



St. Joseph Catholic High School 2019-2020

**Last Updated: August 20, 2019**

Please note that some updates are necessary as the year progresses. Updates during the year will be highlighted and as they are completed, the above date will be updated. It is each student's / family's responsibility to periodically refer to this document to ensure you stay up to date with school policies and procedures.

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***Mission Statement***

"We are a Catholic community seeking growth in knowledge and faith by supporting one another."

***Creed***

We believe in promoting holistic education - intellectual, spiritual, emotional, social, and physical growth.

We believe in the rights of all individuals, paralleled with the values of respect and tolerance.

We believe in teaching Christian values and fostering moral leadership.

We believe in enriching our global community through an awareness of and service to the World Church - a church for all God's people.

We believe in hope - for all students as they look toward the future with optimism and faith.

We pledge to nurture and enhance an educational process, dedicated to the excellence of all individuals – Unconditionally.

**Motto**

**SEMPER FIDELIS "The Child Grew Wise and Strong"**



## Code of Conduct

**Prayer** – Students and staff are challenged to model the teachings of Jesus Christ in all situations. Prayer forms the basis of the expression of our faith journey together.

**Responsibility to others** – All students will respect the right of teachers to teach and students to learn.

**Responsibility to the learning process** – Students will be vigilant in meeting these three components related to their learning process. They will **“Be Prepared, Be Punctual & Be Productive.”**

**Participate** – Students and staff are encouraged to make our school the best it can be by freely sharing their gifts and talents. Embracing every opportunity to participate in school functions will make for a memorable and enjoyable High School experience.

**Pride** – Students and staff are asked to take pride in their academic pursuits and in their school. Generally, those that operate within this code of conduct have an easy way to glean pride in themselves and our school.

## General Information

### SCHOOL ORGANIZATIONS/CLUBS

*The Ceinahs & Celtics, donned in green and white, have represented St. Joseph Catholic High School through the following school teams/clubs.*

- |              |                       |                         |
|--------------|-----------------------|-------------------------|
| → Band       | → Football            | → Student Council       |
| → Badminton  | → Grad Committee      | → Yearbook              |
| → Basketball | → Golf                | → Track & Field         |
| → Drama      | → Tri District Hockey | → Travel Club           |
| → Skills     | → Rugby               | → Volleyball            |
| → Drama Club | → Social Justice      | → Student Life Club     |
| → Soccer     | → Book Club           | → Cross Country Running |

## High School Diploma Requirements

Minimum of 100 credits including the following combination:

- English Language Arts 30 Level (30-1, 30-2)
- Social Studies 30 Level (30-1, 30-2)
- Mathematics 20 Level (20-1, 20-2, 20-3)
- Science 20 Level (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)



- Physical Education 10
- CALM 20
- 10 Credits at the 30 Level in addition to English and Social. Work Experience does count.
- Remaining credits to reach 100.

## Certificate of Achievement

Minimum of 80 credits including the following combination:

- English Language Arts 20-2 or 30-4
- Social Studies 10-2 or 20-4
- Mathematics 10-3 or 20-4
- Science 14 or 24
- Physical Education 10
- CALM 20
- 5 Credits in 30-level KE course or CTS course or Locally Developed Course
- 5 Credits in KE Work Employability Practicum, or 30 Level Work Experience or 30 Level Green Certificate or Special Projects 30
- Or 5 Credits in Registered Apprentice Program (RAP)

## Graduation Status Requirements

- *Students must have 60 Credits (50 credits K/E) entering Gr.12 as well as RS 35 (or enrolled in RS 35) and be in line with Alberta Education Graduation Requirements.*
- *Clear all outstanding school/grad fees and forms*
- *Signed "Acceptable Student Behaviour at Graduation" form*

### CREDIT LOAD

- *Grade 8,9, 10 & 11 students are required to carry a full program with no study periods.*
- *Grade 12 students must be registered in 15 or more credits in each semester.*
- *To request a spare-block via adding Work Experience Credits a student must successfully complete the first 75hrs/3 Credits before the spare will be approved.*
- *Special cases will be dealt with on an individual basis.*

## Curriculum Information

### What a Student Can Expect In a Course

1. Within the first week of classes a clear statement of course objectives and content will be provided. Teachers will communicate any changes over the course of a semester.
2. A description of standards to be attained and the criteria to be used in assessment. This statement will be provided within the first week of classes and will include the weighting of the



various facets of required work and examinations. Teachers will communicate any changes over the course of a semester.

