

BANFF COMMUNITY HIGH SCHOOL

Student /Parent Handbook



2016-2017





Canadian Rockies Public Schools

2016-2017 Learning Calendar



July 2016						
Su	M	Tu	W	Th	F	Sa
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August 2016						
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December 2016						
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January 2017						
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February 2017						
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March 2017						
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May 2017						
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June 2017						
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July 2017						
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August 2017						
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- Opening/Organizational Days
- First Day of School / Last Day of School for Students
- Winter Break / Spring Break
- Teacher Professional Learning
- ATA Convention
- School Closure
- School Closure in Lieu of Parent/Teacher Interviews
- Parent/Teacher Interviews (Oct 26, 27, March 15, 16 Evening P/T Interviews 5:00-8:00 p.m.)
- Aboriginal Day – No Exams
- Diploma Exams – a.m.
- Holidays

[CRPS School Calendars online.](#)



STUDENT/PARENT HANDBOOK:

Canadian Rockies Public Schools Vision, Mission, Beliefs and Guiding Principles

Vision:

To empower students to be their finest – Today and Tomorrow.

Mission:

Creating dynamic learning environments that ensure student success.

Beliefs:

We believe student learning thrives when:

- The needs of students are recognized and come first.
- Each student's knowledge, skills, attributes and interests are identified and developed.
- The learning environment is physically and emotionally safe and secure.
- Opportunities are provided for challenge, discovery, action and reflection.
- Each school and the district as a whole function as a Professional Learning Community – engaged together in ongoing learning.
- Parents are well informed and have meaningful opportunities to participate in their child's education.
- There are healthy connections between the schools and their communities.
- Relationships between the board, staff, students, and community model mutual respect and support.

Guiding Principles:

The Board of Trustees believes that the primary purpose of public education is improvement of instruction which will advance student learning and achievement. Therefore, to be successful, the best uses of resources together with cooperative efforts of staff, students and community are developed to provide appropriate and challenging learning experiences for students. The Board is committed to fiscal responsibility, with the needs of students as its highest priority.

Banff Community High School Vision Statement

BCHS is a supportive and safe educational environment, which nurtures the uniqueness of individuals as they strive for personal excellence.

We work in partnership with parents and the community, both local and global, to develop dynamic citizens.

Key areas for development:

- School Culture
- Assessment
- Technology integration

Mission Statements

- Using challenging curriculum in a school culture, which integrates our unique mountain environment, we will inspire all students to maximize their potential, at every opportunity.
- Individuals are encouraged to be adaptable, lifelong learners, accepting challenges to become proactive, creative agents of change.

At BCHS, we value...

Belonging – being involved and being a friend

Excellence – giving ones best effort

Accountability – taking ownership for behaviour and choices

Respect – yourself, others and property

Safety – thinking before acting, following rules to ensure safety



OPERATIONAL GUIDELINES

SCHEDULE:

Weekly Schedule:

The school operates on a 4 day rotating schedule. The Junior High School operates on a full year basis, with some option courses being semestered and the Senior High School's timetable has semestered and full-year courses.

4 Day Rotating Schedule

Day 1	A,B,C,D
Day 2	B,C,A,D
Day 3	C,A,B,D
Day 4	A,B,C,D

- Please note we are experimenting with a frozen D block this year as we begin to look at aligning timetables with CCHS.

Daily Cycle:

Students are expected to **report to block 1 at 8:25 a.m.** The school classroom hours – Monday through, Friday, are from 8:25 a.m. to 3:24 p.m., with a **lunch break from 11:27 a.m. – 12:27 p.m.** Both 43 and 86 minute periods are scheduled during these hours. On most Fridays during the year students will be dismissed at 11:27 so teachers can attend Profession Development and Professional Learning Community Sessions.

