

# Vauxhall High School

The capacity to learn is  
a *gift*; the ability to  
learn is a *skill*; the  
willingness to learn is a  
*choice*.

Brian Herbert

*Student Hand Book*  
*2018-2019*

*PO Box 618, 623 5th Ave. N*

*Vauxhall, AB T0K 2K0*

*Phone: 403-654-2145*



## *School Calendar*

<b>August</b>	27-30	Teacher Prep Days
<b>September</b>	3	Labour Day (no school)
	4	First Day for Students
	4-7	Spirit Week
	19	Picture Day
	28	Division Wide Planning for Student Support (no school)
<b>October</b>	4	Progress Report
	8	Thanksgiving (no school)
	11	Academic Awards Night
	18	Division Wide PD Day (no school)
	19	School Based PD Day (no school)
<b>November</b>	2	<b>Report Card #1</b>
	9	<b>24th Annual VHS Fundraiser Banquet</b>
	12	Remembrance Day Observance (no school)
	14-15	Parent Teacher Interviews (4 - 7 pm in Gymnasium)
	16	School Based Holiday (no school)
<b>December</b>	7	School Based PD Day (no school)
	21	Last day before Christmas Break
	25	<b>Merry Christmas!</b>
<b>January</b>	7	Classes resume
	15	Social 30-1/30-2 Part A
	23	Math 30-1/30-2
	25	Social 30-1/30-2 Part B
	29	Chemistry 30
	30	<b>Report Card #2</b> , Last day of Semester 1 (no school for Jr. High)
	31	First day of Semester 2
<b>February</b>	18-22	Family Day, Teacher PD Days (no school)
<b>March</b>	2	<b>VAB Awards Night/Fundraiser Banquet</b>
	7	Progress Report
	8	School Based PD Day (no school)
<b>April</b>	11	<b>Report Card #3</b>
	18	Parent Teacher Interviews (4 - 7 pm in Gymnasium)
	19	Good Friday (no school)
	22-26	Easter Break (no school)
<b>May</b>	8	L.A. 9 Part A
	10	<b>Graduation 2018</b>
	17	School Based Holiday (no school)
	20	Victoria Day (no school)
<b>June</b>	3	Athletic Awards Night
	4	Celebration of Achievement
	12	English 30-1/30-2 Part A
	18	Math 9 Part A
	19	Math 30-1/30-2, L.A. 9 Part B
	20	English 30-1/30-2 Part B, Science 9
	22	L.A. 9 Part B
	24	Social Studies 9
	25	Math 9 Part B
	25	Biology 30
	27	Physics 30, <b>Report Card #4, Last Day of School</b>

**\* Please Note: The PAT and Diploma Exams are subject to change. \***

# STAFF LIST 2018-2019

## ADMINISTRATION

Todd Ojala                      Principal  
Scott Reiling    Vice Principal

## TEACHERS

Angie Angle  
Hans Bowden  
Lori Delanoy  
Suzanne Finlayson  
Jim Kotkas  
Rita-Marie Leask  
Keith Miller  
Todd Ojala  
Walter Plumtree  
Scott Reiling  
Jason Schellenberg  
Rob Virginillo

## VAB COACHES

Les McTavish  
Jim Kotkas  
Joel Blake

## SUPPORT STAFF

Lynda Unruh	VAB Secretary
Jen Peterson	VHS Secretary
Shelley Deleeuw	VHS Secretary/Classroom Assistant
Mary Ellen Senneker	Library/Classroom Assistant
Dani Brown	Classroom Assistant
Christie Sorensen	Special Needs Assistant
Bona Schmidt	Special Needs Assistant
Joel Blake	Child and Youth Care Worker
Trinity Payne/Ashley Otte	Family School Liaison Counselor
Garth Moulard	Educational Counselor
Allen Matthews	Custodial
Nancy Banman	Custodial