3. Marks and Course Comments are live on PowerSchool.
4. Assessment procedures will be in accordance with District Admin Procedure 350.

#### **Course and/or Timetable Changes**

- ♦ With administration approval, students may be permitted to change their courses
  
- ♦ Students wishing to withdraw from a course must pick up a course withdrawal form from the School Counselor's Office. Administration must approve course changes.
  
- ♦ Deadline to withdraw from courses are set to the following dates:
  - **2019-2020:**
    - September 16<sup>th</sup> Deadline to switch S1 courses.
    - November 15<sup>th</sup> Deadline to drop S1 courses.
    - February 6<sup>th</sup> Deadline to switch S2 courses.
    - April 22<sup>th</sup> Deadline to drop S2 courses.

#### **Grade 10 and 11 students:**

- *Must maintain a full program with no study periods. Grade 10 students wishing to withdraw from a course must have a replacement course approved by both parents and Principal on or before the dates specified above.*

#### **Grade 12 students:**

- *Can withdraw a course if they maintain graduation requirements and the minimum credit requirement of 15 credits per semester; exceptions are handled case by case.*

## **Appeal Procedures**

*Every student has the right to appeal his/her final and ongoing evaluations in any subject. Students are directed to refer to Admin Procedure 350 located on our district website to address any and all concerns on assessment.*

### **3 STEPS TO STUDENT TEACHER RESOLUTION PROTOCOL**

*Students having a concern with the delivery of the course curriculum should:*

1. Make an appointment to meet with the teacher after class to discuss concern.
2. If the concern has not been resolved, parents contact the teacher to discuss concern.



3. If the concern has not been resolved, the parent and student may make an appointment to meet with school administration and classroom teacher.

## Study Guidelines

### **FOCUS BLOCK 8:40am to 9:10am daily**

*Students are expected to make good use of their focus block by:*

- a. Seeking help from their teachers in their classrooms.
- b. Using the library or gathering area for study.
- c. If a student falls below 50% in a subject, focus block may become mandatory.

### **HOMEWORK**

*Students will be responsible for punctual completion of all class assignments.*

### **TEXTBOOKS**

*Textbooks will be assigned through the library. It is the student's responsibility to maintain these books in good condition and to return them at the end of the semester. Students will be billed for the full replacement cost for books not returned to the library, and/or books that are damaged beyond repair.*

## Special Programs

### **WORK EXPERIENCE**

*Work Experience 15, 25 and 35 are offered to provide students with an alternative to the regular curriculum and provide students an opportunity to work in a career environment.*

**Credits:** 1 credits = 25 hours minimum Maximum 15 credits

**Procedure:** *Student's wanting to enroll must make an appointment with the Work Experience coordinator. Students must complete HCS 3000 and complete all paperwork prior to enrolling.*

### **REGISTERED APPRENTICESHIP PROGRAM (RAP)**

RAP is a Government of Alberta program that allows high school students to begin their apprentice training and earn high school credits at the same time.

RAP students divide their time between an approved work site and their high school. At school, they take regular courses in order to earn their Alberta High School Diploma or Certificate of Achievement. At their worksite, they are indentured apprentices who can earn as many as 1000 hours towards their Journeyman's Certificate. For every 125 hours working as an apprentice, they receive one high school credit, up to a maximum of 40 credits.



### **Dual Credit**

High school students earn both high school and college credits for the same course. Generally, this means a college credit course taught by a college instructor with the involvement of a secondary school teacher and successfully completed by a high school student enrolled in a School District that has an agreement with an Alberta University or College.

