



**BEV FACEY**  
COMMUNITY HIGH SCHOOL

# **STUDENT HANDBOOK**

## **2018 – 2019**

### **School Year**

**99 Colwill Boulevard**  
**Sherwood Park, Alberta, T8A 4V5**

**Telephone: (780) 467-0044**

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**Website: [www.bevfacey.ca](http://www.bevfacey.ca)**

**Facebook: [www.facebook.com/bevfacey](http://www.facebook.com/bevfacey)**

**Twitter: [www.twitter.com/bevfacey](http://www.twitter.com/bevfacey)**

**Instagram: [www.instagram.com/bevfaceychs](http://www.instagram.com/bevfaceychs)**

**PRINCIPAL**

Mr. B. Spady

**ASSISTANT PRINCIPALS**

Mrs. T. Williamson – Grade 10

Mrs. C. Orr – Grade 11

Mr. M. Shudra – Grade 12

**COUNSELLORS**

Mrs. S. Rankin

Mrs. T. Tattrie

**DEDICATION • COMMITMENT • LOYALTY • RESPECT • ENTHUSIASM**

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## **WELCOME TO BEV FACEY!**

We're excited about the coming school year, and we thank you for choosing Bev Facey as your high school. At Facey, we are proud of our warm, friendly atmosphere where everyone belongs.

Serving the community of Sherwood Park since 1981, we have a tradition of excellence, and an abiding belief that every student can learn and be successful. Facey is an exciting and innovative learning community with a wide range of programs designed to meet every student's needs. We offer academic excellence, school spirit, and leadership opportunities. Facey is well recognized as a school of academic rigor, superior athletics, thriving fine arts, and innovative CTS courses.

Our students, staff and parents are committed to the virtues of the **Facey Way – commitment, respect, dedication, loyalty, and enthusiasm** – which guides our actions.

This handbook was created for our students and families, so you are aware of the services that are available to you. In addition, we have included important policies and expectations.

## **OUR BELIEFS**

We believe:

- in public education, which is the avenue by which every child is successful.
- every student deserves the right to succeed and excel.
- in lifelong learning and that we, as educators, are the chief learners.
- parents are critical stakeholders in their children's education.
- students appreciate and deserve honest assessment.

## **OUR MISSION**

To provide a supportive environment and a comprehensive education developing adaptable, responsible learners who are capable of meeting the opportunities of a changing world.

## **OUR VISION**

Our school prides itself in offering an excellent academic learning experience in an inviting, friendly atmosphere. A broad range of programming is available for students of diverse abilities, who in turn receive solid support from a responsive administration and counselling team. Staff members model excellence and maintain high expectations for students. Students rise to, and frequently exceed, these expectations. Moreover, our students feel safe and respected which contributes to their resiliency. Students recognize they are responsible for their actions and learning. They work in concert with staff towards self-discipline and personal growth.

Students, staff, and parents of Bev Facey Community High School follow *The Facey Way*, a philosophy that guides all school activities. In keeping with the principles of the Facey Way, students, staff and parents in our school community accept responsibility for maintaining and representing our positive school image.

The Facey Way includes the virtues of:

**DEDICATION • COMMITMENT • LOYALTY • RESPECT • ENTHUSIASM**

# BELL SCHEDULE

RESPECT

LOYALTY

ENTHUSIASM

DEDICATION

COMMITMENT

8:30 AM.....	WARNING BELL
8:35 - 9:59 AM.....	BLOCK 1
9:59 - 10:07 AM.....	BREAK (8 MIN)
10:07 - 11:31 AM.....	BLOCK 2
11:31 AM - 12:16 PM.....	LUNCH BREAK (45 MIN)
12:16 PM.....	WARNING BELL
12:21 - 1:45 PM.....	BLOCK 3
1:45 - 1:53 PM.....	BREAK (8 MIN)
1:53 - 3:17 PM.....	BLOCK 4

## BELL SCHEDULE - EARLY DISMISSAL

8:30 AM.....	WARNING BELL
8:35 - 9:44 AM.....	BLOCK 1
9:44 - 9:52 AM.....	BREAK (8 MIN)
9:52 - 11:01 AM.....	BLOCK 2
11:01 AM - 11:46 PM.....	LUNCH BREAK (45 MIN)
11:46 PM.....	WARNING BELL
11:51 - 1:00 PM.....	BLOCK 3
1:00 - 1:08 PM.....	BREAK (8 MIN)
1:08 - 2:17 PM.....	BLOCK 4



