New Sarepta Community High School

STUDENT HANDBOOK
AND
CODE OF CONDUCT
2025-2026

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Welcome to the home of the Saints

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Welcome to the home of the Saints

Welcome to New Sarepta Community High School, home of the Saints. At NSCHS, we believe in providing both educational and extracurricular opportunities that allow each student to reach his/her true potential. Our academic programming, complementary courses, Work Experience and RAP programs as well as special needs programs ensure that we meet the needs of every student from grades 7 – 12.

To ensure success at NSCHS, you will need to make a strong commitment to attend class regularly and punctually and to be diligent in your studies. Above all, we ask that you respect the rights of others and believe in your own unique and limitless potential. Through believing in yourself, respecting others, and committing to your goals, it is our hope that your secondary school experience will be a rich and rewarding one.

To the parents of our students, we ask that you work with us. Success in our school stems from a positive attitude. We have an active and supportive School Council who will welcome your ideas. All of our staff are willing to discuss the educational aspects of your child's development. By working together, we can provide the optimal atmosphere for educational and personal growth.

General Information

Lunch Policy: Students are welcome to remain at school during the lunch hour. Junior high students will eat their lunches in the assigned lunch areas from 11:28 to 11:50. At 11:50, they will be dismissed and will have the option to choose from the following locations: outside, student lounge, library, gym, or movie room (when available). Senior high students who remain at school for lunch eat in the student lounge. Students are expected to dispose of their garbage in the provided containers. If the lounge and/or hallways are left strewn with garbage, lounge privileges may be revoked. While the custodial staff is responsible for maintaining the school and grounds, students should help the custodians by keeping all areas clean and free of garbage, graffiti, or dangerous materials. **Energy Drinks are not permitted at NSCHS.**

Locks and Lockers: Students are assigned a locker at the beginning of the school year. Students purchase their locks from the office and are to take them home for the summer to be used again the following year. They are the only locks permitted on lockers. The locker remains the property of Black Gold Regional Schools and may be opened and searched by an administrator or agent of the Board at any time without notice. Lockers are to be closed and locked at all times, and combination numbers are held in the office. Defective locks will be replaced at no cost to the student. Do not tell others your combination. *NSCHS cannot be responsible for possessions missing from unlocked lockers or left on the floor. Students should leave valuables and large sums of money in the office for safekeeping.* Each student is responsible to keep their locker clean at all times. Periodic locker clean-ups are held to rid lockers of moldy lunches and general disarray. Backpacks must be stored in lockers; they are not permitted in classrooms because of safety concerns.

Inclement Weather: When inclement weather prevents busses from running and/or the school is closed, specific announcements will be made on the following radio stations: CFCW (790AM), CISN(103.9FM), CHED(630AM), CFRN(1260AM), COOL(880AM), JOE(92FM), CBC(740AM) and GLOBAL and CITY TV television stations. Information will also be available on the Black Gold Central Office answering machine at 955-6025 and on the Black Gold website at www.blackgold.ab.ca.

Lost and Found: Items misplaced by students are generally placed in the Lost and Found box located in the hallway beside the South fire doors. Periodically, unclaimed items are washed and donated to charity. Students are encouraged to check for lost items. Books, keys and valuable items are turned in to the office.

School Fees: There are no Instructional Resource Fees for Basic Educational Services and Transport Fees for Eligible (Funded) Students for the 2025-26 School Year. However, there will be Fees to Enhance Basic Instruction, Optional Course Fees, and Non-Curricular Fees. The complete 'Fee Schedule' is located on the NSCHS's website.

Student Telephone Access/Usage: Students can make phone calls on the phone located on the front counter in the office. The phone should not be used during class time.

Homework: Teachers will assign homework to students or may simply require them to complete unfinished class work. Students DO have homework every evening: they need to work on projects or assignments, complete unfinished class work, or review material previously covered. "I don't have any homework" is never really true! It is expected that students complete all homework assignments. Neglecting this responsibility could result in lost marks, detentions, and other teacher-assigned consequences. Students are responsible to speak to their teacher upon return from an absence to catch up on any work or exams missed. Parents can request homework for students away with an illness but requests should be made early in the morning for afternoon pickup.

Extended holiday trips, and trips during school and/ or exam times*:* If you are taking a trip during school time, the office should be notified for attendance purposes, as well as the individual teachers. Parents should be aware that it is the teachers' discretion to assign homework during an absence. If assigned, it is the responsibility of the student to complete the homework. Failure to do so could result in loss of marks. *Parents should not schedule family vacations during scheduled exam times at the end of each semester*.

