Kate Andrews High School
Student Handbook
2019-2020

"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?

Kate Andrews 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

School Address: 2112 21st Coaldale, Alberta. T1M 1L9

Phone: 403-345-3383
Fax: 403-345-5767

Daniel Grimes .....Principal
Kris Van Wieren .....Vice-Principal and Learning Support Teacher
Clayton Ressler .....Athletic Director
Jo-Anna Meurs.....Career and Academic Counselor
Melinda Greenaway.....Family School Liaison Counselor
Kris Van Wieren .....Learning Support Services
Darby Bell.....Administrative Assistant
Kristy Darby.....Administrative Assistant
Gina Wittebolle .....Librarian
Tanya Wurzer .....Head Caretaker

Palliser School Division Central Office contact information

Palliser School Division
#101, 3305-18 Avenue North, Lethbridge Alberta
Phone: 403-328-4111
Toll-free: 877-667-1234

The Palliser Board Of Education Members assigned to Kate Andrews

Sharon Rutledge .....Coaldale Rural
Debbie Laturnus .....Coaldale Town

School Calendar

KATE ANDREWS HIGH SCHOOL
2019-2020 SCHOOL YEAR CALENDAR

Board Approval: February 12, 2019

LEGEND: DAY 1 | DAY 2 | DAY 3 | DAY 4

Superintendent Approval: May 31, 2019

August 2019				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2019				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2019				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2019				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2019				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2020				
		1	2	3
6	7	8	9	10
13 (D)	14 (D)	15	16	17
20	21	A22(D)	A23(D)	24 (D)
A27(D)	A28(D)	A29(D)	30 (D)	31

February 2020				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2020				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2020				
		1 (D)	2 (D)	3 (D)
6 (D)	7 (D)	8 (D)	9 (D)	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2020				
				1
A4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2020				
1	2	3	4	5
8	9	10 (D)	11 (D)	12
15	16	17	A18	19 (D)
A22(D)	A23(D)	A24(D)	25 (D)	26 (D)
29	30			

July 2020				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NON-INSTRUCTIONAL DAYS

Division-Wide PD Days	Collective Agreement Teacher Directed Days	Prof. Development (ATA)
Opening Ceremony August 29, 2019	August 28 and 30, 2019	Teachers' Convention -
September 23, 2019 (Summit Day)	**Site PD Days**	February 20 and 21, 2020
November 12, 2019	August 26 and 27, 2019	**KAHS Site PD**
March 20, 2020	January 30, 2020	November 29, 2019, January 31, 2020,
	May 15, 2020	March 23, 2020.

School year begins: August 26, 2019
First day for students: September 3, 2019
Semester 2 begins: February 3, 2020
Last day for students: June 26, 2020

XX	No Staff/Students
	Prof. Dev. Days (Palliser Directed)
	Site Based Prof. Dev. Days
	Summer Break
	Collective Agreement Teacher Directed Days
	Kate Andrews Site PD
	Teachers' Convention - ATA PD

Achievement Tests (A)	Gr. 6	Gr. 9
English Language Arts Part A	-	January 22, May 4, 2020
English Language Arts Part B	-	January 23, June 18, 2020
Mathematics	-	January 27, June 22, 2020
Science	-	January 28, June 23, 2020
Social Studies	-	January 29, June 24, 2020

Please note: Achievement and Diploma Exam schedules are as of January 2019. General Information Bulletin published by Alberta Education.

Diploma Exams (D)	Jan.	June
English LA 30-1 & 30-2A	13	10
English LA 30-1 & 30-2B	23	19
Social Studies 30-1 & 30-2	14	11
Social Studies 30-1 & 30-2	24	22
Math 30-1 Math 30-2	22	18
Physics 30	29	25
Chemistry 30	28	24
Biology 30	27	23
Science 30	30	26

This calendar is accurate as of June 13, 2019

School Calendar 2019-2020

This calendar was correct on the of printing this handbook. Changes may occur. For the most up-to-date calendar, please check the school website.
Home | Kate Andrews High School Coaldale, Alberta, Canada

August

August 26- Teacher Professional Day (site based)
August 27- Teacher Professional Day (site based)

- **Grade 9 Registration: 9:00-12:00 (noon)**

August 28- Teacher Work Day (site based)
Grade 10-12 Registration: 9:00-3:30
August 29- Teacher Professional Day- Opening Ceremony in Vulcan
August 30- Teacher Work Day (site based)

