

**Richard F. Staples Secondary School**



**STUDENT  
HANDBOOK**

10015-104 Street  
WESTLOCK, Alberta  
T7P 1T8

## MISSION AND

### VISION STATEMENT

Our aim is to deliver an education program with continued support from parents and our community. We are dedicated to the personal and academic development of our students as contributing members of society.

At R.F. Staples our vision is that all students will learn the knowledge, skills and attitudes to be dedicated, self-reliant, responsible, contributing members of society.

Central to this vision we need:

- a) To have the flexibility to meet the intellectual, physical, social, and emotional needs of every child.
- b) To promote effective citizenship and self-discipline through modeling.
- c) To nurture individuality in a stimulating, safe and caring environment.
- d) To promote excellence by fostering positive attitudes towards education and lifelong learning.
- e) To engender and maintain student and staff wellness.
- f) To identify and provide opportunities for personal, professional and staff development.

### SCHOOL PHILOSOPHY & VALUES

**Our aim is to deliver an education program with continued support from parents and our community. We are dedicated to the personal and academic development of our students as contributing members of society.**

At R.F. Staples Staff and Students Value **T-BIRDS**:

#### Teamwork

- a) Working towards common goals everyone has a clear understanding of the role they play and fulfills that role to the best of their ability.
- b) We value the importance of all the roles in the school.
- c) We recognize that the members of our team have diverse ideas that merit equal consideration.
- d) We provide the support systems that our team needs to be effective. We communicate in a variety of ways to make sure the team is working towards a common goal.

#### Belonging

An internal sense that one is important to the school and serves as a member of the school community

The belief that school is an important element in personal experiences in a child's life.

The experience of belonging is associated with a more positive attitude towards self and others.

#### Independence

Independent learners are motivated by setting personal goals and driven by their own personal achievements.

Independent learners know how to evaluate themselves. They can recognize their own strengths and weaknesses.

#### Respect

- a) Act with consideration for ourselves, others, property, and community.
- b) Demonstrate respect for staff and students by being fair, firm, and friendly.
- c) Encourage and model respect for the school: by picking up garbage, not walking past it; acting immediately when we see defacing of property within the school (desks, books, lockers, computers, personal property)

- d) Show respect for the community through our actions when off campus with or without students, remaining professional.

#### **Diligence**

Persistent and determined effort to complete tasks

Find ways to overcome obstacles that appear to be in our way

#### **Service**

Community service and volunteerism are an investment in our community and the people who live in it.

We believe that volunteering strengthens the school and greater community.

R. F. Staples Secondary School provides an environment where students can develop a sense of worth by meeting their responsibilities and respecting the rights and freedoms of others.

## **SCHOOL MOTTO**

"Work Hard; Be Kind"

## **GENERAL INFORMATION**

### **HOW DO WE RESPOND TO EMERGENCIES AT SCHOOL?**

Our first priority is the safety, security and well-being of our students and staff. Guided by our division's Emergency Response Plan, we have developed a plan which outlines our school's response to various emergencies.

What should parents do in an emergency?

#### **1. Check the PHRD website**

We will post information on the PHRD website [www.phpschools.ca](http://www.phpschools.ca) and on

Twitter @PHRD\_Schools. Phone the PHRD Regional Services Office at

780-674-8500.

#### **2. Do not come to the school**

You could put yourself in danger and get in the way of emergency personnel.

In several instances, our exterior doors will be locked and you will not be able to get into the building.

### 3. Do not call or e-mail the school

We need to keep our phone lines open to communicate with emergency services.

### 4. Do not call, text or e-mail your child's cell phone

Depending on the threat, contacting your child's cell phone could endanger your child.

### What happens during specific emergencies?

#### Definitions:

**Lockdown** – A school will be placed in a lockdown when there is a major incident or threat of school violence within the school, or involving the school.

**Hold & Secure** – A school will be placed in Hold & Secure when it is necessary to secure the school due to an ongoing situation outside and not related to the school. (bank robbery in town)

**Shelter in Place** – A school will be placed in a Shelter in Place when personal safety is considered to be in danger if anyone leaves the school. This is mainly used for environmental or weather related events.

As directed by local emergency personnel we will do the following:

1. If an incident or threat occurs inside or is directly related to our school, RCMP will instruct us to Lockdown our school which means we will lock all exterior doors. Staff and students will be directed to classrooms which will be locked. (e.g. dangerous intruder)
2. If an incident or threat occurs outside and is unrelated to our school, RCMP will instruct us to Hold and Secure which means we will lock all exterior doors. Students and staff may move freely in the school. (e.g. a bank near our school is robbed)
3. In some environmental or weather-related situations, authorities may direct us to Shelter in Place, which means we will keep students and staff in school until it is safe for them to leave. (e.g. chemical spill, blackouts, extreme weather conditions)
4. In some instances, we may have to evacuate the school. Students and staff will move to our primary evacuation site; Westlock Legion Hall. Students will stay at the evacuation site until it is safe to return to school or they are released to a parent/guardian.

### Before an emergency happens

1. Ensure the school has current Emergency Contact information for your child.
2. Talk to your child about the importance of following their teachers' instructions during an emergency.

### FAQs LOCKDOWN PROCEDURES AND DRILLS

Q. *What is a lockdown?*

A. If there is a threat inside and/or directly related to our school, our school will be placed in lockdown. Our exterior doors will be locked and staff will direct students to classrooms which will then be locked.

