

# Didsbury High School

## STUDENT HANDBOOK 2016-2017

***Explore, Achieve, Excel***



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### ***Welcome to Didsbury High School***

One of our most important goals at Didsbury High School is to create an atmosphere where students and parents feel welcome. We understand that scholastic achievement is best attained in an atmosphere that is supportive, caring, comfortable, and where all students have a sense of belonging. Student involvement and input is important in creating and sustaining this environment. It is also influenced through a partnership between home and schools, and we recognize the importance of parents as part of our school community.

In grade 9, students will spend time on determining their learning style, strengths and weaknesses. Besides being enrolled in core courses, each grade 9 student will spend extra time in their English courses working at improving their reading and comprehension skills. As we begin to prepare students for earning a high school diploma, a significant trend we have seen in all subjects is the importance of being able to read given text and draw responses from it. As students move into grade 10, they will have an opportunity to spend time on exploring what career path they may take, and be encouraged to relate their courses and learning opportunities to the general path they are interested in. The grade 11 and 12 students will be fine tuning their career focus and working at earning a transcript that allows them to compete for post secondary opportunities in school or apprentice programs.

Overall, our school has been able to provide a strong academic culture that allows students to compete for scholarships and entrance requirements to any post secondary program. Beyond the core courses, we have one of the best music programs in the province which allows students to showcase their talents locally, provincially, and often internationally. Although we are a small high school, we are fortunate to have a staff that can provide a number of complementary courses in the areas of fine arts, physical education, social sciences, business, as well as the opportunity to join in off campus courses such as Work Experience, Registered Apprenticeship, and the Green Certificate. Our school has created a program of excellence in many extracurricular sports with the help of volunteer staff and community members. In short, we have done everything to live up to our mission of having students explore, achieve, and excel.

## ***Welcome to Didsbury High School***

At the high school level we continue to integrate character education into classroom learning. We also will continue to implement suggestions generated from last year's survey's and pursue projects that will help us to build a stronger school community.

We encourage all students to take an active role in their learning. Participate in the many extracurricular opportunities available at Didsbury High School; remember that you get out of school what you put into it.

### ***Our Mission Statement:***

Didsbury High School is a safe and caring community that challenges and stimulates each individual to

### ***Explore, Achieve, Excel***

and become responsible life-long learners.



## ***Student Responsibilities***

A student shall conduct themselves so as to reasonably comply with the following code of conduct as outlined in section 12 of the School Act:

- ◆ To be diligent in pursuing their studies;
- ◆ To complete to the best of their ability, any assignment given as part of the course of instruction;
- ◆ To attend school regularly and punctually;
- ◆ To comply with the rules of the school;
- ◆ To respect the rights of others;
- ◆ To respect the property of the school and the property of all other people at the school

## School Operation

### BELL TIMES

|                   |                       |
|-------------------|-----------------------|
| Doors open.....   | 8:00 a.m.             |
| Warning Bell..... | 8:31 a.m.             |
| Period 1.....     | 8:35—9:42 a.m.        |
| Break.....        | 9:42—9:46 a.m.        |
| Period 2.....     | 9:46—10:53 a.m.       |
| Break.....        | 10:53—10:57 a.m.      |
| Period 3.....     | 10:57 a.m.—12:04 p.m. |
| Lunch Break.....  | 12:04—12:52 p.m.      |
| Period 4.....     | 12:56—2:03 p.m.       |
| Break.....        | 2:03—2:07 p.m.        |
| Period 5.....     | 2:07—3:14 p.m.        |
| Dismissal.....    | 3:14 p.m.             |

### CALENDAR

Our school is organized on the compressed calendar system. This means that throughout the year students will occasionally have a Friday with no school. There are no early closings for staff meetings or teacher activities such as professional development days; these have been scheduled to occur on compressed calendar Fridays.

At the beginning of each school year, a calendar showing the non-instructional Fridays is distributed.

## School Operation (continued)

### LOCKS AND LOCKERS

All students are required to have a school locker. Lockers must be locked to prevent theft and damage to personal belongings. The school supplies lockers and locks to students at a cost of \$2.00. This \$2.00 is attached to school fees.

### LIBRARY

The school library a useful place for many reasons. Whether borrowing books for reading, finding materials for a research project or using the library as a study hall on a spare period, students are welcome to make use of the book collection and facilities. The library is open to students throughout the day, as well as before and after regular class time.