September

September 2- Labour Day- No school
September 3- First day back to school for students and SEMESTER 1 STARTS
September 3- Opening School Assembly
September 7- Grade 9 Preseason Volleyball Tournament
September 12- Welcome Back Bash
September 12- Meet the Teacher Night- 7:00
September 13-14- Cat's Classic Volleyball Tournament
September 17- Staff meeting
September 23- Division Wide PD Day- No school for students
September 20- Picture Day
September 26 - Terry Fox Run

October

October 4-5- Sr Boys Volleyball Breast Cancer Awareness Invitational Tournament
October 14- Thanksgiving Holiday- No school
October 15- Staff meeting
October 24 - Parent Teacher Conferences
October 30- Academic Awards Ceremonies- Grade 9-11 from the 2018-2019 school year
October 21- Nov 1-Kate Andrews Food Drive

November

November 8- Picture Retake Day
November 8- Remembrance Day Assembly
November 11- Remembrance Day- No school
November 12- Division Wide PD Day- No school for students
November 18- Staff meeting
November 18-22- Awareness and Prevention Week to stop Bullying
November 26- Kate Andrews Fine Arts Night
November 29- Site based PD Day- No school for students

December

December 6-7 - Cat's Classic Basketball Tournament
December 16- Staff meeting
December 12-14 - KA Basketball Christmas Festival
December 17- Band/Choir Christmas Concert
December 20- Last day of classes before Winter Break

December 23- January 6- Winter Break- No school

January

January 6- First day back to school after Winter Break
January 13- Staff meeting
January 13 - ELA 30-1, 30-2 Diploma Part 1
January 14- SS 30-1, 30-2 Diploma Part 1
January 17 – Last Day of Classes for Semester 1 & Powerschool will be closed until Jan 31
January 23 - Math 30-1, 30-2- Diploma
January 24- ELA 30-1, 30-2 Diploma Part 2
January 27- SS 30-1, 30-2 Diploma Part 2
January 28- Bio 30 Diploma
January 29- Chemistry 30 Diploma
January 30- Physics 30 Diploma and Science 30 Diploma
January 31- School based PD Day- no school for students
January - **Grade 9 Science and Social Studies PAT** - specific dates to be determined

February

February 17-19- Family Week Break- No school
February 20- Teacher Professional Day (Teacher Convention)- No students
February 21- Teacher Professional Day (Teacher Convention)- No students
February 24 - Staff meeting

March

March 16- Staff meeting
March 20- School based PD Day- No school for students
March 21 - World Down Syndrome Awareness Day
March 23- Division Wide PD Day- No school for students
March 26- Parent Teacher Conference
March 27- CMAS Dessert Concert @ RI Baker
March 23-27 Hiroshima students will be visiting KA

April

April 2 -World Autism Day
April 20- Staff meeting
April 9- Last day of classes before Easter Break
April 10- 17- Easter Break- No school
April 20- First day back to school after Easter Break

May

May - **Grade 9 PAT ELA Part A**- specific dates to be determined
May 25- Staff meeting
May 15 - Sited Based PD Day- No students
May 18- Victoria Day- No school

June

June 2- Band/Choir Spring Concert
June - Grade 9 PAT Science, Social, Math Part A and Band ELA Part B- specific dates to be determined
June 10- ELA 30-1, 30-2 Diploma Part 1

June 11- SS 30-1, 30-2 Diploma Part 1
June 11- Athletic Awards Banquet @ 7:00
June 15 - Staff meeting
June 19- Math 30-1, 30-2- Diploma
June 22- ELA 30-1, 30-2 Diploma Part 2
June 23- SS 30-1, 30-2 Diploma Part 2
June 24- Bio 30 Diploma
June 25- Chemistry 30 Diploma
June 26- Physics 30 Diploma and Science 30 Diploma
June 25- Graduation Ceremony and Banquet

Student Supports

Adviser Program

All students at Kate Andrews are assigned a teacher/advisor. Our Advisor time is 10 minutes long takes place between period 1 and 2. The Advisor program is designed to foster relationships among students and staff, where students have an adult in the building that can help them with academic programming, ongoing daily progress and it will function as the primary link between school and home. A student's advisor is a constant in the life of the student over his/her four year at Kate Andrews. Attendance is mandatory.

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. Please feel free to call the school, to send an email or stop by Miss. Greenaway's office anytime to set up an appointment.

Family Connections Worker (FCW)

Kate Andrews currently has a Family Connections Worker to support families and independent learners stay connected with school and their community. Our FCW is here to support, guide and advocate for students and their families.

Career and Academic Counsellor (CAC)

Kate Andrews' Career and Academic Counsellor supports students and families as they transition through high school. Although there are drop-in times available, it is advised that students/families set up an appointment when they are ready for sit down to discuss future plans. Our CAC is happy to help students out with work experience credits, scholarship information, understanding academic paths, high school credits and post-secondary supports.