<p>Office Hours:</p> <p>Daily from 8:00 a.m. to 4:00 p.m., closed over the lunch hour. The school will be closed at noon on all early dismissal days.</p> <p>Please note these hours:</p> <p>Monday, Tuesday, Wednesday Thursday, Friday:</p> <p>Morning: 8:25 a.m. to 11:27 a.m. Lunch: 11:27 a.m. to 12:27 p.m. Afternoon: 12:27 p.m. to 3:24 p.m.</p> <p>Friday Early Dismissals:</p> <p>Morning: 8:25 a.m. to 11:27 a.m.</p>	<p>LUNCH HOUR</p> <p>Lunch Hour is 11:27 a.m. to 12:27 p.m. A supervised lunchroom is available to all students. Intramurals are scheduled during this time.</p>
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BCHS Instructional Day 2016-2017

BLOCK 1	8:25am-9:08am	(43 Min.)
BLOCK 2	9:08am-9:51am	(43 Min.)
BREAK	9:51am.-10:01am	(10 Min.)
BLOCK 3	10:01am.-10:44am	(43 Min.)
BLOCK 4	10:44am-11:27am	(43 Min.)
Lunch	11:27am-12:27pm	(60 Min.)
BLOCK 5	12:27pm- 1:10pm	(43 Min.)
BLOCK 6	1:10pm-1:53pm	(43 Min.)
BREAK	1:53pm-1:58pm	(5 Min.)
BLOCK 7	1:58pm-2:41pm	(43 Min.)
BLOCK 8	2:41pm-3:24pm	(43 min.)

BREAKS

All students have a 10 minute break each morning and 5 minutes each afternoon. Junior High students **must not** leave the school grounds.

Following the break it is the students' responsibility to be on time for their next class.

THE SCHOOL OFFICE

The office is open from 8:00 a.m. to 4:00 p.m. Monday through Friday. Appointments with the principal and guidance counsellor are available by calling 762-4411. All staff can be reached via e-mail by entering the first.lastname @crps.ca Our website address is <http://bchs.crps.ca/>

ANSWERING MACHINE

The school office has an answering machine that is in operation from 4:00 p.m. to 8:00 a.m. Monday to Friday, during the lunch break and also on weekends.

PHONE IN ATTENDANCE LINE

Banff Community High School Attendance Line

Banff Community High School has an "Attendance Line" to assist us in tracking student attendance. Parents are encouraged to use this process when notifying our school about an attendance issue for our students. By using this system, we can enhance our office procedures relating to attendance. Only those absences confirmed by a parent are considered excused. Please follow the procedure that is outlined below.

- Dial 762-4411 and press 1.
- Follow the online prompt. The information that our school typically would like to acquire is:
 - Name of Parent
 - Name of Student
 - Grade of Student
 - Dates of Absence



- Reason for Absence

Example. "Hello. This is John Doe. My son William Doe, Grade 8, will be absent Monday, September 16 because of illness."

- After leaving your message you may hang up.

ATTENDANCE POLICY AND PROCEDURES

Students are expected to be punctual and to attend school regularly. It is the responsibility of the student and the parent to ensure the student punctual. **Students are expected to be in class at 8:25 a.m.**

ATTENDANCE AND PUNCTUALITY

The Alberta School Act requires every student to attend school regularly and on time.

All students are expected to:

- Attend all classes.
- Provide an explanation of absences to their teachers.

Note: Where it is necessary to leave at any time during the school day, students must sign out at the main office.

Attendance is recorded for every block.

Attendance on report cards will show absences as an absence for each block.

A student who becomes a truancy problem forfeits his/her school privileges as deemed appropriate by the principal.

Each student's teacher will monitor absences and lates and will notify parents, counsellors and administrators when appropriate. **Students who accumulate an exceptional number of absences may be suspended, have credits withheld and put their registration at Banff Community High School in jeopardy.**

LATES

After 3 lates, the course teacher will confer with the student. After 5 lates, the Course Teacher will contact the parents. If the problem persists, the situation will be referred to the administration. Students, who arrive to class late, disrupt the teacher, class and learning process.

