

**WETASKIWIN REGIONAL PUBLIC SCHOOLS  
PIGEON LAKE REGIONAL SCHOOL  
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**STUDENT HANDBOOK  
2023 - 2024**

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*Dr. Melissa Humby  
Principal*

*Mr. Adam Stewart  
Vice-Principal*



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### **Mission Statement**

At PLRS, we are committed to all students graduating:

- ❖ With an understanding of the importance of personal and interpersonal wellness
- ❖ With academic skills and personal attributes
- ❖ Prepared for post high school success
- ❖ As responsible citizens
- ❖ As lifelong learners
- ❖ With confidence and respect
- ❖ Inspired

### **Vision**

At PLRS, our policies, programs, and practices promote our mission statement. We envision a school where:

- ❖ Diversity is respected and celebrated in a safe, caring, and inclusive environment
- ❖ Students develop the characteristics of an active and responsible citizen
- ❖ Students receive timely and effective interventions from staff
- ❖ Students are at school every day with the desire to learn
- ❖ All students and staff have a passion for learning
- ❖ All staff are dedicated to our Mission Statement
- ❖ Staff and students utilize individual skills to contribute to our school community through wellness, school spirit, extracurricular activities, and school pride
- ❖ Positive community involvement

### **Values**

In order to achieve the shared vision of our school, we commit to a model where...

- ❖ We define “academic” as an acquisition of all skills, attributes, knowledge, attitudes, cross curricular competencies, and curriculum that encompasses every course that our students take
- ❖ Staff uses effective, data driven instructional methods supported by common assessments within the classroom to improve student learning
- ❖ Staff strives to establish candid, collaborative, and ongoing lines of communication with colleagues and other professionals
- ❖ Staff analyzes and evaluates school policies and procedures ensuring our actions are in line with our Mission Statement
- ❖ Staff learns from each other and supports each other in order to improve the learning environment for all
- ❖ Staff models the attitude and behaviour of a lifelong learner and an active citizen
- ❖ Staff takes the time to celebrate strengths and successes
- ❖ Staff wellness is a priority with in our school
- ❖ Staff encourage students to participate in school activities to promote school spirit



## **Pigeon Lake Regional School Administrative Team**

### **Principal: Dr. Melissa Humby**

- Responsible for all aspects of the school
- Instructional leadership of staff
- Collaborates with staff and oversees all programming in the school
- Coordinates events in the school
- Health and safety
- Responsible for human resources and budgeting activities

### **Vice Principal: Mr. Adam Stewart**

- Responsible for student issues / discipline in all grades
- Oversees and coordinates our directed learning programming
- Oversees extra-curricular activities
- Directed learning scheduling
- EA and teacher timetabling
- Cafe

### **Administrative Support Team**

**Mrs. Nicole Heilman:** Administrative Assistant/Librarian/ Student Information Support

**Mrs. Jennifer Cleland:** Administrative Assistant/Finance /Student Information Support

## **Student Learning Support Team**

### **Family School Liaison: Ms. Stacey Laye**

- Provides emotional and personal support for our students
- Mediation for student issues
- Meeting with at-risk youth
- Liaison between school and home

### **Inclusion Coach/ Success Coach: Mrs. Baisley and Mrs. Steele**

- Provides guidance and support to students and families
- Facilitates the development of IPPs for students in the school
- Level B assessments and exam accommodations
- Medical, behavioural and SIS plans and meetings
- Works with classroom teachers to meet the individual learning needs of students
- Works with the divisions career counsellor to coordinates our off-campus programming including Work Experience
- Assists students with areas of career and academic planning as needed
- Assists students with programming to ensure their success at school (keeping track of student marks, extra help, tutoring, work completion etc.)

### **Indigenous Support Worker (ISW): Mr. Warren Washburn**

- Assisting the school with cultural activities
- building relationships/connection with families and students
- Assisting the School support team ensuring student success

### **System Teacher (Remedial and Life Skills (RLS)): Ms. Rauser**

- Works with our highest needs students
- Knowledge and Employability Programming

## Bell Schedule

<i>Day 1</i>	<i>Day 2</i>	<i>Day 3</i>	<i>Day 4</i>
Warning Bell 8:45			
Period 1 8:45-9:15 (30 min)	Period 1 8:45-9:15 (30 min)	Period 1 8:45-9:15 (30 min)	Period 1 8:45-9:15 (30 min)
9:15-9:18			
Period 2 9:18-10:36 (78 min)	Period 2 9:18-10:36 (78 min)	Period 2 9:18-10:36 (78 min)	Period 2 9:18-10:36 (78 min)
10:36-10:40			
Period 3 10:40-11:58 (78 min)	Period 3 10:40-11:58 (78 min)	Period 3 10:40-11:58 (78 min)	Period 3 10:40-11:58 (78 min)
Lunch 11:58-12:38 (40 min)	Lunch 11:58-12:38 (40 min)	Lunch 11:58-12:38 (40 min)	Lunch 11:58-12:38 (40 min)
Period 4 12:38-1:56 (78 min)	Period 4 12:38-1:56 (78 min)	Period 4 12:38-1:56 (78 min)	Period 4 12:38-1:56 (78 min)
1:56-2:00			
Period 5 2:00-3:18 (78 min)	Period 5 2:00-3:18 (78 min)	Period 5 2:00-3:18 (78 min)	Period 5 2:00-3:18 (78 min)

### **Period 1**

Period 1 is dedicated to directed learning for junior high and flex time for senior high students. This is time for students to learn specialized skills in junior high including: computers, organization, career planning, literacy, and numeracy. In senior high, this is an opportunity for students to ask for extra help from their teachers. **Attendance is mandatory.**

## Communication

The school has in place several mechanisms that are set up to facilitate communication with parents. These items are in place to inform our parents and community of what is taking place at PLRS.