Evacuation and Lockdown Drills: The safety of our students is very important. Students can expect to experience evacuation, fire drills and/or lockdown drills during the school year to prepare them for any potentially dangerous situations. When the alarm sounds or directions are given over the PA system, students must follow instructions quickly and quietly. Directions for primary and secondary evacuation routes are posted in each classroom. NSCHS strictly observes all BGRS Hour-Zero safety protocols.

Vehicles: Vehicles must be driven safely and responsibly on school property and in the hamlet of New Sarepta.

- The teachers' parking spaces are out of bounds to students.
- All plug-ins are out of bounds to students.
- Student vehicles should be parked in the student parking area at the North end of the parking lot between the end of staff parking and the power pole as well as north of the fire hydrant, observing all lines painted on the pavement.
- The speed limit of the parking lot is 10 km per hour. Students who drive dangerously in the parking lot will lose their parking privileges.
- At NO time are students permitted to park in the emergency access zone by the north doors or in the bus zone.
- Permission to use school parking facilities may be revoked if a student has broken traffic rules.
- Students MUST register their vehicle with the office.

NSCHS Student Personal Electronic Device Policy

Personal electronic devices include smartphones, tablets, smartwatches, and hand-held video game consoles.

Parents/guardians and caregivers are reminded that starting August 28, 2024, Black Gold School Division will no longer permit students to use their personal mobile devices in classrooms, or allow access to social media sites on school networks. This action is based on the Alberta Government's recent introduction of new restrictions on the use of cell phones and access to social media in schools, which took effect on September 1, 2024. Every school was provided with the Ministerial Order, which identifies no student devices to be used during instructional time. All schools implemented the order at the start of the 2024-25 school year.

Rationale:

Student cell phone use has become an increasing concern in the classroom. The 21st-century learner can be overwhelmed with new electronic distractions while in the busy school environment. NSCHS is deeply concerned with the impact of students bringing smartphones and other personal devices into the classroom. Some of these concerns include:

- Students being unable to concentrate on their learning while in possession of a smartphone.
- The constant distractions of alerts, text messages, phone calls, social media notifications, and games.
- Students leaving class to receive personal phone calls or respond to messages.
- Photos and videos being secretly taken that breach the Freedom of Information and Privacy Act, BGRS acceptable technology use policies, and compromise classroom security (ex., examinations, class discussions).
- The increased frequency of cyber-bullying through social media applications.
- The increased stress and anxiety that students may endure due to relational aggression that occurs on electronic devices.
- Increase of student addiction to smartphone technology.

NSCHS Classroom Policies

- Students are expected to securely store their personal electronic devices in their locker prior to arriving to class. Students are not permitted to bring these devices to the classroom. They can not be stored in backpacks, purses, or pockets when they are in the classroom.
- Students will be permitted the use of personal electronic devices before school, during breaks, during lunch hour, on school buses, and after school.
- Teachers will remind students of the policy while conducting start-up classroom routines.
- NSCHS is committed to providing students with school laptops whenever required. Students must bring their own personal calculators to class. NSCHS is well equipped with laptop carts that provide students with a wealth of access to technology.
- The Library Learning Commons (LLC) and the gymnasium will be considered a classroom space.
- Personal electronic devices may be confiscated by staff members if they are found present in the classroom. At an appropriate time, the phone will be brought to school administration in the office and the offence will be noted in a log book.
- Further repeat offences may be treated as willful disobedience by school administration.

DAILY BELL SCHEDULE

During the school year, there will be several days when the school is closed for professional learning. Please pay close attention to the dates noted on the calendar page provided in this handbook.

	Daily Bell Schedule
First Bell	8:29 AM
Period 1	8:33 - 9:14
Period 2	9:16 - 9:58
Break	9:58 - 10:04
Period 3	10:04 - 10:45
Period 4	10:47 - 11:28
Lunch	11:28 - 12:18
Lunchroom Ends	11:50
Warning Bell	12:15
Period 5	12:18 - 12:59
Period 6	1:01 - 1:42
Break	1:42 – 1:48
Period 7	1:48-2:29
Period 8	2:31-3:12

STAFF PROFESSIONAL DEVELOPMENT AND MEETING DATES

School is closed:

September 19
October 14
November 3
December 1
January 30
March 9
April 24
May 15

Division School Year Calendar: https://tinyurl.com/2bb5rfkm

NSCHS STUDENT SERVICES

A counselor is available by appointment at the times posted on the office door. The Student Services Department offers a wide variety of services to junior and senior high students, which fall into three broad categories: personal counseling, academic services, and career and vocational planning. Both students and parents are encouraged to contact Student Services at any time during the school year.