## BELL TIMES

**Monday - Thursday**

**(Warning Bell at 8:29)**

<b>Period 1</b>	<b>8:30 - 9:10</b>
<b>Period 2</b>	<b>9:10 - 9:50</b>
<b>Break</b>	<b>9:50 - 9:55</b>
<b>Period 3</b>	<b>9:55 - 10:35</b>
<b>Period 4</b>	<b>10:35 - 11:15</b>
<b>Flex Period</b>	<b>11:15 - 11:55</b>
<b>Lunch</b>	<b>11:55 - 12:25</b>

**(Warning Bell at 12:23)**

<b>Period 5</b>	<b>12:25 - 1:05</b>
<b>Period 6</b>	<b>1:05 - 1:45</b>
<b>P.M. Break</b>	<b>1:45 - 1:50</b>
<b>Period 7</b>	<b>1:50 - 2:30</b>
<b>Period 8</b>	<b>2:30 - 3:10</b>

**Friday**

**(Warning Bell at 8:29)**

<b>Period 1</b>	<b>8:30 – 9:22</b>
<b>Period 2</b>	<b>9:22 – 10:15</b>
<b>Break</b>	<b>10:15 – 10:20</b>
<b>Period 3</b>	<b>10:20 – 11:12</b>
<b>Period 4</b>	<b>11:12 – 12:05</b>

## STUDENT CONDUCT

*(School Act, Section 12)*

**A student shall conduct him/herself so as to reasonably comply with the following code of conduct:**

- a) be diligent in pursuing his/her 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 his/her teachers for his/her conduct;
- f) respect the rights of others

## **DISCIPLINE POLICY**

The discipline policy includes, but is not limited to, incidents of swearing, vandalism, lates, willful disobedience, harassment, smoking/chewing tobacco, inappropriate behavior, drug and alcohol use, violence, possession of a weapon.

School administration may supersede the guidelines of the discipline policy at any time.

Referral forms are completed by the teacher and forwarded to an administrator. The administrator will discuss the incident with the student. Referral forms are sent home with the student to be returned the morning of the next school day with the parent's signature.

A student smoking or chewing tobacco on school premises will face a one-day suspension. Any repeat offenders in regards to our "Smoking and tobacco free-campus policy" will face a two-day out of school suspension.

### **Disciplinary Consequences:**

Repeat offenders will be dealt with in the following manner:

<u><b># of Offenses</b></u>	<u><b>Consequence</b></u>
3 offenses	1 day in-school suspension-phone call home to parent(s)
5 offenses	2 day in-school suspension - meeting with parent(s)
6 offenses	2 day out-of-school suspension - meeting with parent(s)
7 offenses	3 - 5 day out-of-school suspension; recommendation may be made to the School Board for expulsion

Cross-Reference:

School Act, section 24, 25 (Suspension & Expulsion), section 12 (Student Conduct), section 16 (property damage).

HSD Policy IFAA, IFC, IFCH, IFCJ, IFCL, IG, IGD

## **ATTENDANCE POLICY**

Regular attendance is essential to learning and every effort is made to ensure students are in class. All absences must be verified by telephone confirmation or a note from parents or guardians, either prior to the day or on the day of the absence (phone 403-654-2145). If a student finds it necessary to leave during the school day, he/she is required to check out at the office with a note or telephone call from his/her parent(s). Absences from school during the school year may jeopardize a student's final standing. If achievement in any course is below standard, prolonged absences should be avoided. Prolonged absences, for whatever reason, are detrimental to the student's education. In the event that a student must be out of school for an extended period of time, his/her parent(s) or guardian(s) should contact the school and make arrangements for materials for home study. The student is responsible for all assignments and tests which may be missed during an absence. The onus is on the student to make arrangements for completion of missed assignments and tests.

### **A. Planned Personal Days**

Senior High students at VHS are allowed two personal days a year. Personal days, with parental approval, may be used throughout the year. If a student wishes to use a personal day, he/she simply requests a form from the office and returns the completed form two days prior to the personal day; office staff will communicate the personal day to teachers. Personal days may not be taken during an exam week, during exam preparation or on a day when the school is administering a provincially scheduled exam. Personal days cannot be used to opt out of a field trip or school planned activity.