- School Website – [www.plrs.ca](http://www.plrs.ca)
- Staff Google Classroom pages
- Facebook Account - Pigeon Lake Regional School
- Instagram Account - Pigeon Lake Regional School
- Teacher Email (Available on the school website – Contact Tab)
- School Messenger System (texts / emails)
- Digital Newsletters
- PowerSchool
- School Sign

### **Parent-Teacher Interviews**

- Parent-Teacher interviews are held two - three times a year in the evening. Please watch for messaging on the website, Social media, newsletter and through School Messenger.

Parents are encouraged to come to the school to meet the teachers and find out how their child is doing.

### **PowerSchool Online Access**

- Parents and Students have online access to information from any computer via PowerSchool. You will be able to access the following information from your Student/Parent Portal:
  - Grades for current classes
  - Previous course marks and credits earned
  - Attendance reports
  - Progress Reports
- Contact the school if you need a username and password

## Procedures

### **Student Code of Conduct**

At Pigeon Lake Regional School we are committed to creating a safe and supportive learning environment where every student can experience success and achieve at a high level. To attain this we believe it is essential that our students:

1. Be diligent in pursuing their studies;
2. Attend school regularly and punctually;
3. Cooperate fully with everyone involved in providing education programs and services;
4. Comply with the rules of the school;
6. Respect the rights of others;
7. Respect and care for personal and public property; and
8. Be polite and display good manners

## **General Rules of Conduct**

*Parents and students are to refer to the handouts students will receive in September that outlines our school's Policies and Procedures.*

It is assumed that students attending this school desire to learn, wish to attend the classes in which they are enrolled, know how to behave in a reasonable manner, and have a strong sense of self-discipline and self-respect. The staff's wish is to see students develop the feeling that Pigeon Lake Regional School is their school, and that they have a role and responsibility for the culture and environment of the school. The primary objective of requiring appropriate student behavior and self-discipline is to produce a positive and safe learning atmosphere in which there will be no interruption of the learning environment. All students will assume personal responsibility for their behavior and actions, develop appropriate self-control, exhibit self-discipline, and accept the responsibility and consequences of any inappropriate behavior. To accomplish this objective requires a cooperative effort from students, staff, and parents.

The following general rules of conduct indicate the expected acceptable behaviors:

1. *Behavior towards students.*

Students should show respect for their fellow students. It is every student's right to feel accepted, comfortable, and safe within the school. No discourteous, racial or ethnic slurs, mistreatment, bullying or intimidation of any student will be tolerated. Students will demonstrate appropriate interactions at all times. No aggressive physical contact will be tolerated. Roughhousing and horseplay in hallways, classrooms and the common area are **not** permitted. Students will not be allowed to participate in public displays of affection that go beyond hand-holding. We want to create an environment in which all feel safe and comfortable.

2. *Conduct towards teachers and support staff.*

Students will treat teachers and support staff with courtesy and respect at all times. Inappropriate language and defiance will **not** be tolerated under any circumstances. Students who use inappropriate language toward a staff member face probable suspension.

3. *Conduct towards the school and its environment.*

Students should treat the school grounds, school building, its interior and facilities with a sense of civic pride. All damage, accidental or intentional, must be immediately reported to the office; failure to report such damages may result in the offender being charged with vandalism. Lastly, any willful damage, not reported by the individual(s) involved, will be the financial responsibility of the Students' Union to replace or repair.

**ZERO ACCEPTANCE INCLUDES THE FOLLOWING BEHAVIORS:**

- Disrespect and Defiance
- Physical aggression
- Verbal taunting/teasing/name calling
- Swearing/use of profane and/or offensive language

*Students can expect: Loss of privileges – trips, teams, detentions and/or suspensions*

It is expected that students comply with the rules and procedures of the school as presented by staff and school handbook.

