

Kate Andrews High School Student Handbook 2009-2010



"Educating students in a safe environment that challenges each to attain academic and personal success."

www.kateandrewshighschool.com

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Who Was Kate Andrews?

"We know that tonight you will be your magnificent self...with the heart of a woman, the mind of a man, and the tongue of an angel". These were the words used by Allan Cullen, QC., addressing Kate Andrews as they prepared to celebrate her appointment to the Senate of the University of Alberta in 1957. Not exactly politically correct in this day and age but seemingly appropriate for that time period.

Kate was instrumental in the evolution of rural education from the one-roomed school to the large consolidated unit. She was the first woman chairperson of the Lethbridge Community College, the first woman school board trustee in Alberta, first woman on a divisional school board, and first woman in Canada to hold a seat on the Board of Referees of the National Employment Services. Buckingham Palace awarded her the Queen Elizabeth Coronation Medal for outstanding achievements in education. She was appointed to the Senate of the University of Alberta, represented southern Alberta on the Alberta School Trustees Association and was elected as this organization's first woman president. Kate was the first woman to receive an honorary membership in the Lethbridge Chamber of Commerce. Another honorary membership came from Beta Sigma Phi. The Quota Club named her Woman of the Year for her exemplary life as mother, wife and citizen.

When Kate Andrews High School in Coaldale held its opening ceremonies in 1961, she attended with pride and presented the school with a piano.

On January 12, 1967 two weeks after her death, the Kate Andrews Building, on the Lethbridge Community College campus was named after her as a tribute.

Mission Statement

Educating students in a caring environment that challenges each to find academic and personal success.

School Song

For dear Kate Andrews we will fight again
Her honored name we're striving to defend
We're gonna hit that line with all our might
And for the one and great we'll fight,
Fight, fight, fight, fight
We'll never let that true Andrews spirit die
We're gonna win this ball game if we try
So come and raise that score up to the sky
And we'll go rah, rah, raaah!

Palliser Regional Schools Central Office Staff

Kevin Gietz..... Superintendent of Schools
Kevin Garinger Associate Superintendent – Human Resources
Dale Backlund..... Associate Superintendent – Technology and Alternate Programs
Barbara Gammon..... Associate Superintendent - Learning Services
Terry Kirkham Secretary Treasurer
Randy Wittal..... Transportation Supervisor
Grant Stauth..... Facilities Supervisor

Palliser Regional Schools
#1, 3305 – 18 Avenue North
Lethbridge, AB
T1H 5S1
403-328-4111

Local Members of The Board Of Education

Esther Willms Coaldale Rural
Jean Mrak..... Coaldale Town

School Contacts

Danny Roberts Principal
Joe Buckler Vice-Principal
Joanne Steed-Takasaki Vice-Principal
Terry Hanna Athletic Director
Shelly Flexhaug Academic and Career Counselor
Lavonn Mutch Family School Liaison Counselor
Linda Andre Learning Support Services
Jennifer Giles Learning Support Services
Jean Spahmann..... School Secretary
Raylene van Rijn..... School Secretary
Gina Wittebolle Librarian
Jerry Kind Head Custodian

School Year 2009-2010

**This calendar is correct on the day of printing this handbook. Changes may occur.
For the most up-to-date calendar, check the school website.**

www.kateandrewshighschool.com

August

- 24 Grade 9 and Grade 10 Students pay fees, get lockers, and get textbooks
- 25 Grade 11 and Grade 12 Students pay fees, get lockers, and get textbooks
- 26 School Based Professional Development Day – No School for Students
- 27 District Wide Collaborative Professional Development Groups – No School for Students
- 28 District Opening Ceremonies – No School for Students
- 31 First Day of Semester 1 Classes
- 31 Opening Assembly Period 1

September

- 07 Labour Day Holiday – No School
- 11 School Picture Day
- 14 School Council Formation Meeting 7:00 PM
- 18-19 Cats Classic Grade 9 Invitational Volleyball Tournament
- 23 Magazine Sales Fundraising Kickoff
- 28 Staff Meeting 3:45 PM – 5:00 PM
- 30 September Progress Reports Distributed to Students

October

- 02 Student Assembly Period 2
- 02-03 Senior Pride Invitational Volleyball Tournament
- 12 Thanksgiving Holiday – No School
- 13 Diploma Examination and PAT Analysis – No School for Students
- 16 School Picture Retakes
- Kate Andrews Community Food Drive for the Coaldale Food Bank - date to be announced
- 22 Awards Ceremonies - Grades 9-11
- 26 Staff Meeting 3:45 PM – 5:00 PM
- 26 School Council Meeting 7:00 PM
- 30 October Progress Reports Distributed to Students
- 30 Junior Pride Invitational Volleyball Tournament