Q. *What happens during a lockdown?*

A. A staff member will announce over the public address system that the school is in lockdown. Staff will direct students to classrooms where the doors will be locked, the lights will be turned off and the blinds and shades will be pulled down. Depending on the severity of the incident, staff may direct students to move away from door and window sightlines; ask students to take cover and ask them to remain quiet.

Q. *How long will a lockdown last?*

A. The lockdown will last until the situation is resolved. It is important that students are quiet during the lockdown.

Q. *Why do schools practice lockdowns?*

A. Practicing the lockdown procedure helps us to prepare for an emergency. Also, when we run a lockdown drill in a safe, age-appropriate and calm manner, we help children cope with the concerns and anxious feelings that may arise.

Q. *How can parents help?*

A. Parents can help ease a child's anxious feelings about a lockdown by reminding your child that practicing this drill is just another way we keep ourselves safe – like practicing a fire drill.

## **USE OF OUTSIDE COMPUTERS**

Students are encouraged to bring their own laptop computers for use in the classroom via the schools' wireless network.

## **PEMBINA HILLS REGIONAL DIVISION NO. 7 ACCEPTABLE USE POLICY – ADMINISTRATIVE PROCEDURE AP 70-200**

All students will:

1. Keep personal information and activities (yours and others) private.
2. View materials that anyone could view with you and at appropriate times
3. Respect the technology of the Division and others and those that make sure it works properly.
4. Present themselves in a respectful manner in regards to technology.
5. Respect the rights of others to have their work recognized.
6. Understand that technology use is a privilege and must be treated as such.
7. Respect Division property including hardware and software as well as the property of others.

Consequences of unacceptable use:

Non-compliance with this user's agreement will result in the suspension or termination of computer privileges. Any violation of the User's Agreement will result in disciplinary action. Such consequences may be any combination of the following depending on the severity of violation and on the chronic nature of violations:

Students: Conference, detention, termination of computer privileges or Internet access, suspension or expulsion determined at the school level and consistent with school and district policy on student behavior, referral to civil law enforcement agencies and/or fines that would include down time and cost of repairs.

*School(s) and District Administrators will make the final decision as to what constitutes "unacceptable use".*

## **PEMBINA HILLS REGIONAL DIVISION NO. 7 DISCRIMINATION AND HARASSMENT: RESPECTFUL WORKING & LEARNING ENVIRONMENTS**

### **Policy Statement:**

Pembina Hills School Board believes that every person has the right to work or study in an environment where the dignity and personal worth of every individual is respected and promoted. The Pembina Hills School Board promotes respect for diversity and will not tolerate any form of harassment or discrimination within its jurisdiction.

### **Rationale:**

The purpose of this policy is to provide for equal rights and opportunities without discrimination for all of its students and employees. All individuals have the right to freedom from harassment and/or discrimination. The Pembina Hills Board will educate and encourage all persons to speak up when they are harassed and/or discriminated against.

### **Scope:**

This policy shall apply to any person while on School Board property or while working for the School Board or engaged in any activity approved by the School Board. This includes, but is not limited to, students, employees, parents, volunteers, board members, agents, contractors or persons subject to the supervision and control of the district.

## **Use of Electronic Devices (Cell phones and Tablets)**

**Electronic and digital devices that disrupt the learning environment can be confiscated and held at the discretion of teachers or administration. Administration supports teachers and students in developing a classroom policy for cell phone use. Many teachers have a no cell phone policy in their classrooms and students are expected to leave phones in their locker or put them in the cell phone pocket quilt provided in the.**

Electronic devices of any type are prohibited in an examination room.

## **PLAGIARISM**

### **Actions That Might Be Seen as Plagiarism**

- Buying, stealing, or using the source too closely
- Borrowing a paper when paraphrasing
- Hiring someone to write your paper
- Writing your paper without citation
- Copying from another source without citing (on purpose or by accident)

Consequences for plagiarism will be left to the discretion of the individual teacher and/or administration and may include:

- teacher/student conference
- parental contact/meeting
- re-doing the assignment
- receiving a score of zero on the assignment
- other disciplinary action deemed appropriate by the administration

## **LIBRARY**

The mission of the R.F. Staples Secondary School Library is to provide reading and teaching materials that meet the educational needs of its students and promote their welfare. Research assistance and information are available upon request. A fee will be charged for damaged or lost books. **You must provide a copy of your high school schedule in order to sign out textbooks from the library.**

Most High School textbooks are loaned from the Library. Please be sure to return your texts at the end of the semester or you will be charged a replacement fee. You will not be able to borrow any books from the Library if you have any outstanding materials from the previous semester.

## **SAFE AND CARING SCHOOL**

R.F. Staples takes pride in providing students with a safe, caring and orderly environment. The following measures are in place to ensure the continuance of this environment.

### **Fire Drills**

1. Ensure that you know your particular emergency exit routes. They are located on a chart at each school exit.
2. If the fire alarm sounds, the building must be cleared, regardless of the circumstances or event in progress. Tampering with the fire-alarm system and fire-fighting equipment is extremely dangerous and is an indictable offense that could result in expulsion from school.

### **Search and Seizure**

Lockers belong to the School Division and may be searched at any time by the School Administration. A locker search may be undertaken by the administration if they have good and sufficient reason to suspect that unauthorized substances may be found in a locker. Therefore, throughout the year periodic cleaning and random searches may be held.