### Specific Rules of Conduct

1. **Respect the rights of others:** Any threatening behavior will not be tolerated. Any verbal or physical intimidation will be taken seriously and assessed accordingly.
2. **Closed/Open Campus:** Students in Grade 10, 11 or 12 have the *privilege* of leaving the school grounds at lunch and during their spares. Inappropriate behavior in and around the community may result in the rescinding of this privilege. Students in **grade 7, 8 or 9 may NOT leave the school grounds**, with the exception of students who live at Falun and go home for lunch. Students are not permitted on Falun Elementary School grounds, which includes the Falun Rink.
3. **Student Dress:** Students are expected to dress in a clean, neat, appropriate manner. Appropriate clothing will cover all undergarments and midriff. Skirts and shorts must be at an appropriate length.
  - Clothing that is offensive, discriminatory or has drug and alcohol references will not be allowed. Hoodies are to be **removed** when in school. **Hats are currently permitted.**
  - Appropriate appearance reflects good judgment, personal respect, and respect for others. Students seen wearing inappropriate clothing will be asked to change into Physical Education T-shirts (if not available one will be provided) or turn the offensive clothing inside out.
  - School administration reserves the right to determine what is/is not acceptable attire.
4. **Smoking, Vaping, and Chew:** *Smoking, vaping and chew* will **NOT** be permitted, on the school grounds. This rule also applies to the Falun School grounds. The use of *smokeless tobacco* (chewing tobacco), *Herbal tobacco*, and the use of “e-cigarettes” or vapes will **NOT** be permitted in the school or on the school grounds. Students using or in possession of these products on school premises will face a suspension and products confiscated.
5. **Weapons:** Students found to be in *possession of a weapon/replica weapon* or threaten to be in possession of a weapon will be suspended from school. A review of their education program at Pigeon Lake Regional School will be initiated which may lead to a transfer or an expulsion hearing.
6. **Out of Bound Areas:** The dugouts on the ball diamonds, bleachers and tree line are out-of-bounds for all students. Students are not permitted in the areas behind the gym and I.A. shop without supervision.
7. **Drugs and Alcohol:** Pigeon Lake Regional School has a **ZERO** tolerance for *Drugs and Alcohol*. This includes:
  - Students in possession of *drugs, alcohol* or paraphernalia in the school, on the school grounds or at a school event.
  - Students under the influence of *drugs or alcohol*. (*This includes smelling like drugs or alcohol or suspicion of being under the influence*).
  - Students that are responsible for the distribution of *drugs or alcohol* must be prepared to be expelled from school and the RCMP contacted.

Students that are found to be in violation of the Drugs and Alcohol policy will be suspended. Students may also be removed from extracurricular events for the school year. Upon returning students will be required to have a meeting with parents, principal, school counselor / addiction / mental health.

8. **Electronic Devices:** PLRS encourages the use of electronic devices for educational purposes. **NO** devices (including cell phones) are to be used in the classroom, unless under the discretion of PLRS staff. Personal devices will be asked to be kept in the student locker or at home. If a device is asked to be used in a classroom, the device should be used in a respectful and appropriate manner at all times and should not be detrimental to the learning environment. The student expectations that are outlined in the PLRS Student Code of Conduct apply to online use as well. Any misuse may lead to consequences that may result in loss of online access or further disciplinary action. At **NO** time should students use their devices to take pictures or video, as this is in violation of or FOIP rules. Students who abuse the privilege of device (including cell phones) use will face the following consequences:

**First offence:** the device is turned off and put in their locker.  
**Second offence:** the device is confiscated and placed in a secure place (teacher desk, office) until the end of class or until the end of the day.  
**Third offence and continued offences:** continued offenses are seen as defiant. As such, possible consequences may include: phone in the office, suspension, the student no longer being allowed to have their device on school property. Parent/Guardian will be informed.

***Students who bring electronic devices to school do so at their own risk. The school accepts NO responsibility for any replacement or repair.***

## **Attendance**

### *Basic Premises*

1. Regular school attendance contributes significantly to student achievement and is a requirement under Section 7 of *The Education Act*.
2. The responsibility for regular attendance rests with the student and the student's parents/guardians. Parents must notify the school of student absences.
3. **Parents/guardians are required to notify the school if their child will be absent. If no notification is given, then an absence is given. Repeated absences can lead to removal from the class and loss of credits.**

### **General Procedures**

- Teachers will discuss attendance expectations with students at the beginning of the year or semester.
- Students who are absent from classes for any reason are responsible for completion of all work assigned during any missed class(es).
- If a student has an unexcused absence from school the student's parents/guardian will be contacted to inform the parents/guardian which period the student was absent from.
- Parents can monitor attendance online using PowerSchool.

- The school will contact parents /guardians when a student is absent from school and we are unaware of the reason why.
- Administration will be involved in any incident that involves students skipping class.
- Teachers will be in contact with parents if they notice a student has too many absences or too many lates (in a month).
- When a student has reached a 10% absence rate a formal review of the student's attendance will be initiated. A letter will be sent home and a meeting will take place with the student.
- When a student has reached a 15% absence rate students and/or parents may be asked to meet with the school administration to review the reasons for absenteeism and to set up a plan for improvement. Parents will continue to receive reports from the school if the absentee rate does not improve.
- If a High School student misses 25% or more of class time, the student may be removed from the course(s), be asked to retake the course at a later date, or possibility of credit recovery when they can assure more regular attendance. Parents may appeal this decision to the principal.

If attendance is a concern, the student may be subject to the following actions:

- (a) Exclusion from extracurricular activities
- (b) Letters, phone call home and parent meetings / Student meetings
- (c) Removal from class or course
- (d) Referral to the Provincial Attendance Board or suspension from school with recommendation to the Board of Education for expulsion.

### **Extended Holidays**

Parents/guardians and students must accept full responsibility for any detrimental effects of missing regular classroom instruction.