The credits earned count as credit toward a student's high school diploma or certificate and post-secondary credits that are recorded on their post-secondary transcript. Students will receive a transcript from each institution upon the completion of the course or term. For the current school year, a student's high school transcript will show the student received post-secondary credit.

For more information book an appointment with our Off-Campus Coordinator in Student Services.

## **School Services**

### **SCHOOL COUNSELOR / ACADEMIC ADVISOR**

Academic counseling, career exploration information, information of post-secondary schooling and scholarships

### **CLASSROOM SUPPORT TEACHER**

Referrals to outside agencies and assistance with the creation and implementation of student IPP's. (Conduit for such agencies as: AADAC, AB Mental Health, Catholic Family Services, PACE, Child Welfare, professional counseling agencies)

### **CATHOLIC FAMILY SERVICES COUNSELOR**

Private counseling services delivered right in the school.

### **OFF-CAMPUS COORDINATOR**

Oversees all programs that are off-campus. Work Experience, Dual-Credit, RAP, Green Certificate etc, etc.

### **SCHOOL NURSE**

Alberta Health Services provides a Registered Nurse on site to assist students with health questions and information as well as to provide educational support within the classroom.



## **GRANDE PRAIRIE CENTER FOR NEWCOMERS**

Grande Prairie Centre for Newcomers - Settlement Worker in Schools

A free program from the Grande Prairie Centre for Newcomers funded by Immigration, Refugees and Citizenship Canada to help immigrant students and families settle and integrate successfully in their new communities and schools.

### **Services Provided:**

- Assist immigrant students and parents to understand the school system in Alberta.
- Act as a bridge for communication between home and school which can include providing interpretation services in multiple languages.
- Facilitate access to resources and services in the school and in the community.
- Help students to find financial assistance or employment if needed.
- Help students to understand cultural differences.
- Provide information and orientation on various topics such as Immigration Related Issues, Life in Canada, Employment and Income, Transportation, Housing, Canadian Laws and Justice System, and Community Engagement.
- Facilitate social integration in schools including spring and summer break day camps.
- Organize Homework Clubs with paid tutors helping students in Math, Science, English and Social Studies. Registration is required before attending.

To access services:

**Call: 780 538 4452, Email: [info@gpcn.ca](mailto:info@gpcn.ca) and/or Drop in During Weekly In-School Office Hours in Room 131.**

## **FNMI TEACHER / GRAD COACH**

### **Service Provided**

- *Help students plan for and achieve requirements for graduation, and career aspirations. Serve as a communication link between home and school.*
- *Promote positive awareness of First Nations Metis and Inuit people and traditions for all staff and students through various events and activities.*

## **Gay Straight Alliance**

Alberta's Education Act Sections 45 and 16, requires that if a student or students can request that a staff member employed by the Board can ask for a voluntary student organization to be established. The purpose of the organization is to promote a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. The student(s) may select a respectful and inclusive name for the organization or activity, including the name "gay-straight alliance" or "queer-straight alliance", after consulting with the Principal.



The Principal shall immediately inform the Superintendent of Schools and the Minister if no staff member is available to serve as a staff liaison referred to in 16.1(1), and if so informed, the Minister shall appoint a responsible adult to work with the requesting students in organizing the activity or to facilitate the establishment, and the ongoing operation, of the student organization at the school. The principal is responsible for ensuring that notification, if any, respecting a voluntary student organization or an activity referred to in 16.1 (1) is limited to the fact of the establishment of the organization or the holding of the activity.

It is everyone's responsibility to view individuals are people who are loved for and cared for and who were created in the image and likeness of God.

### Learning Commons

- The learning commons will be open during school hours for all students and staff.

### Network/Internet Procedure 140

#### **“ACCEPTABLE USE PROTOCOL” FOR STUDENTS AND GUESTS**

Form 140B must be signed annually by September 15<sup>th</sup> by student and parent/guardian in order to access the GPCSD Network and GPCSD Technology Services and Devices.