NSCHS LIBRARY LEARNING COMMONS (LLC)

THE LIBRARY LEARNING COMMONS (LLC) provides services and facilities that enhance students' education. Students are expected to conduct themselves in a manner that will not disturb others. Acceptable activities include working on homework, recreational reading, and research. Students are responsible for the materials they sign out and will be required to reimburse the school for any lost or damaged materials.

Responsible Use: Food and Drink

Food and drink are allowed in the LLC, as long as the conditions below are met.

1. Eating and drinking are to be done at either the makerspace table or the large circular table in the main area.
2. There will be absolutely no eating and drinking while using technology/devices.
3. LLC users will clean their areas and restore seating and tables to their previous location.
4. This privilege is given at the discretion of the Principal and the Library Technician/Clerk and may be revoked if abused.

LLC Circulation Procedures

1. All textbooks are signed out through the library for a borrowing period selected by each teacher.
2. Resources and recreational reading books may be borrowed for a 3-week period.
3. A maximum of three resource materials may be borrowed at one time.

Overdue Policy:

1. Students are responsible for the return of materials in good condition on or before the due date.
2. Books not returned within a reasonable period of time will be treated as lost and must be paid for at replacement cost.
3. Borrowing privileges may be suspended until lost or overdue books have been returned or paid for.

MAIN OFFICE PROCEDURES

1. All students must check in with the secretaries when they enter the office.
2. School buildings and property are not open to the public except for specific events. Visitors to the school must report to the general office when they arrive at the school. Students are not allowed to bring visitors to the school without receiving approval in advance from the school administration.
3. For student safety and in order to be able to account for all students in the event of an emergency, students must sign in/out in the binder on the counter in the general office when they arrive late or leave early during the school day.
4. A phone is available on the office counter for student use only during noon hour and the morning and afternoon 5-minute breaks. Students are not permitted to use the student phone during class time.
5. Emergency incoming messages for students will be relayed at class breaks. ***Please do not call to speak to a student during class time*.**

SCHOOL POLICIES

ATTENDANCE AND PUNCTUALITY

In accordance with Section 31 of the Education Act, NSCHS encourages "regular and punctual attendance."

Student Absences

1. Parents/guardians are expected to inform the school of an absence before it occurs or the day of. The new student absence reporting system can be accessed 24/7 by using the School Messenger Home App or online at go.schoolmessenger.ca. As always, the school voicemail system operates all night for parents' convenience. **NOTE**: **a student signing in or out is only one part of a two part process – parents must confirm they are aware of the absence. Remember that all absences "count".** Unverified absences are treated as truancies.

2. Parents are asked to refrain from scheduling family vacations during school time, especially exam times at the end of each semester.

3. Tests or assignments missed due to absences may be made up, at teacher discretion.

4. Students with chronic attendance problems may be suspended from classes or recommended for expulsion. For Senior High students, the following procedure will be followed after the given number of absences from any one course:
   - After **each unverified absence**, automated alerts are sent
   - After **5 total absences**, the teacher contacts the family
   - After **8–10 absences**, administrative involvement & strategy meeting with parents/student
   - After **20 absences**, for secondary students, this may result in removal from a course or referral to alternative programming
   - **Verified and unverified absences** both count toward removal thresholds

   Students known to be skipping a class will have their parents contacted and be expected to make up the time at noon hours or after school.

5. Tests or assignments missed due to an inexcusable absence will result in a grade of zero. If a test is missed because of an excused absence, upon return to school the student must immediately make arrangements with the teacher for writing it.

6. **Lates**: Students late for class will be dealt with by the classroom teacher. Refusing late students admittance to the classroom is an acceptable teacher response to tardiness. Chronic offenders will be reported to the administration for further action.

7. **Leaving the School**: Any student leaving the school during class time must:
   - have parental permission (written note or phone call) to either the office and/or teacher

NOTE: **Signing out does not clear an absence – parental permission <u>must</u> be obtained.**

8. Students must record their departure at the office.

CODE OF CONDUCT

The NSCHS Student Code of Conduct establishes the parameters for student behavior, attitudes, and academic effort. It is based on policies established by the *School Act* and by Black Gold Regional Schools.
Section 31 of the ***Alberta Education Act (2002)*** states that "a student, as a partner in education, has the responsibility to:

- attend school regularly and punctually;
- be ready to learn and actively engage in and diligently pursue the student's education;
- 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;
- respect the rights of others in the school;
- 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;
- comply with the rules of the school and the policies of the board;
- co-operate with everyone authorized by the board to provide education programs and other services;
- be accountable to the student's teachers and other school staff for the student's conduct;
- positively contribute to the student's school and community."