When a student is going on an extended holiday, the following conditions apply:

1. Parents/guardians should arrange to discuss this with the Principal.
2. It is the responsibility of the student to contact his/her teachers to find out what will be missed or has been missed.
3. A student is responsible for all missed work as directed by the teacher.
4. A student will be responsible for assigned major projects.
5. Unless a clearance has been previously arranged by the student and approved by the school, any test missed during this extended holiday period will be assigned zero.

### **Accident or Illness at School**

If a student is injured or becomes ill during class time, he/she should notify the office. If the injury or illness appears to be serious, parents/guardians will be contacted and arrangements made to have the student sent home. Under no circumstances should a student who is ill remain in a washroom or go to the medical room without first contacting the office. In instances where students are injured or seriously ill and parents cannot be contacted, the school administration will secure the required medical attention. In all cases, every attempt will be made to contact parents before an ambulance is called, however, if it is deemed an emergency, an ambulance will be called to ensure the safety of the student.

### **Books and Materials**

The school will provide students with novels and textbooks. Students losing or abusing books will be charged fair replacement value. Other supplies are the student's responsibility. Students are expected to get textbooks and materials they require for the next periods at their breaks.

### **Pay School Fees Online**

School fees are payable in September. We have an online payment system that can be accessed through PowerSchool. Students will receive a fee schedule in September. If payment of school fees is a concern, parents are encouraged to contact the school to make alternative arrangements.

### **Gym Clothes**

Students shall have a separate change of clothes and shoes for PE. Shorts, T-shirts and sweatpants are all suitable attire.

### **Field Trips**

Students taking part in field trips are not considered absent as per the attendance policy. Depending upon the circumstances, some students with poor attendance or poor grades may not be allowed to participate. Parents must give written permission before students will be included. Parents can now fill out Field trip and permission forms online by going to PowerSchool and then clicking on Forms and Fees

### **Lockers**

Junior high students will be issued a school locker and lock on their first day of school. Senior high students will be issued a locker and combination upon request. Combination locks must be rented from the school for a cost of \$2.00 (non-refundable) payable with school fees. The lock combination will be kept on file in the office. All other locks will not be permitted. Lockers must be locked at all times. Failure to follow these rules will result in loss of locker privileges. School administration reserves the right to gain access to a student's locker for a search when cause exists.

### **Backpacks**

Backpacks will **NOT** be permitted in classrooms - students will be assigned a locker for their belongings. Students will have many opportunities at break times to gather binders, paper, books and pencils for their classes.

### **Fire and Lockdown Drills**

Fire drills will be held regularly and are of a serious nature. Specific rules and directions for fire drills are posted in all rooms. It is the duty of each student to be aware of these rules and directions.

### **Students Providing Their Own Transportation**

The Wetaskiwin Regional Division provides transportation for students to attend school. Students who choose to provide their own transportation on a regular or occasional basis should observe the following rules:

1. Angle park **in** designated areas. Enter and leave the school grounds, from the west end, at a speed not in excess of 15 km per hour.
2. Students are **NOT permitted to sit in vehicles at any time**, nor are they permitted to loiter around the vehicles. This area is out of bounds unless students are arriving or leaving.
3. Enter the school grounds quietly and leave quietly (radios, mufflers, etc.)

4. Students who do not follow the above rules will not be permitted to bring vehicles to school.
5. Students are not allowed to transport other students to school sanctioned extracurricular events. They are to use the provided bussing as arranged by the school.

### **Awards Ceremonies**

The Awards Ceremony happens in the fall. Please watch for updates. Awards are presented for highest class average, honors, the highest mark in a subject, male & female citizenship, as well as a variety of special awards. A separate Athletic Banquet will be held at a later date.

### **Inclement Weather**

The most current and updated information about Bus Schedules is posted on the bus app (Bus Status 4). Any buses that are not running due to inclement weather will be posted on the app. Parents and students are advised to check the app when in doubt. Schools are generally open and are not closed due to weather conditions. Please do not drop your child off at school without ensuring they have gained access before you depart.

## **Academics**

### **Student Assessment and Evaluation**

Measures used to assess and evaluate student achievement shall be based on the outcomes defined in the Alberta Curriculum and Program of Studies. Teachers shall use both Formative and Summative Assessments to determine the student's progress.

- Formative Assessment (assessment for learning): assessment experiences that result in ongoing exchange of information between students and teachers about student progress toward clearly specified learner outcomes.
- Summative Assessment (assessment of learning): assessment experiences designed to collect information about learning to make judgments about student performance at the end of a period of instruction.

Information gathered from formative assessment and practice is not used to determine a student's grade. Only levels of achievement derived from summative assessments are used as evidence and are reported in a Teacher's Markbook. The final evaluation shall be a cumulative final mark.

Students and/or parents/guardians may appeal the final evaluation mark of the student. The initial appeal must be submitted to the principal. Where a satisfactory resolution is not achieved, a written appeal may be made to the Superintendent or designate.

Pigeon Lake Regional School does not feel that a Zero is an accurate measure of student learning in reference to the course outcomes. As a result, Zero's will not be given as a mark unless:

- A student has not handed in an assignment two weeks prior to the end of the term.
- A student has cheated on a test or assignment.
- A student has committed plagiarism.