#### **Introduction**

Grande Prairie & District Catholic Schools provides technology resources that support learning for students and staff or support administrative operations. “Network resources” refers to all resources on the network of Grande Prairie & District Catholic Schools. This includes, but is not limited to, Internet access, e-mail accounts, installed software, personal file storage and all hardware attached to the network. Network technology is infused in the daily lives of students and guests and its use as responsible citizens is implied.

#### **Principles of Use**

- ➔ Grande Prairie & District Catholic Schools owns all network resources and has the right to monitor use of the network resources.
- ➔ All network resources are for educational use.
- ➔ Network resources are valuable resources and should be used appropriately.
- ➔ The use of network resources is subject to all policies and practices of both the Grande Prairie & District Catholic Schools and the school related to technology, property or conduct.
- ➔ Access to network resources with personal devices is subject to the policies and practices of Grande Prairie & District Catholic Schools.

#### **Conditions of Use**

- ➔ Students & Guests should use network resources for appropriate educational purposes only.
- ➔ Students & Guests will not publish on the Internet or in publicly viewed file personal information about themselves or other students or guests.
- ➔ Students & Guests who discover material on the network that is inappropriate or makes them feel uncomfortable should report the material to a staff member.





- Students & Guests will only use their assigned login in the manner intended. This includes accessing only network resources assigned to their login. Students & Guests will not use another person's files, output or user name.
- Students & Guests are responsible for the security of access (login and password) to their network resources. In particular, not tell others their password or leave a workstation where you are logged in. Change your password regularly. Students & Guests are responsible for problems caused by use of their login by other individuals.
- Students & Guests will not decrease the operation of and access to network resources through inappropriate use of network resources, malicious activity directed against network resources or through unauthorized use of personal program/data files.
- Access to network resources with personal devices is subject to the regulations in this procedure and the Administrative Procedure Handbook.
- Consequences of inappropriate use of network resources may include loss of network privileges, suspension, and financial liability for damages, disciplinary or legal action.

### ACADEMIC MISCONDUCT POLICY

*Intellectual honesty is the foundation of authentic learning and true academic leadership. Failure to maintain standards of academic integrity is harmful to the learning environment and scholarly reputation of St. Joseph High School.*

- A. Plagiarism
  - Submitting work that in whole, or in part, from another source without referencing and claiming it as your own.
  - Submitting another students' work and claiming it as your own.
- B. Cheating
  - Includes speaking/communicating to other students during a test or exam.
  - Bringing into the examination room any material unauthorized by the instructor.
- C. Academic Misconduct
  - Other academic misconduct includes tampering or attempting to tamper with examinations, class work, and class records/grades and the acquisition or attempted acquisition of examination material.

When a student has been academically dishonest, he/she may:

- a. Be given a failing grade on the work or exam until it is redone or a make up assessment is completed
- b. Be required to redo the work or an alternate assessment
- c. Be required to meet with the School Administration



- d. Be required, in the presence of the teacher, to inform his/her parents of the incident
- e. Be suspended, for repeat offences

## Suspensions and Expulsions

*As per Admin Policy# 335*

### **GUIDELINES**

The word “suspend” in this policy shall mean removal of a student by a teacher and/or Principal from one class period of instruction, or the removal of a student by a Principal or designate from:

- a. One or more class periods of instruction
- b. One or more courses or school programs
- c. School
- d. Riding in a school bus
- e. Participating in an activity sponsored or approved by the school and/or Board.

### **A student may be suspended for the following reasons:**

- Failure to comply with Section 12 of the School Act which states:

*“A student shall conduct himself so as to reasonably comply with the following code of conduct:*

- be diligent in pursuing the student’s studies;
- attend school regularly and punctually;
- co-operate fully with everyone authorized by the board to provide education programs and other services;
- comply with the rules of the school;
- account to the student’s teachers for the student’s conduct;
- respect the rights of others;
- 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;
- 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;



- positively contribute to the student's school and community.
- Failure to comply with policies of the Grande Prairie and District Catholic Schools.
- Use of improper or profane language.
- Violence of a physical, verbal, psychological or sexual nature of which violates the rights or dignity of another student or staff member
- Other conducts which negatively affects the moral tone and/or wellbeing of the school.
- Failure to adhere to the St. Joseph Student Code of Conduct.