ABSENCES

Absences fall into three main categories:

1. Excused Absences (The school should be notified of excused absences within 24 hours).

- Verified medical note from a health care professional.
- Please notify the school in advance for any absences you are aware of.
- Excused due to a parent note or phone call which indicates an acceptable reason for the absence such as illness or family emergency. Family holidays during school days cannot be supported by the school.

2. School Sanctioned

- A school sanctioned activity such as a field trip, athletic team activities or conferences.

3. Unexcused Absences

- All acceptable absences unaccounted for by the parent.

If you have any questions regarding the Attendance Procedures, please call the Principal at 762-4411.



Skipping classes is not an acceptable behaviour. Students skipping school are subject to suspension and may forfeit their program at this school.

Excessive absenteeism affects student progress. Students are expected to bring a note from their parents/guardians or have the parents/guardians call the school office after each absence.

Attendance letters will be emailed to parents after 3, 5 and 7 unexcused absences. After 5 unexcused absences, the course teacher will contact the parents. Continued unexcused absenteeism will be referred to the administration for a parent meeting and attendance contract. Parents will receive individual attendance profiles via email for unexcused absence only.

* If families will be away for extended periods of time it is critical that the school be informed and students fill in the Academic Plan for Extended Leave. A copy of this form (as seen below) can be found on our website under the forms tab.

Academic Plan for Extended Leave

(Access the [ONLINE FORM](#))

This form **must** be submitted and signed a minimum of 10 school days prior to the departure date.

Student's Name: _____
Course and level: _____
Date of request: _____
Date of last day in school: _____
Date of return to school: _____
Reason for absence: _____

Materials required: χ Textbooks
 χ Access to Internet
 χ Lesson/assignment materials

Class notes to be received from _____
Other - Specify. _____

During this time it is expected that the class will be working on the following outcomes/ learning activities/assessments during this absence and the due dates for you are:

Assignments that can be done while away	Student's due date

- All summative assessments that are missed must be completed within five (5) school days after return.
- Any work not submitted by the agreed upon due date(s) will receive a permanent score of zero.*

Student's Signature: _____
Student email address: _____
Parent's Signature: _____
Bow Valley telephone number: (403) - _____
Parent email address: _____
Teacher's Signature: _____

*** If unforeseen circumstances arise it is the STUDENT'S RESPONSIBILITY to contact the teacher immediately so that alternate arrangements can be made.**



ASSIGNMENT EXTENSIONS

It is the expectation of all staff that students hand in work on the assigned due date. Students have the opportunity to be granted extensions per semester. Students must communicate this to their teacher at least one day prior to the due date by filing in the necessary extension form and meeting with their teacher to set a new due date. If an assignment date is missed because of an excused absence the assignment will be due upon the students return to class. If the assignment is not handed in on the agreed upon date students will receive **zero** for that assignment.

Extensions per class are as follows:

Jr. High, three extensions:

It is our hope to work with Junior High students in order that they learn and grow to manage their time more effectively as they move towards high school.

Grade 10, two extensions:

We work with student's time management needs for one more year to be ready for final years.

Grade 11 and 12, one extension:

We understand that at times circumstances prevent assignment from coming in on time; however at this stage of students' academic careers assignments must not be late!

Examples of an extension request are available on our website.

<http://www.crps.ab.ca/bchs/index.php/documents-mainmenu-103/Forms/Request-for-extension-form-2.pdf/>

YEARLY REPORTING CYCLES

Senior High: Semester based courses.

Students will receive a progress report via Moodle just prior to Student/Parent/Teacher conferences. These conferences are scheduled in October and March. Students and parents will receive a reminder at mid-semester to check Moodle for the most up to date marks. Semester end Reports will be on line through our PowerSchool Parent Portal at semester end in February and at year end in July.