November

- 04 Take Our Kids to Work Day
- 06 Student Assembly Period 3
- 10 Remembrance Day Ceremonies Period 2
- 11 Remembrance Day Holiday
- 12 Day in Lieu for Parent-Teacher Conferences – No School
- 13 District Holiday – No School
- 18 Semester 1 – Mi-term Report Card to be mailed
- 30 Staff Meeting 3:45 PM – 5:00 PM
- 25 Parent-Teacher Conferences 4:00 PM – 5:00 PM and 6:00 PM – 9:00 PM
- 30 November Progress Reports Distributed to Students
- 30 Staff Meeting 3:45 PM – 5:00 PM
- 30 School Council Meeting 7:00 PM

December

- 04 Assembly Period 4
- 04 School Ski Trip tentatively
- 14 Christmas Concert – 7:00 PM -Gem of the West Museum
- 14 Staff Meeting 3:45 PM – 5:00 PM
- 18 Last day of classes before Christmas Holidays
- 18 December Progress Reports Distributed to Students
- 18-19 Senior Pride Christmas Festival Basketball Tournament

January

- 04 Classes resume after Christmas Holidays
- 08 Student Assembly Period 1
- 14 English Language Arts 30-1 and 30-2 Diploma Examination – Part A
- 15 Social Studies 30-1 and 30-2 Diploma Examination – Part A
- 18 Last day of Semester 1 Classes
- 18 January Progress Reports Distributed to Students
- 19 Pure Mathematics 30 Diploma Examination – Part A/B
- 19 Applied Mathematics 30 Diploma Examination – Part A/B
- 20 Chemistry 30 Diploma Examination – Part A/B
- 21 Biology 30 Diploma Examination – Part A/B
- 22 Physics 30 Diploma Examination – Part A/B
- 22-23 Cats Classic Grade 9 Invitational Basketball Tournament
- 25 Staff Meeting 3:45 PM – 5:00 PM
- 25 Grade 9 Social Studies Provincial Achievement Test
- 25 School Council Meeting 7:00 PM
- 26 Grade 9 Science Provincial Achievement Test
- 26 English Language Arts 30-1 and 30-2 Diploma Examination – Part B
- 27 Social Studies 30-1 and 30-2 Diploma Examination – Part B
- 29 District Wide Collaborative Professional Development Groups – No School for Students

February

- 01 First Day of Semester 2 Classes
- 01 Semester 1 Report Cards Issued - mailed
- 05 Student Assembly Period 1
- 15 Family Day Holiday – No School
- 16 Day in Lieu for Parent-Teacher Conferences – No School
- 17 School Based Professional Development Day – No School for Students
- 18-19 Teachers' Convention – No School for Students
- 22 Staff Meeting 3:45 PM – 5:00 PM
- 22 School Council Meeting 7:00 PM
- 26 February Progress Reports Distributed to Students

March

- 01-05 Graduation Photos
- 05 Student Assembly Period 2
- 11 District Wide Collaborative Professional Development Groups – No School for Students
- 12 School Based Professional Development Day – No School for Students
- 24 Semester 2 Mid-Term Report Cards mailed
- 29 Staff Meeting 3:45 PM – 5:00 PM
- 29 School Council Meeting 7:00 PM

- 31 Parent-Teacher Conferences 4:00 PM – 5:00 PM and 6:00 PM – 9:00 PM
- 31 March Progress Reports Distributed to Students

April

- 01 Last day of classes before Easter Holidays
- 01 Student Assembly Period 3
- 02 Kiwanis Music Festival Ends
- 12 Classes resume after Easter Holidays
- 26 Staff Meeting 3:45 PM – 5:00 PM
- 26 School Council Meeting 7:00 PM
- 30 April Progress Reports Distributed to Students

May

- 07 Student Assembly Period 4
- 12 Grade 9 English Language Arts Provincial Achievement Test – Part A
- 24 Victoria Day Holiday – No School
- 25 Accountability Pillar Survey Results and School Plans – No School for Students
- 31 May Progress Reports Distributed to Students
- 31 Staff Meeting 3:45 PM – 5:00 PM
- 31 School Council Meeting 7:00 PM

June

- 04 Student Assembly Period 1
- 10 Athletic Awards Evening 7:00 PM
- 14 English Language Arts 30-1 and 30-2 Diploma Examination – Part A
- 15 Social Studies 30-1 and 30-2 Diploma Examination – Part A
- 16 Grade 9 Social Studies Provincial Achievement Test
- 16 Last day of Semester 2 classes
- 16 June Progress Reports Distributed to Students
- 17 Pure Mathematics 30 Diploma Examination – Part A/B
- 17 Applied Mathematics 30 Diploma Examination – Part A/B
- 18 Biology 30 Diploma Examination – Part A/B
- 22 Physics 30 Diploma Examination – Part A/B
- 23 Chemistry 30 Diploma Examination – Part A/B
- 23 Grade 9 Social Studies Provincial Achievement Test
- 23 Grade 9 English Language Arts Provincial Achievement Test – Part B
- 24 Grade 9 Science Provincial Achievement Test
- 24 Science 30 Diploma Examination – Part A/B
- 25 Grade 9 Mathematics Provincial Achievement Test
- 25 English Language Arts 30-1 and 30-2 Diploma Examination – Part B
- 28 Social Studies 30-1 and 30-2 Diploma Examination – Part B
- 29 Graduation rehearsal – Southminster United Church – 1:30 PM
- 29-30 Staff Planning and Collaboration - No School for Students
- 30 Graduation / Award Ceremonies and Banquet – Southminster United Church 2:00 PM
- 30 Semester 2 Report Cards Mailed to Students

School Fees

Alberta schools are permitted to charge school fees to cover the costs of textbook rentals and materials provided to students by the schools. Schools are required to provide evidence that school fees are used for the proper purposes. The school fees are \$165.00 for all students, which includes a \$25 Technology Fee assessed by the Board of Education.