### Student Attendance Policy

*The attendance policy is in support of Section 12 of the School Act, which states that students shall attend all classes regularly and punctually. Regular attendance is one of the primary reasons students are successful at school.*

*Academic research shows that there is a correlation between student attendance and academic performance. Research also shows that when parents and school are aligned and are working collaboratively, the student's chance of success is dramatically improved. The steps taken in this process are necessary in ensuring students are successful in school and working towards graduation.*

#### **The goals of our attendance policy are:**

- ♦ Early intervention and encouragement students to remain in school and attend classes
- ♦ Keep students and their parents responsible for student attendance.
- ♦ Establish communication between school and family.

#### **I. RESPONSIBILITIES:**

##### **1. Students shall be responsible:**

- *To attend all classes*
- *For all course material missed while absent, whether the absence is excused or unexcused*
- *If leaving before the end of the school day they must check in at the office to confirm they have been excused by a parent or guardian and then be excused by school administration; their attendance record will be updated accordingly.*

##### **2. Parents shall be responsible:**

- *To ensure that their child attends school*
- *To contact the school on or before the day the child is absent*
- *To monitor the completion of work assigned while absent.*

##### **3. The School shall be responsible:**

- *To keep accurate attendance records.*



- *To notify the parent/guardian of student absences.*
- *To implement the attendance policy.*

## **II. ATTENDANCE PROTOCOL:**

a. Block attendance will be taken by the classroom teacher and is able to be viewed live by parents via Parent Portal in PowerSchool. An automated phone system will inform parents of a student's absence.

b. On each absence it is expected that the parent/guardian contact the school, accounting for the student.

c. All absences that have not been called in by a parent/guardian will be recorded unexcused. Parents are asked to contact the school if an absence is to be excused for a legitimate reason.

d. Student absences, which will be considered excused include: (i) extended illness, (ii) out of school suspensions, (iii) activities where the student is under the supervision of a teacher, (iv) extended health issues with doctor certificate, (v) death in family, and (vi) legal and religious obligations. (vi) other private family matters.

e. A student may not be eligible to obtain credits in a course if that student has accumulated 15 or more absences within the course.

### **Attendance Interventions:**

The school will record student attendance in each class. Students truant from class can expect a phone call from the automated system to the parents/guardians informing them of missed class/classes.

The following procedures will be in effect:

1. The school's automated system will call daily to inform parents/guardians of any absences. Parents can log on to PowerSchool to verify which class (es) have been missed.
2. District Administrative Procedure on attendance.
3. After 15 absences from a course, at the discretion of the Principal, a student may be removed from a course and/or be withdrawn from school.

### **Late Policy**

You are considered LATE when the bell to start class rings and you are not in your classroom!

Regular punctual attendance increases academic achievement. Students will quietly enter the classroom. The PowerSchool system will call each day your child is late. Lates over 40 minutes are marked absent.

### **Students who are constantly absent or late:**

- *Demonstrate disrespect for their teachers and fellow students by disrupting classes*
- *Miss out on valuable learning time and information that could help them reach their full potential*
- *Are in breach of the St. Joseph Student Code of Conduct*



- *Neglect the student code of conduct as stated in the Alberta School Act*  
    *“Attend school regularly and punctually”*  
    *“Comply with the rules of the school”*

***Attendance at assemblies and religious celebrations is COMPULSORY for all students in the school at the time.***

## **School Guidelines**

### **Communication**

Almost general communication will be done via e-mail and is sent to the parent email address that we have on each student's enrollment profile. Parents can request at any time, via the office, to have a hard copy of any communication provided to them.

### **Report Cards**

Are issued to students at the end of each semester in a hard copy format. Parents are required to sign-up for a PowerSchool account to actively monitor their child's attendance and grades throughout the semester. Please see our school secretaries for assistance on setting up automatic emails for attendance and grades.

