



## 2021-22 Handbook

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## Message from Staff

Welcome to Springbank Community High School. This is your time to create your future and make the most of the educational opportunities that are available at SCHS. We hope your high school years will be very rewarding and provide memories that you will remember fondly long after you leave.

The Student Handbook provides you and your parents with some basic school and jurisdictional guidelines. Study these guidelines carefully. If you do not understand a particular expectation, ask your teachers, counsellors or an administrator. It is your responsibility to know what is expected of you and to meet that expectation.

Here at SCHS, we strive to RISE UP and use the image of the Phoenix rising as a metaphor for our key pillars:

- Responsibility
- Integrity
- Strength
- Excellence

We expect that you will, at all times, be a student who is a positive and contributing citizen who demonstrates these key characteristics. We are here to support you, guide you and assist you to be the best student you can be.

## School Contacts and Staff List

### Administration:

Darrell Lonsberry- Principal  
Kara Bonikowsky- Assistant Principal for grades 9 and 11  
Someya Inzinger- Assistant Principal for grades 10 and 12

### Guidance Counsellors:

Tracey Lambie (grade 11 and 12)  
Rob Elleker (grade 9 and 10)

### Office Staff:

Janell Ilagan- School Secretary  
Dawn Wood- School Secretary  
Josilynn Thiessen- Guidance Receptionist and Career/Post-Secondary Advisor

### Support Staff:

Crystal Burns – Learning Assistant  
Margie Koudmani – Learning Assistant  
Becky Morrow – Learning Assistant  
Shannon Young – Learning Assistant  
Taze Carag – Learning Coordinator for We Connect  
Ann Harris – Learning Commons Facilitator

### Teaching Staff

Tim Bailey – Math  
Ryan Beck – Learning Support  
Shawn Carder - Math  
Colin Chrabaszcz – Grade 9 Math/Science, Band  
Jason Crellin - Grade 9 Math/Science  
Josh Denison – Math, Science  
David Fraser – Social Studies  
Katie Frauts – PE, Sports Medicine  
Anna Gaudio – Media Arts

Danielle Hughes – English, Social Studies  
Adam Jamieson - English  
Sara Klatt – Foods  
Eva Knight – Grade 9 Humanities, Drama 9-12  
Abe Kungel – Outdoor Education, Science  
Sharon Lightfoot – French Immersion, FSL  
Larissa MacMillan – Learning Support  
Shane Martell – PE, Science  
Bobby Mathew – Science, Robotics  
Ioan Matthews – Biology, Athletic Director  
Christena McCain – Social Studies  
Dominique McCullough-Murray – French Immersion  
Wendy McEvoy - Science  
Sean Mickelson – Grade 9 Humanities  
Tara Ong-Padilla - Spanish  
Diana Rhys-Brown - Science  
Thomas Sawchuk – Grade 9 Math/Science  
Sara Syme – Grade 9 Humanities  
Erin Tysowski - Art  
Heidi White - English

#### Caretaking Staff

Warren Maxwell – Head Building Operator  
Joel Ago – Building Operator  
James Fairbairn - Caretaker  
Michelle Jennings – Caretaker  
Beverly Lamb – Caretaker

## School Profile

Springbank Community High School is a rural school just west of Calgary, Alberta and is part of Rocky View Schools. We offer a diverse program with high academic standards and consistently perform at the top of Alberta public school rankings.

Grade configuration: grades 9-12

Total Enrollment: approximately 740 students

Program Offerings:

- Regular academic programming according to the Alberta Program of Studies
- Partnership with Global Sport Academy
- Advanced Placement Art 35
- French Immersion
- Off-Campus Work Experience/Green Certificate
- Second Language programs in Spanish and French
- Extensive Fine Arts programs in Art, Drama, Music
- CTS programs: Media and Technology, Robotics, Engineering and Design, Coding, Sports Medicine, Foods, Cosmetology (through partnership with Del-Mar College), Outdoor Education.
- Competitive Athletics Programs

## RISE Up!

At SCHS we have embarked on our RISE Up campaign which defines the four key pillars that we strive to develop in all of our students. These pillars guide our mission statements and our goals to help support students achieve their fullest potential. We feel that in striving to develop these four characteristics in students, we can prepare them to best learn from the past, understand the present and serve their community in the future.