Each student must have their school fees paid before a locker is assigned and textbooks are distributed. Parents who, due to financial burdens, are unable to pay the school fees before the commencement of the school year can make alternative arrangements with Mr. Roberts. In these situations a fair and discreet process will be used to arrive at alternative means of reimbursing the school.

Textbooks will be issued, at the beginning of each semester, in the bookroom. At the end of each semester, any textbooks that are not returned will have to be paid for prior to receiving new textbooks. Textbooks are to be returned to the bookroom at the end of each semester on the day that the course exam is being written. Failure to do so will result in not receiving texts for the next semester unless the replacement cost is paid by the student.

Family School Liaison Counselor

Lavonn Mutch is our Family School Liaison Counselor. She is specifically trained to assist students who experience social, emotional, or behavioral difficulties. Lavonn works in cooperation with the KAHS teaching staff and school administration to provide support, consultation, counseling and referral services for students and their families.

Open Spares

Students who do not have a scheduled class may work quietly in the library, courtyard, or the lunchroom. Hallways should be kept clear when classes are in session.

Students leaving the building during spares assume complete responsibility for their safety while away from the school.

School Assemblies

Assemblies are held throughout the school year. These assemblies require the attendance of all students whether or not the student has a scheduled class. Attendance is not optional - much of the information necessary to students will be provided at assemblies.

Progress Reports, Report Cards, and Parent-Teacher Conferences

In order to inform students and parents more frequently about the student's academic progress, teachers will issue a Progress Report to each student on the last day of the month. This Progress Report will show each assessment that the teacher has completed for the student and the student's current overall mark in the class.

In addition, each student will receive a Report Card at the semester mid-point and the semester end. This Report Card will show the student's current overall grade in each course, attendance information, and teacher comments. The mark reported on each Report Card is the cumulative mark for all work completed in the course.

Two Parent-Teacher Conference times have been designated on the school calendar. While parents are encouraged to use of the conference times that have been established, parents may contact their child's teachers any time that they have questions or concerns.

Request for Reconsideration of Instructional Materials

Parents who have concerns about instructional material used in their child's courses are asked to bring their concerns to the school administration. After discussion with the school

administration the parent may want to submit a formal request to have the use of the material reconsidered. Forms for these requests are available from the school office.

Final Examinations Other than Diploma Examinations

Final examinations for most courses (and midterms for full year courses) are written in the school gymnasium during examination week. This final examination must account for 20-40% of the final mark. Courses that require special equipment for the final examination (i.e. computers) may have the examination conducted in classrooms. Students writing examinations must stay for at least 1 hour. The maximum time that a student may take to complete the examination is determined by the Teacher of the course.

When students complete their examination, they must sign out of the gymnasium, indicating the time at which they completed the examination. These sign out sheets are kept for verification and future reference.

Grade 9 Provincial Achievement Tests

Students in Grade 9 are required to write Provincial Achievement Tests in Mathematics, Science, Language Arts, and Social Studies. These tests account for 10% of the final grade for these courses.

Final Course Grade Appeal Procedures

- The student or his/her parent shall make the initial appeal to the teacher in writing within 15 days of the release of final standings. Reasons for making the appeal shall be included in the letter of appeal. The teacher shall acknowledge receipt of the appeal and render a decision, in writing, to the appellant within 5 days of receiving the appeal.
- In the absence of the teacher, or if the initial appeal is unsatisfactory to the student and/or parent, an appeal may be made to the Principal within 30 days of the release of final standings.
- The Principal shall initiate whatever procedures are deemed necessary to review the appealed situation, including but not limited to:
 - Consultation with teacher(s) involved;
 - A review of all pertinent information;
 - A personal hearing of the student's appeal;
 - An analysis of evaluation procedures involved; and
 - Inspection of the graded final examination.
- The Principal shall communicate, in writing, the outcome of the appeal.
- If the student or his/her parent is dissatisfied with the outcome of the school level appeal, they may obtain information from the Principal on how to continue the appeal beyond the school level.

Course Challenges

Students who wish to challenge a course need to speak with Mr. Roberts. Alberta Education has specific requirements and limitations for this process.

Accident Insurance

Accident insurance is available to all students. We strongly encourage any student involved in extracurricular athletics and Career and Technology courses to obtain accident insurance coverage. Ambulance fees are extremely high and are not covered by Alberta Health Care.