### ***Plagiarism***

Plagiarism is an extremely serious offense. Essentially, plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Most commonly plagiarism exists when:

- a. The work submitted by the student was actually done by someone else, but is presented as the student's work.
- b. Parts of the work are taken from another source without reference to the original author.
- c. The whole work is taken from another source without reference to the original author.
- d. The student submits work in one course which has also been submitted in another course without prior agreement of the instructor(s) involved.
- e. While it is recognized that scholarly work often involves reference to the ideas, data and conclusions of other scholars, honesty requires that such references be explicitly and clearly noted.

### **Credit Recovery for Failed or Incomplete Courses:**

#### ***Rationale***

There are many reasons why a student may not be able to complete or successfully complete a course over the course of a semester. The purpose of credit recovery is to allow students to reattempt specific learner outcomes or complete work they were unable to complete within the given time period.

#### ***Policy***

In order to qualify for credit recovery a student must have achieved a grade of at least 40% and no greater than 49%. Students must have attended 75% of the class. Students must also have satisfactorily completed a significant portion of the course and the outcomes to be redone are clearly identified by the classroom teacher or school administration. Students entering credit recovery must obtain permission from school administration; and a timeline for course completion will be determined by the student and principal or vice-principal, in consultation with the learning support teacher, career counselor, and the classroom teacher.

#### **Redo policy**

We believe students should have every opportunity to demonstrate their knowledge of the curriculum. As such, teachers will allow students to redo tests and quizzes, as well as assignments. Teachers are allowed to work within the existing policy to make it their own. Teachers must include their REDO policy in their course outlines. Teachers without a redo policy will follow the following general guidelines. Pigeon Lake Regional School will allow students to "redo" assignments as long as the student meets the requirements set forth in PLRS Redo Policy.

- a. To be eligible to REDO an assignment, the assignment must have been handed in on time.
- b. Students have to inform the teacher that they wish to redo an assignment within 2 days after receiving the mark from the teacher.
- c. The mark that is received on the redo will be the mark that is recorded in the teacher mark book.
- d. Major Assignments that have been handed in for corrections and feedback, may not be eligible (teacher discretion) for a REDO. Teachers must make students aware if an assignment is not eligible for REDO.
- e. Students may only ask for REDO on each summative assessment once.
- f. CTS Students may not be eligible for a REDO on an assignment if there is a cost involved unless the student is willing to cover additional costs.
- g. CTS Studies may not be eligible to REDO the project if the time frame is not reasonable.

**Homework**

Students often assume that if no specific work has been assigned, they have no homework. Each of the areas listed below should be part of the regular homework schedule:

- completion of work not finished in class
- completion of daily assignments
- working on long term assignments (Do not leave these until a few nights before they are due).
- review of work taken that day (Studies have shown that 70% of material learned is forgotten within three days if there has been no review.)
- study for exams and tests (If you review daily, this will be easy.)
- Students are responsible for keeping a neat and complete set of notes for each subject.

Students who do not complete their work, may be removed from a complimentary class and or extra curricular activity. Students who improve their work habits may be placed back in their complementary courses.

***Writing of Final Exams***

Final exams are set in the majority of courses. The purpose of these exams is to assess student achievement based on curricular outcomes. The final exam experience is an essential element in completing a course of studies.

Pigeon Lake Regional School has developed consistent standards regarding to Final Exam weighting in each of the four core class (Math, Science, Social, English)

<b>Grade</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>Final Exam</b>	15%	20%	25%	30%	30%	30% Diploma

- The Grade 9 Final Exam will be the PAT's for each of the four core classes. If a student has received an exemption from Alberta Education, the Teacher will provide an in school final for that student.

- Midterms at the Jr. High Level may be used at the Teacher's discretion but will not exceed 10% of the overall course mark.

The writing of final exams is compulsory. If a student fails to write a final exam, a grade of 0% will be assigned for that exam.

### **Exemptions**

- Absence from final exams resulting from serious medical problems as attested to by a physician or dentist, absences due to compassionate considerations, and absences approved in advance are the only exceptions to the above policy. These exceptions will be ruled upon by the administration.

### **Appeal Procedure**

In the event that a student wishes to appeal a final mark, the following process should be used:

- An appeal should be made directly to the teacher concerned.
- If an appeal is not resolved, the administration, after consultation with the people concerned, will make a decision.
- For appeals beyond the school level see the Principal for procedures.

### **Diploma Examination Marks**

The final mark awarded for a diploma examination subject is determined by averaging the school-awarded mark and the mark received on the provincial examination.

The student's Detailed Academic Report (DAR) will show three marks:

1. School mark
2. Provincial exam mark
3. Final course mark

## **Junior High**

### **Core Subjects**

All students must take the subjects outlined below. Students remain in their core course grouping for these subjects. Our schedule is organized in a four-day cycle with 5 periods, each 78 minutes long, as well as a 30 minute Directed Learning/ Flex Block.

Language Arts	Physical Education
Social Studies	Health
Mathematics	Science

### **Complimentary Subjects**

The school offers the following complimentary subjects.