### **Family Life / Sexuality Instruction**

In the Catholic School, family life/sexuality instruction is presented in the context of our faith tradition. We recognize the parent as the primary educator. The parent has the right to exempt their son or daughter from family life/sexuality instruction and/or sexual violence presentations which take place in the school. Please contact school administration, no later than September 15<sup>th</sup> to request that your child be exempt from class during this instruction. If you want your child to receive the instruction no action is required.

### **PRIVATE PROPERTY**

All student owned property is brought to school at the owner's risk. We highly encourage students to leave valuable items at home and if/when valuables are brought to school to keep them on their person or lock them in their locker. Wallets, purses and money are to be kept locked up at all times that they are not be carried. Again all valuable are brought to school at the owners risk.



## **SCHOOL CAMPUS**

For Grade 8 students St. Joseph is a closed campus. We highly recommend that Grade 8 students remain on campus during the entire school day. If a parent requests to assume the responsibility of their child at lunch time they may choose to sign a permission slip allowing their child to leave campus. This permission can be done as date specific but can also be done to be in effect for the entire year. Please note that there IS NOT any supervision off the St. Joseph campus and that the privilege to leave campus may be revoked if a student is coming back to school late or engaging in conduct off property that is in violation with the Student Code of Conduct. *Parents assume all responsibility for their child while off-campus if the permission form is signed.*

For Grades 9 to 12 students at lunch time we are an open campus. Please note that there IS NOT any supervision off the St. Joseph campus and that the privilege to leave campus may be revoked if a student is coming back to school late or engaging in conduct off property that is in violation with the Student Code of Conduct. *Parents assume all responsibility for their child while off-campus.*

## **LOCKS & LOCKERS**

Searches of Property School lockers will be rented or available on the condition that the school reserves the right to search and repossess the locker at any time without notice. Lockers are subject to searches without notice under the direction of the Principal. Periodically school-wide locker searches may occur, including the use of trained police dogs, this shall also be clearly stated in school policy. Student may request the use of a locker and a school lock (DO NOT SHARE YOUR COMBINATION WITH ANYONE), both of which remain the property of the District, subject to the guidelines above. Locker searches will always be conducted in the presence of one or more staff members. Lockers are to be kept neat and tidy.

## **CLOTHING**

→ A student's clothing should be neat and clean and suitable to the activity within the school. Students who choose to wear clothing that may affect the moral tone of the school will be asked to correct the attire and/or sent home. Wearing of clothing or jewellery depicting illegal or immoral activities are not allowed at St. Joseph Catholic High School.

- The length of shorts and skirts must be a respectable length.
- Undergarments should be concealed and not visible.
- No open back shirts are allowed.

## **ALCOHOL AND DRUGS Admin Procedure 330**

→ Possession, trafficking, use and/or being "under the influence" of alcohol or illegal drugs or alcohol and/or drug paraphernalia while on St. Joseph Catholic High School premises is a serious breach of school policy and public law. Such a breach will result in immediate suspension. Police will be involved as deemed necessary by school administration. This policy shall be in effect for all school-sponsored activities including Graduation Ceremonies.



### **SMOKING/VAPING**

→ Smoking/Vaping is not permitted in the school or outside the designated area. Students caught smoking/vaping will be automatically suspended for one day. Repeated offences will result in longer suspensions. Smoking/Vaping

### **VIOLENCE Admin Procedure 330**

→ Students who are physically or verbally violent to another person will be given an out of school suspension. Expulsion from St. Joseph's will be an option. No weapons or knives are allowed on the school property.

### **MEDICATION Admin Procedure 312**

As per GPCSD AP#312, non-prescription medication (aspirin, Tylenol, and similar drugs) will only be administered on an "as needed" basis, and where the parent/guardian has given written permission to the school to do so and has supplied the medication.

If a student requires prescription medication to be administered, GPCSD AP #312 outlines proper procedure to ensure safety of students and staff.

As stated in Admin Procedure 312, students can keep prescription medication at the office or stored safely in their locker. The student's medication must be in the original bottle and be clearly labelled with dosing instructions.

