

Kate Andrews High School Student Handbook 2017-2018



"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, Q.C., 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 going to 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 going to win this ball game if we try
So come and raise that score up to the sky
And we'll go rah, rah, raaah!

School Contacts

Daniel GrimesPrincipal
Kris Van Wieren Vice-Principal
Austen DavenportAthletic Director
Jo-Anna Meurs.....Academic and Career Counselor
Melinda Greenaway.....Family School Liaison Counselor
Kris Van WierenLearning Support Services
Darby Bell.....School Secretary
Kristy Darby.....School Secretary
Gina WittebolleLibrarian
Tanya WurzerHead Custodian

Local Members of The Board Of Education

Sharon RutledgeCoaldale Rural
Debbie LaturnusCoaldale Town

Palliser Regional Schools Central Office Staff

Dave DriscollSuperintendent of Schools
Mike NightingaleActing Sr. Director of Human Services
Tom HamerDirector of Learning
Jason KuperyDirector of Learning
Adam BrowningDirector of Learning
Cynthia GietzDirector of Learning
Shane CranstonDirector of Learning
Dexter DurfeySecretary-Treasurer
David ShawTransportation Services Supervisor

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

School Year 2017-2018

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

- 28 Site Based Professional Development Day
- 29-31 Grade 10, Grade 11 and Grade 12 Students pay fees, get lockers, and get textbooks
- Diploma Examination and PAT Analysis – No School for Students
- 30 District Opening ceremonies in Vulcan

September

- 01 Grade 9 Student Orientation Day
- 04 Labor Day – No school
- 05 First Day of Semester 1 Classes
- 05 Opening Assembly Period 1
- 15 School Picture Day
- 18 Staff Meeting 3:45 PM – 5:00 PM
- 22-23 Cats Classic Grade 9 Invitational Volleyball Tournament
- 25 School Council Formation Meeting 7:00 PM
- 29 September Progress Reports Distributed to Students

October

- 02 Student Assembly Period 2
- 09 Thanksgiving Holiday – No School
- 10 Division Wide Collaborative Professional Development Groups – No School for Students
- 17 Kate Andrews Community Food Drive for the Coaldale Food Bank
- 19 Parent-Teacher Conferences 4:00 PM – 5:00 PM and 6:00 PM – 9:00 PM
- 20/21 Senior Boys Pride Invitational Volleyball Tournament
- 23 School Council Meeting 7:00 PM
- 26 Picture Retakes
- 23 Staff Meeting 3:45 PM – 5:00 PM
- 31 October Progress Reports Distributed to Students

November

- 01 We day Conference
- 01 Take Our Kids to Work Day
- 02 Awards Ceremonies - Grades 9-11 (2016/2017) – period 3
- 03 CTS rotations ends
- 06 Quarter 2 begins
- 07 Student Assembly Period 4
- 08 Semester 1 Mid-term Report Card to be Mailed
- 09 Remembrance Day Ceremonies Period 2
- 10 Remembrance Day Holiday - No School

- 13 Division Wide Collaborative Professional Development Groups – No School for Students
- 20 Staff Meeting 3:45 PM – 5:00 PM
- 27 School Council Meeting 7:00 PM
- 28 Kate Andrews Fine Arts Night
- 30 November Progress Reports Distributed to Students

December

- 04 Student Assembly Period 1
- 11 Staff Meeting 3:45 PM – 5:00 PM
- 14-15-16 Senior Girls/Boys Pride Christmas Festival Basketball Tournament
- 19 Band/Choir Christmas Concert – 7:00 PM – Kate Andrews Gymnasium
- 21 December Progress Reports Distributed to Students
- 21 Last day of classes before Christmas Holidays

January

- 08 Classes resume after Christmas Holidays
- 11 English Language Arts 30-1 and 30-2 Diploma Examination – Part A
- 12 Social Studies 30-1 and 30-2 Diploma Examination – Part A
- 16 CTS Rotation Ends
- 16 Last day of Semester 1 Classes
- 17 Study Day – no classes
- 18 Gr. 9-11 exams start
- 18 English 9 mid-course exam
- 19 Math 9 mid-course exam
- 23 English Language Arts 30-1 and 30-2 Diploma Examination – Part B
- 23 Grade 9 Social Studies Provincial Achievement Test
- 24 Social Studies 30-1 and 30-2 Diploma Examination – Part B
- 24 Grade 9 Science Provincial Achievement Test
- 25 Mathematics 30-1 and 30-2 Diploma Examination,
- 26 Biology 30 Diploma Examination
- 29 Chemistry 30 Diploma Examination
- 19-20 Cats Classic Grade 9 Invitational Basketball Tournament
- 30 Physics 30 Diploma Examination
- 30 Science 30 Diploma Examination
- 29 School Council Meeting 7:00 PM
- 31 Site Based PD day – no school for students.