## **STAFF DIRECTORY -- CERTIFICATED STAFF**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>NAME</b>	<b>DEPARTMENT</b>
Spady, Mr. B.	Principal	Maier, Mrs. K.	Student Supports (Gr 11/12)
Williamson, Mrs. T.	Assistant Principal (Gr. 10)	Martin, Mr. C.	English / GOALS Program
Orr, Mrs. C.	Assistant Principal (Gr. 11)	Martinson, Mr. W.	CTS – Fabrication / OCE
Shudra, Mr. M.	Assistant Principal (Gr. 12)	McWeeny, Mr. R.	Music / Audio / CALM
Balsillie, Ms. J.	FOCUS Program	Milne, Mr. A.	Fine Arts
Cook, Mr. D.	Science	Mullen, Mr. C.	PLACE Program
Cruikshank, Ms. C.	Band / English	Plouffe, Mr. G.	Social Studies
Curbelo, Mr. R.	Spanish	Pratt, Mr. S.	Science
Engblom-Reid, Ms. M.	Fine Arts	Rankin, Mrs. S.	Counsellor (Gr. 10)
Footz, Ms. R.	English	Schafer, Mrs. L.	Math / CTS - Horticulture
Frank, Mr. L.	Fine Arts	Schoblocher, Mr. B.	English / Social Studies
Gauf, Mr. D.	Physical Education	Shepherd, Mrs. C.	GOALS Program / Math
Gieringer, Mrs. C.	PLACE Program	Sinclair, Mrs. A.	French
Gilewich, Mrs. M.	CTS - Cosmetology	Skene, Mr. B.	Science
Glowinski, Mr. G.	Science / Math	Stamatopoulos, Mr. P.	Social Studies
Hicks, Mrs. S.	Math	Steele-Watts, Mrs. J.	CTS - Culinary
Holt, Mrs. K.	Social Studies	Stephens, Mr. T.	Athletics / Physical Education
Huculak, Ms. S.	English	Strohschein, Mr. F.	CTS - Mechanics
Huie, Mr. J.	Social Studies	Tattie, Mrs. T.	Student Supports (Gr 11/12)
Huisman, Mrs. K.	Math	Taylor, Mr. C.	Physical Education
Isbister, Mrs. M.	Math	Taylor, Ms. J.	English
Jarvis, Mrs. T.	CTS - Cosmetology	Van de Wetering, Mrs. J.	CTS - Foods
Johnson, Mrs. E.	Science	Veinot, Ms. J.	English
Johnson, Ms. S.	Science	Ward, Mr. S.	CTS - Communications
Killoran, Ms. M.	CTS - Computers	Willard, Mr. J.	Math
Kowalchuk, Mr. A.	Science	Wilson, Mr. M.	Goals Program
Lacoursiere, Mr. M.	Science	Wong, Ms. W.	Math
Letawsky, Mrs. M.	Math	Woodard, Mr. S.	CTS – Construction

## **OPERATIONS STAFF**

<b>NAME</b>	<b>DEPARTMENT</b>
Germs, Mrs. J.	Financial Secretary
Giofu, Ms. N.	Business Manager
Murphy, Mrs. T.	Attendance Secretary
Pleau, Mrs. D.	Registrar
Radke, Mrs. D.	Attendance Secretary
Seibt, Mrs. K.	Marketing & Communication
Thordarson, Mr. D.	Custodian
Thordarson, Mrs. K.	Custodian

## **SCHOOL COUNCIL**

Bev Facey High School Council welcomes you to Bev Facey! We invite and encourage you to attend our School Council meetings. The Council provides the opportunity to meet members of the school staff and fellow parents, and is a forum for discussing ideas, concerns, and questions. It provides an opportunity to offer feedback on matters associated with our school.

Parental participation is key to the success of the Facey school community. Meetings are short, informative, and cover a variety of topics such as enrolment, staffing, budget, behavior, curriculum, and student/staff achievement.

Current information about School Council is available on the Bev Facey website within the Parents tab.

The following meeting dates are proposed for the 2018/19 school year; however, meeting dates are subject to change. (Please contact the school or visit the Bev Facey website to confirm meeting dates.)

- Tuesday, September 18, 2018, 6:30 p.m.
- Tuesday, October 16, 2018, 6:30 p.m.
- Tuesday, November 20, 2018, 6:30 p.m.
- Tuesday, January 22, 2019, 6:30 p.m.
- Tuesday, February 19, 2019, 6:30 p.m.
- Tuesday, March 19, 2019, 6:30 p.m.
- Tuesday, April 16, 2019, 6:30 p.m.
- Tuesday, May 21, 2019, 6:30 p.m.

2018-2019 School Council Chair: Michelle Dugan

## **ACTIVITIES & OPPORTUNITIES**

### **ATHLETICS**

Our Bev Facey Falcons compete in the Metro Edmonton High School Athletic Association, and are a source of pride for our school. Over 300 student athletes compete in interschool competition.

Teams include:

- Badminton
- Basketball
- Cheer
- Cross-Country
- Curling
- Football
- Golf
- Rugby
- Soccer
- Swimming
- Team Handball
- Track & Field
- Unified Sports
- Volleyball
- Wrestling

Upon successfully becoming a member of a school team, all team fees and any outstanding school fees must be paid prior to competition. Questions regarding our athletic program can be directed to our Athletic Directors, Mr. Gauf ([darren.gauf@eips.ca](mailto:darren.gauf@eips.ca)) or Mr. Stephens ([tanner.stephens@eips.ca](mailto:tanner.stephens@eips.ca)).

### **WELLNESS CENTRE**

Bev Facey completed a new Health and Wellness Centre in 2015. The Centre has state of the art work out equipment and is available for all students to use. Students have the opportunity to use the Centre starting at 7:30am every weekday and after school until 5pm Monday thru Thursday.

## **FACEY CROSS FIT CLUB**

Come participate in CrossFit! You will learn functional movements centered on gymnastics, weightlifting, running and rowing.

## **FIRST NATIONS, METIS, INUIT**

New this year, Bev Facey has a cultural connections room. It is a space for all students and especially First Nations, Metis, and Inuit students to meet and make valuable connections with the goal to help encourage and support the values and to honor the perspective of First Nations, Metis, and Inuit peoples. With the support of a FNMI teacher, this will be a student led club.

