam. In cases of extreme illness or other serious unavoidable emergencies, a parent or guardian must contact the principal BEFORE the time the exam is written and the appropriate documentation must be obtained. In special circumstances, a parent or guardian may submit a letter, at **least one month** prior to the start of exams, to request alternative date for in-school exams only. Diploma exams cannot be rescheduled. Students who do not write a final exam will receive a grade of "0" for the exam. All students must remain in the examination room for one hour. Students arriving late will be admitted during the first hour of an exam, but they will NOT be given any extra time to complete the exam.

INCOMPLETE CTS CREDITS

Students are expected to complete a minimum of 5 CTS modules in a full block of time. Students who do not successfully complete 5 modules will have an incomplete (INC) recorded on their transcripts if they meet Alberta Education Regulations regarding access to instructional time. Once a student has failed to earn the expected number of credits in a course they may not be granted permission to pursue the same course at the next level (ie. Building Construction 10 to Building Construction 20/30).

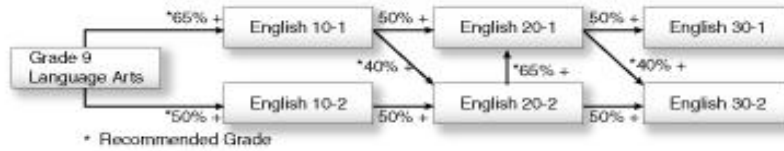
COURSE CHALLENGE POLICY

Students must apply in writing to the principal in order to challenge a course. The application must state the targeted course and include a recommendation from a teacher or other qualified individual who can verify the student's potential to be successful in the challenge. Students can challenge a course in two ways. They can earn credit for the course by successfully writing a comprehensive exam at a pre-determined scheduled time (normally during the January/June final exam period) or they can demonstrate acceptable knowledge, skills and attitudes in the course being challenged. Any specific course may be challenged only once. Final results are automatically recorded and submitted to Alberta Education.

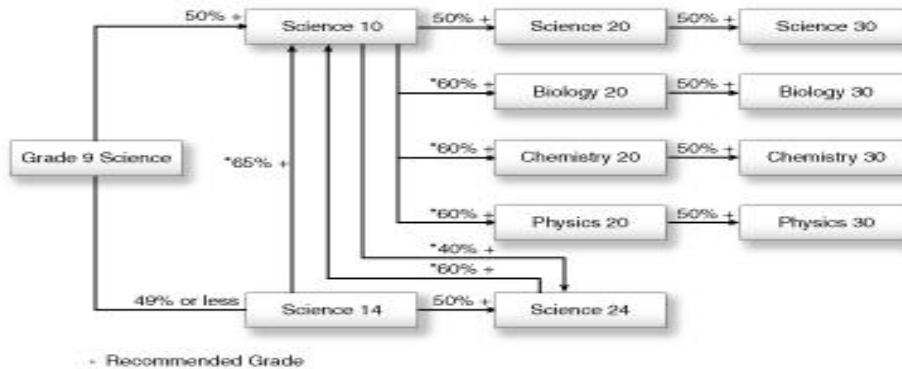
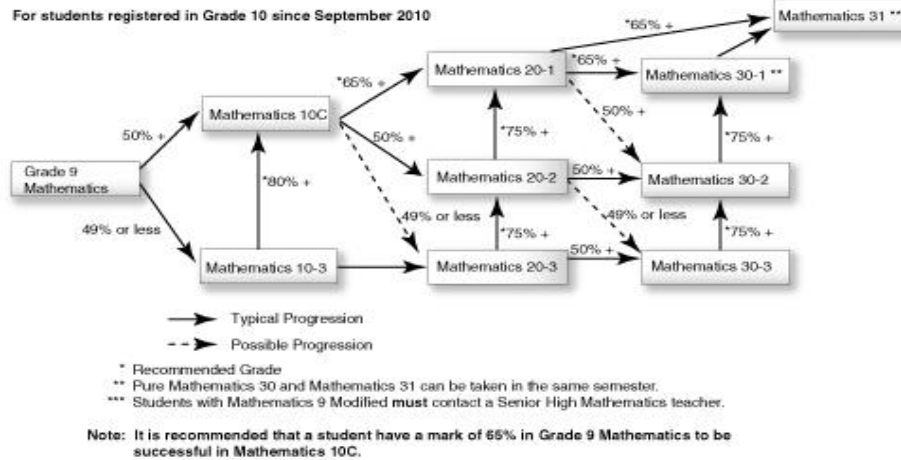
DROPPING COURSES

Students must see an administrator BEFORE they drop a course. To encourage perseverance and to comply with Alberta Learning Regulations, students who withdraw from a course after mid-term will have a failing grade recorded on their transcripts.