### STUDENT GATHERING AREA

Didsbury High School has a Student Gathering Area for the students to eat lunch or gather outside of class time. Students are expected to clean up their table when leaving it.

### DRESS FOR SUCCESS

Dress is generally a matter for parent and student discretion. However, if dress is distracting to learning, or is not conducive to setting a good moral tone, the student will be asked to change. Students should dress as though they are going to their place of employment (i.e. no visible display of underwear, shirts with necklines that do not reveal cleavage, no bare midriff etc.).

In particular, clothing and accessories showing offensive slogans, sayings, pictures, tobacco, alcohol, drugs and violence on clothing are prohibited and will not be allowed in the school. Hats and hoodies are not to be worn indoors.

## *School Operation (continued)*

### **EMERGENCIES**

If a student is in an emergency situation, they should immediately go to the school office, which is open from 8:00 a.m. to 4:00 p.m. If an accident has occurred resulting in an injury, the school will attempt to contact the parents. If the parents are not available, school personnel will take the student to emergency services at the hospital or medical clinic. If the injury is minor, basic first aid will be administered at the school. All head injuries are reported to parents. *Schools are not allowed to administer any drugs to students.* It is extremely important that parents keep the school office informed of their current telephone number, work number and an emergency contact number.

Emergency school closures will be decided by the Superintendent of Schools after consultation with the Didsbury Principal. Announcements of emergency closures will be broadcast on the following radio stations: CKFM (96.5), ROCK (104.5), CKRD (105.5), Q91 (910), 66CFR (660), CBC (1010) and BIG (105.1).

### **INCLEMENT WEATHER**

If the weather is inclement, a decision will be made by 6:30 of that school day to determine the status of the school. CESD will post this information directly to their webpage, contact bus drivers, and notify local radio stations. A Green, Yellow, Red day is used to share information quickly. Here's what to make of each colour:

Green - a typical school day. Buses are running and regular instruction will continue.

Red - the school is closed due to inclement weather - stay at home! Teachers will not be at the school, no instruction will take place.

Yellow - some buses may not be running, but school will be open. At DHS, it is up to the teacher to determine to what extent instruction might continue on

## *School Operations (continued)*

### **INCLEMENT WEATHER CONTINUED**

a yellow day. As long as it is safe to do so, students are encouraged to come to school.

Please be aware that these days may be set for the entire school division or they may be set for only specific schools. For example, if there is a severe storm north of Didsbury, Penhold may have a Red Day announced, but in Didsbury it may be a Yellow Day.

### **SCHOOL PICTURES**

Each fall the school has a photographer take individual student pictures. This acts as a service for families to purchase inexpensive photos and provides the school with photos for the yearbook. School Photos are scheduled to be taken in early September.

### **EXTRA CURRICULAR ACTIVITIES**

Students are expected to travel to and from extra curricular activities in authorized vehicles. Students are not to drive other students to or from extra curricular activities. All jurisdiction and school policies regarding student conduct apply while students are participating in school functions.

### **SCHOOL COUNCIL**

The School Council has a major influence on the direction the school takes in areas like budgeting, policy and course offerings. There is student representation on the Council. You should know who your representative is and make the effort to tell them your opinions about the general operation of the school.

### **GUIDANCE AND COUNSELLING**

The school has two counselors. Our academic counselor will assist with academic planning, study techniques, career counseling, in addition to post secondary and scholarship applications.

## *School Operations (continued)*

### GUIDANCE AND COUNSELLING CONTINUED

Our other counselor's expertise is in the area of personal and family counseling. If there is a problem of immediate concern, either counselor or the administration will be happy to help you.

### SCHOOL DANCE PROCEDURES

Dances are open to Didsbury High School students. Guests can attend through invitation by a high school student who is then responsible for the conduct of their guest. No guest will be admitted unless the escort has the courtesy to accompany him or her or is at the door to meet their guest personally. Guests must be currently enrolled in high school. Only grade 9 students (and older) may attend dances. Sign up lists for guests are posted at the office. Students are allowed to bring one guest per dance. The guest list is taken down by **3:30 p.m. the day before the dance.** The invitation list is given to the Principal one day in advance of the dance so that the Principal can perform a background check with the guest's school to determine if there are valid reasons to refuse admittance to our dance. The Principal must approve all invitations.