## **GAY STRAIGHT ALLIANCE CLUB -- SPECTRUM**

Facey is proud to offer a Gay Straight Alliance (GSA) club. The students decided to call the GSA club SPECTRUM. The club is student driven and meeting times/activities are a reflection of the members' interests. Spectrum is a school based club run by students, and supported by teachers that works to create safe, caring, and inclusive spaces for lesbian, gay, bisexual, trans-identified, two spirit, queer and questioning (LGBTQ) students and their allies in schools. GSAs are designed to provide a safe space for students to meet, socialize, and support one another as they discuss their feelings and experiences related to sexual orientation and gender identity issues.

## **LEADERSHIP PROGRAM -- FLI**

The Leadership Program (Facey Leadership Initiative – FLI) at Bev Facey Community High School is an inclusive program that allows students to practice mentoring and leadership through individual and larger group learning opportunities.

Students are given opportunities to learn about and develop their resiliency, to learn about and develop their own leadership skills, and to take risks to grow in positive and productive ways via experiential learning. Students actively develop their own leadership strengths and develop projects to foster leadership within the school context, the local community, and on a global perspective.

## **MODEL UNITED NATIONS -- MUN**

If you enjoy debate and research, then this is the club for you!

Model United Nations (MUN) is a wonderful club for students wanting to know more about the United Nations – its successes and its challenges.

This group meets once a month until November and then once a week until the High School Model United Nations (HSMUN) conference in February. The HSMUN is a three day conference sponsored by the University of Alberta. Students are assigned a country and they must represent it on the various UN committees during the conference.

## **SKILLS CANADA ALBERTA**

Students in career and technology studies (CTS) courses have an opportunity to compete at Skills Canada Alberta.

This program serves as a critical link between employers, educators, labour groups, and the government to reposition trade and technical careers as a first choice career option for youth in Alberta. This is accomplished through programming targeted at junior and senior high students. Their goal is to improve the public perception of the importance of trade and technology based careers and to promote career path opportunities with trades and technologies.

Former students have been very successful at the Provincial and National levels of competition. A student who wins gold in a category may be given the opportunity to go on to compete at the National level.

## **STUDENT VOICE**

Students have an opportunity to share their perspective and to have input into school life through Student Voice. This group of students from each grade level, meet with school administration monthly.

## **ASTRONOMY CLUB**

Are you interested in space and uncovering the many mysteries of the Universe? If so, join in for the very informal weekly meeting with like-minded astronomy fans.

## **GAMING CLUB**

Come daily to discuss and play a variety of card based games, board games, and to socialize.

## **ROBOTICS/ELECTRONICS CLUB**

Join in weekly to discuss advances in robotics and electronics.



# **GENERAL SCHOOL SERVICES, ROUTINES & PROCEDURES**

## **CAFETERIA / FALCON'S NEST CAFÉ**

Falcon's Nest Café provides a great opportunity to buy breakfast, fresh baked items, and hot or cold beverages. The Café is open before school, at breaks, lunch, and after school. The Café offers a small coffee house feel and where students are welcome to relax and socialize.

The Cafeteria is open daily at lunch hour to purchase a variety of menu choices that have been prepared by the Culinary Arts classes. Students also have the option to purchase from the staff menu if they desire.

Student workers help to run the cash registers as well as serving on the line for both the Cafeteria and Café. Inquire with the Culinary Arts teacher to look at getting into this great work experience opportunity.

## **CONTROLLED SUBSTANCE USAGE**

Elk Island Public Schools and school grounds are tobacco, alcohol, and drug free. Students are not permitted to smoke, chew, use e-cigarettes or vaporizers, or display tobacco or drug related products within sight of the school.

## **DRESS AND APPEARANCE**

Schools are a professional workplace. We believe in appropriate attire for the environment that we work and study in. Any concerns will be addressed directly by administration.

## **ELECTRONIC DEVICES**

Cell phones and other electronic devices have tremendous positive impact on learning, ranging from research to collaboration to planning. Our goal is to help students develop responsible use practices.

Teachers are responsible for the learning that takes place in their classrooms and they have the authority to decide how these devices will be used. Students are asked to respect these classroom expectations and may be asked to turn off devices, place them in "silent" mode, or not have them in class.

Students are encouraged to bring their own devices but must maintain responsibility for them. The school is not responsible for the loss or damage of these items.

Laser pointers are not allowed in the school.

**See Elk Island Public Schools' Administrative Policy 145.**

<https://www.eips.ca/about-us/administrative-procedures/145>

## **HOMEWORK REQUESTS**

Students are responsible for work/hand-outs/assignments missed during absences. Parents/guardians/students requesting to pick-up homework assignments are asked to give advanced notice where possible.

## **IDENTIFICATION CARDS**

All Bev Facey students will receive a student identification card as part of their Students' Council fee. To promote student safety and security, students should carry their ID card on their person while at school. ID cards are required while signing out textbooks or library materials. They must also be presented when writing final exams. A replacement ID is \$5.00.

## **INDEPENDENT STUDENTS**

An independent student means a student who is:

- 1) 18 years of age or older, or
- 1) 16 years of age or older, and
  - 2) who is living independently, or
  - 3) who is party to an agreement under the *Child, Youth and Family Enhancement Act*.