COURSE SEQUENCE CHART

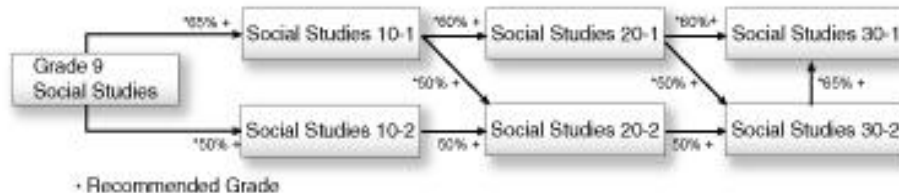


For students registered in Grade 10 since September 2010



Note 1: Students who have passed (50%+) Biology 20, Chemistry 20, Physics 20, or Science 20 may enrol in Science 30.

Note 2: Students may move from Science 24 to Science 10. In exceptional cases, students may move from Science 24 to 20-level courses serving the students' best interests (60% recommended).



Note: Social 30-1 and 30-2 can be taken in the same semester. If this occurs, the student has the responsibility to ensure that appropriate arrangements are made to write both diploma examinations.

Minimum Requirements for a High School Diploma

ALBERTA HIGH SCHOOL DIPLOMA GRADUATION REQUIREMENTS (ENGLISH)	
The requirements indicated in this chart are the <u>minimum</u> 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, 30-2)	
SOCIAL STUDIES - 30 LEVEL (Social Studies 30-1 or 30-2)	
MATHEMATICS - 20 LEVEL (Mathematics 20-1, Mathematics 20-2 or Mathematics 24)	
SCIENCE - 20 LEVEL (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)	
PHYSICAL EDUCATION 10 (3 CREDITS)	
CAREER AND LIFE MANAGEMENT (3 CREDITS)	
10 CREDITS IN ANY COMBINATION FROM: <ul style="list-style-type: none"> • Career and Technology Studies (CTS) • Fine Arts • Second Languages • Physical Education 20 and/or 30 • Locally developed/acquired and locally authorized courses in CTS, fine arts, second languages, Knowledge and Employability or IOP occupational courses • Knowledge and Employability or IOP occupational courses • Registered Apprenticeship Program 	
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) These courses may include: <ul style="list-style-type: none"> • 35-level Locally developed/acquired and locally authorized courses • 3000 Series; Advanced Level in Career and Technology Studies Courses • 35-level Work Experience • 30-4 level Knowledge and Employability course or 36-level IOP course • 35-level Registered Apprenticeship Program • 30-level Green Certificate Specialization 	

For information regarding high school courses please refer to the Curriculum Handbook for Parents located on the Alberta Learning website at <http://www.learning.gov.ab.ca>

ALEXANDER RUTHERFORD SCHOLARSHIP 2019 COURSE REQUIREMENTS

Grade 10	Grade 11	Grade 12
<ul style="list-style-type: none"> • Average of 75.0% to 79.9% in five subjects - \$300 • Average of 80% or higher in five subjects - \$400 	<ul style="list-style-type: none"> • Average of 75.0% to 79.9% in five subjects - \$500 • Average of 80% or higher in five subjects - \$800 	<ul style="list-style-type: none"> • Average of 75.0% to 79.9% in five subjects - \$700 • Average of 80% or higher in five subjects - \$1,300
Average is calculated from 5 designated subjects (Option/CTS courses may also be considered).		
One of: <ul style="list-style-type: none"> • English 10-1, 10-2 • Français 10, 13 or 10-2 	One of: <ul style="list-style-type: none"> • English 20-1, 20-2 • Français 20, 23 or 20-2 	One of: <ul style="list-style-type: none"> • English 30-1, 30-2 • Français 30 or 30-2
At least two of: <ul style="list-style-type: none"> • Mathematics 10C • Science 10 • Social Studies 10-1 or 10-2 • A language other than one used above in Grade 10 	At least two of: <ul style="list-style-type: none"> • Mathematics 20-1, or 20-2 • Chemistry 20 • Physics 20 • Science 20 • Biology 20 • Social Studies 20-1 or 20-2 • A language other than one used above in Grade 11 	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 one used above in Grade 12
Any two courses with minimum three credit value at Grade 10 level (1000 or 4000 series) including those listed above and combined introductory CTS courses.	Any two courses with minimum three credit value at Grade 11 level (2000 or 5000 series) including those listed above and combined intermediate CTS courses.	Any two courses with minimum five credit value at Grade 12 level (3000, 6000 or 9000 series) including those listed above and combined advanced CTS courses.