In addition to the *School Act* standards, the following **Black Gold policy** states grounds for possible probation, suspension or expulsion:

- conduct injurious to the physical or mental well-being of others in the school;
- willful damage to public property;
- possession of prohibited substances (alcoholic beverages, tobacco products, and/or other narcotics or drugs) on school property, or at school-sponsored functions;
- being under the influence of alcohol and/or other narcotics or drugs while on school property, or at school-sponsored functions;
- use of profane or improper language.

Specific NSCHS standards continue below:

1. **Threats:** Threats to self or others, whether serious or in jest, are taken very seriously at NSCHS. Physical, verbal, written, electronic or gestured threats made or overheard by anyone should be reported immediately to a teacher. A threat assessment report will be completed and filed. Should there be a need to proceed further, agencies such as the RCMP may be involved.

2. **Harassment, Bullying, and Physical Contact:** Unnecessary physical contact between students, harassment, and bullying are unacceptable. DEFINITION: Harassment is the persistent and annoying use of physical actions, language or attitudes that cause distress to another individual in the school. The procedure for dealing with harassment incidents follows:

    - First incident should be dealt with and recorded by the teacher.
    - Second incident should be reported to the office. An administrator will talk to the offending student, record the event and may send a letter home.
    - Further incidents could lead to suspension or a request for expulsion.
    - Depending on the severity of the incident, suspension or expulsion may occur immediately. The RCMP may be notified.

3. All matters involving theft will be dealt with by the school administration and the RCMP will be involved when appropriate.

4. **Weapons:** Students can expect a safe environment free from any weapon or dangerous object. The carrying, use of, or threat of use of a weapon is strictly prohibited by policy and law and will be dealt with quickly and consequences including suspension and/or recommendation for expulsion.

5. **Smoking & Bill C-45:** Possession of cannabis products is illegal under age 18. Smoking, vapes and other forms of inhalants including tobacco, as well as alcohol, are not permitted on school property. Possession/use or suspicion of use of illegal substances including vapes will result in automatic suspension from school. Additionally, devices will be confiscated immediately and turned over to authorities for further examination.

6. The materials on the teacher's desk are out of bounds to students.

7. Students must answer respectfully to all staff, in or out of class.

8. Froshing is prohibited.

9. **Dress Code Guidelines:**
    - NSCHS has an acceptable use policy when dealing with **hats**. Students are permitted to wear hats in the common areas of the school. Hoodies or any headwear that obscures the face of the student will not be permitted. Classroom teachers reserve the right to develop individual hat policies within their respective classrooms. It is an expectation that students will remove their hats for the playing of O'Canada and Remembrance Day.
    - **Clothing** that displays explicit or implicit messages of profanity, sexuality, discrimination, illegal activities, or contains objectionable writing or pictures is considered unacceptable at school or school-sponsored events. The administration has the authority to ask a student not conforming to these guidelines to remove such items or they may be sent home.

10. Unless otherwise stated by your classroom teacher, food/drink is not permitted in classrooms during class time. Please keep all food and drink in your locker until scheduled breaks.

11. **Plagiarism:** Any writing, essay, research project, assessment, or assignment that is determined to be plagiarized will be assigned a grade of zero. A mark of 'zero' will be applied to the work regardless of how much content is deemed to be plagiarized. Using artificial intelligence to write assignments is also considered plagiarism.

12. **Collusion** (a form of academic dishonesty): Involves unauthorized collaboration between students and letting other students copy your work. A mark of zero will be applied to both the person who plagiarized and the person who permitted their work to be copied.

STUDENT CONDUCT - (including classrooms, hallways, student lounge, gym, school entrances, parking lots, on field trips) will adhere to all NSCHS school conduct policies during and after school hours.

- All students are expected to cooperate promptly and respectfully with all staff (teachers, custodians, bus drivers, coaches or supervisors, substitute teachers and support staff, etc.) to maintain a safe and positive school environment.
- Students must eat in the designated areas (lunch rooms, student lounge, outside, etc.) and put garbage in the containers provided.
- Students will refrain from horseplay in the hallways and at lockers.
- Students will refrain from inappropriate physical intimacy in the school.
- Damage to desks or any other property, either deliberately or because of horseplay, will be the responsibility of the student to pay for repairs or replacement.
- While custodial staff is responsible for maintaining the school, students should take pride in their school and help the custodians by keeping the school and school grounds clean and free of garbage, graffiti and dangerous materials.
- During class time or on spares, students will refrain from loitering in the hallways. Students on spare should be in the student lounge.
- Snowball incidents will result in disciplinary action.