February

- 01 First Day of Semester 2 Classes
- 01 Quarter 3 begins
- 02 Semester 1 Report Cards issued - mailed
- 05 Student Assembly Period 2
- 12 Staff Meeting 3:45 PM – 5:00 PM

- 19 Family Day Holiday – No School
- 20-21 Day in Lieu for Parent-Teacher Conferences – No School
- 22-23 Teachers' Convention – No School for Students
- 26-28 Graduation Photos
- 26 School Council Meeting 7:00 PM
- 28 February Progress Reports Distributed to Students

March

- 05 Student Assembly Period 3
- 12 Division Wide Collaborative Professional Development Groups – No School for Students
- 19 Staff Meeting 3:45 PM – 5:00 PM
- 22 Parent-Teacher Conferences 4:00 PM – 5:00 PM and 6:00 PM – 9:00 PM
- 26 School Council Meeting 7:00 PM
- 29 March Progress Reports Distributed to Students
- 30-April 6 Easter Break

April

- 09 Student Assembly Period 3
- 13 CTS Rotation Ends
- 13 Coaldale Musical Arts Society Dessert Concert 7:00 PM at R.I. Baker
- 16 Quarter 4 begins
- 20 Semester 2 Mid-term Report Cards to be mailed
- 23 Staff Meeting 3:45 PM – 5:00 PM
- 23 School Council Meeting 7:00 PM
- 25 Regional Skills Canada Competition – Lethbridge
- 30 April Progress Reports Distributed to Students

May

- 14 Division Wide Collaborative Professional Development Groups – No School for Students
- 09 Grade 9 English Language Arts Provincial Achievement Test – Part A
- 12 KA Ball Day – Girls' slow pitch/Boys baseball
- 21 Victoria Day Holiday – No School
- 22 Site Based PD day – No School for Students
- 31 May Progress Reports Distributed to Students
- 30-1 Provincial Skills Canada

June

- 01 Provincial Skills Canada
- 04 Student Assembly Period 1
- 05 Band/Choir Final Concert – 7:00 pm
- 07 Athletics Awards Ceremony – 7:00 PM
- 11 Staff Meeting 3:45 PM – 5:00 PM
- 13 English Language Arts 30-1 and 30-2 Diploma Examination – Part A

- 15 Last day of Semester 2 classes
- 15 CTS Rotation Ends
- 14 Social Studies 30-1 and 30-2 Diploma Examination – Part A
- 14 Grade 9 Mathematics Provincial Achievement Test
- 15 Grade 9 English Language Arts Provincial Achievement Test – Part B
- 18 Grade 9 Social Studies Provincial Achievement Test
- 19 Grade 9 Science Provincial Achievement Test
- 20 English Language Arts 30-1 and 30-2 Diploma Examination – Part B
- 22 Social Studies 30-1 and 30-2 Diploma Examination – Part B
- 26 Chemistry 30 Diploma Examination
- 27 Graduation rehearsal – details will be in Grad handbook– 1:00 PM
- 28 Graduation / Award Ceremonies and Banquet –1:00 PM-details in Grad handbook
- 28-29 Staff Planning and Collaboration - No School for Students
- 29 Semester 2 Report Cards Mailed to Students

School Fees

Alberta schools are permitted to charge school fees to cover the costs of instructional supplies 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 \$97.00 for all grade 9 students and \$35.00 for grades 10, 11 and 12. Students in grades 10-12 will also be charged a per course fee for courses taken in the following programs: CTS, Fine Arts and PE. Course fees are due September 30. Details are on the school fee form.

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. Grimes. 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

Melinda Greenaway is our Family School Liaison Counselor. She is specifically trained to assist students who experience social, emotional, or behavioral difficulties. Mrs. Greenaway 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

Grade 9 and 10 students are not assigned spares. Students in grades 11 or 12 who do not have a scheduled class may work quietly in the library or the lunchroom. Hallways and boot-rooms are to 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 will be held throughout the school year. Much of the information necessary to students will be communicated 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. Once Power School technology accommodates parent access, progress reports will also be emailed to parents. This progress report will show each formative and

summative assessment that the teacher has completed for the student and the student's current overall mark in the class.

Each student will receive a mailed Report Card at the approximate semester mid-point and the semester end. This Report Card will show the student's overall grade in each course, attendance information, and teacher comments. The mark reported on each Report Card is the cumulative mark as determined by the teacher after considering products the student has provided, observations made by the teacher, and conversations between the student and teacher.