Responsibility:

Students act at all times in a responsible manner, owning their actions and demonstrating care and compassion for those around them.

Integrity:

Students act at all times in a manner consistent with their words and expectations. They develop strong moral and ethical principles and behave in a consistent manner in alignment with their internal compass.

Strength:

Students demonstrate strength by striving to do their best in the face of adversity. They know how to support others but also have the strength of courage to ask for help when required.

Excellence:

Students pursue excellence by improving every day. At the end of each day, our students can declare that they did better today than yesterday and will continue to improve tomorrow.

## Our Mission

Springbank Community High School endeavors to prepare students who will:

- Demonstrate leadership in civic, social and environmental concerns
- Balance academic, athletic and creative endeavors
- Demonstrate a commitment to life-long learning
- Exhibit creative and critical thinking
- Adapt to a continually changing information and media literate world
- Become respectful and responsible adults
- Be prepared for post-secondary endeavors

## Attendance

Students are most successful when they have consistent access to quality instruction and support. We believe that regular attendance and punctuality is important and essential for students' academic success. When students are absent from classes, they get behind putting heavy stress on those involved. While it is recognized that students will be away for a variety of reasons, it is incumbent on the school to monitor and report absences that occur in a framework that is instructive and helpful. We know that a student who misses 10% or more of a course (regardless of reason), will most likely see a significant and measurable negative impact on their academic success. Administration, Guidance and classroom teachers will provide support but ultimately, responsibility lies with the student and his/her parents.

**Absence Protocol:** Parents must call the school to report any student absence. Absences are reported on a per class basis. When a student is absent from a class and is unexcused, parents will be notified by our Synervoice system (you will receive a phone call for each absence if it is not called into the school). Students who are absent from school may be precluded from participating in extra-curricular activities including athletics on the day of the absence. For cases where absenteeism is a chronic concern, our student services team will work with families to develop a plan to support and assist students to return to school. However, chronic unexcused absences may also result in disciplinary action.

**Lates:** Students arriving late have a significant impact not only on their own learning but on those of their fellow students. Students are encouraged to be punctual to school and class. If a student is late, they must sign in at the office. Patterns of chronic lateness may result in referral to our disciplinary process and students being precluded from participating in extracurricular activities (field trips, athletics etc.). Most importantly, though, chronic lates are disruptive to the class and in most cases have a negative effect on the student's achievement.

**Students Leaving Early:** Students who are leaving school must sign out of the office. While we understand that students have commitments outside of school, it is expected that students remain at school until the end of the instructional day. Community activities such as athletics, dance and other programs should be arranged so as not to interfere with instruction; students should not be leaving early to attend to practices, rehearsals etc.

**Extended Absences:** Parents should be aware that removing a student from school for reasons other than illness, medical appointment, bereavement or other family emergency is not sanctioned by the school and can have a significant impact on the student's learning experience and academic success. If a parent chooses to remove a student for vacation or other non-sanctioned reason, the school, teacher and administration have no obligation to provide additional time for missed instruction. Students are responsible for missed instruction and assessments and are expected to complete assignments and assessments the first class upon return, unless other arrangements have been made with the classroom teacher. It is the student and family's responsibility to clearly communicate the absence and make suitable arrangements prior to leaving.

## Communication

**Student Handbook:** Important information pertaining to the organization of SCHS and student expectations in this handbook which is available online under the "Publications" section of our website.

**School Website:** <http://springhs.rockyview.ab.ca>

**Phoenix Flyer:** Each week we publish and email a parent newsletter that contains information regarding school events and important updates regarding the school. Parent contact information must be updated in PowerSchool in order to receive this important weekly information.

**Power School:** <https://ps.rockyview.ab.ca/public>. Students and Parents can keep up to date on marks and attendance by logging into the Power School portal. Marks are updated every two weeks so that parents can keep apprised of their child's progress in class.