OFF–CAMPUS EDUCATION, EXTRA-CURRICULAR ACTIVITIES AND FIELD TRIPS:

Because they are representing NSCHS and Black Gold Regional Schools to the wider community, students on off-campus education such as Work Experience and field trips and those involved in extra-curricular activities are expected to adhere to all school rules, whether on school grounds or not.

As a participant or as fan/observer, all usual school rules apply. The teacher or teachers in charge have the same full authority that they have in the classroom.

- A fan is under the authority of the rules of NSCHS and the supervising teacher(s).
- Fans are expected to show good sportsmanship at all times. This includes:
  - respecting opponents and the rules of fair play;
  - respecting officials;
  - refraining from negative behaviors like “razzing” the opposition, etc.

1. If unacceptable behavior results in a suspension, the student will be unable to attend extra-curricular school events for a minimum of three months. Staff members will be informed of students suspended from extra-curricular activities.

2. **On field trips**, all usual school rules apply. The teacher or teachers in charge have the same full authority that they have in the classroom. Students who choose to behave unacceptably may be deprived of participation in future field trips. Students unable to participate on a field trip are expected to attend regular classes.

Dances

- All school rules apply regarding smoking, consuming alcohol, abusive behavior and language, inappropriate attire, etc. The only exception is that hats are permitted.
- Doors will be open for a specific time. Special arrangements must be made if students are arriving late (e.g. school team, job, etc.)
- Once inside the dance, students who leave the building will not be readmitted. This includes the first hour and a half of the dance.
- Only footwear deemed appropriate for gym use will be permitted. Other footwear must be removed at the door.
- Gum, pop and other consumables are not permitted in the gym.
- If unacceptable behavior should result in a suspension, the student will be barred from any school function for a minimum of three months, not including summer holidays.

APPROPRIATE USE OF TECHNOLOGY

Black Gold Regional Schools maintains a wide area network which provides staff and students access to the Internet. Students are expected to treat computers and software carefully and respectfully. Students (and their parents/guardians) must complete an internet access student agreement form when they enroll at the school and before they are permitted to use the technology available in the school. This form will be kept on file with the computer facilitator. The guidelines listed below are important to review regularly. Students are allowed to bring in their own laptops, but must fill out the appropriate forms.

1. Using technology is a privilege, not a right.
2. All users are expected to abide by generally accepted rules of network etiquette.
   - Be polite and use appropriate language
   - No food or drink allowed while using computers or laptops.
   - Do not engage in activities prohibited under municipal, provincial, federal or international law.
   - Do not use the network in such a way that you disrupt the use of the network by others.
   - Treat all communications and information accessible via the Internet as the private property of those who put it on the network. Do not vandalize or attempt to vandalize such communication or information.
   - Do not attempt to harm, modify or destroy data of another user.

3. Security is a high priority. Remember, electronic mail is not private. Never allow others to use your password.
4. The Division may from time to time regulate access to material on the Internet.
5. The Division reserves the right to review any material or user accounts and to monitor file server space to determine whether the use of the network is appropriate.
6. Do not write on or deface in any way the computers, monitors, hard-drives, mouse pads, or any other computer peripheral device. Keyboards or mice are not to be unplugged.
7. Violation of any of these rules may lead to suspension of computer privileges.

Unauthorized Recording

At no time may students record, photograph, livestream, or otherwise document students or staff using any digital device or computer. This prohibition applies on school grounds, during school activities, and at school-sponsored events, and includes devices such as phones, smartwatches, smart glasses, tablets, and similar technology.

Violations of this policy may result in disciplinary action in accordance with our school code of conduct & Section 31 of the Alberta Education Act.

SCHOOL BUS RULES

The school bus is considered an extension of the classroom, and therefore, classroom conduct is to be observed at all times. The bus driver is responsible for the safety of the students on his/her bus and must, therefore, receive the respect, consideration and cooperation of each student.

- The operator will report any serious misconduct to the administration of the school concerned. Any student who insists on misbehaving may be denied the privilege of riding the school bus.
- Violation of any of the bus rules may lead to the loss of riding privileges and/or suspension from the school.
- **NOTE:** these guidelines are based on the Highway Traffic Act, the School Act and Division Policy.

COURSES AND ASSESSMENT - JUNIOR HIGH SCHOOL

1. **Grades** are calculated cumulatively across an entire course (not one term at a time).