Junior High: Year Long Courses

Students will receive a progress report via Moodle just prior to Student/Parent/Teacher conferences in October. Students and parents will receive a reminder at the first quarter to check Moodle for the most up to date marks. Mid-year reports will be on line through our PowerSchool Parent Portal in February. Students and parents will again receive a reminder at third quarter to check Moodle for the most up to date grades. Year-end Reports will be on line through our PowerSchool Parent Portal in July.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

- To come to school and to be treated with respect without fear of harassment.
- To attend classes where the behaviour of all individuals contributes to a positive learning environment.
- To come to a school that is clean and well cared for by its members.

RESPONSIBILITIES

Students are expected to treat each other and all school personnel with courtesy and respect. They will demonstrate concern and care for the rights and property of others and will respect the rights of others to learn and teach.

Banff Community High School students must accept responsibility for, and the consequences of, their actions. Positive behaviours will be recognized and unacceptable behaviours will be dealt with swiftly, consistently and judiciously.



Unacceptable behaviour is defined as:

- Behaviour contrary to Canadian Rockies Public Schools Policy or school policy.
- Behaviour that poses a danger to one's self or to others.
- Behaviour that shows disrespect for the school, school personnel or fellow students.

SCHOOL RULES/DISCIPLINE

Canadian Rockies Public Schools' Policy IFC STUDENT CONDUCT states that:

One of the primary goals of education is to ensure that each child derives the maximum benefit from his or her educational experience in Division schools. To achieve this, the Board believes that it is necessary to establish and maintain certain standards of student conduct. They are designed to ensure that responsible and respectful attitudes are demonstrated towards:

- The education process
- Professional and support staff
- Other students
- Visitors to the school
- Their own, and other people's property
- School rules and regulations
- Acceptance of responsibility for their own actions
- Extra-curricular activities and field trips sponsored by the school

In the interests of safety and the maintenance of a climate conducive to learning and teaching, Banff Community High School has adopted a policy of taking the following situations very seriously.

- Disobedience
- Disrespectful behaviour toward students or staff
- Fighting
- Harassment (verbal, physical, racial and/or sexual)
- Bullying
- Smoking or the consumption of any tobacco product on school property
- The consumption of, possession of, or being under the influence of alcohol or drugs on school property
- Inappropriate language, and gestures
- Vandalism
- Being in possession of any item that may be used as a weapon to intimidate, threaten or harm another person
- Theft

Any incidents of this nature will be considered major offences and will be dealt with in a severe manner. The Student Code of Conduct in the Alberta School Act states that all students "must comply with the rules of the school."

Academic Integrity Policy

The International Center for Academic Integrity (CAI) defines academic integrity as "*a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility* – principles of behavior that enable academic communities to thrive and foster a passion for learning."

<http://www.academicintegrity.org/ica/resources-2.php>

At Banff Community High School and Canmore Collegiate High School, we hold students accountable for the principled use of the ideas and words of themselves and others, in respect for students' development as lifelong learners. Therefore, we strive to teach students the ethic of responsibly documenting the ideas of others in all formats.



Alberta Education’s School Act states:

Students: Section 12

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

- a. be diligent in pursuing the student’s studies;
- b. attend school regularly and punctually;
- c. cooperate fully with everyone authorized by the board to provide education programs and other services;
- d. comply with the rules of the school;
- e. account to the student’s teachers for the student’s conduct;
- f. respect the rights of others.

Plagiarism is defined as stealing and passing off the ideas, images, data or words of another as one’s own, in any academic writing or other project, without crediting the source (*Merriam-Webster’s Collegiate Dictionary*).

Examples of Plagiarism

- not properly citing the words, pictures, music, video, or other forms of communication in research projects
- copying and pasting from an online source and submitting it as one’s own work
- paraphrasing source material without proper citations
- hiring someone to write a paper, buying a paper or downloading a paper from an online source
- making up sources or listing sources not consulted

Cheating is defined as using someone else’s words, work, test answers, or ideas, so as to give or gain an unfair advantage. (*Merriam-Webster’s Collegiate Dictionary*).