## **B. Excusable Absences**

The School Act requires students to attend all classes unless prevented “by reason of sickness or other unavoidable cause, the day is recognized as a religious holiday, the student has been suspended or expelled.”

Examples of an excusable absence:

- Illness
- Court appearance
- Religious holiday
- Suspension or expulsion
- Medical or dental appointment
- Compassionate reasons (death or critical illness)
- Personal Day-Subject to Parent & Principal Approval
- Prior principal approval

It is the responsibility of the student and parent(s) to provide verification of absence to the school or the absence will always be considered inexcusable. Verification can be provided prior to the absence, the day of the absence or the morning of the first day back at school. Verification may come in the form of a phone call, a fax, an e-mail or a written note from parent(s) or medical personnel.

## **C. Inexcusable Absence**

Any absence, other than a personal day or an excusable absence, is considered an inexcusable absence. Skipping a class (one period) is an inexcusable absence. Missing a double period class is considered two inexcusable absences.

Possible examples of inexcusable absences:

- getting a haircut
- shopping
- having lunch
- inexcusable late of 20 minutes or more



## **Inexcusable absences will be addressed as follows:**

**First inexcusable absence:** Administration will talk to student; parents will be notified.

**Second inexcusable absence:** Student will be given a one day in-school suspension. A letter shall be sent home to parents informing them of the occurrence.

**Third inexcusable absence:** Student will be given a 2 day in-school suspension. A letter will be sent to parents, stating the student received a second in-school suspension and that he/she will face an out-of-school suspension, if there is another inexcusable absence.

**Fourth inexcusable absence:** Student will be given a 2 day out-of-school suspension. Parents are informed (letter).

**Fifth inexcusable absence:** Administration meets with the student, parent(s) and teacher to determine how or if the student should complete the course. If the student is removed from the course, the case will be forwarded to the superintendent.

### **D. Inexcusable Lates**

Teachers will maintain a record of student lates. If a student accumulates three lates in a class over a period of a month, the teacher will advise administration and it will be regarded as an **inexcusable absence**.

### **STUDENT HARASSMENT POLICY (HSD Policy IFAA)**

Horizon School Division is committed to providing a safe and caring learning environment in which all individuals are treated with respect and dignity. Harassment is a form of discrimination. This policy has been developed to prevent harassment. For the purposes of this policy, harassment is synonymous with the terms intimidation, bullying, taunting, teasing and bugging.

## **Definition of Harassment.**

Harassment includes behavior which may be verbal, physical, deliberate, unsolicited or unwelcome; it may be one incident or a series of incidents. Harassment may include:

- (a) verbal abuse or threats;
- (b) negative remarks, jokes, innuendoes, or taunts about a person's body, attire, age, gender, ethnic or national origin, socio-economic status, religion;
- (c) displaying of pornographic, racist or other offensive or derogatory pictures;
- (d) practical jokes which cause awkwardness or embarrassment;
- (e) sexual invitations, requests or demands, whether indirect or explicit;
- (f) inappropriate gestures;
- (g) intimidation to participate in unlawful or unethical activity or to participate in activities which contravene school and/or board policy;
- (h) unwelcome physical contact; and/or
- (i) coercing or influencing third parties to harass others.

The behavior need not be intentional in order to be considered harassment; it is sufficient that the offender knows, or ought to reasonably know, that the behavior is offensive and unwelcome.

Any student who willingly makes a false claim of harassment or intentionally provokes harassment shall be subject to appropriate disciplinary action.

## **SCHOOL FEES FOR 2018-2019**

There are no fees charged for core classes, however a small fee will be charged for certain classes where product or supplies are used, consumed and/or taken home by the student.

Full payment of fees are due on OCTOBER 31, 2018.

Payment arrangements can be made at the office and post-dated cheques are accepted.