## Timetable and Bell Times

Time	Monday	Tuesday	Wednesday	Thursday		Friday	Time
8:37-9:19 am	Advisory/Focus	Focus	Focus	Focus		1	Period 1 8:37-9:45 am
Period 1 9:20-10:36 am	1	2	3	4		2	Period 2 9:48-10:56 am
Period 2 10:39-11:55 am	2	1	4	3		Lunch	10:56-11:41 am
11:55-12:40 pm	LUNCH					3	Period 3 11:41-12:49 pm
Period 3 12:40-1:56 pm	3	4	1	2		4	Period 4 12:52-2:00 pm
Period 4 1:59-3:15 pm	4	3	2	1			

## Student Services

### Advisory and Focus Time

**Advisory:** Advisory time occurs every second Monday and is designed to present lessons relevant and important to the various grades. Discussions about goal setting, post-secondary options, digital citizenship, wellness, stress and time management, graduation requirements, scholarships, career planning, healthy relationships and other important topics will be part of the Advisory Program. Students are required to attend Advisory when it is scheduled.

**Focus Sessions:** Focus blocks are created to provide students access to additional support and opportunities. Students must sign up for Focus sessions using the PowerSchool portal for the following week. Attendance is taken and it is mandatory for students in grades 9 and 10. Students in grade 11 and 12 who have a “spare” scheduled after Focus, do not need to attend a Focus.

Focus sessions are a great opportunity for students to demonstrate responsibility and take initiative of their learning by accessing additional tutorial help from teachers. In addition to academic/tutoring sessions, a number of staff have created wellness sessions in order to better support students (Yoga, Zen room, Open Gym, Fit Center etc.). As well, our post-secondary/career advisor regularly schedules special presentations with post-secondary institutions who will provide information on programs and admissions, scholarships and career information.

### Guidance & Career Counselling

In our Guidance department, we have two guidance counsellors and a career advisor. Students who need help or advice regarding personal matters, post-secondary education or course programs may make appointments with their designated counsellor or the career advisor through the online booking system (link on our webpage under “Guidance”).

The Guidance Department must prioritize based on student needs and urgent matters will take precedence. Therefore, booked appointments may be rescheduled. Please allow two business days for responses to non-urgent matters. Parents are encouraged to contact Administration if a timely response is not received.



## Facilities and Transportation

### Food Services

Our school has a cafeteria for the convenience of students and staff. A varied menu is available from our contracted provider that includes both hot and cold lunch options. Food and drinks are permitted in classrooms at the discretion of each teacher. In all cases, students are responsible for disposing of debris in all areas of the school.

### Recycling

We have numerous recycling stations throughout the school and bins in each classroom. Students are asked to please deposit paper, drink containers and refuse in the appropriate bins. Please ensure that all drink containers are empty before depositing them into the recycling bins. The proceeds from the recycling program is used by various student groups to fund initiatives that directly benefit our students.

### Lock and Lockers

Students are issued a lock and locker by the school. Students are not permitted to trade lockers with other students. Students must ONLY use the lock issued to them by the school. Student lockers are the property of the school division and the student is responsible for tidying up the locker on a regular basis. Students are asked to do a thorough cleaning prior to each major school break.

Because teachers and administrators serve in the role of parent (in loco parentis) throughout the school day, the administration may authorize and supervise a search of a locker if there is reasonable cause to do so. The student assigned to the locker will be held accountable for its contents. All personal items must be removed from the lockers by the last day of regular classes in June. Items left behind after this will be removed and will be discarded, placed in the Lost and Found or donated to Goodwill.

### Textbooks

Textbooks are distributed to students at the beginning of each semester. Students must have their ID cards in order to sign out textbooks. Students are responsible for the care of each book assigned to him/her. If a textbook is lost or damaged, a fee will be charged to the student for the replacement or repair of the book.

### Reporting Injuries

Injuries received during school or school activities must be reported to the office immediately by the student involved and the supervising teacher. Rocky View Schools Accident Reports must be filled out for all accidents stating the circumstances relating to the injury.

### Transportation, Bussing and Student Parking Lot

**Bussing:** The Rocky View Schools Transportation Department handles all questions and concerns relating to bussing (routes, pick-up times, alternate drop offs, fees etc.). You can call the RVS main line at 403.945.4000 and ask for transportation. Access to the bus loop on the west and north side of the school is for busses only. There is no student drop off/pick-up or parent parking permitted in the bus lane.