Private agencies offer various plans to students and families. Information and forms are available at the general office.

Athletic Player Eligibility – Grade 9

Grade 9 students participate in the Lethbridge Schools Athletic Association. Grade 9 students are ineligible to play in Alberta Schools Athletic Association (ASAA) sanctioned leagues – these leagues are exclusively for students in Grades 10-12.

It must be the opinion of the Principal that it is in the best interest of the competitor and of the school as a whole as to participate.

Athletic Player Eligibility – Grades 10, 11, 12

Eligibility for Extra-Curricular athletics at Kate Andrews for students in Grades 10-12 is determined by the regulations of both the Alberta Schools Athletic Association (ASAA) and by League constitutions.

- The competitor must be a bona fide student of an ASAA member school. A student becomes a bona fide student of a school on the first day of classes beginning the term or semester in the school in which he is registered. In case of transfer from one school to another the student shall become a bona fide student in the new school upon the date of his first attendance at classes following the acceptance of his transfer-in by the Principal.
- The competitor must register in a minimum of 800 instructional minutes per week during the time of participation in that activity for which Alberta Learning credits are granted. Distance education courses and courses taken at Palliser Outreach School may not be considered as regular instructional minutes.
- A student who becomes nineteen before September 1 of the current year shall be ineligible for high school competition.
- It must be the opinion of the Principal of the school that it is in the best interest of the competitor and of the school as a whole for him or her to participate.
- Any student that has been registered at and attended a post-secondary institution shall not be eligible for high school competition.
- Students shall be eligible for three consecutive years after registering in Grade 10. The first year in Grade 10 is considered the first year of eligibility.

Students and parents can contact Mr. Hanna or the Mr. Roberts if they have any questions in respect to eligibility.

Neighborhood and Community Relations

It is important that the school maintain a good relationship with the residents and business people in Coaldale. Students must respect the business establishments and private property of others by not trespassing, loitering, littering or damaging property in any way.

School Council

This group of parents assists the school in an advisory capacity. It is through this association that parents can assist the school by their contributions of time, assistance and advice to make it more effective in serving its purpose. The Formation Meeting will be held on September 14th at 7:00 PM. At this meeting parent representatives will be selected for the Executive positions.

All parents are encouraged to attend, stay informed, and become involved. The calendar in the front of this booklet shows the dates of all School Council and Executive meetings.

School Newsletter

School newsletters serve as one means of communication between the home and school. Newsletters are generally distributed every month and list the various activities scheduled for the school and students for those months. The newsletters can also be delivered through email by registering on the school website www.kateandrewshighschool.com.

Lockers

Students are assigned individual lockers. Each student is required to complete a locker contract that explains the conditions under which the student is allowed to use a locker for that school year. Each locker has a school combination lock on it. If the lock is lost or damaged, parents will be responsible for the replacement cost of \$10.00. Only school issued locks are permitted on school lockers. This fee is refunded if the lock is returned at the end of the school year. Students must keep their lockers tidy and locked when not in use. Students are also asked to inform the front office of any problems with their lockers.

While students are assigned locker, the lockers remain the property of the School Board, and may be subject to unannounced inspections by school staff. Student Parents and students should have no reasonable expectation of privacy regarding locker contents.

Students' Council

The Students' Council will arrange a variety of activities throughout the school year for all students. Students are encouraged to take part in these activities that are designed primarily for fun and recreation.

The Students' Council normally holds several dances during the school year on Friday or Saturday evening from 8:00 PM to 11:00 PM. These dances are held specifically for students of Kate Andrews. Students may invite other students in Grades 9-12 as guests with the prior approval of the Principal. Teachers and security guards supervise the dances. Once admitted to the dance students must not leave the building - any student who leaves is not re-admitted. As a school sponsored activity, school rules apply to participants.

Noon Hour

All students remaining in the school during noon hour are requested to eat their lunches in the lunchroom. Eating on the front lawn, in the courtyard or in the hallways is permitted provided that students cooperate in keeping these areas free of litter by using the garbage receptacles.

School Canteen

Students from the graduating class operate the school canteen during the school year with the proceeds going towards the cost of the graduation. The canteen is typically open during the noon hour for at least 20 minutes with food available at reasonable prices.

Student Conduct

The Province of Alberta School Act specifies the code of conduct that is to be expected from students.

A student shall conduct himself so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing his studies;
- (b) attend school regularly and punctually;
- (c) co-operate 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 teachers for his conduct;
- (f) respect the rights of others.

Section 28, subsection (7) of the School Act states that:

A board shall ensure that each student enrolled in a school operated by the Board is provided with a safe and caring environment that fosters and maintains respectful and responsible behavior.

Mature behavior at school is expected of students. All employees of the Board have the right and responsibility to monitor student behavior and to take actions to regulate inappropriate behavior.

Cell Phone Policy

Students are not permitted to use cell phones of any kind in the classroom. Students who violate this rule will have their cell phones confiscated by the teacher, who will turn the cell phone over to the School Administration. Students can then retrieve their cell phone at the end of the school day. Students who repeatedly violate this rule will face additional consequences.