Two Parent-Teacher Conference times have been designated on the school calendar. Parent-Teacher conferences will be held several weeks prior to the semester mid-point report card. The reasons for doing so are to inform parents of achievement and attendance patterns up to that point and to establish goals for academic success. While parents are strongly encouraged to use the conference times that have been established, parents may contact their child's teachers any time that they have questions or concerns. *Please contact your child's teacher via email. All teachers email addresses are found on the school website.*

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.

Diploma Exams

Core Courses at the grade 12 level will have diploma exams which will be worth 30% of a student's final mark in that course. The schedule for exams is set by Alberta Education.

Final Examinations Other than Diploma Examinations

Grade 10-12 final examinations for most courses (and midterms for full year courses) are written in the school gymnasium during scheduled examination weeks. This final examination accounts for 20-30% of the final mark. Grade 9 exams are written in classrooms. 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/classroom, 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 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. Grimes. Alberta Education has specific requirements and limitations for this process.

KAHS Plagiarism Policy

The staff, students, and community surrounding KAHS take pride in their school and the standards we set for students. Plagiarism is essentially a violation of trust and theft of intellectual property. It is often punishable with expulsion in post-secondary institutions and can place a "black mark" on your permanent academic record. The following is a list of guidelines that students must use when producing work for their teachers:

- You may not claim the work of someone else as your own. A deliberate act would be placing your name on someone else's work (copying). *Any work that is not your own (including another student's) with your name on it is considered plagiarism. This includes "cutting and pasting" from the internet into a word document.*

- You may not use someone else's ideas as your own. You must properly cite sources from which facts, ideas, analysis, etc. are taken. Any idea, in whole or in part, that is not your own should be cited in your work. If you are unclear how to properly cite an idea, it is on you (the student) to ask the teacher for clarification. Papers and projects are designed to encourage you to come up with your own original argument based on the facts you have assessed. Using another person's argument is not acceptable.

The consequences for plagiarism will be determined by the teacher and school administration on a case by case basis. These consequences can include all manner of sanctions, including removal from the course.

Accident Insurance

The Board of Trustees of Palliser Regional Schools has invested in IAP Student Accident Insurance, with enhanced coverage for the 2017-2018 school year. This provides insurance coverage for all students, teachers and non-teachers on Palliser staff from the time they leave their residence to travel to school to the time they arrive at their residence (or their first destination) after school. This coverage also applies during approved and supervised school trips/activities.

This coverage is provided by Palliser at no cost to our students and staff. This enhanced coverage includes up to a maximum of \$1,000 for ground ambulance service; paramedical coverage (chiropractic, osteopath, physiotherapy and registered massage therapy); and special treatment travel coverage that reimburses for fuel expenses if special medical/dental treatment is unavailable within a radius of 80 to 160 km from the insured person's residence.

Full details of the coverage and a claim form can be found on Palliser's website at www.pallisersd.ab.ca.

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.

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/she 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/her 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. Davenport or Mr. Grimes 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 25th 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 meetings.

School Newsletter

School newsletters serve as one means of communication between the home and school. Our monthly newsletters list the various activities scheduled for the school and students for those months. The newsletters can be delivered through email or by picking up a hard copy from the office.

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. 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 a locker, the lockers remain the property of the School Board, and may be subject to unannounced inspections by school staff. 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.

Noon Hour

All students remaining in the school during noon hour are requested to eat their lunches in the lunchroom or other lunch eating designated areas. 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.

Student Conduct

The Province of Alberta School Act specifies the code of conduct that is to be expected from students. Section 12 states:

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 45, subsection (8) 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.

Dress Code

DRAFT:

Kate Andrews provides a safe and caring environment for staff and students. We respect the rights and freedoms of everyone in an inclusive environment. As such, we encourage that all members of our school community wear attire that is both clean and modest.

The following guidelines are there to assist students, teachers, and parents in interpreting what "clean and modest" means.

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 too revealing regardless of one's gender or gender identity. Our preference is that clothing covers all undergarments. Considering that weather can become quite warm and at times make classrooms uncomfortable, we understand that students will wear shorts and t-shirts or tanks. Please consider the school context when choosing what you wear. The suggestion is to consider school as your place of work and ask yourself if the outfit is appropriate.

Deciding on appropriate dress is a subjective and personal decision. Kate Andrews' goal is to support the emotional well-being of all of its students and so we ask for parents and students to make informed decisions when deciding on appropriate dress for school.