### **Lock Down**

R.F. Staples has a lock-down procedure in place. Simulated model lock-down drills are practiced during the school year.

### **Security Cameras**

Security cameras are in place to help maintain student safety and security.

### **Disaster Plan**

All Pembina Hills schools have a Disaster Plan in place to handle emergencies that require the co-ordination of all community agencies. The plan will come into effect in the event of an emergency within the school or community.

### **Threat assessment**

1. PHRD is anxious to ensure a safe and caring environment in each of its schools. Consequently, the school division has developed a protocol to deal with high-risk incidents. These are incidents that involve weapons, threats to harm, or vicious assaults. Students and their parents should understand that such actions will not be ignored. Though such incidents occur very rarely, the division wants to respond in an appropriate manner that ensures the safety of students and staff, while at the same time respecting the rights of those involved in the incident.

2. Principals are required to complete a “threat assessment” in all cases of students making significant threats to harm themselves or others. The purpose of the assessment is to determine how to best support high-risk students so that their behavior does not become hurtful or destructive. In some cases, this will involve bringing outside professionals into the school to support the decision-making.

## **SCHOOL RESOURCES AND SERVICES**

### **Student Services offers the following assistance:**

#### **Educational Guidance**

- selection of courses
- program planning
- graduation requirements
- college or university entrance requirements
- student concerns regarding courses
- study skills
- information on post-secondary educational institutions

#### **Financial Assistance**

- bursary and scholarship information
- grants and loan information for Senior High school, college, and university

#### **Career Guidance**

- exploration of options, interests, abilities, needs
- establishing career goals
- exploration of related occupations
- computerized career direction

#### **Personal Guidance**

- confidential discussion of personal concerns

#### **Employment**

- information regarding job search, resumes and application forms

#### **Referrals**

- guidance teachers will provide appropriate referral to alternate school-system services or non-school agencies after consultation
- youth program information (exchanges and summer programs)



Students and parents may consult the guidance teacher about academic, social, vocational and personal problems by making an appointment at the Student Services Office or by phoning 349-4454.

## **FAMILY/SCHOOL LIAISON PROGRAM**

The Westlock and District Family and Community Support Services fund a Family School Liaison Program. This program provides individual or family counseling, educative work in the school and liaison with community resources.

Students, parents or other community members can contact the Liaison Worker by calling the school or F.C.S.S. (349-5900).

## **REPORT CARDS & PARENT/STUDENT/TEACHER CONFERENCES**

Senior High students receive a summative progress report mid-year (early February) and at the end of June. Junior High students receive a summative progress report only at the end of June. **Parents should feel free to contact the administration, the guidance counselor or teaching staff at any time regarding their child's progress.** Two evenings are set aside for Parent/Teacher/Student Conferences in early October and mid-March for both Junior and Senior High. See our website for the dates.

## **POWERSCHOOL**

PowerSchool is the name of the data management software adopted by Pembina Hills in 2009. Both parents and students with a computer and Internet services can access this information through separate user names and passwords.

**PowerSchool allows parents to have real time access to their child's attendance and academic achievement. We would really appreciate your help in supporting your child to a successful year by staying up to date with their progress. Please contact the school office for more information.**

## **ACCIDENT INSURANCE**

Accident insurance forms are available to all students at registration.

## **PARKING & STUDENT DROP OFF & PICK UP**

There are designated areas for staff parking and student parking. A parking pass system will be in effect for this school year, you may apply for parking in the office. Student driven vehicles parked in staff designated areas or handicapped areas may be towed at the owner's expense. Parking privileges can be revoked at any time by R.F. Staples Secondary School Administration. NOT following the rules and regulations could result in your vehicle being towed at your cost. R.F. Staples assumes no responsibility for loss, or damage to vehicles or their contents, however caused, while on R.F. Staples property. Please use the North(main office) parking lot for drop off and pick up of your student. The drop off/pick up zone is painted blue. Visitor parking stalls are painted green.

# STUDENT EXPECTATIONS

## School Act

1. Section 12 of the School Act states that “A student shall conduct himself so as to reasonably comply with the following code of conduct:
  - be diligent in pursuing the student’s duties;
  - attend school regularly and punctually;
  - cooperate fully with everyone authorized by the board to provide education programs and other services;
  - comply with the rules of the school;
  - account to his teachers for the student’s conduct;
  - respect the rights of others.
  
2. Behavior that may lead to exclusion from a class, school or from a school-sponsored event generally falls within the following three categories:
  - behavior infringing on the learning rights of others;
  - behavior exhibiting obvious disregard or disrespect for the school and the learning opportunities it provides;
  - behavior that contravenes legal statutes, such as fighting, possession or being under the influence of alcohol or drugs during school hours or while attending school-sponsored events.

Possible consequences for misbehavior may include:

- The student will be required to work in an isolated area in the classroom, or school.
- The student will be required to do different activities than his/her classmates or may be excluded from extracurricular activities.
- The student will have to work in the classroom of another grade.
- The student will be temporarily removed from the course.
- The student will be suspended from school.

Students serving an out of school suspension must not enter **any** school building or trespass on **any** school property for the duration of a suspension. Parents will be notified by school administration when a student receives an in school or out of school suspension. Students suspended from school will not be allowed to attend school sponsored dances.