**Student Parking:** Students must register and obtain a parking pass from the main office. License and registration is taken so that in the event of an incident, we can quickly and easily identify the owner of a student vehicle. Students will be assigned a numbered parking space and must only park in that assigned space. Students who do not register for a parking pass and/or who park in someone else's assigned space may have their vehicle towed, at their expense, with no warning. The Springbank Park For All Seasons (SPFAS) owns and maintains the parking lot and designated areas are set aside for their patrons through the school day. If students cannot find a parking spot, they should park their vehicles in the soccer field parking area west of the school. Parking at school is a privilege;

students are expected to drive in a responsible manner, adhering to the speed limits. Dangerous driving or speeding may result in the suspension of parking privileges at school.

### Emergency Closures

When weather conditions place the safety of transporting bus students at risk, the Superintendent of Schools or Inclement Weather Committees for the communities of Airdrie, Chestermere, Crossfield, Cochrane, Kathryn/Beiseker and Springbank may choose to close schools or learn from Bus Contractors that they have suspended bus services. Weather factors that serve as general guidelines in making this decision are:

- Wind-chill of approximately -40 C
- Reports from bus drivers that many roads are, or will soon be, impassable. This decision is made by bus contractors and will be communicated directly to bus families from their bus driver.

### Notification of Closure

Local broadcast and radio stations will be notified of school closures no later than 6:30 am. Parents are encouraged to listen to:

- Radio - Air 106.1, Air 91.5, CBC, CHFM Lite96, 66 CFR, JACK FM, QR77, Country 105
- Broadcast - CTV, Global, CityTV, CBC

The best source of information is to go to or call:

- Rocky View Transportation [Late Bus App](#)
- Rocky View Schools [website](#) home page
- Via the [RVS App](#),
- Via RVS' [Facebook](#) and [Twitter](#) accounts.

Complete Inclement Weather Information can be found on the Rocky View Schools website:

<https://www.rockyview.ab.ca/transportation/inclementweather>

### Student Gathering Area (SGA)

The Student Gathering Area is the primary social centre for SCHS. With generous donations and support from the School Council and greater community, the area is well equipped with power stations so that students can charge their devices with ease. Students who have spares in their timetable are invited to use the SGA as one area to study and work on homework.

### Learning Commons (LC)

The Learning Commons is a collaborative workspace where individual students, classes and groups may work. Students are expected to focus on learning and study while in the LC. Access to support from our Technology Assistant and Learning Commons Facilitator is available. Our collection of printed materials is expanding and also includes resources that support our French Immersion programs.

### Satellite Learning Commons (SLA)

The Satellite Learning Commons (directly across from the Main Office) is another student work space, though is intended as a backup space when other gathering spaces are not available. Primary use is for larger groups who can book the space with our receptionist.

## Fitness Centre

All students have access to the SCHS Fitness Centre. For a small fee, students can use the cardio and weight-lifting equipment when supervision is provided. Students will be required to sign a waiver to access the space. Fees are used to maintain and replenish the equipment.

## Academics and Programming

### High School Diploma Requirements

In order to achieve a high school diploma in Alberta, students must complete:

- A total of 100 credits
- English 30-1 or 30-2
- Social Studies 30-1 or 30-2
- A 20-level Mathematics course (Mathematics 20-1, 20-2 or 20-3)
- A 20-level Science course (Biology 20, Chemistry 20, Physics 20, Science 20, Science 24)
- Physical Education 10
- CALM 20
- 10 credits in Career and Technology Studies (CTS), Fine Arts, Second Languages, Physical Education or other approved courses.
- 10 credits at the 30-level in addition to ELA 30/Social 30

For details regarding Diploma requirements, please go to <https://www.alberta.ca/graduation-requirements-credentials-and-credits.aspx#toc-2>

## Registration, Course Selection, Academic Programs

**Grade 9 Programming:** Our grade 9 core academic courses are full year courses. Students are cohorted with a consistent homeroom for all core courses. They will have a teacher for Humanities (English Language Arts, Social Studies) and a teacher for Science/Math. Option courses are semestered. Each fall, students in grade 9 also take part in Phoenix Challenge, which develops teamwork and leadership skills through activities at camps both in the area and overnight at the Goldeye Centre near Nordegg, AB. This is a unique opportunity for our new students to meet students from our other feeder schools and develop

**Course Loads Gr. 10-12:** Generally speaking, students in grade 10 and 11 are required to carry a full academic load (40 credits). Grade 11 students may apply for a single spare course and therefore may carry 35 credits. Grade 12 students must carry 30 credits over the course of the year.