An Independent Student is entitled to exercise all the rights and powers, receive all the benefits, and is subject to all the obligations that the student's parent/guardian is entitled to exercise, receive, or is subject to, and the student's parent/guardian shall not exercise those rights, receive those benefits, or be subject to those obligations.

**See Elk Island Public Schools' Administrative Policy 303.**

<https://www.eips.ca/about-us/administrative-procedures/303>

## **LIBRARY**

The library is open from 8:00 a.m. to 4:00 p.m. Students may use the library before school, during their spares or during the noon hour. In addition, our students have access to on-line research databases through the Alberta Online Reference Centre (<http://www.learnalberta.ca>).

To access this site from outside the school: UserID: LA15 Password: 3950

Library Procedures

- Most materials are loaned for two weeks.
- Reference books, periodicals, pamphlets and other high demand materials are available for overnight loans.
- Students are responsible for lost or damaged materials. Money will be refunded for materials that are subsequently found or returned during the current school year.

## **LOST/MISSING OR DAMAGED TEXT BOOKS**

Students are responsible for **assigned** text books and are expected to return them on time and in good shape. Students will be billed for missing or damaged textbooks.

## **LOCKERS AND LOCKS**

The care of personal property is each student's responsibility. Hall lockers and locks are issued during registration days and the first week of school. Additional lockers are available to students registered in CTS or physical education courses. Only locks provided by the school may be used on lockers. Lockers remain the sole property of Elk Island Public Schools.

The school's administration has the legal right to inspect lockers and contents in order to maintain the integrity of the school environment. Student permission is not required. In order to keep lockers secure, students should not share their locker combination with others. The school is not responsible for lost items. A minimum \$5.00 is charged to students if their lockers are not completely cleaned of all items and markings by the last day of classes.

## **PUBLIC TELEPHONE**

A telephone is available in the office for students to contact parents/guardians. Only in cases of emergency will messages be accepted and relayed to students.

## **PARKING**

The availability of student parking on school property is limited and is a privilege. Parking passes will be issued annually. To park in the student parking lot a student must:

- be a grade 12 student;
- be selected from the random draw of applicants;
- be eligible to drive with a valid driver's license within the school year;
- supply the school with license and registration info; and
- prominently display their valid parking pass in the front window of the vehicle.

The student lot contains no reserved spaces; therefore, parking for all registered vehicles is "first come, first served".

Students who park without a valid parking pass may be ticketed by Strathcona County Bylaw Enforcement. Second offences may result in the student's vehicle being towed from the lot. Students are reminded to obey all traffic and parking regulations/restrictions and to be courteous when entering and exiting the parking lot. Failure to comply with these regulations will result in tickets being issued by RCMP or Bylaw Enforcement and the loss of school parking privileges.

Students without parking passes, are recommended to park at Strathcona Athletic Park (SAP), which is located behind Bev Facey. There are also a limited number of spaces across the street from the school.

**Students are not to park in local residential areas, the bus loop, staff parking, visitor parking, or the compound area immediately south of the school.**

Students are not to be loitering in their vehicles or in the parking lot. School rules and expectations apply to parking areas.

## **PARKING - DROP OFF**

The bus loop in front of the school is reserved for buses only between 8:15-8:45 am and 3:00-3:30 pm.

This area is not for pickup or drop off of students for safety reasons. Offenders may be ticketed. Parents should not be dropping students off in the staff parking lot.

## **SCHOOL RESOURCES OFFICER (SRO)**

The School Resource Officer is a member of the Sherwood Park RCMP who spends part of his/her time in the school. The SRO is available as a resource person to teachers, students, and parents, and will respond to any issues which involve the justice system. Police will be notified if illegal activities are suspected.

While school authorities will cooperate with police investigations, any action administered by the school is separate and distinct from any legal action.

## **SCHOOL SECURITY**

In order to keep our building secure, only the main entrance and the two entrances from the student parking lot are unlocked. Please enter through these doors.

## **SCHOOL VISITORS AND GUESTS**

All school grounds are private property. All visitors, including students registered at other schools:

- should park in designated visitor parking areas;
- must sign in at the general office to receive a visitor pass;

Please note: During the months of September and June students are to refrain from visiting other schools.

## **STUDENT SERVICES AREA**

Services for students is an integral part of Bev Facey and the Administration and Counselling teams are committed to providing a variety of strategies, activities, and resources to develop and support student success.

Counsellors and student support workers are available in the Student Services Area. They are available to assist students with educational counseling, post-secondary and career counseling, along with personal counseling. There is a supervised classroom where students may be sent by their teachers to write exams, catch up on work, or when they need a different work space to refocus themselves. There is also a quiet place where students may choose to complete work during their spares or may ask their teachers to work when they recognize that they need to refocus. Students are encouraged to visit this area for information on post-secondary and career opportunities as well as graduation requirements and learning support.

Bev Facey's Off Campus Education (OCE) provides information on Work Experience, Registered Apprenticeship Program (RAP), Green Certificate and other opportunities within the community.