Students wishing to attend the dance after 9:30 p.m. and knowing they will be late with a good reason must submit their names to the office by **3:30 p.m. the day before the dance,** or they will be unable to attend the dance.

Students must comply with all school rules while attending school dances.

No activities are to be arranged without the knowledge and approval of the Student Council President, the Social Convener and the Principal.

**You must be in attendance at school on the day of the dance in order to attend the dance.**

## *School Operation (continued)*

### SCHOOL FEES

In order for the school to operate, books and materials must be purchased. In addition, some subjects, such as industrial arts, home economics, and art require additional fees to operate. Failure to pay fees will result in loss of student council, library and extra curricular activities as well as other off campus field trips and functions such as Graduation Cap and Gown ceremony. Failure to pay previous school fees for older siblings will also result in the loss of the aforementioned privileges for your current student.

Each student will receive an invoice for school fees in October .

### TELEPHONES

There is a telephone in the front foyer which can be used by students during breaks, at lunch and before or after school. This phone is not to be used by students during class time.

### SCHOOL NEWSLETTER

The school's monthly newsletter, is posted on our website and distributed the first week of each month via email to subscribers. To subscribe to our newsletter sign up on our website at [didsburyhigh.ca](http://didsburyhigh.ca)

## ***Academic Information***

### **COURSE INFORMATION**

At the commencement of each course, teachers will supply students with a detailed outline of the course. This outline will include core objectives, course content, and evaluation procedures and mark weighting.

It is very important for students to fully understand how marks will be awarded for the courses that they are taking.

#### ◆ **ASSIGNMENTS**

Some students may have difficulty in meeting deadlines for assignments and projects. Students are reminded to manage their time efficiently in order to have assigned work completed by the deadline set by teachers. Students should check with their teachers as typically only under exceptional circumstances is an extension of time granted.

#### ◆ **EXAMINATIONS**

An opportunity will be provided to make up a test where it has been missed for a good reason (such as illness). A mark of zero will be recorded where a test is missed without a good reason or if a student does not take advantage of a makeup test.

Inexcusable absences, as defined by the School Act, will normally result in students receiving a mark of zero on tests and assignments given while the student is absent. Exceptions will be made if the student or parents have made arrangements prior to the absence with the teacher. Students are expected to write all final examinations on scheduled days unless prevented from doing so by exceptional circumstances.

## ***Academic Information (continued)***

### **HONOUR ROLL**

At each reporting period an honour roll list will be compiled and published. Grade nine students with an 80% average in their top four core subjects and one option qualify for the honour roll.

### **REPORT CARDS**

Student reports are issued twice for semestered courses and four times for full year courses. Interim reports will be issued for core courses between each report card to inform students of their progress on assignments and tests.

Parent/teacher interviews are held after the first reporting period of each semester. However, parents are encouraged to contact the school at any time to arrange for an interview with teachers.

### **APPEAL PROCEDURES**

A student or parent has the right to appeal the final mark granted in a course. The initial appeal should be made to the teacher involved through a personal interview.

If the student or parent is still not satisfied, an appeal must be made to the principal in writing within five days of receiving the final mark.

Should a student not be satisfied with the outcome of an appeal made to the principal, the student may request a hearing from an appeal committee appointed by the Superintendent of Schools.

## *Student Conduct*

It is expected that students will bring to their studies a cooperative and positive attitude. They are expected to be respectful to school staff, fellow students and school property. Below are some specific rules that we expect students to obey:

### **LATENESS**

Unnecessary lateness interferes with the effective operation of the school. We insist upon punctuality as a courtesy to both staff and fellow students. Please contact the office if a student will be late. Students should expect consequences for continual tardiness.

### **SIGNING OUT**

Students are to sign out at the office when leaving the school for any reason. Students should not exit the school without prior approval.

### **ATTENDANCE**

It is expected that all students will attend classes regularly. If a student is absent, it is the parent's responsibility to advise the school by 9:00 a.m. on the day of the absence. The school has an answering machine which is on at all times for your convenience and the office is open at 8:00 a.m. each morning. A student who is absent from school without the prior approval of their parent or the school administration will be considered truant. Truancy may result in suspension. Absences shall be confirmed by communication with the home.