Shop – Materials cost	\$20.00 for Grades 7 - 9 \$30.00 for Grades 10-12/ class
Art 9	\$20.00/class
Art 10, Art 20, Art 30	\$30.00/class
Foods (Junior High) Food Costs	\$20.00
Foods (Senior High) Food Costs	\$30.00 per 3 CTS credits
Textiles	Cost of Fabric
Outdoor Ed (Junior High)	\$50.00
Outdoor Ed (Senior High)	\$50.00
Grad Fees	\$150.00
Yearbook (optional)	\$30.00

There may also be small field trip fees to cover venue entrance and transportation.

Extra-Curricular Fees will be determined by the coaches and Athletic Director for each team.

## **CTS COURSE ENROLMENT AND CREDIT COMPLETION**

CTS offers student flexibility on two counts:

1. A student may select modules of personal and career interest, if all prerequisites are met.
2. A student may regulate his/her own pace of achievement, thereby completing as many modules as best suits his/her needs.

However, as a staff of Vauxhall High School, we do require the student to attend class for the entire term, as indicated by his/her course registration form. Therefore, if a student registers in a CTS course for a semester, he/she is expected to attend class the entire length of the semester, regardless of how many credits are completed and when these credits are completed. Likewise if a student enrolls in a full-year CTS session, he/she is expected to attend the CTS class for ten months, regardless the number of credits completed and the date of credit completion.

## **COURSE ENROLLMENT AND CREDIT COMPLETION**

### **(SR. HIGH)**

A student must have earned a passing mark in all pre-requisite courses, before he/she can take the course to follow. For instance, if a student fails English 20-1, he/she must either repeat English 20-1, and pass it to go on to English 30-1, or he/she must take English 20-2 to enter into English 30-2.

A student who has earned a final mark of 45-49%, will be permitted to down-grade a level, take the course at the next grade level; upon successful completion of the course, he/she will be given retroactive credit for the prior course. For instance, a student receives a final mark of 45% in English 20-1, he/she will be allowed to take English 30-2. If the student passes English 30-2, then he/she will be given retroactive credit for English 20-2. No credit will be given for English 20-1.

### **CREDIT REQUIREMENTS**

For the 2018/2019 year we expect each student to enroll in the minimum credit load as follows:

Each grade 10 student is expected to carry a full schedule within the school day, including a year-long advisory program.

Each grade 11 student-35 credits(max.: 1 spare per semester)

Each grade 12 student-30 credits(max.: 2 spares per semester)

A student needs to earn the minimum credit requirements, on an annual basis, regardless of the credits earned the previous year.

### **JUNIOR HIGH RETENTION POLICY**

A Junior High student may be retained if he/she is failing (receiving a mark of 49% or less) in any two or more core classes (Math, LA, Social, Science). Report cards will be monitored by administration; the student and his/her parent(s) will be notified of potential retention.

## GRADUATION REQUIREMENTS 2018/2019

In order to participate in the graduation ceremonies hosted by Vauxhall High School, a student must have attended VHS for his/her grade 12 year, have all school and sports fees paid in full and must meet the following educational requirements:

Alberta Learning – High School Diploma requirements:

English 30-1/30-2

Social 30-1/30-2

10 credit minimum in Science

10 credit minimum in Math

10 credits in CTS and/or Fine Arts and or PE 20/30

10 credits in any other 30/33/35 level courses

CALM (3 credit minimum)

PE 10 (3 credit minimum)

\*\*Note: A student who is on track to receive a Certificate of Achievement will also be eligible for participation in graduation. (Guide to Education 2003)

### 2. Horizon School Division #67

A student must earn a total of 105 credits as a minimum.

(Policy IECD – Assignment of High School Courses)

### 3. Vauxhall High School

-A student is earning a cumulative mark of 50%, as a minimum, on courses and/or credits required for a High School diploma, at the time of the April report card.

-All required Distance Learning courses are  $\frac{3}{4}$  completed after the Easter Break.

-A grade 12 student earns a minimum of 30 credits; off-campus credits during the school day are considered as part of the 30 credits.