# ACADEMICS

## ALBERTA HIGH SCHOOL REQUIREMENTS

### DIPLOMA - ALBERTA HIGH SCHOOL

The requirements indicated below are the **minimum** requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

#### 100 Credits including the following:

- English Language Arts: 30-1 or 30-2
- Social Studies: 30-1 or 30-2
- Mathematics: 20-1 or 20-2 or 20-3
- Science: Science 20, or Science 24 or Biology 20, or Chemistry 20 or Physics 20
- Physical Education 10 (3 Credits)
- Career and Life Management (3 Credits)
- 10 Credits in any combination from:
  - Career and Technology Studies (CTS) Courses
  - Fine Arts Courses
  - Second Languages Courses
  - Physical Education 20 and/or 30
  - Knowledge and Employability courses
  - Registered Apprenticeship Program courses
  - Locally developed/acquired and authorized courses in CTS, Fine Arts, Second Languages or Knowledge and Employability occupational courses
- 10 Credits in any 30-Level Course  
(In Addition to a 30-Level English Language Arts and a 30-Level Social Studies Course as specified above)
  - 30-level locally developed/acquired and authorized courses
  - 3000 Series; Advanced level in Career and Technology Studies courses
  - 30-Level Work Experience courses
  - 30-4 Level Knowledge and Employability courses
  - 30-Level Registered Apprenticeship Program courses
  - 30-Level Green Certificate Specialization courses
  - Special Projects 30

### CERTIFICATE of HIGH SCHOOL ACHIEVEMENT

The requirements indicated below are the **minimum** requirements for a student to attain a certificate of high school achievement. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

#### 80 Credits Including The Following:

- English Language Arts: 20-2 or 30-4
- Mathematics: 10-3 or 20-4
- Science: Science 14 or 20-4
- Social Studies: 10-2 or 20-4
- Physical Education 10 (3 Credits)
- Career And Life Management (3 Credits)
- 5 Credits In:
  - 30-level Knowledge & Employability Occupational course Or
  - 30-level Career And Technology Studies (CTS) courses Or
  - 30-level locally developed/acquired and authorized courses with an occupational focus

**And**

- 5 Credits in:
  - 30-level Knowledge & Employability Workplace Practicum course Or
  - A 30-level Work Experience course Or ○ A 30-level Green Certificate course Or ○ Special Projects 30

**Or**

- 5 Credits In:
  - 30-level Registered Apprenticeship Program (Rap) course

## **MY PASS**

All students should sign up for a MyPass account as this is how students will order/receive transcripts, view and print diploma exam results and be able to track their progress towards graduation.

Access MyPass at <https://mypass.alberta.ca/> to sign up.

## **ELK ISLAND PUBLIC SCHOOLS HONOURS CERTIFICATES**

### **Awards**

High School Honour Certificates shall be awarded annually to students who have met the Alexander Rutherford High School Achievement Scholarship requirement of 80% or better at the appropriate grade level.

### **Grade 10**

- One of: English 10-1, 10-2, Francais 10, 13 or 10-2, and
- At least two of the following: Mathematics 10C, Science 10, Social Studies 10, 10-1 or 10-2, a language other than the one used above at the Grade 10 level, and
- Any two courses with a minimum three credit value at the Grade 10 level (1000 or 4000 series) including those listed above and combined introductory CTS courses.

### **Grade 11**

- One of: English 20-1, 20-2, Francais 20, 23 or 20-2, and
- At least two of the following: Mathematics 20-1 or 20-2, Science 20, Biology 20, Chemistry 20, Physics 20, Social Studies 20, 20-1 or 20-2, a language other than the one used above at the Grade 11 level, and
- Any two courses with a minimum three credit value at the Grade 11 level (2000 or 5000 series) including those listed above and combined intermediate CTS courses.

### **Grade 12**

- One of: English 30-1, 30-2, Francais 30, 30-2, and
- At least two of the following: Mathematics 30-1, Mathematics 30-2, Mathematics 31, Mathematics 30-1 or 30-2, Science 30, Biology 30, Chemistry 30, Physics 30, Social Studies 30, 30-1 or 30-2, a language other than the one used above at the Grade 12 level, and
- Any two courses with a minimum five credit value at the Grade 12 level (3000, 6000 or 9000 series) including those listed above and combined advanced CTS courses.

## **AWARDS and SCHOLARSHIPS**

Students are encouraged to visit a counsellor early in high school for information on scholarships and awards.

Application forms for the Grade 12 school based awards/scholarships will be available from the counsellors. These awards/scholarships are handed out in October after their graduated year at the annual Bev Facey Awards Night. On this night Bev Facey Community High School celebrates academic excellence with all grade level students who are receiving honours along with the awards/scholarships for graduated students.

Each college, university, and technical school website includes a section on awards, scholarships, and financial assistance. The following four websites are informative for scholarships:

- [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca) (link: financial assistance)
- [www.studentawards.com](http://www.studentawards.com)
- [www.scholarshipscanada.com](http://www.scholarshipscanada.com)
- [www.studentscholarships.org](http://www.studentscholarships.org)

## **GRADUATION INFORMATION**

Eligible students will be able to participate in graduation exercises and will receive a Graduation Certificate from the school.

### **Students enrolled in a Diploma Program**

In order to graduate and walk the stage from Bev Facey a student must achieve the following requirements:

- Meet the minimum course credit requirements for a High School Diploma as established by Alberta Education.
- Achieve a minimum grade of at least 50% in all non-diploma subjects.
- In the first semester, have earned at least 50% in the blended mark in any required diploma examination subjects. (If students achieve 50% or more on the school based mark, but less than 50% on the blended mark, they may become eligible by rewriting the diploma exam at the end of the second semester.)
- In the second semester, have earned at least 50% in the school awarded mark in any diploma subject required for diploma requirements.