## BARRIERS TO SUCCESS

Consequence options – These are based on the interpretation of and the severity of the situation. This a guideline and administration reserves the right to make decisions based on individual circumstances

	Definition	Consequence Options
Fighting / Assault	Threats of physical abuse, harassment, an altercation between people.	Parent notification Conflict Resolution Suspension (throwing a punch results in an three-day suspension) Police Intervention
Dangerous Weapons	Possession on person (clothing) or in a person's locker (this includes laser pointers), while on school property or at school sponsored activities.	Confiscation Parent notification Suspension Possible Recommendation for Expulsion Police Intervention

Drugs / Alcohol	Includes: showing evidence or being “under the influence” on school property or at school functions, conducting sales or transactions of controlled substances on school property or at school functions or being involved indirectly in the use of.	Confiscation Loss of school event privileges Required counseling Parent notification Suspension ( five day suspension; further incidents a recommendation for expulsion) Police Intervention
Theft	Taking or being in possession of school or other's property without the owner's permission	Apology, Detention, Parent Notification Compensation Suspension Police Intervention
Vandalism	Destroying or defacing school or personal property. Leaving garbage on school grounds.	Restitution, Parent Notification Suspension Police Intervention Community Service
Swearing	Uttering profanity	Speak to student Parent Notification Suspension

Harassment / Threats / Bullying	<p>Bullying: is recurring attempts to threaten, frighten, tyrannize, acts of implied or real aggression, verbal and/or non-verbal aggression, and/or social alienation where one individual attempts to exert power or control over another.</p> <p>Violence: is a harmful physical act directed against another individual(s) or property.</p> <p>Harassment: is to (continuously) trouble, torment, gesture or speak inappropriately toward another individual in a manner that causes discomfort to the individual.</p>	<p>Speak to student, refer to counselor</p> <p>Parent Notification</p> <p>Suspension, Referral to board for Expulsion.</p>
Vulgarity (Directed, worn or gestured)	Use of vulgarity or cursing toward or in reference to a teacher, adult or other student. This may appear either verbally, in writing, gestures or clothing.	<p>Change clothes</p> <p>Detention</p> <p>Parent Notification</p> <p>Suspension</p>
Smoking/Vaping	Includes using tobacco or a vaporizer at any time on school grounds or at school functions.	<p>Clean up detention</p> <p>Parent Notification</p> <p>Suspension (3 day suspension for first offense; increases with additional incidents)</p>
Inappropriate Dress	See vulgarity. Immodest clothes at the discretion of Administration.	Change clothes, Parent Notification
Hallway Behavior	As per actual behavior.	<p>Speak to student, Removal from halls</p> <p>Parent Notification, Suspension</p>
Non-Compliance	Failure to act as instructed by any adult employee in the school.	<p>Mediation, Removed from Situation</p> <p>Counseling</p> <p>Referral to School Based Team</p> <p>Parent Notification</p> <p>Suspension</p>
Non-Performance	Doing little or no work in class over an extended period of time.	<p>Remedial time</p> <p>Parent Notification, Referral to Counselor</p> <p>Referral to School Based Administrators, Removal from course</p> <p>Pursue other educational options available</p>

Misconduct	Inappropriate behavior, including disruptive and/or breach of the code of conduct.	Parent Notification Dealt with on basis of severity Detention Suspension
Absenteeism	Absent without reason. Leaving school property or class without checking out.	Detentions equal to the time missed Suspension, Parent Notification Loss of bus privileges Withdrawn from classes Correspondence

**NOTE:** Modifications to the above consequences may be made by the administration based on the severity of individual cases.

### Students on Suspension

1. Students will not enter school property without an administrator's permission.
2. Students are responsible for any work that is missed during the time of the suspension.
3. Students who miss exams will make them up. The time of the exam will be at the discretion of the teacher. The teacher may also choose to give an alternate exam or assignment.
4. Students who miss in-class evaluation will get an alternate assignment or the assignment will not count.

### Expectations regarding participation in Extra-Curricular and Co-Curricular Activities

The participation of a student in any school-supported activity is a privilege granted on the premise that attendance, behavior and curriculum requirements are being effectively managed. Whether it is involvement in athletics (like volleyball) or other activities (like Model United Nations or Travel Club) the school takes the position that the responsibility lies with the student and their parent(s) to ensure that school business is being looked after.

### Free Time

Students are expected to make productive use of their free time within the school. Therefore, they should not be in the halls during class time. High-School students not in class should be working productively in the library, the cafeteria or off campus. Grade 10 and 11 students are expected to have full schedules. Loitering is not permitted in the halls or cafeteria.

### Tag

**The first day of every week students are expected to attend their TAG class. Tag classes are essential element to RF staples plan to make sure that every student knows they have someone who will notice when their academic standing or attendance is slipping.**

#### ● Students

- Sign up for focus
- Attend every Week
- Bring work if needed

#### Teachers

- First Teacher to connect the dots for concerns about learning

-Register/coach/supervise

Students use of focus

-Academic Coach- check( with quick look-up) attendance and marks  
discuss concerns and/or successes with students' and parents

**Weekly all Tag Teachers complete a quick look-up (check of attendance and academic standing in all courses). Tag teachers know the student's story and have a conversation with any student who does not attend tag that week: "ask what the student's plan for success is, are there any roadblocks hindering their success, how is the student using Focus and what is their plan to remedy concerns".**

Students are not permitted in the Library, Student Lounge or Hallways during TAG. All students are expected to go to check in with their TAG teacher and be respectful that this time is not Focus time. They should not be expecting to go see other teachers at this time.