2. **Promotions** at the junior high level are based on the principles of objectivity, equity and justice. A parent meeting will occur near the end of the school year for a student in jeopardy of not being promoted to the next grade level. In each course, students will receive a course outline from the instructor containing a clear statement of course objectives and evaluation procedures. The final exam will normally cover the total term work in a course and will be weighted between 10% and 20% of the final course mark. Junior high students will be passed on the achievement of a weighted average of 50% or better to be calculated as follows:

   Recognition of student academic achievement is calculated by the following criteria:

   Honor Roll – 80.0% and above

   Junior High: calculated on the cumulative average of the four core courses (Math, Science, Language Arts, Social Studies).

   Senior High: calculated using all marks in high school courses taken by the student during the reporting period (weighted by credit). *Must be considered a full-time student carrying a full workload.*

   Recognition Roll – 75.0 – 79.9% (Calculated as above)

COURSES/CREDITS & ASSESSMENT – SENIOR HIGH SCHOOL

1. A full-time high school student is registered in a minimum of 15 credits each semester. Grade 10s and 11s are typically not permitted to have spares.

2. Students will be identified as being in a high school grade based on the following:
   - Grade 10 = 0-30 total credits
   - Grade 11 = 31-59 total credits
   - Grade 12 = 60+ total credits

3. To be eligible for awards, honor/recognition roll and valedictorian, students must be registered in the school as indicated in 1 above.

4. General **Senior High Course changes** may take place until the end of the sixth day of classes of each semester.
   a) However, high school students who are not maintaining a passing grade of 50% or higher in their core classes by the end of September (Semester 1) or the end of February (Semester 2) may be moved to a lower-stream class that better aligns with their academic needs. This adjustment is intended to provide appropriate support and increase the likelihood of student success. Parents and students will be informed prior to any changes in class placement.

5. **Senior High Course withdrawals** require a student to complete and submit a course withdrawal form, available from the office. Simply stopping attending the class is not acceptable.

6. **Grades** will be calculated cumulatively across an entire course (not one term at a time). As much as possible, courses offered within disciplines (e.g. Humanities, Math, Sciences) should use similar weightings for various course components.

   a) The final exam will normally cover the total term work in a course and may be weighted at least 30% of the final course mark for non-diploma exam courses. There are no re-writes on final exams.
   b) A passing grade in any subject/course is 50%. Senior high students earn credits for a course if they have a final grade of 50% or above.
   c) **Promotions** are based on the principles of objectivity, equity and justice. In each course, students will receive a course outline from the instructor containing a clear statement of course objectives and evaluation procedures. The evaluation guidelines established in the course outline will be followed consistently for all students in the course.
   d) **Appeal procedure:** Appeals of final course marks should be made in writing to the principal within two weeks of the time the final standing was received by the student,

giving the reason for the appeal. The principal will acknowledge receipt of the appeal and indicate a decision date. In reviewing appeals, the following procedures may be used:

- consultation with the teacher(s) involved
- check of records
- interview with the student/parent
- review of the evaluation procedure
- permitting the student/parent to see final exam and exam grade

The outcome of the appeal will be confirmed in writing. Should a student or parent be dissatisfied with the outcome of the appeal, a further appeal may be made to the Superintendent of Schools.

e) **Retroactive credits:** According to Alberta Education regulations, students may earn retroactive credits if they move from one course stream to another (usually lower) with a mark of at least 40%. For example, if a student takes Science 10 then Science 24, the student earns retroactive credits for Science 14 upon successful completion of Science 24.

f) **On-line** courses may be available to students if a course is not offered in the school or if the student has an unavoidable timetable conflict.

7. **Valedictorian Policy** - The valedictorian is the most academically accomplished individual in the Grade 12 class.

The valedictorian must have the highest cumulative grade in the given subject areas:

1. English Language Arts 30-1
2. Social Studies 30-1
3. Three of the following academic courses:
    a. Biology 30
    b. Chemistry 30
    c. Physics 30
    d. Science 30
    e. Mathematics 30-1 or Math 30-2

For any diploma course that has been completed, the blended mark will be used in the calculation. For courses that are still in progress, the current course mark will be used.