Learning Commons/Library

Kate Andrews has created a more flexible learning space for students that lends itself reading books, magazines and newspapers; collaborative student-work table; computer use; a lounging spot and quiet area to de-stress. Our Learning Commons/Library is open during school hours.

Textbook Centre

Textbook rentals will be distributed from the Textbook Centre at the beginning of each semester. Textbooks are to be returned to the bookroom at the end of each semester on the day that the course exam is being written. Any textbooks that are not returned will have to be paid by the students prior to receiving new textbooks.

Extra-curricular Activities

Kate Andrews High School offers a number of different activities during lunch time and after school, in terms of clubs, Fine Arts, and Athletics. Please listen to and watch for announcements to know what is being offered and when. If you have an idea for a club or an activity and you would like to see it up and going, please talk to your advisor or administration.

Athletics

Please see the Kate Andrews High School Athletic Handbook posted on our school website for all information regarding our Athletic Programs.

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.

General Information

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. School fees are dues September 30.

SCHOOL FEES: 2019-2020 SCHOOL YEAR

BASIC SCHOOL FEES		
Grade 9	$102.00	Palliser Technology Fee ($35.00) Food Studies ($31.00) Industrial Arts/Shop ($31.00) Student Council Activity Fee ($5.00)
Grade 10-12	$40.00	Palliser Technology Fee ($35.00) Student Council Activity Fee ($5.00)
All Students	$20.00	Experiential Learning Week (ELW) Fee *(Will be charged in Semester 2, only if ELW occurs.)*
PER COURSE FEES (Applies to Grade 10-12 ONLY): ***(these fees pay for specific costs incurred for the class for supplies, field trips, etc.)***		
Grades 10 – 12	$20.50	Cosmetology
Grades 10 – 12	$31.00	Art
Grades 10- 12	$31.00	Construction/Fabrication
Grades 10- 12	$31.00	Electronics

Grades 10- 12	$31.00	Mechanics
Grades 10 – 12	$31.00	Fashion Studies
Grades 10 – 12	$31.00	Food Studies
Grades 10 – 12	$41.00	Physical Education
Grades 10 – 12	$31.00	**MUSIC** - BAND
Grades 10 – 12	$20.50	**MUSIC** - CHOIR
Grades 10 – 12	$20.50	**MUSIC** - GUITAR
Grades 9 – 12	$100.00	**Instrument Rental**
Grades 9 – 12	$410.00	**Hockey Academy**
OPTIONAL FEES		
Grade 9 – 12	$41.00	**Yearbook**

Each student must have their school fees paid before 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.
For more information regarding school fees, please contact our office.

Parent/School Council

This group of parents assists the school in an advisory capacity. Parents a part of the council represent all the parents of children at Kate Andrews. It is through this association that parents can actively support the school to ensure its effectiveness. All parents are encouraged to attend, stay informed, and become involved. Please call the school or check our website for information on meeting dates and times.

Kate Andrews Parent Society-

In conjunction with our Parent/School Council a parent society was established: The Kate Andrews Pride Society. Its purpose is to help support and fundraise for school-based activities outside of the class time. (For example, but not limited to: Athletics and Band events) Our KA Pride Society members work together to decide how funds are to be raised and used to enrich KA student experiences beyond the classroom.

School Newsletter

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

Locker Rental

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 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.

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

Academic Information

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

Alberta High School Certificate of Achievement Requirements

To obtain an Alberta High School of Achievement, a student must:

- Earn a minimum of 80 credits
- Complete and meet the standards of the following courses:
- English 20-2 or 30-4
- Mathematics 10-3 or 20-4
- Science 14 or 20-4

- Social Studies 10-2 or 20-4
- Physical Education 10 (3 credits)
- Career and Life Management 20 (3 credits)
- Earn a minimum 5 credits in,
    - A 30-level Knowledge and Employability occupational course, or
    - An advanced level (3000 series) in CTS courses, or
    - 30-level locally developed course with an occupational focus
- AND 5 credits in
    - 30-level Knowledge and Employability Workplace Practicum, or
    - 30-level Work Experience course, or
    - 30-level Green Experience course, or
    - Special Projects 30
- OR 5 credits in
    - 30-level Registered Apprenticeship Program (RAP) course

Powerschool -Knowing your academic progress

All students and parents have access to marks, grades and attendance records at any given time. Parents have access through our Powerschool Parent Portal allowing families to check academic progress and information online. (Students can do the same thing through the student portal.) Go to our school website and click on "P.S. Parent Portal" to register. If you need any help with this process, please feel free to contact the school for help.