**Orientation:** Springbank Community High School hosts an orientation evening each March for new students and their families. This evening event allows prospective students and their families to tour the school, learn about the various programs offered and connect with staff and administration with any question they may have regarding the school community. Families are encouraged to check our website for more information.

**Course Registration:** Registration Week typically takes place in March. Students will make course selection based on previous grades and post-secondary considerations. Guidance Counsellors and Administration are on hand to assist students in selecting their courses. Priority is given to grade 11 students (following year grads), grade 10 students (following year gr. 11) and then grade 9 students (following year gr. 10). Once course selections have occurred, the administration team will develop the timetable. Timetables are typically distributed near the end of August. Due to the complex nature of creating timetables and scheduling students, we do not take teacher requests. New students should consult the school website for registration packages and instructions on how to submit applications.

**Out of Area Students:** Students who are not in the catchment area of Springbank Community High School may apply for acceptance at SCHS. Acceptance at the school is dependent upon available room and resources. Families looking to apply from out of area are encouraged to look at the school website and the Rocky View Schools website for application information and the appeal process.

### Fast Tracking Academic Courses

Students may apply to fast-track one academic course per year. The ability to fast track is dependent on room in the subsequent course, a student's prior academic achievement and on teacher recommendation. Students must have a 90% grade or higher to be eligible to fast track and there must be room in the course. Where multiple requests are made for a given section of a course, those students with the highest average will be enrolled first until the course is full. Questions regarding fast-tracking can be forwarded to the Guidance department. Requests for fast tracking are approved by administration on a case-by-case basis.

### Withdrawal From Courses

All course withdrawals must be completed by the end of the third week of classes each semester. Students must meet with their guidance counsellor and complete a course withdrawal form. After the third week of the semester, no course withdrawals will be permitted unless there are compelling, extenuating circumstances. Such considerations will be made in consultation with guidance, administration and where necessary, Rocky View Schools.

### Exam Procedures

Students are expected to be present for all assessments at the scheduled time; this includes in-class assessments and final exams. Should extenuating circumstances (illness, family emergency, medical appointment) result in a student missing an assessment, they must communicate this prior to the appointment or at their earliest opportunity in order to make arrangements to write the assessment.

The final exam schedule is posted each term and parents should not plan vacations or other absences until all exams are complete. With the number of exams and students writing tests at the end of term, it is challenging to rearrange exam writing times and therefore, students are expected to write exams on the day and time outlined in the schedule unless there is a conflict with another exam being written at the same time. In cases where students have an exam conflict, they must contact their grade administrator to make arrangements to write their exams.

Provincial exams (grade 9 Achievement Tests and grade 12 Diploma Exams) are scheduled by the province and students are required to write the exam on the date and at the time listed; no adjustments of these times are permitted.

**Exam Accommodations:** In order for a student to access accommodations for final exams, those accommodations must have been demonstrably part of the student's program over the course of the term or year. For more information regarding this, please contact our Student Services team (guidance counsellor, administrator or learning support teacher).

### WeConnect and Online Learning

Access to online learning through our WeConnect (Rockyview Learning Connection-RVLC) helps support those students who are unable to access courses in class due to a timetable constraint or conflict. Due to course limitations and divisional access constraints, students **must** take a course in class at SCHS if it fits their timetable and there is room. We must reserve online access for students with legitimate conflicts, constraints or other extenuating circumstances; in other words, students may not simply elect to take a course online out of preference. If students wish to pursue online learning, they are able to withdraw from SCHS and enroll in RVLC full time. Access to courses through Alberta Distance Learning Consortium (ADLC) or Vista Virtual School is only

permitted if the course is unavailable at SCHS or RVLC and with approval from the Rocky View Area Director (West).