### **HAZING**

→ Students who participate in or are a part of a group of students engaging in hazing activities, in particular paddling, will be suspended to the office of the Superintendent who may suspend school privileges and or suspend or expel students from attending school for up to one semester.

### **CHANGE OF RESIDENCE OR TELEPHONE NUMBER**

→ Parents are asked to advise the office of address and telephone number changes. In an emergency up to date addresses and phone numbers are important.

### **SICKNESS**

→ If a student is ill during school hours the **student must sign out at the office and have a parent or emergency contact speak to a school employee about leaving early.**

→ In the case of an injury sustained during school hours, a member of the staff will accompany the student to the Hospital Emergency ward if necessary. A parent will be contacted if possible. The health and welfare of the student will always be the primary concern.

→ All injuries should be reported to the teacher in charge, IMMEDIATELY.



### **MEDICAL ALERT STUDENT INFORMATION FORMS**

➔ Students who have medical/health issues should complete a Medical Alert Student Information Form available from the main office. This information ensures that school staff will be able to assist students should an emergency arise.

### **BUS SERVICE**

➔ If a Bus Pass is required eligible students may qualify for a School Board sponsored pass. Applications for above are available from the main office at St. Joseph Catholic High School. Students who reside within the City limits and a minimum of 2.4 KM from St. Joseph Catholic High may choose either First Student Bussing or City Transit; this choice will **not be interchangeable**. County residents must make transportation arrangements with the Catholic Transportation Office @ 513-1220.

### **VEHICLES/PARKING**

➔ Student parking is provided on the South Side of the School.

➔ In order to park at St. Joe's students must acquire a parking sticker. A sticker must be acquired for every vehicle that a student will park at St. Joe's. The sticker should be placed on the left hand side of the back window. Stickers will be available at the main office.

➔ In the interest of safety, students are expected to park in a safe and orderly manner. Improper or out of bounds parking will be given a warning and on a second offence may be towed.

### **LOST AND FOUND**

➔ Any articles found should be turned in to the office. Articles that have not been claimed after ONE MONTH will be given away. All belongings are expected to be locked in student lockers and are the responsibility of the student.

### **LOST AND/OR DAMAGED LIBRARY BOOKS/RESOURCES**

If library personnel conclude library material is irreparable and must be withdrawn from the library's collection, patrons are charged the replacement costs. In these cases, the patron will be notified and damaged book costs must be rectified before the patron is allowed to sign out any other library books. Textbooks may be loaned out to the patron for classes, however only on a day to day basis when they leave collateral with the librarian. Once replacement costs are paid, the patron may sign out new books. If the patron has not rectified the bill or made arrangements with the librarian for a payment schedule within 1 week, the patron's parent or guardian will be notified and advised of the damage and resulting replacement costs. The patron will not be allowed to sign out any library books (fiction or non-fiction) until the bill has been rectified.

In the event that the patron and/or parent/guardian is not able to pay for the damaged items, and the Principal approves the costs to be waived, the patron shall not be allowed to sign out library books (fiction & non-fiction) for a period of 2 weeks. After 2 weeks, the patron may be allowed to sign out a library book, however only ONE book at a time. Once the book has been returned





in good condition, the patron may sign out another. This applies to the FICTION and NON-FICTION books only and this process will continue for the balance of the school year.

As for TEXTBOOKS, the patron may be allowed to sign out textbooks for class use.

Patrons are not charged for normal wear and tear on library materials. However, the following conditions do not constitute normal wear and tear and may result in replacement charges:

- Wet or moldy books
- Books damaged by food stains, oily or sticky residue
- Books missing pages or covers
- Books showing other unusual damage

### **CELL PHONES/ELECTRONIC DEVICES**

→ Are not permitted for use in class during instructional time and if brought into the room need to be kept out of sight. Students who do not comply with rules will be directed by the teacher to power the device off and keep it out of sight. If a student fails to comply they will be referred to the office where the phone will be confiscated until the end of the school day. The school reserves the right to return the phone only to the hands of a parent or guardian for repeat offenders. In case of an emergency, parents needing to contact their students are encouraged to do so via the office telephone at 780-532-7779. Cell phones are permitted during non-instructional time; students using cell phones during transitional times must remember they must arrive on time for class to maintain the privilege to have a cell phone at school.