Examples of Cheating

- copying or allowing others to copy information from someone else’s work, test paper, homework, computer, etc., and submitting it as one’s own work
- looking at another’s test or sharing what is on a test with other students, either verbally or electronically
- letting a project partner do all the work and just putting one’s name on the final project
- sharing/accessing network files without the owner’s knowledge and using them for class assignments
- turning in someone else’s project (past assignments) as one’s own

Fraud is defined as deliberate deception practiced to secure unfair or unlawful gain.

Examples of Fraud

- attempting to pass off another’s work, imagery or technology as your own
- falsifying scientific or other data submitted for academic credit
- forging signatures or tampering with official records

Tips to Avoid Plagiarism/Cheating/Fraud

Be alert to deadlines: organize your time and work to avoid panic when “crunch time” comes around	Reword/rework information into your own words and include personal observations.
Maintain a good system of notes as you compile research assignments.	Using the findings of others is permissible – and often essential – in research. Cite the original source of <i>any</i> information you use to avoid plagiarism.
Always include a bibliography when you use the works or ideas of others.	Using another’s words, pictures, music, video and web sites may require permission as well as citation.



If you're unsure about "copyright," check with your teacher/librarian

<http://www.aiduponths.com/school-life/academic-integrity/> (Alexis I. duPont High School)

Consequences, and Opportunity for Learning:

All instances of plagiarism/cheating/fraud will be handled on an individual basis, to determine what options, if any, will be accorded to the student *to learn* from his/her *first* error in judgment. Upon confirmation of plagiarism, consequences *will* include one or more of the following:

- opportunity to redo the project/assignment
- opportunity to redo the project/assignment from an earlier, satisfactorily met checkpoint
- a requirement to add the appropriate documentation that is missing
- no second opportunity

Depending on the severity and/or frequency of plagiarism/cheating/fraud, a student *will* be required to speak to the teacher involved and administration. Following the meeting, a second offence will lead to a zero.

Did you know? Cheating on Diploma Exams

Alberta Education states the following about diploma exams:

Students are expected to comply with the Diploma Examination Rules

Students who interfere with the security of examinations, falsify examination results, disrupt other students, or commit any other act that may enable them to inaccurately represent their achievement may:

- be evicted from the examination room
- have their diploma examination(s) invalidated
- be barred from writing any other Alberta Education diploma examination for a period not exceeding one year
- have their official transcripts withheld for a period not exceeding one year
- have their official transcripts annotated (which means permanent notes show up on transcript)

http://www.education.alberta.ca/media/6446744/04-dip-gib-2012-13_security%20examination%20rules_2012-08-17.pdf

SCHOOL RULES/GUIDLINES

CODE OF CONDUCT

LOCKERS

All students are provided with a locker and lock. Students are responsible to keep both the exterior and interior of the locker in good condition and returning their lock. There is a 5.00 change to replace lost locks.

DO NOT SHARE YOUR COMBINATION. The locker is the property of the school and can be opened by school administration. Students are asked to not write on their lockers.

VEHICLE PARKING

Limited parking is available in the parking lot off Beaver Street and along the street. Students are asked not to park in handicap zones. Students must follow and respect all traffic safety rules.



BICYCLES

Students riding bicycles to school are expected to do so in a safe and courteous fashion, respecting others and property. Students are responsible for parking their bicycle in the racks provided. Bicycles should be locked, as the school assumes no responsibilities for theft or damage.

SKATEBOARDING

Skateboarding is not allowed on school property in compliance with board policy related to safety equipment and supervision needs. Failure to comply will mean that skateboards may be confiscated and or a contract set up with the student and family. A rack for all skateboards is available at the front entrance; however the school assumes no responsibilities for theft or damage.