### **Students enrolled in a Certificate of Achievement Program**

In order to graduate and walk the stage from Bev Facey a student must achieve the following requirements:

- Meet the minimum course credit requirements for a Certificate of Achievement as established by Alberta Education.

### **Students enrolled in Special Programs**

Students will receive their certificate of completion and walk the stage in their final year of programming.

### **Graduation List**

Students enrolled in distance learning courses that will meet graduation requirements must adhere to the following timelines:

- Must be on track for completion and be recommended for graduation by April 18th.

Students' names may be removed from the graduation list as a result of:

- grades falling below 50% in any courses required for graduation
- incomplete courses required for graduation
- inappropriate behavior

Students may have their names placed back on the list when they again meet the graduation requirements.

### **Valedictorian**

The Valedictorian is the student with the highest average in:

- English Language Arts 30-1, and
- Social Studies 30-1,
- Plus any three of:
  - Mathematics 30-1
  - Mathematics 30-2
  - Biology 30
  - Chemistry 30
  - Physics 30
  - Science 30

In the event of a tie, the Valedictorian will be chosen by administration and counsellors.

### **Graduation and the School**

The Graduation Ceremonies are a school sponsored event; students are responsible to the school for their decorum. Behavior that detracts from the dignity of the celebration may result in the graduate losing the privilege of continuing with the day's activities.

Please Note: Grad activities such as Safe Grad are NOT school sanctioned events.

# ASSESSMENT & COURSE REQUIREMENTS

See Elk Island Public Schools' Administrative Policy 360

[HTTPS://WWW.EIPS.CA/ABOUT-US/ADMINISTRATIVE-PROCEDURES/360](https://www.eips.ca/about-us/administrative-procedures/360)

## FORMATIVE ASSESSMENTS

Students are responsible for completing all assigned work, and submitting assignments on time. All assigned work is important; however, not all student work will be assessed for summative grades. Feedback is an essential part of learning and formative assignments are critical in this process. Failure to complete and submit assigned work for assessment may result in discipline consequences after consultation with the teacher, parent/guardian and grade-level administrator.

## EXAMINATIONS AND GRADES

Diploma exams are conducted in the following courses: English Language Arts 30-1, English Language Arts 30-2, Social Studies 30-1, Social Studies 30-2, Mathematics 30-1, Mathematics 30-2, Biology 30, Chemistry 30, Science 30 and Physics 30. To receive credit for one of these courses, students must obtain a final course mark of 50 percent. The student's final course mark will consist of a 70/30 weighting of the school awarded mark and the diploma examination mark. The high school transcript shows a school awarded mark, a diploma exam mark and a final course mark for each subject. Part A exams (written component) are written in all English Language Arts and Social Studies diploma subjects.

## EVALUATION IN ADVANCED PLACEMENT (AP) COURSES

Students in AP courses will be assessed on exactly the same material as those in regular courses. Wherever departments have common exams, AP students will write the common exams. AP students are expected to complete and participate in all enrichment activities of the course. In order to proceed to the next level, an AP student must have 80% in the prerequisite course and a recommendation from the teacher. Students may apply to enter the AP program at any grade level. We strongly encourage students in the AP program to write the AP exams in the final course in each discipline. Students are responsible for the cost of the exam which is approximately \$100 per exam.

## FINAL EXAMS

Students are responsible for bringing their photo ID and writing materials. Cell phones, any electronic devices (except authorized calculators) hats, jackets, purses, books and backpacks must not be brought into the examination areas. Students arriving at exams without their IDs will be required to obtain a temporary ID at the office at the cost of \$5.

In keeping with the Alberta Education's Policy of establishing strict guidelines for writing of final exams, Bev Facey's Exam Policy is that, except under extraordinary circumstances, semester-end final examinations may only be written on the scheduled dates and times.

Students who are unable to write exams on scheduled times and dates for exceptional reasons will be required to write their exam at an appointed date. To ensure these accommodations do not cause incomplete prerequisite for subsequent courses in which the student wishes to register, the exam accommodation must be approved by the student's grade-level administrator.

## COURSE CHANGES

Students are to choose their courses wisely as timetables are generated based on student request. Students may apply to their grade level counsellor to change from a course if they have valid reasons. Students applying to change from a course must continue to attend the course in question until meeting with their grade-level counsellor. Re-registration at any time depends on availability of courses.



## **MINIMUM CREDIT LOAD REQUIREMENTS**

Bev Facey Community High School and EIPS require that all Grade 10 and 11 students carry a full program of 40 credits.

Grade 12 students are required to carry at least a 30-credit load throughout the year.

## **RETURNING GRADE 12 (R12) STUDENT**

Returning students must fill out the appropriate R12 form and get permission from the Grade 12 Administrator to return to Bev Facey Community High School for the following year. Course availability for R12 students is dependent on the current timetable.

# CODE OF CONDUCT

In accordance with the *School Act* (2000),

## **STUDENT RESPONSIBILITIES**

Students are expected to conduct themselves so as to comply with the following code of conduct:

- (a) be diligent in pursuing the student's studies;
- (b) attend school regularly and punctually;
- (c) co-operate fully with everyone authorized by the board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to the student's teachers for the student's conduct;
- (f) respect the rights of others;
- (g) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- (h) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- (i) positively contribute to the student's school and community.