FINAL EXAMS

Mid-Term and Final Exams at NSCHS will make up the following percentages of final grades:

Grade	Mid Term Exam	Final Exam
7	10%	10%
8	10%	15%
9	10%	20% (Provincial Achievement Test)
10	Max 10%	30%
11	Max 10%	30%
12	Max 10%	30% (Diploma Exam)
	(Note - not all High School Classes will have a mid term)	

ALBERTA HIGH SCHOOL DIPLOMA REQUIREMENTS

All students must meet the following Alberta High School Diploma requirements:

- All students must earn 100 credits
- Students must meet the standards and complete the following courses:
    - English Language Arts 30-1 or 30-2
    - Social Studies 30-1 or 30-2
    - Mathematics 20-1 or 20-2 or 20-3
    - Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20
    - Physical Education 10 (3 credits minimum)
    - CALM
    - 10 credits in any 30 level courses in addition to English 30-1 or 30-2 and Social 30-1 or 30-2 including locally developed courses (i.e. Work Experience 35, RAP 35, Green Certificate and Special Projects 30)
    - 10 credits from any courses in the following groups:
        - Fine Arts: Drama, Music, Art
        - CTS Courses: including Communication Technology, Cosmetology, Fabrication, Foods, Mechanics, Information Technology
        - Physical Education 20 or 30
        - Second Language: including French, Spanish, German

GRADUATION CEREMONY – ELIGIBILITY TO PARTICIPATE

To be eligible to participate in the Graduation Ceremony, students are responsible for the following:

1) Registered in and working towards completion of required courses needed to earn a High School Diploma.

2) Outstanding fees need to be paid prior to April 1st.

3) Graduation status reviews occur in November and February of the student's grade 12 year. Students who have not met all requirements must meet with administration to have a plan in place prior to March 1st.

4) Withdrawal from classes on the basis of poor attendance or behavior will result in the removal from the Grad List.

STUDENT RECOGNITION

Recognition of student academic achievement is calculated by the following criteria:

Honor Roll – 80.0% and above
Recognition Roll – 75.0 – 79.9%

Junior High: calculated on the cumulative average of the four core courses (Math, Science, Language Arts, Social Studies).

Senior High: calculated using all marks (excluding Work Experience and Special Projects) in high school courses taken by the student during the reporting period (weighted by credit).

Recognition Night
Held in October, this annual event recognizes the achievements of students from the previous year. A committee chaired by an administrator organizes the event.

STUDENT SUPPORT SERVICES

Learn Alberta Library System

Alberta students can access numerous resources and research materials at the Learn Alberta website. This online library can be found at:
www.learnalberta.ca
User ID LA03 and Password 8049

Diploma Exam Preparation

Previous released diploma exams can be downloaded at Alberta Education. Diploma Exams are listed by subject.

Online Student Services

MYPASS (transcripts, diploma exam registration and marks, personal information). www.education.alberta.ca

Student Aid Alberta

www.studentaid.alberta.ca

ALIS

Your Internet gateway to career, learning and employment information.
www.alis.alberta.ca

Trade Secrets

Learn about Alberta's Apprenticeship and Industry Training System.
(www.tradesecrets.org)

My Blueprint

Black Gold School Division has partnered with ***myBlueprint*** to provide your child with an engaging and interactive online education and career planning program. ***myBlueprint*** Education Planner (7-12) includes a number of beneficial resources to support your child as they progress through high school, including:

- **Who Am I** – 6 unique assessments for self-exploration and discovery (including Learning Styles, Myers-Briggs Personality, Holland Interests, Knowledge, Motivations, and Compatibility)
- **High School Planner**– A tool to visually plan courses, track progress toward graduation, and instantly identify post-secondary eligibility for opportunities in all pathways
- **Post-Secondary** – A database to explore post-secondary opportunities and compare detailed information on apprenticeships, college programs, university/ workplace sectors across Canada

- **Goals** – An interactive goal-setting tool to set S.M.A.R.T. goals and action plans
- **Occupations** – A database of over 500 occupations to compare comprehensive information on jobs
- **Resumes & Cover Letters** – Interactive tools to record personal experiences, build resumes and write cover letters
- **Money** – An engaging budget-making tool to help students track income and expenses and develop financial literacy
- **Job Search** – A tool to explore real-world job postings that relate to occupations of interest
- **Portfolios** – A portfolio builder to create multiple portfolios and share it with parents, teachers, or future employers

To explore *myBlueprint* and create your Student Account please follow these steps:

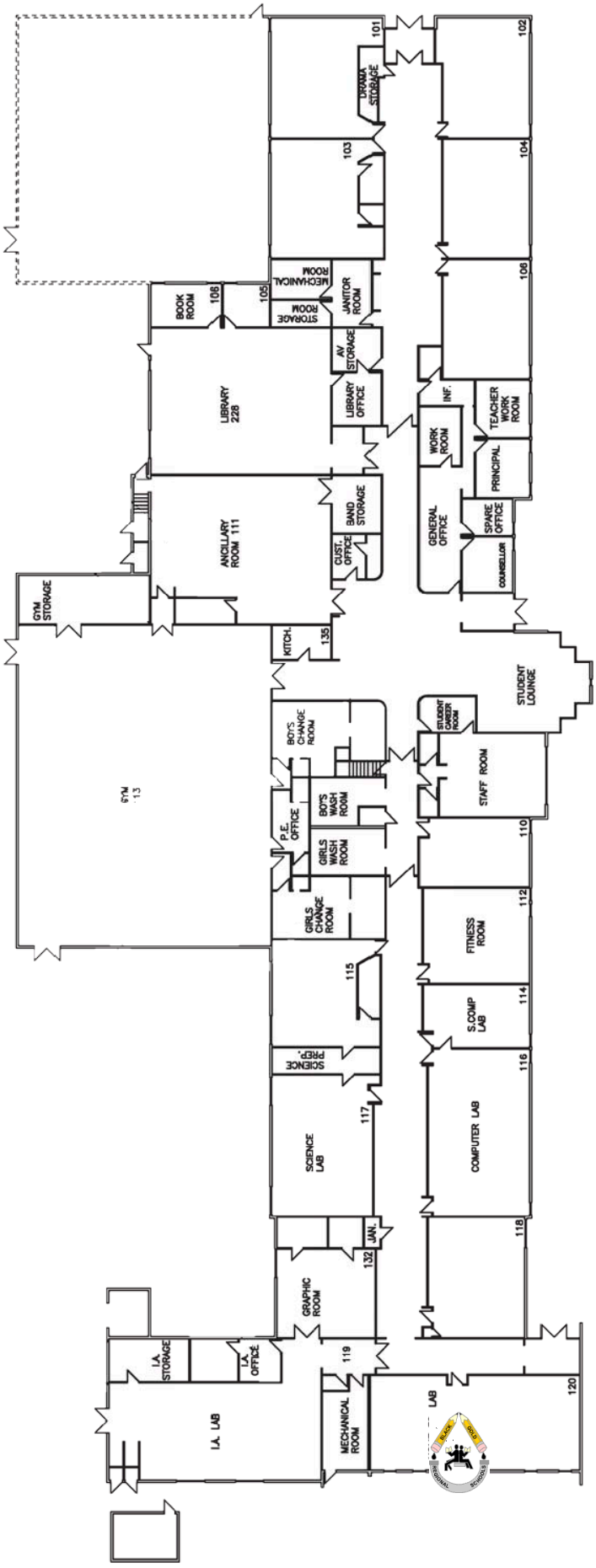
1. Visit www.myBlueprint.ca
2. Click the blue 'Sign Up' box
3. Enter the school's **Activation Key *(contact the office)***
4. Select Student and choose your grade
5. Complete Personal Info and follow instructions

Dual Credit Courses

As part of our commitment to *Inspire Success* in our students, Black Gold School Division (BGSD) will be offering a program which provides a dual credit opportunity to BGSD high school students. Through the program, students will earn college/university credits and high school credits by completing college-level coursework. This program is in partnership with Bow Valley College, Lakeland College, Olds College, Athabasca University, Northern Lakes College and Alberta Education.

Information about dual credit can be requested from Yolanda Chang at yolanda.chang@blackgold.ca

Link to Dual Credit courses offered for 2024-25:
https://docs.google.com/document/d/1_OrvJ9Pl96ULg6VHrcYiVk49ImmXQpkdVgN9nM2spas/edit


101
DRAMA STORAGE
102
103
104
105
MECHANICAL ROOM
STORAGE ROOM
JANITOR ROOM
106
BOOK ROOM
108
AV STORAGE
LIBRARY 228
LIBRARY OFFICE
INF.
TEACHER WORK ROOM
WORK ROOM
PRINCIPAL
GENERAL OFFICE
SPARE OFFICE
COUNSELLOR
ANCILLARY ROOM 111
BAND STORAGE
CUST. OFFICE
GYM STORAGE
KITCH.
135
STUDENT LOUNGE
STUDENT CAREER ROOM
STAFF ROOM
BOY'S CHANGE ROOM
GYM 13
BOY'S WASH ROOM
P.E. OFFICE
GIRLS WASH ROOM
110
GIRLS CHANGE ROOM
112
FITNESS ROOM
115
114
S.COMP LAB
SCIENCE PREP.
116
117
SCIENCE LAB
COMPUTER LAB
118
JAN.
132
GRAPHIC ROOM
119
I.A. STORAGE
I.A. OFFICE
I.A. LAB
MECHANICAL ROOM
LAB
120