NUT AWARE – ANAPHYLAXIS

BCHS has students with potentially life-threatening allergies to nuts (tree and ground). If peanut butter or even the tiniest amount of peanut, a peanut product such as peanut oil, or any type of nut enters the students body through the eyes, nose or mouth, the student experiences very strong reactions. The student's face swells and breaks out in hives, the student's throat swells and tightens. Without immediate medical treatment the student could die within minutes. All of our school staff have been made aware of this situation, and have been instructed in the correct procedures regarding anaphylactic shock by public health. Prevention, of course, is the best approach for reducing the risk of a severe reaction; therefore we are requesting your cooperation in refraining from sending these food products to school with your child. We realize that this request may pose an inconvenience for you when preparing your student's snack and lunch, and we want to express our appreciation for your support and understanding about this severe allergy.

DRESS GUIDELINES

Experience has shown that a student's appearance usually reflects his/her conduct and achievement. In fostering this code for dress, our intention is not be restrictive, but to foster in students a greater pride in how they present themselves to others. BCHS does not adhere to any guidelines for uniformity among student dress. Neatness, cleanliness and good taste will characterize appropriate attire.

Clothing may not display profanity, negative messages, illustration of illegal substances, or other inappropriate pictures or messages. Revealing attire such as (but not limited to) spaghetti strap tops, crop tops and muscle shirts are not acceptable attire at BCHS. The midriff should not be showing. During warmer months, shorts (not short shorts) may be worn. **The appropriateness of questionable clothing will be at the discretion of the teacher and/or the principal.**

HATS

Hats may be worn in the hallways and in class at the discretion of the classroom teachers. Hats will not be worn during assemblies or other formal gatherings.

CELL PHONES

Cell phones are **not to be used during classes** and should be left in student lockers or turned off when in class. If under special circumstances a student is expecting a call they should inform the teacher that they may receive a call. These calls are restricted to emergency situations such as a pending call from the hospital. Cell phone cameras are NOT to be used in the school. Students in non-compliance may have their cell phones confiscated.



I-PODS, MP3 PLAYERS, ETC.

Students must comply with individual teacher decisions regarding the use of these devices in their classes. Failure to comply will result in the device being held for the remainder of the day and in some cases, at the discretion of the Principal, for a longer period of time. We would ask that student wear only one ear bud while in the school so in the event of an emergency they could receive instructions. Ear buds should never be worn when speaking with another person.

FOOD AND DRINKS

Food and drinks are managed by individual classroom teachers however food and drink is **not** permitted in the library, science labs, gymnasium, wood shop, music room or computer labs. Students may eat in the student common area at break and at lunch. Drinking of water is permissible in classes.

FIRE DRILLS

Fire Drills are mandatory under the provincial Fire Prevention Act. Students and staff are to evacuate the building immediately in an orderly manner and only return when given the "all clear".

EXTRA CURRICULAR AND CO-CURRICULAR PROGRAMS

The extra-curricular and co-curricular programs at Banff Community High School complement and supplement the curricular program. Student interest and support determines the success of each activity. New clubs, teams or activities can be formed providing there is sufficient student and staff interest.

Students interested in pursuing an interest outside of the regular program are encouraged to contact individual teachers or the student activities advisors.

INTERSCHOLASTIC PROGRAM

Students participating in interscholastic sports, bands or other groups representing the school are ambassadors for our school and community. All members are expected to display good conduct and citizenship within the school and on school sponsored trips.

Students may be required to miss a limited number of classes due to group activities; therefore, these students should not have any unexcused absences.

GENERAL GUIDELINES FOR PARTICIPATION IN ALL EXTRA-CURRICULAR ACTIVITIES

All students are eligible to participate in extra-curricular activities providing they meet the BCHS eligibility rules. With the privilege of participating comes the responsibility to follow both the rules and guidelines of the school and those of the activity, team, group or club.

Students who choose to take advantage of extra-curricular activities offered by the school are expected to display a positive attitude and show a commitment to the chosen activity.