In some circumstances the school may make contact with parents regarding the attire of their child to aid in making decisions about its appropriateness.

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 considered absent.

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

- The day of the absence, parents must notify the school of the reason for the absence.
- Encourage your child to attend regularly and punctually.

Teacher Responsibilities

- The Teacher contacts home after no more than 4 unexcused absences.
- The Administration sends a letter home after 5 unexcused absences.
- The Teacher contacts home a second time before 10 unexcused absences.
- The Administration sends a letter home requesting an interview including the teacher, a parent, the student, and administration after 10 absences. At which time the student will be placed on an attendance contract.
- The Administration will contact the district's attendance officer to determine next steps.

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. (Attendance Letters, 1 & 2).
- Ensure that the consequences of continued absences are carried out.
- Ensure to district's attendance officer has been informed once a student is placed on an attendance contract.

Late Policy

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 miss more than half of the period, either through arriving late, departing early, or a combination of these, will be recorded as absent.

The teacher may request administration to suspend students who are frequently late for class for one period. Suspended students must meet with the Principal or Vice-Principal to review the student's attendance habits. During this meeting the student will be informed of the consequences of failing to correct this problem.

Absence Deterrents

Students will be assigned one supervised lunch-hour detention (ACE) each time they 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 (11:47) for the supervised lunch-hour detention will face additional consequences.
- Students are to work independently, individually, and quietly during the session.

A student who feels that they have been treated unfairly through the attendance policy should discuss the matter with the Principal or Vice-Principal. If the student still feels that they have been unfairly treated after this discussion, they may appeal to the principal.

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.

- Board policies will be followed when dealing with alcohol and drug related offences.

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 8:00 AM and 3:50 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 24 of the School Act. The reasons are:

- (a) the student has failed to comply with Section 12, or
- (b) the student's conduct is injurious to the physical or mental well-being of others in the school.

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:

- (a) from school
- (b) from one or more class periods, courses or education programs, or
- (c) from riding in a school bus

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

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.

- If safe to do so, a sign will be posted on the entry door stating that the school is in Lockdown and students approaching the school should leave the area.
- 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 by the principal and or designate and an accompanying police officer.
- Once the principal or designate and the accompanying police officer(s) let out students from classrooms, subsequent directions will be provided if the situation warrants.

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 an announcement from the Principal or designate.

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.

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 school-awarded 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) Any five of English 30-1, Social Studies 30-1, Mathematics 30-1, 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
 - Mathematics 20-2, Mathematics 20-1 or Mathematics 23
 - 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 Ms. Schmidt for specific details.

Graduation Ceremonies

The school organizes a Graduation Ceremony to recognize the achievements of the students in the graduating class.

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

- Have all outstanding school fees and extracurricular fees 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 meets these criteria is eligible to:

- Be introduced at the ceremonies.
- Receive the Graduation Scroll.
- Be included in the Graduation Group Photograph.

A Grade 12 student who has Kate Andrews as the Official School of Record yet does not meet the above criteria 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.

Safe-Grad/Super-Grad/Dry Grad

Safe-Grad, Super-Grad and Dry 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 our Career & Academic Counselor.

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.

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, in advance of Diploma Exam registration.

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 Education. 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 Education.

Kate Andrews High School Weekly Timetable**2017-2018**

	Monday	Tuesday	Wednesday	Thursday	Friday
Warning Bell	8:35	8:35	8:35	8:35	8:35
Period 1 Start	8:40	8:40	8:40	8:40	8:40
Period 1 End	10:10	10:10	10:10	10:10	9:35
Period 2 Start	10:15	10:15	10:15	10:15	9:39
Period 2 End	11:45	11:45	11:45	11:45	10:34
Warning Bell	12:20	12:20	12:20	12:20	-
Period 3 Start	12:25	12:25	12:25	12:25	10:38
Period 3 End	1:55	1:55	1:55	1:55	11:33
Period 4 Start	2:00	2:00	2:00	2:00	11:37
Period 4 End	3:30	3:30	3:30	3:30	12:32

5 minute breaks between periods: Monday – Thursday
4 minute breaks between periods: Monday – Friday