Notes:

- 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.
- Averages are not rounded up for scholarship purposes.
- The value of the scholarship is calculated on the overall average in five designated courses as listed under each grade level.
- All courses listed on an official Alberta Transcript of High School Achievement are acceptable (excludes Driver's Education), and only marks obtained before the start of post-secondary study can be used.
- Courses with a "Pass" on a high school transcript are equivalent to a 50% mark.
- CALM course can be taken in any grade, but the final mark will be calculated in Grade 11.

<http://studentaid.alberta.ca/media/54471/alexander-rutherford-2015-course-requirements.pdf>

HEALTH, SAFETY and STUDENT SERVICES

For the safety of our students, the following guidelines have been developed:

ACCIDENTS

All accidents involving any injury must be reported to a teacher or the school office as soon as possible. This includes mishaps in the school, on the school grounds, while at work experience, or on a school field trip. The school will contact parents and get the medical attention that is deemed necessary.

COLD WEATHER POLICY

On days when the weather is -40 degrees Celsius or colder, not including the wind-chill, the busses will not run. Announcements will be made on the PWSD website (www.pwsd76.ab.ca) and radio stations at 7:00 a.m. The school will remain open.

FIRE DRILLS/LOCK DOWN

In emergency situations, students must be removed from the school or safely secured in the building. These processes are in place and for the safety of our students, a number of practice drills will occur during the year. Students are expected to cooperate fully with all procedures.

FOOTWEAR

Fire regulations state that students must always have footwear on. Clean and dry your footwear upon entering the school.

PARKING/VEHICLES

Students are expected to drive in a safe, courteous manner. Student parking is on the north side of the parking lot. Student vehicles parked in the reserved parking areas or in areas not designated for parking may be towed away at the student's expense or lose parking privileges. Students who drive in an unsafe manner will be reported to the RCMP and will not be allowed to drive or park on school property. Parents and students are reminded not to park in the fire lane or on grass covered areas.

STUDENT ACCIDENT INSURANCE PROGRAM

Peace Wapiti School Division has a Student Accident Insurance Program that protects students and their families from some of the high costs of injury from accidents. The Student Accident Insurance program provides coverage for medical, dental, disability, and accidental death and dismemberment insurance on behalf of students participating in any school activities, including student transportation and school sanctioned events and field trips. All students are covered under the Division plan. Parents/Guardians may wish to purchase additional coverage (summertime, weekend, and other non-school days) at their own cost; information packages are available at the school.

SURVEILLANCE CAMERAS

Video cameras have been installed in and outside the building and record throughout the day. The purpose of this technology is to enhance the safety of our students and staff.

VISITORS TO THE SCHOOL

To ensure the safety of all our students, all visitors are expected to report to the office first upon entering the school. Students who wish to bring a guest into the school need to clear their request with administration.

Other services and information to enhance student life at Sexsmith Secondary School:

ACTIVITIES IN THE GYMNASIUM

Any student participating in Physical Education, Intramurals, or extracurricular sport activities as well as those using the school Fitness Center, must wear appropriate footwear and athletic change.

COUNSELLING/SCHOOL COMMUNITY TEAM

Counsellors help students develop and achieve social, academic, and career goals. Information exchanged between the counsellor and the student is confidential. The counsellors are not responsible for discipline, penalties, or punishment, but do help the student by consulting and working with teachers, administrators, parents, and community resources. Students may make their own appointment to see a counsellor. When possible, appointments should be scheduled to suit the best interests of the student and the classroom teacher. Parents who have a concern about their child are invited to call the school to setup a referral.

The School Community Team provides the children and families in our school with more efficient access to a variety of community agencies and support services. The team strives to provide a local school base for offering the educational, health and social support for children and their families. This group seeks to find creative solutions for problems that may not clearly meet the mandate of any one agency. The team consists of members representing Alberta Mental Health Services, Child Welfare, Family and Community Support Services (FCSS), Alberta Public Health Services, and the school counsellor. Anyone seeking the assistance of the team may call the school counsellor.

SCHOLARSHIPS

Many local and provincial organizations recognize the achievement of our grade 12 students by establishing scholarships, bursaries and awards. Students should see a school counsellor for further information on these scholarships. Peace Wapiti School Division #76 also provides a list of scholarships, their deadlines, the amount of money awarded, a brief summary of the eligibility criteria and a hotlink to their website (if they have one) so you can find out the details. The website is: <http://www.pwsd76.ab.ca/Scholarships/Pages/default.aspx>

POWERSCHOOL

Students and their primary contact are each given a password which allows them to access the following information through PowerSchool (our web-based student records system):

- attendance record
- timetable
- detailed marks for each course
- course selections for the next school year

Parents/guardians that do not have access, or would like help with PowerSchool features, are asked to contact the school office.