All students at Kate Andrews High School are encouraged to keep up with their academic progress. Students are encouraged to talk to their teachers to better understand assessment and grading practices and recommendations for next year. If you are looking for credit counts please talk to your advisor. It is important for students to play a pivotal role in their school success.

Attendance

We at Kate Andrews understand the link between attendance and school success. All students will be marked absent-unexcused until the parent of the student informs the school about the absence. This contact with the school will change the unexcused absence to an excused absence. To report your child's absence, parents can:

- call our "School Messenger" numbers at: 1-844-260-7166.
- Go to our school website and click on "School Messenger" to access this reporting system.
- also download the SchoolMessenger app for free on mobile device.

It is the responsibility of the student to determine what schoolwork was missed during the absence and to complete the missed schoolwork within the time determined by the teacher. If absenteeism becomes a problem, teaching staff and administrators will contact parents. If it becomes chronic and/or it is impacting a student's level of success in classes parents and students will be invited to meet to discuss a plan for success.

Parent-Teacher Conferences

Kate Andrews holds 2 Parent Teacher Conferences in one school year. Each of them are held 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.*

KAHS Plagiarism Policy

Plagiarism is a violation of trust and theft of intellectual property. 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.

Grade 12 Diploma Examinations

Students who are enrolled in a diploma examination course are automatically registered for the examination. Currently, the diploma exam is worth 30% of a student's final mark in that course. The schedule for exams is set by Alberta Education.
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 wishing to rewrite 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.

Final Examinations Other than Diploma Examinations

There are final examinations for most Grade 10, 11, and 12 courses. They are written in the school gymnasium during scheduled examination weeks. 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 amount of time a student may take to complete the examination is determined by the teacher of the course. Please see the course outline to know how much the final exam is worth.

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. Please see the course outline to know how much the PAT is worth of the final grade. These exams are written at the end of each semester, depending on when the course is completed.

Final Grade Appeal Procedures

Students wishing to discuss their final grade are asked to talk to their teacher as a first step. If after your conversation, a resolution is not reached, please bring the matter to Mr. Grimes.

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.

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.

Scholarships

Information on all other scholarships is available and can be obtained by contacting our Career & Academic Counselor.

School Safety

Visitors to the School

All visitors To Kate Andrews during school hours must report to the office to sign in and to get permission to be in the school or on school property.

Lockdown and Fire drill

Safety for all our students and staff is paramount. A minimum of six fire drills and two lockdown drill will be conducted throughout each school year. Our school's response to such drills is monitored and adjustments are made to improve safety measures. The procedures for these drills are outlined in Palliser School Division's Administrative Procedure.

Student Conduct and Expectations

General Student Conduct

Students are expected to respect themselves, respect others, respect their school and respect their community at all times. Such respect for all is expected not only during the school day, but also during all extra-curricular events and off campus activities when Kate Andrews students are representing the school. All students are expected to follow the code of conduct as outline in the New Education Act of Alberta.

Behaviours that impact the learning and/or threatens the safety of others will not be tolerated.

In all discipline matters, students have the right to be heard but the principal shall have the final decision. If a student wants to appeal the principal's decision, he/she can take their case to Palliser School Division's Superintendent of Schools.

Cell Phone Use

The use of cell phones in a classroom is up to the discretion of the teacher and will be outlined in the course outlines. It is expected that all students respectfully use their cell phone while attending school, riding a school bus and during off campus activities. Failure to do so will be handled on a case by case basis at the discretion of the Principal and/or designate.

Dress Code

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 contact parents regarding the attire of their child to aid in making decisions about its appropriateness.

Tobacco and Vaping Policy

At Kate Andrews the school buildings, school grounds, and surrounding property are tobacco and vaping free environments for all staff and students. Students and school personnel are not permitted to use tobacco and/or vaping products, be in the possession of tobacco and/or vaping products, or associate with others using tobacco and/or vapers in these areas, including students who are involved in off campus activities.

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.

Graduation Information

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.

Students who don't meet the criteria listed above will have an opportunity to discuss options on a case by case basis.