During TAG students are expected to register for their focus sessions for the week and teachers will be posting their TAG sessions for students to register for.

### **Focus**

Focus time is a learning opportunity where students have the ability and responsibility to choose where they need to go to get help with their learning. This time is not just homework time, it is time where students can get one on one help with any teacher in the school and they need to learn to use this time wisely. Focus time can be assigned by teachers to students if they are not using their focus time wisely, need to chat with teacher or have missed work. Students in junior high are to attend the focus sessions Tues, Wednesday, Thursday and RF talks on Friday. Students in senior high will attend focus sessions Tuesday to Friday.

### **Bus Conduct**

The school bus is considered to be an extension of the classroom. For this reason, every student should read the rules posted on his/her bus and adhere to these rules.

### **Dress Code**

#### **DRESS CODE:**

A dress code is a set of written and more often unwritten rules regarding clothing. Society has identified several different dress codes, the common ones including: formal, semi-formal, business, business-casual, casual and street-wear. Many places of employment require their employees to follow a certain dress code, or wear a specific uniform, depending on the type of business. The purpose of instituting a dress code in the workplace is to present a certain level of professionalism and to help patrons/customers/clients easily identify staff members.

The purpose of considering dress code at RF Staples, is to provide a means of helping students learn a skill which is often required for getting and keeping employment, and to support a learning environment.

**With respect to individuality and self-expression, students at RF Staples are asked to be mindful of what they wear to school such that their clothing meets the following criteria:**

- **Clothing provides adequate coverage of the body and/or undergarments ie: avoid see-through garments, bare midriff tops, backless or strapless tops**
- **Clothing does not display profane, obscene or offensive language or symbols (ie: drug, alcohol, race or sexual preferences)**
- **Clothing is not a distraction to one's own learning or the learning/teaching of others**  
**Students may be approached by staff members to discuss their attire if the above criteria are not being met.**

### **Cordial Relations**

The school strives to maintain good relationships with the community. Accordingly, we request that students not gather around business establishments, trespass on or litter private property. Inappropriate public displays of affection (including but not limited to kissing, hugging, hand holding and touching) are discouraged and we ask to please keep this activity private.

### **Cafeteria**

The cafeteria provides Nutritional lunches and snacks for the students at a reasonable cost. The cafeteria is not open during class time. In an attempt to keep the cafeteria clean, students are expected to dispose of all garbage in the receptacles provided. Students who are disruptive in the cafeteria or fail to clean up after themselves may be assigned cleanup duties or be suspended from the cafeteria

### **Student Activities**

School life can be as exciting as the students decide to make it. Many student activities are sponsored by the school and the Student Council. Held at noon hour or after school, they include both recreational and educational activities. All students are encouraged to listen to morning announcements for upcoming events and to participate. Some of these activities are listed below:

Skills Canada, Dances, Golf, Football, Yearbook, Badminton, Cross-Country Running, Model United Nations (Sr. High), Choir, Dream Merchant Theatre, Track & Field, Volleyball, Basketball, Student's Union, Soccer (Jr. High), Curling, Intramurals, Auto Club, Archery Team and much more.

### **Visitors**

All visitors are asked to report to the office when they arrive at the school. Sometimes students request a friend from another school to be allowed to visit classes at R.F. Staples. This is an acceptable practice provided that the administration has approved the visit PRIOR to the date of the visit. Should the visitor disrupt classroom routine he/she will be removed from the class.

### **Administering Medication to Students**

If school personnel are required to administer any medication to a student, the parent must provide the medication along with a written consent form that includes instruction on times and quantity of medication to be administered. Without this information, the school personnel are not allowed to supply any medication to students--not even an aspirin.

# Senior High Information

## ATTENDANCE POLICIES AND PROCEDURES

As previously quoted, the School Act states that a student shall “attend school regularly and punctually.” Under the semester system, attendance is critical to successfully attaining learning objectives. By enrolling in a class a student agrees to contribute to, as well as benefit from, the learning experiences therein. Irregular attendance curtails this process, and often hinders class progress as teachers try to “catch students up.”

For these reasons, R.F. Staples Secondary School has developed the following attendance policy:

1. Teachers will maintain daily attendance for each class they teach.
2. Parents should contact the school as soon as possible on the day their child is absent, and give the reason for the absence. Any unreported absence will be considered unexcused.
3. Attendance reports will be updated daily to explain the reported absences. Parents can check attendance daily on PowerSchool
4. Unexcused absences by Junior High students will be handled by phone contact on the day of the absence.
5. Senior High students will meet with an administrator at 5 unexcused absences and at 10 unexcused absences (in any one semester), a student may be removed from the class. Alternative educational arrangements will be made in consultation with your parents or guardians.

## Absences and Missed Assignments

Students are expected attend focus to determine and take responsibility for any work missed as a result of an absence. All students are expected to complete all missed assignments when absent from school. They are also encouraged however to communicate clearly with their teachers when extenuating attendance circumstances arise so accommodations can be made. Students may receive a mark of zero for work that is missed for an unexcused absence or work that is not completed in a timely manner. See AP 60-10 for the Pembina Hills assessment policy.