LIBRARY SERVICES

Students are encouraged to use the library for studying and research. The library has computers for Internet access and for word processing. The library staff is available to assist students with any research or general interest questions.

TELEPHONE

There is a student phone, on a separate line, located in the school for student use. Students will not be called out of class to receive messages except in cases of emergency.

EXTRA-CURRICULAR POLICY

Sexsmith Secondary School offers a wide variety of extra-curricular opportunities for students. Students are encouraged to participate in a program to enhance classroom achievement and improve our school culture. Students need to understand that their course of studies is very important and successful efforts in academics can be linked to active extra-curricular participation.

Teachers will be made aware of which students are participating in respective activities and will be notifying coaches/organizers of any concerns in regards to the academic effort of the members.

Those students involved are reminded of their commitment to their studies and are asked to maintain a satisfactory effort in all classes and behave in a manner which is acceptable to the administration. Participants must be attending classes regularly, and have no outstanding fees.

BOOSTER CLUB

There are numerous extracurricular activities and events in Sexsmith Secondary School. A parent support group has been set up to co-ordinate some of the activities and assist in fund raising. Most of these funds come from working casinos in Grande Prairie. Each of the school teams is expected to find volunteers to assist in running the volunteer portion of casino management. Parents are encouraged to help the Booster Club and extracurricular programs by joining the Booster Club at its October & April meetings held on the second Tuesday of that month prior to the School Council meetings.

LOST AND FOUND

Articles that have been found should be turned in to one of the administrative assistants in the office. Inquiries regarding lost items should be made at the office.

SCHOOL NEWSLETTER/WEEKLY BULLETIN

A school newsletter will be published on a monthly basis. This information will be shared with students and an electronic copy will be made available on the school website. A weekly bulletin will be posted, on our Facebook page, every Friday which will a calendar of school events for the upcoming week.

YEARBOOK

Each year the yearbook committee produces a yearbook. It contains valuable moments of your school life. The production of this book depends on student participation on the committee. Each student should seriously consider the support he or she can give to this worthwhile cause. Yearbooks can be purchased through the school office.

CAFETERIA

The school cafeteria provides meals to students at very reasonable prices.

MISCELLANEOUS

WITHDRAWING FROM SCHOOL

Students who are leaving school are expected to see an administrator to discuss this matter. A class withdrawal form must be completed and all textbooks must be returned.

FEE REFUNDS

Fees will be refunded on a prorated basis. No fees will be refunded after the Spring Break in April.

SCHOOL COUNCIL

Due to recent government changes, school councils have been given an increased role in working with students and staff. Many school policies and procedures are developed through input from these meetings. The Council's mandate is to work toward ensuring the best possible education for all students within Sexsmith Secondary School. The School Council provides a structure in which parents, teachers, students and the principal can talk about education in the school community. Our meetings are generally held on the second Tuesday of each school month around 7:00 pm, at Sexsmith Secondary School. Please check the proposed school year to confirm dates. Meetings are not held during the months of December and June. The first meeting of the school year will be held within the first 3 weeks of September and all parents are welcome to attend.

GRADUATION POLICY

To participate in the Grade 12 Graduation Ceremonies at Sexsmith Secondary School the following criteria must be met:

- The student must in a position to earn a minimum of 30 credits at SSS while in grade 12 if they have earned 90 credits in the previous two years. If the student has earned less than 90 credits, they will be required to earn up to 40 credits.
- The student must be in a position to graduate as per the Alberta High School Diploma Graduation Requirements
- All students must have a minimum of 50%, in each class and module, in all courses as per requirements for SSS participation.
- Students enrolled in distance learning courses, work experience, special projects or CTS courses must have 70% of yearlong courses and 50% of second semester courses completed by the end of April (confirmation of the course work completed is the responsibility of the student and must be made with administration)
- All outstanding school fees must be paid in full by the end of April.
- All graduation fees must be paid as outlined by the Grad Committee of that graduating class.
- Students must be in 'good standing' with the school.

It is the responsibility of the student and their parent/guardian to ensure that all of the above criteria have been met. School staff are available for student and/or parent consultation regarding the policies. Students who are eligible to participate in the Graduation Ceremonies will be notified the first week of April, with the final list being posted the first week of May.

GRADUATION APPEAL PROCEDURE

Students and/or parents may appeal the exclusion from the commencement list. The appeal must be submitted in writing within one week of being excluded from the list. The administration will meet with the student and parent to hear the appeal. A decision will be made and parents will be informed within one week of the meeting.