Valedictorian

The Valedictorian is the grade 12 graduating student with the highest straight average calculated by using the criteria below. The final blended mark in courses from the Fall semester and the school awarded marks in the beginning of the June in the Spring semester will be used to calculate the academic averages. Only courses taken at Kate Andrews will be used.
The courses that will be used in calculating the academic averages will be the following:
English 30-1
And any four of the following:

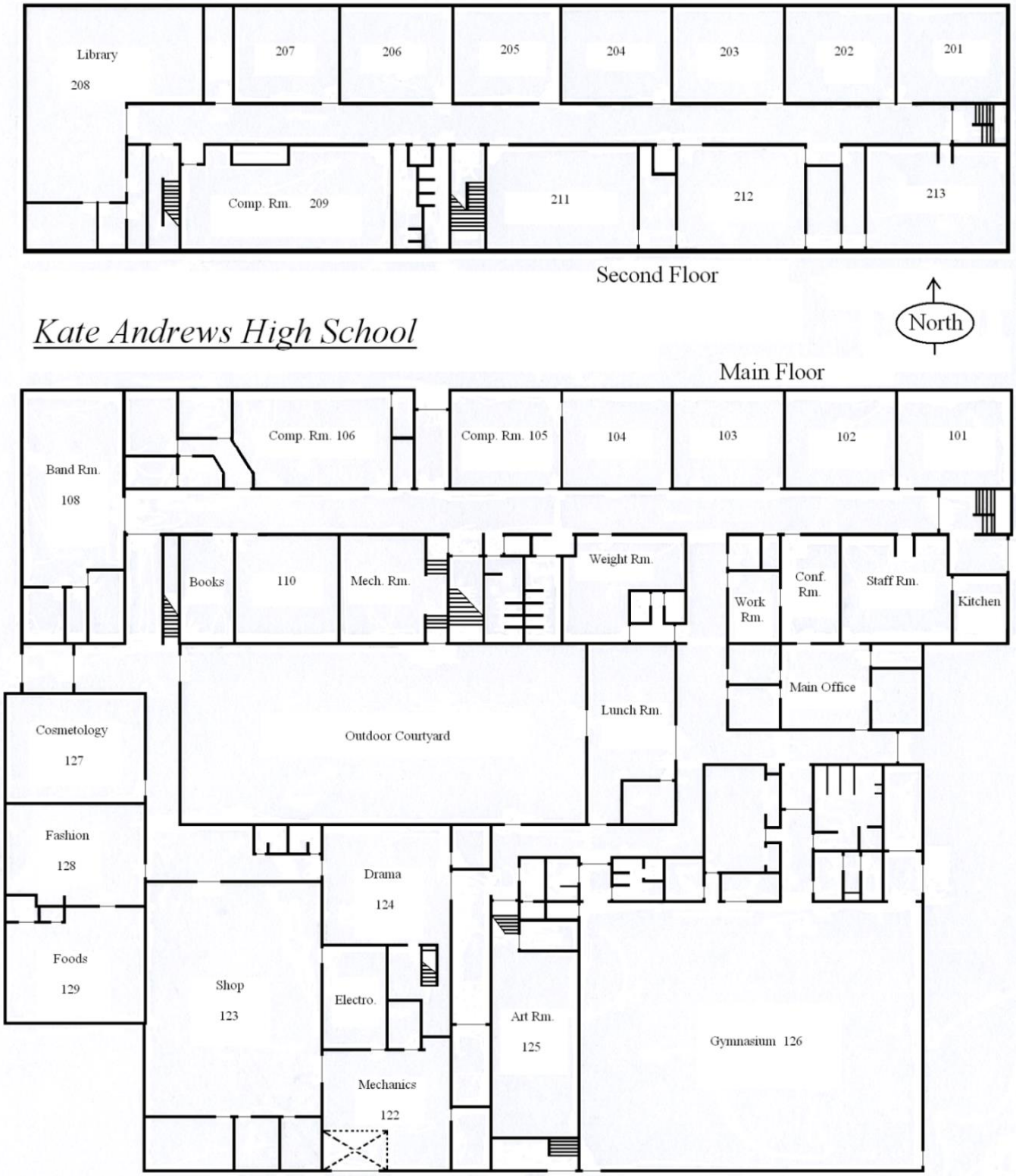
Mathematics 30-1	Mathematics 31	Biology 30
Chemistry 30	Physics 30	Social Studies 30

Safe-Grad/Super-Grad/Dry Grad

Safe-Grad, Super-Grad and Dry Grad are not school-sponsored activities. 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.

KATE ANDREWS HIGH SCHOOL

BELL TIMES 2019-20

MONDAY - THURSDAY	
Period 1	8:36- 10:03
Advisory Homeroom	10:05-10:15
Period 2	10:17 - 11:44
LUNCH	11:44 - 12:19
Period 3	12:24 - 1:52
Period 4	1:57 - 3:25
Grade 9 students have a 5 minute break during each period.	
FRIDAY	
Period 1	8:40 - 9:33
Advisory Homeroom	9:33 - 9:41
Period 2	9:43 - 10:36
Period 3	10:36 - 11:29
Period 4	11:31 - 12:24

KAHS Floor Plan