

## *Important Information*

### **IMPORTANT DATES**

Monday, September 3	Labour Day—No Classes
Tuesday, September 4	Classes begin
Friday, September 21	Focused PD Day—No Classes
Friday, October 5	Non-Instructional Day—No Classes
Monday, October 8	Thanksgiving—No Classes
Friday, October 26	Collaborative Day-No Classes
November 8-12	Fall Break— No Classes
Sunday, November 11	Remembrance Day
Friday, November 23	Collaborative Day-No Classes
Friday, December 7	Collaborative Day—No Classes
December 24-January 6	Christmas Break
Monday, January 7	Classes Resume
Wednesday, January 31	School Organizational Day—No Classes
Friday, February 8	Collaborative Day-No Classes
Monday, February 18	Family Day—No Classes
February 18-22	Student Winter Break
Feb 21-22	PD Days—Teacher Convention
March 14-15	Non-Instructional Days-No Classes
Friday, March 29	Collaborative Day-No Classes
Friday, April 19	Good Friday-No Classes
Monday, April 22	Easter Monday-No Classes
April 19-26	Spring Break
Friday, May 3	Collaborative Day—No Classes
Friday, May 17	Focused PD Day—No Classes
Monday, May 20	Victoria Day—No Classes
Thursday, June 27	Students Last Day
Friday, June 28	School Organizational Day—No Classes

# Didsbury High School

## STUDENT HANDBOOK 2018-2019

***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 also be enrolled in a High School Preparation course 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 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 provides 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.

## *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.

## *Student Conduct*

### **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, to attend 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 provide a learning opportunity.

If parents/guardians need to contact a student during class time, they can contact the office.

**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.

## *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 and to 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.

## ***Student Conduct***

### **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. Vaping will be treated as a tobacco product—there is no vaping allowed on school property.

### **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***

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. When the student does arrive at the school, they must stop at the office to sign in. 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. or sooner. 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. If a student is marked absent there will be communication with parents/guardians through the School Messenger notification system.

### **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.

## ***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 follows the Traditional Division Calendar. A copy of this calendar can be found on the website: [CESD73.ca](http://CESD73.ca)(*Quicklinks>Division Calendars>2018-2019 Traditional Division Calendar*)

At the beginning of each school year, a copy of this calendar will be given to each student.

Didsbury High School (DHS) runs on a 8 day cycle with 5 periods per day.

## ***School Operation***

### **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 spend time 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.

## ***Academic Information***

### **HONOUR ROLL**

The Honor Roll will be compiled at the end of each year and awards presented at Awards night in September. Gr. 10 to 12 criteria for Honor Roll is the same as the Alexander Rutherford Scholarship. Gr. 9 Honor Roll criteria is an 80% average in their top four core subjects and one option.

### **REPORT CARDS**

Student reports are issued twice for semester courses and four times for full year courses. Interim reports will be made available on Power School for core courses. This is usually at the 6 week period of the semester, which is a good time to check on progress to date.

Parent/teacher interviews are held after all report cards and interim reports, excluding the final report cards in January and June. Parents are encouraged to contact the school at any time to discuss their child's progress, with teachers. If you wish to email your teachers, please look up contact information on the Didsbury High website: [didsburyhigh.ca](http://didsburyhigh.ca).

### **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.

## ***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 when it was missed due to an excusable absence. A mark of zero will be recorded when a test is missed, without an excusable absence or 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.

## ***School Operation***

### **SCHOOL MESSENGER SYSTEM**

DHS uses a notification system to send messages to families about events at the school, emergencies, last-minute cancellations, bus information notices, as well as attendance alerts for students who have not been excused by a parent/guardian. The messages go out to parents/guardians via phone calls, email &/or text messages. To ensure that all messages are being received, it is crucial the office has correct email and phone number information on file.

### **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/guardian, if time permits, or as soon as possible after medical assistance has been provided. If the parents are not available, school personnel will go with 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 numbers, emails and emergency contact number.

Emergency school closures will be decided by the Superintendent of Schools after consultation with the Didsbury Principal. Notifications to parents informing them of any emergency closures is done through the School Messenger. Announcements of emergency closures will also 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).

## ***School Operations***

### **INCLEMENT WEATHER**

If the weather is inclement, a decision will be made by 6:30am of that school day to determine the status of the school. CESD will post this information directly to their webpage at [CESD73.ca](http://CESD73.ca), contact bus drivers, and notify local radio stations. All school days are represented by a color: Green, Yellow or Red day. Each color represents the status for that day:

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

**Yellow** - some/all buses may not running, but school remains open. At DHS regular instruction will continue, and as long as it is safe to do so, students are encouraged to come to school. If the student is not able to make it, they are responsible for catching up on all missed schoolwork. On a Yellow day, including bus students, it is the responsibility of the parent/guardian to call and excuse their child for the day or it will be an unexcused absences.

Please be aware that these days may be set for the entire school division or they may be set for only specific schools. Check the CESD website to check the status at DHS.

**Red** - the school is closed due to inclement weather - stay at home! Teachers will not be at the school. If you do come to school arrangements will have to be made with parents/guardians for the student to be picked up.

### **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 ACTIVITES**

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 activi-

## ***School Operations***

ties. All jurisdiction and school policies regarding student conduct apply while students are participating in school functions.

### **SCHOOL COUNCIL**

The School Council has influence on the direction the school takes in areas like budgeting, policy and course offerings.

### **GUIDANCE AND COUNSELLING**

The school has two counselors available to students:

Academic counselor: will assist with academic planning, study techniques, career counseling, in addition to post secondary and scholarship applications.

Wellness Worker: focuses on personal and family counseling.

If there is a problem, either counselor or the administration will be happy to help.

### **SCHOOL FEES**

In order for the school to operate, supplies and materials must be purchased. In addition, some subjects such as industrial arts, home economics and art require additional fees to operate. If school fees are not paid or provisions made to be exempt, participation in Graduation Cap and Gown will not be permitted.

School fees can be paid online at : [didsburyhigh.ca](http://didsburyhigh.ca) or paid at the school office.

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. Only local calls can be made on this telephone.

### **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)