## SIGN-OUT POLICY

A student who needs to leave school because of illness, doctor’s appointment or any other reason, must sign out at the General Office. Students returning prior to the end of the day must inform the General Office of their return. Such leaves are not excused unless parental permission is obtained either by phone or written note. Unless students are staying after school for a specific purpose we ask that there be no loitering in or around the school after 3:30 p.m.

## COMMUNICATION

We believe that education depends upon open communication between the school and the home. Parents, please contact the school at any time to share information or express concerns (780.349.4454). We typically keep in touch through:

1. Phone calls
2. E-mail
3. Notes from teacher to parent
4. Electronic newsletters sent through e-mail and posted on the school website. ([www.rfstaples.ca](http://www.rfstaples.ca))



5. Formative progress reports sent home with students
6. Parent/teacher conferences

## **GRADUATION REQUIREMENTS**

All students receive a statement of requirements for an Alberta Education Diploma. Our school holds graduation exercises at the end of June for successful Grade 12 students. To participate, our students must satisfy the following criteria:

1. The students must have earned 80 credits by March 1st of their graduation year.
2. Students who are not registered in Grade 12, attending Outreach, or completing other distance learning programs must have earned at least 50 credits at R.F. Staples to participate in the R. F. Staples graduation exercises.
3. The student's program must satisfy Alberta Education's Diploma requirements.
4. The student must be enrolled to complete the remaining credits.
5. Attendance is critical to making and staying on the grad list. Students missing more than 10 of their classes, in any course, may not be eligible for or be removed from, the grad list.
6. Students suspended from school may be put on probation with regards to the grad list. Inappropriate student conduct at any time during the school year may result in permanent removal from the convocation ceremonies.
7. Students with outstanding school fees will not be allowed to convocate until these fees have been paid in full.

### **Convocation**

R. F. Staples is only responsible for the formal convocation ceremonies that are held in Arena of the Spirit Centre. As this is a school-sponsored activity, all regular school expectations will apply and the convocation ceremony will take place during the regular school calendar. Specifically, students cannot be under the influence of drugs or alcohol. Students engaging in this behavior will be removed from convocation ceremonies. RF will host one fundraiser (Poinsettia Sales) to help pay for the convocation fee. The convocation fee covers the Cap and Gown Rental and the Convocation tickets. All grade 12 students will be given the opportunity to be involved in organizing the convocation ceremony.

A parent committee will be selected in September to determine the direction of "RF Graduation-Banquet-Celebration-Safe Grad." RF Staples is not part of the planning of the Celebration part Graduation. The formal attire Grand March is a parent-planned event of R.F. Graduation.

## **END-OF-SEMESTER INFORMATION**

After regular classes conclude, students must only be present to write examinations on their completed courses.

All textbooks must be returned in good condition to the course teacher on the last day of classes, providing no examination in that course is scheduled. All textbooks in final-examination courses must be returned at the time the examination is written.

**Students who do not return textbooks, or who return them in damaged condition, will be charged for their value. All library or instructional fee charges must be paid before students finish their last examination. Such debts will be transferred to the School Division for collection.**

Students must clean out their lockers and leave them unlocked after their last examination in June. They must return the locks to the Main Office to receive a partial refund of their locker fees.

Final examination results for the fall semester will be distributed on the first day of semester two. Semester two results will be mailed out at the end of June.

## **APPEALS PROCEDURE**

Students may appeal a final mark by following this process:

1. Appeal directly to the teacher concerned.
2. If it remains unresolved, the appeal may be directed to the principal who will invite the teacher and the student to settle the matter collectively.
3. If the appeal still remains unsolved, the principal, after consultation with those involved, will make the final decision.

## **SENIOR HIGH AWARDS (THIS TOPIC IS UNDER REVIEW AND BEING ADJUSTED AT THIS TIME)**

R.F. Staples distributes awards based on academic performance. For a student to qualify for the Cum Laude, Summa Cum Laude, and Magna Cum Laude Awards, he/she must be a full time student at R.F. Staples as defined in this handbook.

To qualify for the above awards, student averages will be calculated on all subjects taken throughout their high school career at RF Staples. Each course will be weighted on credit value and worked into the average. The awards are cumulative, meaning that to receive an award in grade 11 or 12 all courses taken in previous high school grades will be used to calculate the average.

### **Cum Laude**

Awarded to students with averages between 75% and 79%

### **Magna Cum Laude**

Awarded to students with averages between 80% and 89%

### **Summa Cum Laude**

Awarded to students with averages higher than 90%

### **Subject Awards**

Certificates are presented to the top achievers in various school courses.

## **Valedictorian**

The class valedictorian is the Grade 12 student with the highest weighted overall average throughout their high school career (only courses taken at RF Staples). To be eligible, students must write five diploma exams. Diploma course marks for semester one are blended while those used for semester two are based on the school component only.

## **Color Awards**

Sponsored by the Student Council, these awards are presented to participants in all school clubs and teams. Members of designated school teams receive a school plaque. Other special awards are male and female Athlete of the Year and the Dorothy Woodman Memorial Award for the most outstanding Senior High-school student.