## Global Sport Academy

Our partnership with Global Sport Academy provides opportunities for students to pursue their athletic passions through the school day to enhance their athletic development. Programs in male and female hockey, golf and multisport are offered. Students are able to access full academic programming while pursuing and developing their athletic skills and aptitudes. If an out of area student is accepted into the Global program, they must remain in the program for the duration of their time at SCHS; if an out of area student elects to withdraw from the program, they must re-apply as an out of area student and their continuation at SCHS will be dependent on the availability of room and resources at the school. This program does have additional fees and you can obtain more information at <https://globalsportacademygroup.com>.

## Technology

All students at SCHS are asked to bring their own digital learning devices (laptop or tablet) to support their learning in the classroom. We do have loaner laptops if a student is not able to bring their own from home. These loaner devices are signed out each day and are not permitted to be taken home. Students are responsible for the maintenance, care and security of their devices, or for the school-owned device if they are using a loaner. Our school technologist is available to assist students with technological issues related to network access. The following expectations pertain to technology use at SCHS:

- Students and parents will sign an annual Acceptable Use document that will be part of the start-up forms at the beginning of each school year. This document outlines expectations for responsible, ethical and respectful use of technology in the school.
- Technology is to be used to support and enhance learning specific to curriculum outcomes.
- Students are to arrive to class with their technology and materials, prepared to learn.
- The use of technology is at the teacher's discretion. Students are expected to adhere to the teacher's directions for technology use in the classroom. This includes cellular phones.
- Under no circumstances shall any video, audio or visual capturing devices be used in any classroom without the express consent of the teacher and school administration.
- Operation of or access to any electronic device, other than those authorized by school authorities is prohibited in testing situations or where testing materials are present. Unauthorized access during assessments may result in students receiving zero credit for said assessment.

## Extracurricular and Co-curricular Activities

Interscholastic sports, clubs, service and leadership groups help to build and enhance the culture of Springbank Community High School. Students are encouraged to take part in the many and diverse offerings our school has to enhance their high school experience. From athletics, Model UN, and the Gay-Straight Alliance to our after hours art club, robotics team and One Village, there are many opportunities for students to become involved and develop new friendships and skills and invest in the school community.

## Extracurricular Expectations

It is important for students to remember that they represent SCHS during all extracurricular activities. Therefore, the following expectations apply:

- Behaviour:
  - Students must be in good standing (academic achievement, attendance, attitude) in order to partake in extracurricular activities. Students must be achieving 50% or greater in their classes

and have good attendance. Considerations may be given in cases where academic growth and improvement have been observed in consultation with the classroom teacher.

- If a student is absent from school on the day of an activity due to illness without an excused absence or legitimate reason, they are not eligible to partake in any extracurricular activity (including athletic games) for that day. The principal shall be responsible for making the final decision regarding the eligibility of the student.
  - The school expects all students participating in school sponsored activities to act in a manner which will not bring discredit to the school, themselves or the other members of the group.
  - School rules apply regarding deportment, language and other behaviour (including the prohibition of use of alcohol, tobacco, vaping paraphernalia, and other intoxicants including drugs).
  - As it relates to athletic pursuits, students are to review and adhere to the RVS Cod of Conduct for players and spectators.
- Discipline:  
Students who violate the above standards of conduct may:
    - Be given a hearing by the sponsor and the administration.
    - If found to be in violation of the code, the student may be suspended from school or that activity or other related activities for a stated period of time.
  - Commitment:  
It is expected that students will attend practices and/or meetings and be supportive of the coach/sponsor and other team or group members. Where possible, the supervisor must be notified prior to any absence.
  - Costs:  
All costs associated with a given activity will be communicated prior to the commencement of said activity. In order to participate in an extra-curricular activity during a given year, any and all outstanding fees from the current or previous school year must be paid in full. Any extenuating circumstances and exceptions should be arranged with the principal.

## High School Athletics

Springbank Community High School offers a variety of athletic programs. Football, Cross-country Running, Soccer, Volleyball, Golf, Basketball, Badminton, Track and Field, Curling and Rugby are offered each year. All league play is arranged through the Rocky View Schools Athletic Association (RVSA) and are governed by their policies and those of the Alberta Schools Athletic Association (ASAA).