The Palliser School Board has banned camera cell phones in all schools due to privacy and liability issues.

Dress Code

Students and staff are expected to dress in a "business appropriate" manner. This means that all clothing should be both clean and modest. The following rules will assist students, teachers, and parents in interpreting the "clean and modest" guidelines.

Clean means:

- The clothing is free from all references to drugs, violence, sexism, and racism.
- Clothing or accessories that could be classified as a potential weapon are not permitted (i.e., chains, spiked necklaces/bracelets, etc.).

Modest means:

- Clothes are not revealing.
- No undergarments should be visible.
- Strapless or "Spaghetti" strapped garments are not permitted.
- Clothing which results in the baring of the midriff is not allowed.
- "Muscle" type shirts are not permitted.
- Shorts and skirts should be worn at minimum "mid-thigh" length.

Students who are in violation of the Dress Code will be asked to change their clothes, cover the

clothes, or turn offending clothes inside out. Some cases will result in a student being sent home to change if we cannot resolve the issue by any of the aforementioned solutions.

Students may wear caps, hats, or other head coverings while in the hallways. These items must be removed prior to entering a classroom and may be worn again when a student returns to the hallway.

Tobacco Policy

On April 1, 2003 the Government of Alberta enacted the Prevention of Youth Tobacco Use Act. Under the Act, the possession or use of tobacco by anyone under the age of 18 years old is prohibited. At Kate Andrews the school buildings, school grounds, and surrounding property are tobacco free environments for all staff and students. Students and school personnel are not permitted to use tobacco products, be in the possession of tobacco products, or associate with others using tobacco in these areas. Students who are on off-campus excursions are likewise not permitted to use tobacco products, be in the possession of tobacco products, or associate with people who are using tobacco.

Attendance Policy

Success in school is directly related to satisfactory attendance. The purpose of the school's attendance policy is to enhance the student's opportunities for academic success.

Students who are away from class on school-sanctioned activities are not absent.

A student who is absent from a scheduled examination without an approved absence will receive a mark of zero on the examination.

Absences

Student Responsibilities

- Provide a satisfactory explanation for each absence.
- Determine what schoolwork was missed during the absence.
- Complete the missed schoolwork within the time determined by the teacher.

Parent Responsibilities

- Promptly inform the school of the reasons for your child's absence.
- Encourage your child to attend regularly and punctually.

Teacher Responsibilities

- Accurately record student attendance on the school administration system.
- Discuss absences with the student and assign detentions to students who do not provide prompt and acceptable reasons for their absences.
- Contact the parents to discuss the effects that absences are having on the student's academic performance.
- Inform the student of the length of time that the student has to get caught up on work missed due to an acceptable absence.
- Refer the student to the School Administration if the above steps have not resolved the attendance problem.

School Responsibilities

- Inform the student about the attendance policy.

- Accurately monitor the attendance of the student.
- Determine whether or not the student's absence is excused.
- Inform the student and parent of the consequences of continued absences.
- Ensure that the consequences of continued absences are carried out.

Lates

It is a student's responsibility to be in the classroom when the starting class bell sounds. Students who arrive late to class disrupt the learning that is to occur in the classroom. Students who arrive late after more than half of the period has passed will be recorded as absent.

The teacher may suspend students who are frequently late for class for one period. Students suspended by a teacher must meet with the Vice-Principal to review the student's lates. During this meeting the student will be informed of the consequences of failing to correct this problem.

Attendance Incentives

Students who are enrolled at least $\frac{3}{4}$ time during a semester and who have no more than 5 absences in total, are eligible to be exempt from writing one semester ending examination (midterm or final) of the student's choosing.

- Student must have a mark of 60% or better in the course being exempted.
- The school administration may deem up to one day's absence per semester for bereavement.
- Students may exempt the teacher portion of a Grade 9 final examination, but must still complete the Provincial Achievement Test.
- Students may not exempt a Diploma Examination.
- Grade 9 students cannot choose to be exempt from the midterm (Semester 1 reward) and final examination (Semester 2 reward) in the same course.
- Students in Grades 10-12 cannot be exempt from examinations in any course stream more than once. For example, if you choose Social Studies in Grade 10, you must choose another course stream in Grade 11.

Students who are enrolled at least $\frac{3}{4}$ time during the entire school year and who have had no more than 10 absences during that time are will have an opportunity to pre-select their locker for the coming year.

Absence Deterrents

Student will be assigned one supervised lunch-hour detention each time they student fail to provide a prompt and suitable reason for an absence from class.

Teachers may recommend students who are habitually late to the school office for inclusion in the detention program.

- The administration will typically accept medical reasons, religious reasons, and pre-approved family or extra-curricular activities.
- Students who do not show up on time for the supervised lunch-hour study session will face additional consequences.
- Students are to work independently, individually, and quietly during the session.
- Students may not bring any electronic devices into the session.