## **SCHOLARSHIPS/BURSARIES**

Monies are awarded on the basis of academic achievement, participation in school activities, community involvement, financial need, post-secondary career plans or a combination of these criteria. Students should consult Students Services about their eligibility and to obtain application forms before deadline dates. Students who have graduated from R. F. Staples, and have not received a community scholarship or bursary may apply for local scholarships and bursaries for a period of time up to three years after their year of graduation. For Example: A student graduating in 2011 may apply for scholarships in 2011, 2012, 2013, and 2014.

### **Rutherford Scholarships (up to \$2500)**

Awarded to students beginning post-secondary studies in any area based on academic achievement in any one or all of Grades 10, 11 and 12. Eligibility criteria include:

#### **Grade 10**

Average 75% - 79.9% in 5 subjects (\$300)

Average 80% or higher in 5 subjects (\$400)

-English 10 or 13 or 10-1 & 10-2

or Francais 10, 13 or 10-2

and

-At least two of the following:

-Mathematics 10 Pure or Applied

-Science 10

-Social Studies 10

-any one language other than the one

used above at the Grade 10 level

and

-Any two other subjects at the

Grade 10 level (1000 or 4000 series)

listed above and combined

CTS courses

#### **Grade 11**

Average 75% - 79.9% in 5 subjects (\$500)

Average of 80% or higher in 5 subjects (\$800)

-English 20-1 (20), 20-2 (23) or

Francais 20, 23 or 20-2

and

-At least 2 of the following:

-Mathematics 20 Pure or Applied

-Science 20

-Biology 20

-Chemistry 20

-Physics 20

-Social Studies 20

-any one language other than the one

at the Grade 11 level including those

used above (2000 series)

-Any two other subjects at the Grade 11

level (2000 or 5000 series) including

those listed above and combined CTS  
courses

### **C.T.S. Courses**

Three one-credit modules can be combined and used as an option at the Grade 10 and/or Grade 11 level.

- to be combined, all modules must be from the same level
- courses can be from different streams or subject area
- if three one credit courses are use, the mark will be averaged

### **Grade 12**

Average of 75% - 79.9% in 5 subjects (\$700)

Average of 80% or higher in 5 subjects (\$1300):

One of English 30-1, 30-2 or Francais 30

and

- At least two of the following:

- Mathematics 31
- Mathematics 30-1
- Mathematics 30-2
- Science 30
- Biology 30
- Chemistry 30
- Physics 30
- Social Studies 30-1
- Social Studies 30-2
- Any one language other than the one used above at the Grade 12 level (3000 series)

Any two other five-credit courses at the Grade 12 level (3000 or 6000 series) including those listed above and combined advanced CTS courses.

### **Note:**

- French and Francais are not the same course, and are not interchangeable)
- All courses used for scholarship purposes must have a minimum three-credit value).
- There is several other restrictions and conditions that could apply. Inquiries through Student Services are welcome.

## **LOCAL SCHOLARSHIPS AND BURSARIES**

The chart that follows lists the local scholarships and bursaries available to R.F. Staples students. A scholarship information package will be available from Student Services, which describes the criteria that must be met to apply for each scholarship or bursary.

Alberta Teacher's Association Scholarship	2	\$ 1000.00
Arista Haas Scholarship	1	\$ 1000.00
Biggeman Scholarship	1	\$ 200.00
Busby & District Lions Club Scholarship	1	\$ 500.00
Canadian Parents for French Scholarship	1	\$ 300.00
Clews, Shoemaker, Viney and Friesen Scholarship	1	\$ 1000.00
Jean Duteau Memorial Scholarship	1	\$ 500.00
Elks Club of Westlock Scholarship	2	\$ 1000.00
Helen Williams Memorial Scholarship	1	\$ 250.00
Heffel, Alanna Memorial Scholarship	1	\$ 500.00
John's Jewelers/Stephanie Sterling Engineering Scholarship	1	\$ 500.00
Koki Patel Nursing Scholarship	1	\$ 500.00
Pibroch Agricultural Society	1	\$ 500.00
Lennon and Barlow Scholarship	1	\$ 1000.00
Lenore Hutchison Memorial CTS Scholarship	1	\$ 250.00
Keitha Spragge Memorial Scholarship	1	\$ 250.00
Merit Contractors Association Award	1	\$ 300.00
Pembina Hills Citizenship	1	\$ 1000.00
R.F. Staples Staff Scholarship	1	\$ 500.00
Fawcett PACO (Progressive & Coordinating Ag. Society)	1	\$ 500.00
Rollings Bursary	1	\$ 250.00
Sisters of Charity -Nursing	1	\$ 500.00
-Education	1	\$ 500.00
Westlock Community Art Club	1	\$ 300.00
Westlock Drama Society (Alan R Doherty Memorial)	1	\$ 1000.00
Campus Life Scholarship	1	\$ 500.00
Clarence Williams Memorial Agricultural Scholarship	1	\$ 250.00
Westlock Nurses Chapter	1	\$ 500.00
Westlock Fire & Rescue	1	\$ 500.00
Westlock Rotary (Fred Morie Memorial)	1	\$ 500.00

Students are advised to consult calendars of the post-secondary institutions where they are applying to determine their eligibility for other awards, scholarships or bursaries.

## **JUNIOR HIGH INFORMATION**

### **Attendance Policy**

As previously quoted, the School Act states that a student shall "attend school regularly and punctually." Therefore, students are expected to attend school every day and to arrive on time, unless they are ill, celebrating a religious

holiday, or absent for some other unavoidable cause. Irregular attendance curtails the learning experiences and often hinders class progress through the efforts to "catch-up."