→ Ear buds, headphones and air-pods are NOT PERMITTED to be worn in class during instructional time.

→ If a student needs to use their cell phone during instructional time they can do so in the office area only after obtaining permission from administration upon arriving at the office.

→ Use of electronic devices or wearable electronic devices will not be allowed during examinations and MUST NOT be brought to the examination room.

→ When entering the office via referral from a staff member or at the request of an administrator, all cell phones are to be powered off immediately and turned over to office administration for the duration of the office visit. For behaviour misconduct issues students will be required to fill out an office-referral form while waiting to speak with administration.

### **STUDENT WASHROOMS**

→ Only one person is permitted at a time in each bathroom stall; failure to comply with this will result in suspension.

→ Cell phones are not permitted for use in bathrooms.

→ Loitering in bathrooms is not permitted.



## GPCSD Distant Learning Courses

### **Administration Procedure 291**

The Board of Trustees recognizes the importance for students to examine their abilities and interest and to design and plan a High School program, which will meet their academic, needs and interests. In order to achieve these goals, it is expected that students will successfully complete the High School courses in which they are registered.

*Enrollment at ADLC:* If a course is not offered by St. Joseph or cannot accommodate a student's schedule St. Joseph may:

- a) *Refer the student to St. John Bosco or*
- b) *Register and pay for the student to take the course via ADLC. This will only be done one course at a time and must successfully be complete before another course can be added.*
- c) *If St. Joseph does offer a course and/or program but a student/family prefers to complete it via ADLC the family must make payment for the course to St. Joseph before St. Joseph will enroll the student and order course materials. In this scenario the cost of the course is the covered in full by the family.*

## Definition of Terms

*Courses completed:* A student meets the requirements of Alberta Education for CEU funding.

*CEU:* A Credit Enrolment Unit is the unit of measurement used by Alberta Education for funding purposes.

A CEU is paid when a student:

Has received a passing mark of 50% or more in a course or in the case of a diploma examination course, on the school awarded mark for the course, or

Has received a mid-term mark and has earned a mark of 25% or better in the course according to the student evaluation policies of the Board and has either:

- i) Completed at least 50% of the course content, or
- ii) Attended at least 50% of the classes in the course.



## Guidelines

1. It is generally expected that students will enter high school with a plan to graduate within three years. Students may apply to extend the three years given reasonable circumstances. These could include K & E, family circumstances, illness and exploratory programs.
2. School personnel will assist and counsel all students in planning their program throughout the years they are in attendance at the High School.
3. Students are expected to register in courses that meet their academic abilities and interests. School personnel will advise students to select courses based on their interests, past academic performance and levels of success. It is an expectation that students will make every effort to complete their courses.
4. Students who do not complete a course for funding purposes may be required to pay a refundable deposit should they wish to repeat the course.
5. The bond fee schedule and the intent of this policy will be set and reviewed annually by the Superintendent.

## Procedures

1. All students, who register at the High School, and their parents/guardians, will be informed that a student program portfolio and the appropriate courses will be designed in consultation with school personnel. This portfolio will be reviewed annually. They will also be informed of the CEU funding and the financial implications of courses not completed.
2. The policy applies to all high school students, including those who register from outside of the regional boundaries.
3. Schools will develop and advertise the procedures for collecting and refunding fees, as well as exceptions to the Policy.
4. Students may appeal to the Principal to have the refundable deposit waived.
5. The refundable deposit amount will be \$100.00 per applicable course.

*Legal Reference: School Act, Section 32 (4)*



## Additional Policies and Procedures

*Information on School Policies and Procedures that is not found in this electronic handbook can be accessed via the Grande Prairie and District Catholic Schools website, under the menu “Administrative Procedures.” St. Joseph’s Catholic School falls under the directives of these Policies and Procedures as well as those contained in the Province of Alberta’s “School Act.”*