Kate Andrews High School 2016-2017 SCHOOL YEAR CALENDAR

Board Approval: September 8, 2015

Aug-16					Sep-16					Oct-16				
1	2	3	4	5				1	2	3	4	5	6	7
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28
29	30	31			26	27	28	29	30	31				
0/3					19/21					19/20				
Nov-16					Dec-16					Jan-17				
	1	2	3	4				1	2	2	3	4	5	6
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27
28	29	30			26	27	28	29	30	30	31			
20/21					16/16					16/17				
Feb-17					Mar-17					Apr-17				
		1	2	3			1	2	3	3	4	5	6	7
6	7	8	9	10	6	7	8	9	10	10	11	12	13	14
13	14	15	16	17	13	14	15	16	17	17	18	19	20	21
20	21	22	23	24	20	21	22	23	24	24	25	26	27	28
27	28				27	28	29	30	31					
15/19					22/23					14/14				
May-17					Jun-17					Jul-17				
1	2	3	4	5				1	2	3	4	5	6	7
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28
29	30	31			26	27	28	29	30	31				
20/22					20/22					DAY 1 DAY 2 DAY 3 DAY 4				

NON-INSTRUCTIONAL DAYS

Division-Wide PD Days		Staff Planning/Collaboration		Prof. Development (ATA)	
Opening Ceremony Sept 1, 2016		Aug 29, 2016, June 29 & 30, 2017		Teachers' Convention -	
11-Oct-16		Site PD Days		February 23 & 24, 2017	
14-Nov-16		30-Aug-16		Parent-Teacher Days Off in Lieu	
13-Mar-17		Aug 31, 2016 (DIP/PAT) Alt: Sept 2, 2016		21-Feb-17	
1-May-17		2-Sep-16		22-Feb-17	
		31-Jan-17			
		May 23, 2017 (AP- survey results/school goals)			

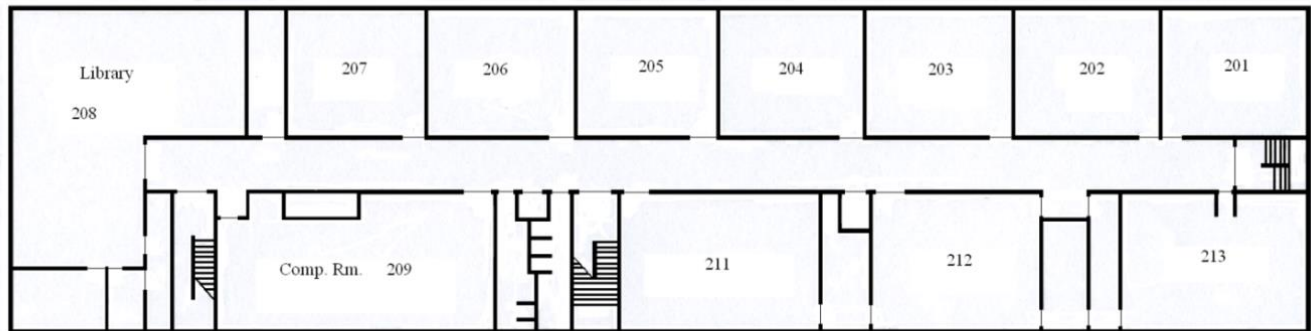
School will officially close at normal closing time on December 22, 2016 for Christmas Break.

School year begins: August 29, 2016	XX	No Staff/Students
First day for students: September 6, 2016		Non-Instructional/Prof. Dev. Days (No Students)
Semester 2 begins: February 1, 2017		Parent-Teacher Interview Lieu Days (No Students)
Last day for students: June 28, 2017		Summer Break

SCHOOL YEAR		INSTRUCTIONAL DAYS		Diploma Exams (D)		Nov.	Jan.	Apr.	June
181 Instructional Days		90 Semester 1		English LA 30-1 & 30-2 A		2	16	5	15
17 Non-instructional Days		91 Semester 2		English LA 30-1 & 30-2 B		4	23	7	22
198 Total Operational Days		181 Total Instructional Days		Social Studies 30-1 & 30-2A		3	17	6	16
Achievement Tests (A)		Gr. 6		Gr. 9	Social Studies 30-1 & 30-2B	7	24	10	23
English Language Arts Part A	Thursday, May 11	Thursday, January 19, 2017		Math 30-1 Math 30-2	8	25	11	26	
English Language Arts Part B	Monday, June 19	Thursday, January 26, 2017		Physics 30	9	30	13	29	
Mathematics	Tuesday, June 20	Wednesday, January 25, 2017		Chemistry 30	8	27	11	27	
Science	Friday, June 23, 2017	Tuesday, January 24, 2017		Biology 30	9	26	12	28	
Social Studies	Thursday, June 22	Monday, January 23, 2017		Science 30		30	12	29	

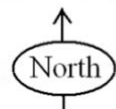
Please note: Achievement and Diploma Exam schedules are as of February 22, 2016. General Information Bulletin published by Alberta Education.

KAHS Floor Plan



Second Floor

Kate Andrews High School



Main Floor