1. Regular attendance is the responsibility of the student and parent. School staff will assist whenever possible.
2. When a student is absent from school, the parent is asked to phone the school before 8:50 a.m.
3. The school will contact the home of absent students when a parent call is not received.
4. If a student is inexcusably absent, the student will be required to make the time up at noon or serve an in school suspension depending on the length of the infraction.
5. Students are considered late if they are not in their classroom by the bell.
6. If a student needs to leave school early for medical, dental or other valid reasons, parents are asked to send a note indicating the time the student needs to leave. The note should be shown to the classroom teacher and then presented to the office where the early leave will be recorded.
7. If a student becomes ill during the school day, the student should seek permission from the classroom teacher to report to the office. If the student is too ill to remain at school, office staff will contact parents to make arrangements.
8. To be excused from Physical Education class, a student must produce a medical certificate from a doctor.
9. Students are responsible for catching up on all work that they miss when they are absent, regardless of the reason.

#### **Total Absences**

Parents will be contacted after a student accumulates 10 unexcused absences to create a plan to improve attendance. If attendance concerns persist the student (and parents) may be reported to the Provincial Attendance Review Board. This policy applies only to students under 16.

#### **Lunch & Open Campus Policy**

We have an open campus policy for all students 7-12. As a parent, you can decide in discussion with your child whether you will allow them off-campus. If you did not want your child to leave school grounds, please let administration know.

#### **GRADE 9 TO 10 PLAN FOR SUCCESS (This aligns with the Pembina Hills Administrative Procedure 60 – 12 that deals with placing students into programs).**

R. F. Staples has adopted the philosophy that high school completion is a important goal and that a successful transition from grade 9 into grade 10 is a critical element to achieving this goal. To this end and throughout the year, a number of factors will be closely monitored for all of our grade 9 students. These factors include but are not limited to attendance (including being late), behavior and academic performance related to curriculum outcomes in both the formative and summative realms. If concerns arise and strategies and interventions during the year prove ineffective in correcting these concerns, a student may be required to attend summer school, tutorials, repeat one semester of grade 9 or a combination thereof before grade 10.

#### **PREREQUISITES – GRADE 10 LEVEL COURSES**

It is essential that grade 9 students enrolling in high school enter the appropriate level course. To guide students in selecting the appropriate course, the following criteria have been established.

	<u>Grade 9 Mark</u>	<u>Recommended 10 level course</u>
English LA 9	- 60 and above	English LA 10 - 1

	- 60 and below	English LA 10 - 2
Math 9	- 55 and above	Math 10-C
	- 55 and below	Math 10-3
Social Studies 9	- 50 and above	Social Studies 10-1/10-2
Science 9	- 55 and above	Science 10
	- 55 and below	Science 14

Grade 9 teachers will recommend the appropriate course for each student. If a student does not meet the above criteria, the student can apply to get into higher-level classes. This will require the student parent/guardians meet with a member of the administrative team. Course placement will be determined at this meeting.

## **JUNIOR HIGH AWARDS**

### **Special Teacher Awards**

Teachers may present individual awards for special achievements.

### **Fine Arts Award**

The R.F. Staples Fine Arts Award goes to a Grade 8 or 9 student who has demonstrated unique abilities across the fine arts in extra-curricular involvement.

### **C.T.F. (Career and Technology Foundations) Awards**

Award may be presented to one Grade 8 or 9 student from each of the three CTF disciplines. Criteria will include: positive attitude, prepared for class, respect for classroom rules, stays on task, and produces quality work. The student will be chosen by the individual CTF teacher.

### **Athlete of the Year**

Points are given for participation and performance in inter-school and intramural activities, as well as attitude and effort in physical-education classes. The student who accumulates the highest number of points throughout the school year wins this top honor.

### **Diligent Student**

Selected by teachers, this award is based on the following criteria:

1. Classroom effort/contributions
2. Homework completion--regularly and completely
3. Healthy, positive attitude towards school work
4. Cooperative behavior

### **Friends of the Library Award**

Our local library sponsors an award for the student nominated by the staff to be most diligent, regardless of academic achievement.

### **Academic Honors**

These honors acknowledge students who have achieved an 80% or better average in the core academic subjects of Language Arts, Math, Social Studies and Science. Students who achieve above 80% in each core subject will be recognized as having Honors with Distinction.

**Student of the Year**

This student exemplifies the attributes of a model student. Generally, one student per grade level is teacher nominated based on the following criteria:

- Academic achievement
- Extra-curricular involvement
- Socialization abilities
- Leadership abilities

**Bell Lowe Scholarship**

This award is given to the top grade 9 student in remembrance of Mrs. Bell Lowe, a former Junior High school teacher, and reflects her philosophy of student responsibility and achievement. The Junior High staff selects recipients.

**PHRD Citizenship Award**

This award is given to one or two grade 9 students who best exhibit leadership skills as chosen by the staff:

- Demonstrated concern for school, community and people through active involvement in local or regional structures (e.g. Student's Union, 4-H, School or Community Committees, etc.)
- Active history of volunteerism.
- Proven ability to learn from errors and to positively accept consequences for actions.
- Proven history of actively and positively seeking solutions to problems and issues.
- Maintain an overall academic standard of at least 70% in the four core academic courses.