## Extended Field Trips and International Travel Opportunities

Springbank Community High School values opportunities for students to gain experience through extended field trips and international travel opportunities. In order to be accorded the privilege of participating in extended field trips, students must demonstrate that they are in good standing at SCHS, the greater community and school sponsored events.

## Community and Partnerships

SCHS has a number of partnerships to provide students with enriched and engaging learning opportunities. We know that these community connections provide valuable skills to our students and we are open to discussing new potential opportunities. If you are interested in partnering with the school, please contact the administration team and we would be happy to meet with you.

## School Council

All parents/guardians of Springbank Community High School are automatically members of the School Council. Our mission, as stated in the bylaws is: a partnership with home, school and community to foster and promote the well-being and effectiveness of the entire school community and, thereby, to enhance student learning. Council meets bi-monthly on the third Wednesday of the month and all parents are welcome to attend. Please see our school website for a calendar of meetings, agenda and minutes of past meetings.

## Student Conduct, Management and Discipline

### Philosophy

Springbank Community High School operates on the belief that all students have the right to learn. To do so means that each student works toward creating a climate that is positive and productive. No student has the right to choose behaviour that infringes upon the rights of others.

We believe that home and school must share the responsibility for teaching and guiding young adults to make appropriate choice. By working together, we increase the probability that students will learn responsibility and have respect for self and others.

Students behave responsibly most of the time. At times, some students may err in their judgment of what is acceptable behaviour. Our procedures are designed to help students learn from instances when poor decisions regarding their behaviour or actions have occurred in the interest to supporting them to improve.

### Education Act

The *Education Act (2012)* Section 31 outlines the expectations and responsibilities of students. It states:

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

- a) attend school regularly and punctually,
- b) be ready to learn and actively engage in and diligently pursue the students' education,
- c) 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,
- d) respect the rights of others in the school,
- e) 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.
- f) comply with the rules of the school and the policies of the board,
- g) co-operate fully with everyone authorized by the board to provide education programs and other services,
- h) be accountable to the student's teachers and other school staff for the student's conduct, and
- i) positively contribute to the student's school and community.

In addition, Rocky View Schools Administrative Procedure 350 "Student Code of Conduct" outlines expectations of students.

Any student who contravenes the *Education Act* or Administrative Procedure 350, may receive disciplinary measures and may be precluded from participating in any off-campus excursions, including any or all extra-curricular activities. We do recognize that youth are in a learning phase; thus, each discipline issue is taken on a case-by-case basis with the outcome being to support students to learn from the consequences of their behaviour and improve. Repeated offenses of a similar nature may result in advancing the disciplinary actions taken.

Depending on the nature of the student's behaviour and the incident, disciplinary actions may include any of the following:

- discussion with student and parent meetings

- restorative practice and circle conversations
- restitution
- detention
- in school suspension
- suspension from class
- suspension from school
- recommendation for expulsion

### Academic Dishonesty/Plagiarism/Academic Misconduct

At Springbank Community High School, there is a clear expectation that all students will approach their education and studies with intellectual honesty; they will complete assignments and write exams and other assessments with integrity and honesty.

**Plagiarism:** is the "wrongful appropriation" and "stealing and publication" of another author's "language, thoughts, ideas, or expressions" and the representation of them as one's own original work. Most commonly, plagiarism exists when:

- the work submitted was done in whole or in part by an individual other than the presenter.
- Parts of the work are taken from another source without reference to the original author.
- The whole work is copied from another source.
- A student submits or presents work in one course which has also been submitted in another (although it may be completely original to that student) without the knowledge of or prior agreement of the teacher involved.

**Cheating:** Cheating on tests or examinations includes, but is not limited to:

- Speaking to other students or communicating with them by any means during an assessment.
- Bringing unauthorized material or devices into the examination room.
- Consulting any person or materials outside of the confines of the exam room.
- Leaving answer papers exposed so other may view them as an advantage.
- Attempting to read another student's examination papers.