A student who feels that they have been treated unfairly through the attendance policy should

discuss the matter with Mrs. Steed-Takasaki. If the student still feels that they have been unfairly treated after this discussion, they may appeal to Mr. Roberts.

Alcohol and Illegal Drugs

The use of non-prescription drugs and/or alcohol at any school function or activity is strictly prohibited. Use, possession, association with users, or other involvement with these substances will result in suspension, expulsion, or criminal charges.

- Depending on the individual circumstances, these guidelines may be altered by school administration – students may be placed at any step in the process.
- Typically, students who are found using drugs/alcohol or associating with those using drug/alcohol will move one step up the scale.
- Typically, students who are found to be in possession of drugs/alcohol will move two steps up the scale.
- As with all school matters, parents can appeal school actions to the Principal or the School Board.

Steps	Sanctions	Conditions for Reinstatement
Step 1	<ul style="list-style-type: none"> • One day suspension from school. • Parent/Administrator meeting. • Notification to student and parent of this policy, and the level at which the student has been placed. 	<ul style="list-style-type: none"> • Introduction to ADAAC Counseling. • Meeting with the School Resource Officer.
Step 2	<ul style="list-style-type: none"> • Three day suspension from school. • Parent/Administrator meeting. • Notification to student and parent of this policy, and the level at which the student has been placed. 	<ul style="list-style-type: none"> • Formal ADAAC Counseling plan. • Meeting with School Resource Officer.
Step 3	<ul style="list-style-type: none"> • Five day suspension from school. • Parent/Administrator Meeting. • Notification to student and parent of this policy, and the level at which the student has been placed. • Closed campus for student. 	<ul style="list-style-type: none"> • More extensive formal ADAAC Counseling Plan • Meeting with School Resource Officer.
Step 4	<ul style="list-style-type: none"> • Alternative Placement. • Withdrawal from classes. • Recommendation for expulsion. 	

Parking and Student Vehicles

Parking spaces on the south and west side of the school are designated for staff members, the handicapped, and visitors to the school. Students may not park in any of these spots.

Student vehicles are not permitted in the bus lot. This is a restricted zone, solely for buses and Palliser maintenance vehicles, between the hours of 8:30 AM and 3:45 PM each school day.

Care and caution is expected of students when they drive vehicles to school. Reckless or unsafe driving will result in the police being notified.

Suspension/Expulsion Of Students

The reasons for which a student may be suspended or expelled from school are covered in Section 19 of the School Act. The reasons are:

- (a) open opposition to authority;
- (b) willful disobedience;
- (c) habitual neglect of duty;
- (d) use of improper, profane or obscene language;
- (e) conduct injurious to the moral tone or well being of the school;
- (f) truancy and irregular attendance for which there is no valid excuse;
- (g) destruction, damage to, or loss or conversion of school property;
- (h) willful destruction or disobedience on school busses.

The School Act, subject to rules of the Board of Education, allows a teacher to suspend a student for a class period and allows the Principal to suspend a student from:

- (a) one or more class periods;
- (b) one or more courses or school programs;
- (c) school;
- (d) riding on a bus;
- (e) participating in an activity sponsored or approved by the board.

The Principal also has the right to re-instate a pupil suspended by the Principal or a teacher.

When a student is suspended, the parents will be notified of the suspension and the circumstances of the suspension. If the student is not be reinstated within five days the Board of Education will become involved to rule on the situation. Parents and the student have a right to be heard by the Board of Education before the final decision is reached.

During the period of a suspension, the student is not permitted in the school, on school property, or to participate in any school-sponsored activity. After the suspension is over, the student will be given a reasonable time to complete any work that was missed during the suspension.

Lockdown Procedures

Our school district has collaborated with our community partners including local police or RCMP, Alberta Mental Health and Child and Family Service Authorities to develop a team approach to ensuring a safe and caring learning environment.

In the Palliser Regional Schools Crisis Response Manual, a critical incident is defined as a traumatic incident outside the realm of normal human experience that is markedly distressing. It impacts individuals, as well as the educational process itself, because the people in that system experience confusion and disorganization. Should a critical incident occur, the school will ensure a safe and caring school environment by focusing on the key areas of prevention and early intervention.

The school administrator may initiate a lockdown or police may initiate a lockdown. A lockdown means that students remain in their classrooms or other designated safe area with precautions taken to minimize their visibility. School and classroom doors remain locked for the duration of the lockdown. Police will advise the school when the lockdown status can be lifted.

Should the police advise, a School Alert Status may be implemented rather than a Lockdown. School Alert Status would retain a locked school and classrooms but the minimal visibility restriction would be lifted. Students could remain in their desks and could be escorted from their classrooms to use washroom facilities.

- If a lock down situation arises at our school during classes, an announcement will be made over the public address system.
- Students that are not in class should proceed immediately to the nearest secure (lockable) room.
- Students approaching the school should report to the Palliser Alternate Secondary School (Pass+)
- During the lockdown, students are to keep away from doors or windows and remain silent.
- Once an area or room has been secured no one is to be let in or out until directed to do so from the school office.
- This lock down will be maintained until authorities announce that it is safe to come out of lock down.
- Once the all-clear announcement is made, other direction will be provided to inform everyone of other information and procedures.