### **HARASSMENT**

Harassment in any form (including cyber-bullying) will not be tolerated at Didsbury High School. Discrimination based on race, gender, age or handicap will not be tolerated and will result in suspension/expulsion.

## *Student Conduct (continued)*

### **DRUGS AND ALCOHOL**

Students under the influence of drugs or alcohol, or possessing or using drugs or alcohol at school or any school-sponsored event will be dealt with **severely**. The school will suspend or ask for the expulsion of any student violating this regulation.

### **TOBACCO & SMOKING**

Smoking and/or chewing tobacco within the vicinity of the school is prohibited, and will result in disciplinary action being taken.

### **FIGHTING**

Students involved in violence of any kind—either before, during or after school on school property may be suspended or expelled from school. Students are responsible to the Principal for their behavior during the school day, which includes lunchtime and the journey to and from school.

### **WEAPONS**

Dangerous instruments of any kind are not to be brought to school.

The school will suspend or ask for the expulsion of any student violating this regulation.

### **LITTERING**

It is expected that the school building and surrounding yard shall be maintained free of litter by students, as garbage disposal units are provided in the classroom, hallways, foyers and outside for their use. Students may be required to assist in keeping the building and grounds clean.

### **SNOWBALLING**

Snowballing by students on school property is not allowed.

## Student Conduct (continued)

### THEFT

Students who are involved in thefts may face suspension from school and prosecution by the R.C.M.P.

### SUSPENSION

Students who are in violation of Didsbury High School /CESD policy may be suspended from school. During a suspension students are not allowed on CESD property, in attendance at school functions, and may not access teachers for assistance with classes.

### ELECTRONIC DEVICES

The use of personal electronic devices follow the guidelines of respect in all areas of the school. You must have your teachers permission to use a device in the classroom. A general expectation is that electronic devices are not to be used unless the teacher allows it to provided a learning opportunity. **Camera cell phones are strictly prohibited from change rooms.**

### FIRE DRILLS

Fire drills will be held throughout the year. Students are expected to leave the school in an orderly fashion with their class, and stay well away from the school until given the “All Clear” sign by office staff. Tampering with the fire equipment is a criminal offense and a serious breach of school rules.

### BUS BEHAVIOUR

A student may be denied the right to use school busses temporarily (or permanently) for misbehavior on the bus or refusing to cooperate with the driver.

## Important Information

### STUDENT PARKING

The student parking at DHS is limited to a first come first serve basis. Students are expected to park in an orderly manner within the indicated stalls. Students are NOT allowed to park in the teacher stalls or the visitor stalls under any circumstance Students driving in an unsafe manner (stunting, speeding, music too loud, etc. ) will be denied access to the parking lot.

### IMPORTANT DATES

|                       |                                      |
|-----------------------|--------------------------------------|
| Thursday, September 1 | Classes begin                        |
| Monday, September 5   | Labour Day—No Classes                |
| Friday, September 23  | Focused PD Day—No Classes            |
| Friday, October 7     | Non-Instructional Day—No Classes     |
| Monday, October 10    | Thanksgiving—No Classes              |
| Friday, October 28    | Collaborative Day-No Classes         |
| November 10-14        | Fall Break— No Classes               |
| Monday, November 11   | Remembrance Day—No Classes           |
| Friday, November 25   | Collaborative Day-No Classes         |
| Friday, December 9    | Collaborative Day—No Classes         |
| December 26-January 6 | Christmas Break                      |
| Monday, January 9     | Classes Resume                       |
| Tuesday, January 31   | School Organizational Day—No Classes |
| Friday, February 10   | Collaborative Day-No Classes         |
| Monday, February 20   | Family Day—No Classes                |
| February 20-24        | Student Winter Break                 |
| Feb 23-24             | PD Days—Teacher Convention           |
| March 9-10            | Non-Instructional Day-No Classes     |
| Friday, March 24      | Collaborative Day-No Classes         |
| Friday, April 14      | Good Friday-No Classes               |
| Monday, April 17      | Easter Monday-No Classes             |
| April 17-21           | Spring Break                         |
| Friday, May 5         | Collaborative Day—No Classes         |
| Friday, May 19        | Focused PD Day—No Classes            |
| Monday, May 22        | Victoria Day—No Classes              |
| Friday, June 2        | Non-Instructional Day-No Classes     |
| Thursday, June 29     | Students Last Day                    |