#### Other Academic Misconduct:

- Tampering with examination scripts, class work, grades and/or class records.
- Failure to abide with the directions given by the teacher regarding the individuality of work handed in.
- The impersonation of another student in an examination or class assignment.
- Falsification or fabrication of reports.
- Sharing of completed examination materials with other students even from term to term or year to year.

Students who voluntarily and consciously aid another in the commission of one of the above is also guilty of academic misconduct.

When academic misconduct has occurred, students will be consulted and advised of the concern. Disciplinary action may be taken and may include:

- Parents being notified in writing and a letter placed in student file.
- Mark of "0" on the assignment in questions and additional assignment given to ensure student meets the given objectives of learning.
- Suspension
- Recommendation for expulsion



## Student Dress

Students are expected to conform to reasonable standards of dress and grooming. Extreme or obscene styles are unacceptable in our school. Administration has the authority to require any student to change to more suitable garb before being re-admitted to class. The following guidelines will apply:

- Shoes must be worn at all times
- Heavy outdoor clothing and footwear should not be worn in class and is to be stored in the student's locker.
- Students must not wear items that include suggestive or distasteful slogans or images.
- Physical Education classes and movement-based options may have specific dress requirements.
- Shorts and skirts must be of a modest length.
- No accessories that pose a potential danger to self or others are permitted.
- Clothing shall fit so as not to expose any of the following parts of the body; buttocks, breasts, backs or bellies.
- Undergarments are not to be visible.

In order to assist students in making appropriate choices as to what they will wear to school, the following checklist is available:

- ❖ Is it too cheeky?
- ❖ Is it too beachy?
- ❖ Are you having to adjust a piece of clothing all the time?
- ❖ Is it see-through?
- ❖ Is the slogan, symbol or language offensive?
- ❖ Is your underwear showing when you are standing, sitting or moving?

If you check off any of the above items, don't wear it to school.

## Abusive or Aggressive Behaviour & Weapons

Abusive or aggressive behaviour, which threatens or causes harm to persons or property, will be dealt with in a firm and decisive manner. Threats may be perceived by the victim and not necessarily by the aggressor. Students who are responsible for this kind of serious misconduct may be reported to the police. Weapons are prohibited on the school premises and during any school sanctioned event. Student who are in possession of weapons will face formal suspension, confiscation of the weapon and possible referral to the police. Moreover, students involved in aggressive behaviour or weapons violations may also be recommended for expulsion. Threats of violence will be reported to the police.

## Smoking, Vaping and other Controlled Substances

Rockyview Schools are smoke free environments and as such, all students are prohibited from having or utilizing tobacco or vaping products on campus or during school sponsored events. Any violation of this regulation may result in disciplinary action including suspension. Repeated violations of this policy may result in further suspension and/or recommendation for expulsion.

## Alcohol, Drugs and Other Controlled Substances

The possession, consumption and or/trafficking of narcotic drugs, alcohol, prescription medications and other intoxicants or related paraphernalia at school or during school events will result in suspension and potential recommendation for expulsion in addition to notification of appropriate outside authorities. Parents and guardians will be contacted and if deemed appropriate, the RCMP will be involved.

## Harassment & Bullying

SCHS strives to be an inclusive and safe place for all members of our community. Harassment is defined as any unwelcome behaviour, which directly or indirectly, adversely affects or threatens to affect a person's emotional well-being, their participation in learning, or self. Harassment is behaviour that denies individual dignity and

respect. Harassment is considered to have taken place if a person knows, or reasonably out to know the behaviour is unwelcome. Students who are guilty of harassing a fellow student are subject to disciplinary action.

### Restorative Practice

Key to our disciplinary approach is the concept of Restorative Practice. While working with youth, it is our desire to promote dignity, respect, understanding and to restore and maintain relationship. When disciplinary action is required and deemed appropriate, students, parents and staff are provided an opportunity to participate in a restorative circle to build understanding and awareness and to move forward in a positive manner. The principles of Restorative Practice are becoming embedded in our every-day practice and in all interactions within our school community.

### Non-Student Visitors

All visitors are required to report to the office upon arrival to sign in. Students are asked to report any suspicious/unknown person or group to a teacher, administrator or the office.