## **PARENTS/GUARDIANS RESPONSIBILITIES**

Parents have a responsibility to ensure their children are ready to learn and to:

- (a) to take an active role in the student's educational success, including assisting the student in complying with section 12,
- (b) to ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- (c) to co-operate and collaborate with school staff to support the delivery of supports and services to the student,
- (d) to encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- (e) to engage in the student's school community.

Parents with a concern about their child's progress and/or behaviour should communicate directly and reasonably with the classroom teacher at a convenient time to avoid class interruptions. Should the concern continue, parents are encouraged to communicate with their grade level administrator.

Staff may be reached via e-mail by using our website: [www.bevfacey.ca](http://www.bevfacey.ca) → About Us → Contacts

See Province of Alberta – School Act

<https://education.alberta.ca/legislation-and-regulations/>

# INTERVENTIONS

As it relates to student behaviors, Facey will engage in a variety of interventions which may include some of the following:

## **RESTORATIVE JUSTICE / COMMUNITY CONFERENCE**

Students will work together to restore and rebuild relationships which may have been damaged through inappropriate behavior.

## **STUDY HALL**

Students may work in study hall to catch up on missing assessments.

## **CLASS SUSPENSION**

A student is suspended from the class in which the infraction occurred and will do course work in a supervised area.

## **IN-SCHOOL SUSPENSION**

A student is suspended from all classes but will work, under supervision, in our Student Services Area. The duration of the in-school suspension is from the beginning of block 1 to the end of block 4. Students must bring all necessary work and a lunch. Teachers will send work to the student's station in the assigned area. Grade 12 students may be required to serve their in-school suspensions during spare blocks. Students will be expected to complete a learning package related to what they were suspended for.

## **OUT-OF-SCHOOL SUSPENSION**

A student is suspended from classes, all school related activities, and prohibited from all EIPS school premises, school buses, and school property including practices, rehearsals and work experience. As a point of clarification, when the days of suspension are on either side of a weekend, the student is precluded from participating in school-related activities on the weekend, including spectating.

Before any student may return to school, a reinstatement meeting will be held with parents and school administration.

## **STUDENT CONDUCT ON SCHOOL BUSES**

The student's primary responsibility is to conduct himself/herself in a manner that will not cause the bus driver to divert his/her attention from driving the bus. See Elk Island Public Schools' Administrative Policy 351.

<https://www.eips.ca/about-us/administrative-procedures/351>

# Attendance Policy

## Overview:

- Students have an obligation to be diligent in pursuit of their studies while attending school regularly and punctually and to make up missed learning opportunities.
- Parents have a responsibility to take an active role in their child's education and to provide support for the student's obligation.
- Teachers will provide engaging learning opportunities and provide learning support when a student is absent from class.
- Administration will support students and families in educating them about the importance of being in school every day while offering intervention supports for individuals who demonstrate attendance concerns. Attendance data will be reported home monthly.

## RATIONALE

Research shows regular attendance to be a significant determinant of success in school. Through an effective partnership and clear communication between the school, parents, and the student we can ensure success.

At Bev Facey Community High School, we believe that the essence of our educational programs occurs in the classroom with skilled teachers. Direct instruction, explanation, clarification, discussion, assessment, group tasks, practical experience and evaluation are all invaluable components of an effective learning environment. Students who miss class time are at a greater risk of missing key aspects of their learning, and by extension, will reduce their chances of meeting the required learning outcomes of their courses.

## PROCESS

In the event of an absence, the student is expected to communicate with the teacher in order to discuss an opportunity to make up missed work and complete assessments in a mutually agreeable time. Students should make every effort to attend all classes. Unexcused absences will result in the student making that time up during Study Hall.

In the event of an absence, it is preferable to have notification on the day of the absence. Notification can be in the form of a note, email to [general.bfh@eips.ca](mailto:general.bfh@eips.ca), phone call or voicemail to the office 780.467.0044.

## EXTENDED ABSENCE

If a child misses school for an extended period of time, he or she may be significantly behind in classroom work as there is no true substitute for missed instructional time with a teacher. Although teachers will do their best to help students get caught up, they may not be in a position to provide make-up assignments or detailed packages for specific coursework in advance. It is up to students to provide notification to each of their teachers as far as in advance of the date of the absence as possible. We strongly encourage all parents and guardians to contact the school to discuss potential extended absences with administration and classroom teachers. This will give both parents and students a clear understanding of the potential impacts of these absences and student responsibilities upon return to classes. In case of an extended absence, the student will have to make up the missed work and assessments on their own.

## TRUANCY

Truancy is cause for disciplinary action. Students will be considered truant if they:

- Leave the class or school without permission from the teacher or administration.
- Leave class with teacher permission and fail to return in a reasonable time.
- Are in or around the school but not in their scheduled class.
- Are absent from school without parental permission.

## **PROCESS FOR TRUANT ABSENCES**

Students will be responsible for making up missed work and learning time in our staff supported resource room during an in-school suspension. If the student has accrued more than four truant absences and the school has followed the intervention steps outlined below or the student has not complied with the procedure, as presented in a meeting with parents/guardians, another meeting will be required to determine if the program at the school is in the best interests of the student.

If a student is found to be truant, the following intervention process will be followed:

**First Step:** The first time a student is truant from a single class period administration will contact parent/guardian and the student will serve a half day in-school suspension. If the student is absent from two or more classes on a single day, the in-school suspension will be for a full day.