#### Timeline:

April 11	Report Card #3 (first report card of 2 <sup>nd</sup> semester)
May 6	Final Grad List will be posted
May 10	Graduation Banquet and Ceremony

If a student does not meet the requirements for participation in graduation, the student and the parent(s) will be directly informed. Should the student and/or parent(s) consider the decision not to be fair, he/she has the right to appeal the school's decision to the Superintendent of Schools, Horizon School Division #67, who shall convene a committee to hear the appeal. The appeal should be heard within three days of the appeal being requested. (Reference Policy: High School Graduation Ceremonies).

## **EXTRA CURRICULAR ACTIVITIES**

All Junior and Senior High School students must meet the following requirements in order to participate in any social, athletic, or other school related activity.

- A satisfactory mark in all subjects. If a teacher feels a student is not working to his/her full potential, the teacher may forward his/her complaints to the extra-curricular committee, who will make the final decision.
- A High School student must be taking the required number of credits to tentatively graduate with a diploma by the time he/she is in his/her graduating year.
- A student must attend school on the day or days of the event, unless he/she has a medical or dental appointment, and has previously informed his/her coach of the appointment.

Any infractions or unreasonable conduct at school or during a school related activity shall be referred to the extra-curricular committee whose decision regarding future participation shall be final. If a student does not meet these requirements he/she shall be suspended from the activity until such time as the requirements have been satisfactorily met. The extra-curricular committee will consist of the Athletic Director and school administration. The school principal will act as chairperson.

## **INTERSCHOOL SPORTS**

Vauxhall Junior Senior High School offers an extensive athletic program. All students are encouraged to try out for the program and team of their choice. The program offers students the opportunity to compete against numerous other schools while representing Vauxhall High School. It offers the students of this school the chance to participate competitively on teams that promote school/team spirit and sportsmanship.

## **STUDENT GUESTS**

Guests may NOT accompany a student during the school day.

## **COUNSELING SERVICES**

Educational Counseling – A student who needs assistance or information regarding course registrations or changes, Alberta High School Diploma requirements or scholarship information can see the counselor for assistance. University calendars are available in the Career Corner.

Career Counseling – The Career Counselor for Horizon School Division and will be at VHS on Wednesdays. The counselor will be able to assist students with Career Planning and post-secondary programming.

Personal Counseling – Two counselors will be at VHS for a total of 4 days per week. As a Family School Liaison Counselor with Horizon School Division, they will provide counseling to VHS students and their families.

## **GREEN CERTIFICATE PROGRAM**

Any high school student considering a future in farming should also consider registering in the Green Certificate Program. The Green Certificate Program offers practical training in the areas of Cow-Calf, Field Crop, Irrigated Crops, Feedlot, Dairy, Swine and Sheep. A VHS student can earn 16 credits and be certified as a Production Technician (Level 1) while registered with the Green Certificate Program.

## **RAP**

The Registered Apprenticeship Program offers a student the opportunity to begin his/her training for a trade, while still in High School. A student earns RAP credits and logs apprenticeship hours. RAP is a fantastic program for anyone considering the trades after high school.

## **WORK EXPERIENCE PROGRAM**

The work experience program was designed to allow a high school student the opportunity to explore various occupations while earning credits. The type of work should be related to a trade, occupation, or profession that might interest that student.

Credits are awarded on the basis of one credit for every 25 hours of work. A student doing his/her first work experience must complete the career transitions readiness C.T.R. 1010 module. A maximum of 15 work experience credits can be applied towards the diploma.

There are placements throughout Vauxhall, Enchant and Hays. A number of students are taking work experience within the schools in Vauxhall as staff assistants. Grade 11 and 12 students interested in the program can sign up with the work experience advisor.