2D/3D Design, Art, Foods, Industrial Arts, Spring/Fall sports, Drama, and computers

Sports Performance, Financial Management, Foods, Shop, Art, Tourism, Design Studies, PE 20/30, World Religions, Agriculture/ Wildlife, Drama, Cosmetology, Psychology, Sports Injury, and Computers, and Leadership.

### **Jr High Honor Roll**

The following criteria will be used to calculate if a Jr High Student has received honors:

<b>Language Arts</b>	<b>25%</b>
<b>Math</b>	<b>25%</b>
<b>Science</b>	<b>25%</b>
<b>Social</b>	<b>25%</b>

### **Promotion / Retention Policy**

In Junior High a student normally requires a weighted average of 50% to proceed to the next grade. This is determined with the following weightings:

Language Arts	25%
Mathematics	25%
Science	25%
Social Studies	25%

A student having a weighted average of between 40 - 50% will be considered carefully before promotion to the next grade is granted. Students experiencing difficulties may be retained at the present grade level or considered for placement in other appropriate programs upon discussion with the family. Since many final examinations will be worth 20 - 30% of the student's mark, parents should encourage their children to prepare well for these tests.

## **High School**

Students will receive an Alberta High School Diploma, or Certificate of School Achievement or a Certificate of School Completion upon completion of their high school program.

### **High School Course Credits**

Each course in the High School curriculum is assigned a credit value. Most courses are valued at 3 or 5 credits with CTS courses valued at one credit per module. Students must earn a 50% or more to receive credits. No credits will be granted when the maximum credits in a course have been previously awarded.

### **Required Class Loads**

It is recommended that students carry a minimum number of credits to ensure they are active in their studies and that they are on track for graduation.

<b>Grade 10</b>	<b>no spares</b>
<b>Grade 11</b>	<b>no spares</b>
<b>Grade 12</b>	<b>may have 1 block per semester as a spare</b>

### **Grade 10 Students**

- Grade 10 students enrolled at Pigeon Lake Regional School shall have a full-time class load of in-school courses. (Minimum of 40 in-school credits)
- Grade 10 students may take Work Experience outside of classroom hours.
- Grade 10 students may take courses via online, but these courses must be completed outside of classroom hours.
- All grade 10 students will take CALM 20 and PE 10,
- All grade 10 students shall take optional courses – chosen from the CTS, or Fine Arts courses offered.

### **Grade 11 Students**

- Grade 11 students enrolled at Pigeon Lake Regional School shall have a full-time class load of in-school courses. (Minimum of 40 in-school credits)
- Grade 11 students may take Work Experience.
- All grade 11 students shall take optional courses – chosen from the CTS, Physical Education or Fine Arts courses offered.
- Grade 11 students shall take a sufficient number of courses to ensure that graduation requirements are met.

**Note:** Students may, with permission, take one Grade 11 course in your grade 10 year. However, students must have a final mark of at least 70% in the prerequisite 10 level course to take the 20 level course in their grade 10 year.

### **Grade 12 Students**

- Grade 12 students enrolled at Pigeon Lake Regional School must take a minimum 75% course load to maintain regular student status. For those students who wish to take a course load less than 75% permission needs to be granted by administration.
- Grade 12 students shall be expected to carry a minimum course load (75%) for the student being able to meet graduation requirements.

### **Spares or Study Periods**

Students in Senior High School should have only a minimal number of free periods. Students in High School have basically four places where they may be during their spares:

1. In the Learning Commons with sufficient work to occupy them for the duration of the spare.
2. Student common area with work, reading or other quiet activities.
3. In the early fall and late spring they may take work to the picnic tables.
4. They may leave the school grounds according to open campus policy.

Under no circumstances will students on spares be permitted to be in the halls during class time. Failure to follow these rules will result in the students spending their spares in a supervised room where classes are in progress. The basic rules of conduct apply to all students with spares. Students who do not conduct themselves appropriately will lose the privilege of having a spare.

### **Course Names and Numbers**

Each High School course is assigned a course name and number, such as Social Studies 10, English 20, or Biology 30. The name indicates the subject area, while the number signifies the year or grade level.

- First year courses have numbers: 10-1, 10-2.
- Second year courses have numbers: 20-1, 20-2
- Third year courses have numbers: 30-1, 30-2, 30-3.

In each subject area in a particular year there are usually several different courses offered, (i.e. Social 10-1 or 10-2). Each course has different prerequisites and different academic challenges in order to give a choice to students with varying interests and abilities.

### **The Alberta High School Diploma**

The Alberta High School Diploma is awarded to students meeting the requirements outlined below:

- |   |
|---|
| <ul style="list-style-type: none"><li>• Earn a minimum of 100 credits</li><li>• Complete and meet the standards of the following courses:<br/>English 30-1 or 30-2 or Francais 30<br/>Social Studies 30-1 or 30-2<br/>Mathematics 20-1, 20-2 or Mathematics 20-3<br/>Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20</li><li>• Complete and meet the standards of the following:<br/>Physical Education 10 (3 credits)<br/>Career and Life Management (CALM) 20 (3 credits)<br/>10 credits from career and technology studies (CTS) or fine arts or second languages<br/>10 credits in any 30-level course (including locally developed) in addition to English 30-1 or 30-2 and Social Studies 30-1 or 30-2</li></ul> |
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Students should be aware of the courses required for specific post secondary institutions and programs (U of A, NAIT, etc.) This information is available through our career counselor or by contacting the institution directly.