**Second Step:** The second time a student is truant, be it one class or more, the student will again be referred to administration as well as to the counsellor for further discussion. A plan will be established with the student to eliminate barriers which are causing the student to be truant. Administration will contact a parent/guardian and the student will serve a full day in-school suspension.

**Third Step:** The third time a student is truant, be it one class or more, the student will again be referred to administration as well as to the counsellor for further discussion and an evaluation of the attendance plan previously established. Administration will contact a parent/guardian and the student will serve a full day in-school suspension. A meeting will be scheduled with parents/guardians and administration to go over the student's attendance plan.

**Fourth Step:** The fourth time a student is truant, be it for one class or more, the parents/guardians will be informed that the student is on an out of school suspension for a minimum of one school day or until a meeting is scheduled with parents/guardians and administration. At this point a family supported attendance plan will be put in place. Further truancy may result in the student being suspended with referral to the Board of Trustees for expulsion.

## **LATES**

It is important that students are punctual to class. Classes are disrupted by students arriving after the bell. Students arriving after the bell are considered late.

- Students who are less than 5 minutes late for class will go directly to class and the teacher will adjust attendance.
- Students who are more than 5 minutes late for class will need to check in at the office for an admittance slip prior to going to class.
- Students who are late 4 or more times in a week may make up time in study hall.
- Students who continue to be chronically late will work with administration and parents to generate an attendance plan.

## **SIGNING OUT/IN DURING THE DAY**

Students who have to leave the school during the day are required to have a parent/guardian authorize their departure and are to check out with a secretary immediately prior to leaving. Sometimes students have to leave because they have fallen ill and wish to go home. Permission to do so must be given at the office after a parent has been contacted. It is important for students to respect the safety issues related to this policy.

Students are to check in upon returning from appointments or on arriving to school.

# **STUDENT SAFETY & EMERGENCY PROCEDURES**

## **EMERGENCY EVACUATIONS**

Procedures for the orderly evacuation of students and staff will be outlined and thoroughly reviewed at the beginning of each semester. Emergency drills will be held throughout the school year and it is expected that students will conduct themselves in a serious manner throughout each drill.

It is a criminal offence to tamper with fire alarm boxes or equipment. The law states that anyone tampering with equipment or pulling a fire alarm under false pretenses is subject to a fine of \$500 or six months in jail. Local by-laws state persons who tamper with fire equipment may be charged with the costs of dispatch of the emergency equipment.

## **GENERAL SHOP SAFETY REGULATIONS**

School safety regulations are closely aligned to Occupational Health and Safety Regulations. Safety regulations are posted in each CTS lab and are reviewed and monitored by teachers. Each student will be expected to sign a safety agreement form. Because of the advanced nature of high school CTS equipment, students must be very attentive to the safety regulations. Failure to do so can cause injury to the operators as well as bystanders. Safety infractions may have very serious consequences, including serious injury.

## **LOCK-DOWN**

Lock-downs will be initiated for events such as bomb threats, the observation of threatening person(s) in the school or the area, chemical spills, major weather disturbances, or other events requiring students to be in a secure controlled space. The major operation point of a lock-down is all students are in teacher-supervised classroom and remain in those rooms through noon hours, breaks, etc., until the end of the lock-down is announced. Students on spares or students temporarily out of a room must move immediately to the nearest classroom and remain there. Teachers will give further directions as necessary and the PA all-call system will be used to provide directions as needed. Teachers will check their classrooms and attached areas. (They are the most familiar with these areas and would be the most appropriate people to perform an immediate search.)

## **SECURITY CAMERAS**

In order to enhance a safe school environment, security cameras have been installed to monitor hallways and some outside areas. Video surveillance cameras may be used to monitor some areas of the Bev Facey Community High School premises. The personal information collected at this site is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 33. This information is used for the purpose of promoting public safety and reduction of crime at this site. Any questions about this collection can be directed to the Principal at 780-467-0044 or Principal.bfh@eips.ca.

## **INCLEMENT WEATHER – SUSPENSION OF BUS SERVICE**

The Division is responsible for ensuring each of its students is provided with an education program consistent with the requirements of the School Act. Therefore, schools shall remain open to students during the times and dates established in school calendar(s). The Division may temporarily suspend school bus services and close a school building for the health and safety of students and staff are at risk.

See Elk Island Public Schools' Administrative Policy 131 or check eips.ca for more details.

<https://www.eips.ca/about-us/administrative-procedures/131>

# TECHNOLOGY

## AGREEMENT FOR TECHNOLOGY USE

All students must complete the Student's Responsible Technology Use Agreement form before using any school computer. This agreement is a legal document and by signing it, students assume full responsibility for their actions.

In summary, the agreement declares computers may be used for educational purposes only. Appropriate use includes:

- using only authorized software installed by school staff;
- only accessing files from public directories or those to which students are granted access; and
- using personal passwords and personal accounts only.

Breaches of the agreement may result in:

- loss of all access to computers which may result in withdrawal from a course that is computer based;
- suspension from school;
- suspension with referral to the Board of Trustees with a recommendation for expulsion; or
- referral to the RCMP.

Students are responsible for all activities which take place from their individual accounts and personal devices; therefore, they must never disclose their passwords. If their password becomes compromised, students are to contact their grade level administrator as soon as possible.

## USE OF COMPUTERS

Students are required to:

- notify their instructor immediately of any problems with their computer or station;
- access individual accounts only; and
- pay to repair - replace damage to computers.