## **SCHOOL DANCES**

Our school dances are open to all junior and senior high school students in “good standing”. A student from another school must be on the guest sign up sheet to be allowed entrance into the dance. A guest must be enrolled as a jr./sr. high school student and attending school regularly. “Good standing” will be determined by the following manner: prior to the dance, VHS administration will carefully check the names on the guest sign up sheet. Next, administration may contact the schools of any or all guests to determine their standing. Our school dances are intended for students; as such, all attending must be a student at VHS or a registered student at another school. All students attending a school dance will be required to take a breathalyzer upon entrance to the dance. Should the breathalyzer indicate alcohol, or should alcohol be found in the student’s possession, the student will be taken home by his/her parent, a teacher or the RCMP and not allowed to attend the next two school dances. In an effort to minimize damage to the gym floor, all dances are sock hops. School dances are organized by the Student Council.



## **LOCKERS**

Each student will be provided with a locker and lock. All locks must be issued by the school and are expected to be returned at the end of the year. Each student is urged to keep his/her locker locked throughout the day. Although a student can expect his/her locker to be private, a concern for the overriding safety of all students may warrant a locker search, at any time, without prior notice to the student.

## **DRESS CODE**

Good social judgment includes knowing what is appropriate to wear. Dress should be clean, neat and modest and will not include profane gestures, inappropriate language or advertising of alcohol or illegal substances. Tank tops must have shoulders wide enough to cover brassiere straps. Halter tops or any backless tops are unacceptable. Tops must be long enough to cover the midriff. Shorts and skirts should be at least as long as arms at your sides with fingers outstretched. Muscle shirts are unacceptable.

VHS is a place of learning and part of that learning includes knowing what is appropriate attire in a work environment. We trust you will make positive choices.

## **LOITERING AND TRESPASSING**

The School Act, section 27, states: no person shall disturb or interrupt the proceedings of a school, loiter or trespass in a school building or on a property owned by a board. Any of these prohibited activities will be referred to the RCMP.

## **THREAT ASSESSMENT PROTOCOL**

Horizon School Division assesses all high-risk student behavior. All threats and acts of violence will be investigated by school administration, with the assistance of the counseling team and the RCMP as necessary. The safety of our students is paramount. Threats of inflicting harm to self or others will be pursued, with referrals made as warranted by the situation.

## **TOBACCO FREE CAMPUS**

The building and property of Vauxhall High School is a tobacco free environment. This includes the use of vapes whether tobacco is being used in them or not.

## **COMPUTER USE CONTRACT**

Prior to being granted access to the computer network, each student is required to sign an appropriate use agreement. Use of the network account must be consistent with educational objectives. Violations of the regulations, as stipulated on the Appropriate Use Contract, will result in access privileges being revoked.

## **R.C.M.P.**

The R.C.M.P. has an office located within Vauxhall High School. This an excellent way to foster a positive relationship between the youth of Vauxhall and the police, provide positive mentoring opportunities, and preventative policing.

## **CELL PHONES & ELECTRONIC DEVICES**

In accordance with Horizon School Division's Citizenship in a Digital Age policy, Vauxhall High School embraces the potential that smart phones, cell phones, and other similar electronic devices can be used as a technological learning tool in the classroom. Teachers are permitted to implement the use of personal electronic devices to enhance planned curricular activities. Students may use their cell phones and electronic devices during transition periods, before and after school, and during spares and lunch. Students are not permitted to use cell phones and electronic devices in the classroom unless instructed to by a teacher. Any use of a technological device that disrupts the educational environment or is detrimental to the safety, welfare, or health of students and staff may result in disciplinary consequences such as, but not limited to, their phone being confiscated for the remainder of the day, possible suspensions, or recommendation for expulsion. The use of electronic devices is a privilege and not a right and therefore, responsible use is expected and will be enforced.

## **STUDENT COMPUTER LOGINS & SCHOOLWIFI**

Horizon School Division sets up a generic computer username and password for each new student at the beginning of the year. The username is always in the first name.last name format. A student may change their password as often as they wish, but forgotten passwords can only be reset by the CTS teacher.

Each student is also given a Horizon School Division email address that they may use. first name.last name@hsd67.ca  
Again, a student may change their password as often as they wish, but forgotten passwords can only be reset by the school admin.

All school computers and devices, including personal devices, are expected to be used in a respectful and responsible manner.