### **Senior High Knowledge & Employability Program: Certificate of High School Achievement**

The K&E program offers instruction to students who find studies in diploma courses very difficult, but are still able to participate in studies of Science, Social Studies, Mathematics and English Language Arts. The focus of the course is to prepare students for the world of work and a work experience opportunity is usually involved. Students can enroll in this course in grade 10, 11 or 12. They graduate with a Certificate of High School Achievement rather than a diploma.

### **Senior High REAL Program: Certificate of High School Completion**

The REAL program is designed to meet the learning needs of students who are outside a regular school program. In senior high, the REAL program offers students the opportunity to acquire, consolidate, and

expand upon concepts, skills and attitudes necessary for responsible citizenship, lifelong learning and successful transition to the workplace, or to provide a successful transition to regular senior high programs.

### **High School Course Sequence**

Courses in most subject areas are arranged in sequences. Normally a student must pass the lower level courses before being allowed to proceed to the next course in a sequence.

Experience has demonstrated that students taking the 10, 20, 30 sequence, most often are unsuccessful at the 30 level unless they have achieved above 60% on the preceding course. It is recommended that students should have at least a 60% mark or better, prior to registering in the next course at the 20 and/or 30 level. These conversations should take place with our Academic Counselor and/or Administration.

#### **Math 10C and Science 10**

- Students in Grade 9 are required to achieve a mark of 50% or better in Mathematics 9 to enter Mathematics 10 C. A mark of 50% or better in Science 9 is also required to enter Science 10.

#### **Social and English**

- A mark of 60% or better in Language Arts 9 and Social Studies 9 is recommended to enter English 10-1 and Social Studies 10-1 respectively.

#### **Transferring down**

- If a student scores between 40-49% in the higher level course they may “transfer” to a lower level course at a higher grade level. As a result, upon successful completion of the lower level sequence the student will receive “retroactive” credits of the previously failed grade level. For example, a student fails Social Studies 10-1 with a mark of 45%. The student then takes Social Studies 20-2 and passes the course. The student will then be awarded credits for Social Studies 10-2, even though they have not taken the course.
- In the Math curriculum the opportunity to “transfer down” is greatly restricted. As a result, students and parents are advised to make appropriate Math course selections to ensure that additional time is not required in order to achieve the Alberta High School Diploma requirements.

### **Changing High School Courses**

The selection of courses is a very important decision and students should give this careful consideration. In spite of such careful selection there may be extenuating circumstances for the dropping of a course, but this action should not be taken lightly. Students will only be permitted to drop a course if they can pick up a course of sufficient credit value to maintain their required credit load. Students dropping a core course after Nov. 1<sup>st</sup> or April 1<sup>st</sup> will have a mark submitted for the course, which will be part of their official transcript.

Deadline for Courses Changes:

- First Semester Option Course – September 8<sup>th</sup>
- First Semester CORE Course – September 8<sup>th</sup>
- Second Semester Option Course – February 16<sup>th</sup>
- Second Semester CORE Course – February 16<sup>th</sup>

All students requesting dropping or transferring to another course must set up an appointment with the Academic Counselor.

### **Graduation Policy**

A student eligible to be termed "graduand" and to take part in graduation exercises must meet the following criteria:

- The student must have been in attendance and received marks from Pigeon Lake Regional School or Pigeon Lake Storefront School for either the first semester, second semester, or both.
- The student must be registered in and have passing marks by May 1 in the courses required to achieve an Alberta High School Diploma. Students must have all assignments submitted for marking by May 1.
- Students must have completed 60% of the course by May 1.
- The students shall be expected to carry a minimum course load (75%) to be eligible to graduate (some exceptions may apply after meeting with Administration and the Career Counsellor). The 75% does not apply to storefront students. Nor students who will have earned 100+ credits.
- The student who is registered in Distance Learning must have by May 1 at least 60% of the course completed.
- The student registered in a Special Project must show the school that the project is 60% completed by May 1.
- The student registered in Work Experience must have completed 60% of the hours required by May 1.
- In order for student write ups and photos to appear in the yearbook, grade 12 students must meet the requirements above.

### **Valedictorian Selection**

The valedictorian will be selected using the highest average mark based on the following courses:

- 30-1 English,
- 30-1 Social Studies,
- the highest marks in three other 30 level academic courses
  - Math 31, Math 30-1, Math 30-2, and any 30 Level Sciences

Only regularly programmed courses offered and completed within the school (PLRS) are to be considered when determining valedictorian eligibility.

The aggregate marks shall be determined using the marks indicated on the last reporting period prior to the graduation ceremony, and/or the final blended marks of these same diploma courses previously completed (e.g., a student's marks of 91, 86, 93 and 85 results in an overall aggregate mark of 444).

In the event of a tie, each of these students shall be offered the opportunity to deliver the valedictorian address.