Fire Drills-Evacuation Procedures

In the event of an emergency evacuation, students and teachers should use the nearest and most direct exit route from their location. Routes are posted by each classroom exit. If the most direct path is blocked, the next nearest and direct path should be chosen. There will be no movement that takes a person deeper into the building, and further away from the nearest exit. Traffic in the halls should try to observe roadway protocol and stay to the right of the hallway.

Upon exiting, people should proceed to the north field (other side of bus lane) and assemble in their class so that the teacher can ensure all students are accounted for. If dangerous conditions exist, the assembly area may be moved. Do not congregate in the parking lots, or near building exits.

Nobody should re-enter the building until the all-clear is sounded. The signal for a safe return to the building will be a loudspeaker announcement from the Principal.

Visitors to the School

Visitors must report to the office to obtain permission to be in the school or on school property. Visitors are expected to meet with students at the front office counter area. Students being dropped off at the school by friends or parents must be dropped off at the front of the school. Students who are aware of visitors who will be coming to the school should inform their friends of this school rule.

Students who have visiting relatives that they would like to bring to school and/or classes must have the approval of the Principal and their classroom teachers. Parents of registered students are always welcome at school.

Valedictorian

The Valedictorian is selected by the graduating class from classmates who are among the

highest achieving academic students in Grade 12. The teaching staff provides a list of at least three nominations to the graduating class, who then select the Valedictorian by ballot.

To be eligible, a student must have completed or be in the process of completing the courses that will qualify them for a High School Diploma. To determine the academic standing for the Valedictorian, five course averages from Grade 12 courses taken at Kate Andrews are used. The final blended marks from first semester courses and the second report card marks from second semester courses are used to determine this average. The courses that will be used in calculating this academic average are:

- (a) English 30-1;
- (b) Any four of Social Studies 30-1, Pure Mathematics 30, Mathematics 31, Biology 30, Chemistry 30, Physics 30, Science 30, or a language other than English at the Grade 12 level.

Alberta High School Diploma Requirements

The Province of Alberta records the courses that students complete, determines the student's eligibility for The Alberta High School Diploma and awards this certification directly to students.

To attain an Alberta High School Diploma, a student must:

- Earn a minimum of 100 credits.

- Complete and meet the standards of the following courses:
 - English 30-1 or English 30-2 or Français 30 or Français 33
 - Social Studies 30-1 or Social Studies 30-2
 - Applied Mathematics 20, Pure Mathematics 20 or Mathematics 24
 - Science 20 or Science 24 or Biology 20 or Chemistry 20 or Physics 20.
 - Physical Education 10 (3 credits)
 - Career and Life Management 20 (3 credits)

- Earn a minimum of 10 credits, in any combination, from:
 - ✓ Career and Technology Studies (CTS)
 - ✓ Fine Arts
 - ✓ Second Languages
 - ✓ Physical Education 20 and/or 30

- Earn a minimum of 20 credits in 30-Level Courses or 3000 Level CTS courses

Students who have been registered in the Integrated Occupation Program or in the Registered Apprenticeship Program may use some of their Off-Campus courses towards their High School Diploma. Contact the Mr. Buckler for specific details.

Graduation Ceremonies

The school organizes a Graduation Ceremony to recognize the achievements of the students in the graduating class. A graduation list of all students who are eligible to participate in this ceremony is compiled and posted during the first week of June. Students who expect to participate in this ceremony and don't find their names on this list must check with Mr. Roberts to determine the reason why they are ineligible.

To participate in the graduation ceremonies, students must meet the following criteria:

- Have all school fees for the current year paid in full.
- Have returned all school books and materials to the school.
- Have Kate Andrews as the Official School of Record.
- Have completed or be in the process of completing the necessary courses required to earn an Alberta High School Diploma or Certificate of Achievement by the end of June.
- Have completed the majority of the credits earned during their Grade 12 year at Kate Andrews High School.
- Have completed 75% of their coursework in any Distance Education, Correspondence, Work Experience, Special Projects, Music by Private Study, or Pass+ Courses by June 1st.

A student who qualifies for the graduation list may participate in the following:

- To be introduced at the ceremonies.
- To receive the Graduation Scroll.
- To be included in the Graduation Group Photograph.

A Grade 12 student who has Kate Andrews as the Official School of Record yet does not qualify for the graduation list may not participate in the activities listed above. However, that student can have an individual graduation photograph taken that will be included in the class collage that is displayed in the school hallway. At the discretion of the Principal, this student may also attend the graduation banquet and dance.

Safe-Grad and Super-Grad

Safe-Grad and Super-Grad are not school-sponsored activities. No school personnel may participate in the organization, promotion, or operation of these events. These are community-sponsored events - typically a committee composed of some graduating students and their parents plan these activities. The school provides these committees with space for meetings in the same manner as any other community group.