Only those students registered at PLRS prior to December 1 of the graduating school year shall be considered to be eligible for the honour of valedictorian.

The Principal has the authority to withdraw the honour of the valedictorian from any student who demonstrates a less than acceptable ethical, moral or responsible character.

### **Careers and Scholarships**

The Academic counselor has a wealth of information with regards to careers and scholarships, as well as other financial assistance. Our Academic counselor is available to help plan post-secondary training and career options.

### **Rutherford Scholarship Criteria**

Students that receive marks of 75% and higher in grade 10, 11, or 12, are eligible for the Rutherford Scholarship. Please see the Academic counselor for more information.

The Rutherford Criteria is also used to determine Honors for Sr High Students.

Grade 10	Grade 11	Grade 12
<ul style="list-style-type: none"> <li>• Average of 75.0% to 79.9% in five courses - \$300*</li> <li>• Average of 80% or higher in five courses - \$400</li> </ul>	<ul style="list-style-type: none"> <li>• Average of 75.0% to 79.9% in five courses - \$500*</li> <li>• Average of 80% or higher in five courses - \$800</li> </ul>	<ul style="list-style-type: none"> <li>• Average of 75.0% to 79.9% in five courses - \$700*</li> <li>• Average of 80% or higher in five courses - \$1,300</li> </ul>
<p>Average is calculated from 5 designated courses  *Option/Career and Technology Studies (CTS) may also be considered (See below).</p>		
<p><b>One of:</b></p> <ul style="list-style-type: none"> <li>• English 10-1, 10-2</li> <li>• Français 10-1 or 10-2</li> </ul>	<p><b>One of:</b></p> <ul style="list-style-type: none"> <li>• English 20-1, 20-2</li> <li>• Français 20-1 or 20-2</li> </ul>	<p><b>One of:</b></p> <ul style="list-style-type: none"> <li>• English 30-1, 30-2</li> <li>• Français 30-1 or 30-2</li> </ul>
<p><b>At least two of:</b></p> <ul style="list-style-type: none"> <li>• Mathematics 10C</li> <li>• Science 10</li> <li>• Social Studies 10-1 or 10-2</li> <li>• A language other than one used above at the Grade 10 level.</li> </ul>	<p><b>At least two of:</b></p> <ul style="list-style-type: none"> <li>• Mathematics 20-1, or 20-2</li> <li>• Chemistry 20</li> <li>• Physics 20</li> <li>• Science 20</li> <li>• Biology 20</li> <li>• Social Studies 20-1 or 20-2</li> <li>• A language other than one used above at the Grade 11 level.</li> </ul>	<p><b>At least two of:</b></p> <ul style="list-style-type: none"> <li>• Mathematics 30-1, 30-2 or 31</li> <li>• Science 30</li> <li>• Social Studies 30-1 or 30-2</li> <li>• Biology 30</li> <li>• Chemistry 30</li> <li>• Physics 30</li> <li>• A language other than one used above at the Grade 12 level.</li> </ul>
<p><b>Any two courses</b> with minimum three credit value at Grade 10 level (1000 or 4000 series) including those listed above and combined option and introductory CTS courses.</p>	<p><b>Any two courses</b> with minimum three credit value at Grade 11 level (2000 or 5000 series) including those listed above and combined option and intermediate CTS courses.</p>	<p><b>Any two courses</b> with minimum five credit value at Grade 12 level (3000, 6000 or 9000 series) including those listed above and combined option and advanced CTS courses.</p>

## Extra-Curricular Events

### Clubs and Sports

Pigeon Lake Regional School believes in offering a wide range of extracurricular activities for all grade levels. The following represents a list of some of the activities that are offered to students:

Volleyball	Golf	School Reach
Basketball	Track and Field	Drama Productions
Badminton	Spirit Days	Computers
Cross Country	Field Trips	Board Game Club
High School Travel Club	Ski Trips	GSA
Drop In Basketball (Rat ball)		Horses of Hope
Student Intramural Program		
Students Union		

If students wish to start a new club, they should find 10 students wishing to take part, and then approach a teacher to act as staff representative.

### Students' Union

PLRS.'s Students' Union helps organize and fund school activities that enhance the climate of the school and provide increased opportunities for students. Students are encouraged to become active members of the Students' Union.

### Dance Policy

1. If PLRS chooses to host dances, there will be a maximum of 3 after-school dances, none of which will be in June.
2. There are no open dances. Every student attending PLRS. is allowed to invite one guest, which needs to be approved by administration. The guest's name, grade and school is provided prior to the day of the dance and the student who invited that person is responsible for the guest's actions. Guests are required to be registered in a 7-12 school.
3. Tickets will not be sold at the door but must be purchased in advance.
4. The dance is from a time determined by the student representative council. The doors will be locked at 30 minutes upon start and no one will be admitted after that time. If a student leaves the school after being admitted, they will not be readmitted.
5. Drugs or alcohol are not permitted. Infractions may result in suspension from school, and in the case of alcohol, the police will be notified.
6. Students who have been given 2 in-school suspensions or one out-of-school suspension in the term prior to the dance is not eligible to attend the dance.

Please see Dance Policy for more information on the PLRS website