Scholarships and Awards

The school makes available to the students a booklet identifying the scholarships and awards available to all students. Parents may obtain additional copies at the school office. Information on all other scholarships is available and can be obtained by contacting Shelly Flexhaug.

Retroactive Credits

Students who have completed courses that qualify for retroactive credits, and do not achieve at least 50% in those courses may, subject to the approval of the school Principal, take a course at a higher grade that is in an alternative sequence. The Province shall grant students who successfully complete the next higher-grade course in an alternative sequence credit for the

prerequisite course.

Obtaining Credit for Private Music Study

A student can earn up to 30 credits in the music area but is only able to claim 15 credits towards the High School Diploma. Private music study that is conducted through the Western Board of Music, the Royal Conservatory of Toronto, or the Mount Royal College Calgary may be eligible for High School credits. Direct all questions to the school Principal.

Alberta Distance Learning Centre (ADLC) Courses

Since the offerings of the school are substantial, Distance Learning is only offered on a selective basis - students are expected to take courses at Kate Andrews if the school offers the course. Under rare circumstances with the approval of the Principal, Kate Andrews provides students with correspondence courses through ADLC. If the student obtains permission from the Principal to take a correspondence course, a parental permission form must be completed by the student and parent and returned to the school.

Payment for the course must be made to the school prior to the course being provided – the cost of these courses varies according to the number of credits being earned. Once the school receives payment for the course the application form is forwarded. The student's ADLC teacher will contact the student shortly after the student receives the course. The student will be provided with times when the teacher can be contacted to discuss course materials and problems.

During the regular school year, weekly delivery service to and from ADLC is offered at the school. Examinations will be administered at the school and forwarded to ADLC for marking.

If the student completes the course, the school will record the final mark and credits with Alberta Learning and reimburse the student for all but \$25. If the student does not pass or complete the course with a final mark of at least 25%, no refund will be made.

Completing High School in Three Years

The High School program in Alberta is a three-year program. Those students who have extenuating circumstances may, at the discretion of the Principal, be permitted to attend Kate Andrews for a further year or portion of a year.

In determining whether or not a student may be allowed to attend Kate Andrews for more than three years, the Principal will consider the age of the student, attendance, work habits, and attitude.

Grade 12 Diploma Examinations

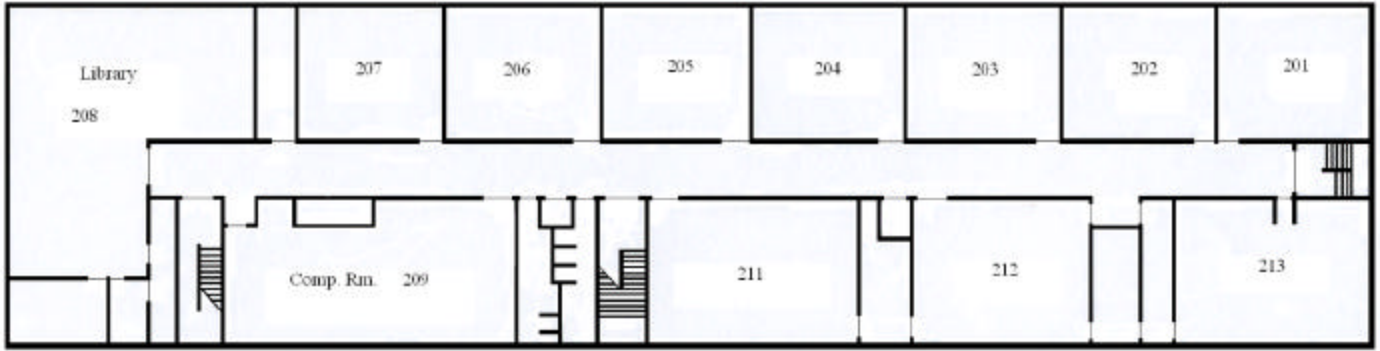
Students who are enrolled in a diploma examination course are automatically registered for the examination. Students who are taking a diploma examination course elsewhere yet wish to write the exam at Kate Andrews must obtain a registration form from the Principal. This form must be submitted by November 3, 2009 for those students wishing to write in January 2010, and by April 15, 2010 for those writing in June 2010.

Students who are rewriting a diploma examination must obtain a rewrite fee form from the school office. This form must be submitted by the dates outlined in the previous paragraph. A rewrite fee of \$26.50, per examination must be made to the Provincial Treasurer.

Students who are unable to write a diploma examination for reasons of illness must obtain a certificate of illness from the school Principal. The certificate is presented to their doctor who completes the first section; the form is then returned to the Principal who completes the second section before forwarding the form to Alberta Learning. Students are required to write the examination at the next administration. In rare cases it is possible for the student to be exempted from writing the examination. Any such exemptions are noted on the student's academic record.

When a death in the immediate family prevents students from writing a diploma examination, the students may apply, through the Principal, for special consideration by Alberta Learning.

KAHS Floor Plan



Second Floor

Kate Andrews High School



Main Floor