Teachers or activity supervisors will work with students in the establishment of guidelines for participation in their activity.

Banff Community High School's primary focus on academic learning and student engagement in learning gives academic pursuits and course requirements precedence over all other activities.



Eligibility for Extra-curricular Participation

Athletic eligibility is contingent on individual student success. A student experiencing difficulties **is** eligible if, in the opinion of the teachers, the student is putting forth a significant effort. Indicators of effort include: homework completed; assignments completed and submitted on time; participation in class; attendance and punctuality; and preparation for tests and evaluations.

If a student is experiencing difficulties and they are not meeting academic (or behavioral) expectations they may be removed from participation and or put on an athletic contact. All students will sign a BEAR code in order to be eligible.

INTRAMURAL ACTIVITIES

The emphasis of the intramural program is participation. Two noon hours per week are given over to each of the Junior and Senior High levels. One noon hour per week is left open for special events such as students versus staff activities. The program offers structured as well as open-ended activities in an attempt to interest and accommodate everyone.

YEARBOOK

A yearbook committee is formed annually to organize the publication of the school yearbook. A staff advisor is assigned to this committee.

CONCERT BAND AND STAGE BAND

The Concert Band is open to all students in the instrumental music program and also to those junior/senior high students who are adept musicians.

The Junior and Senior Jazz Bands are more specific groups that concentrate on the Jazz repertoire of a stage band.

YEAR-END ASSEMBLY AND AWARDS PRESENTATION

Students, staff and community volunteers are recognized for their involvement and contribution to the extra and co-curricular program. Typically held close to the last day of classes this event celebrates the year's activities and is much looked forward to.

TECHNOLOGY

Banff Community High School is fortunate to have a great deal of equipment to help students and staff access, process, and present information. Students will be given access to this equipment once they are trained and/or can demonstrate competency. The equipment is a tool to develop specific skills and as an aid to learning. Students are expected to use all school equipment in a responsible and appropriate manner.

Parents not wanting their child to use the school network and access to the internet must request an exemption in writing. Students with laptops are able to access the internet from their computer. Students found misusing this privilege may have their laptop privileges revoked.

GUIDELINES FOR THE USE OF THE COMPUTER NETWORK

- Students must comply with the signed acceptable use policy as set out by CRPS
- Students must be trained prior to accessing the data network. (All students will be given introductory training.)
- Playing of unauthorized games is prohibited.
- The sending of inappropriate or offensive messages is prohibited.
- Tampering with the network hardware or software and unauthorized account access are prohibited.



- Computer and printing resources are provided for school related use ONLY.
- Student accounts, files and internet access are monitored by divisional and school staff.

STUDENTS CHOOSING NOT TO FOLLOW THESE GUIDELINES WILL LOSE COMPUTER PRIVILEGES. Withdrawn privileges will be for ALL USE FOR THE SPECIFIED TIME.

LEARNING COMMONS/LEARNING LAB

The Learning Commons/Lab offers a variety of services to students. These include:

- Upgrading of academic skills to enable the student to function in the regular classroom.
- Provision of a positive learning experience to improve the student's attitude towards learning and school.
- Short term periods of remediation for students requiring assistance in specific areas of math or language skills.
- Specialized programming for coded students.
- Learning Strategies courses. (Senior High)
- Increased programming opportunities.

HEALTH SERVICES

Through the Community Health Unit, a preventative health program is provided for students. A community Health Nurse is available as a resource person for students, staff and parents. Our nurse is included at the request of the school in health education and can counsel on emotional development and physical growth.

STUDENT SERVICES AND CAREER CENTRE

The Student Services Area provides students with a wide range of resources and information related to academic planning and tracking, social or personal issues and futures planning. A school counsellor and a career practitioner are available to students and parents. The Career Centre is located in the Student Services area. The centre provides students and parents with a wide range of print and media information on career, career preparation, scholarships and post-secondary institutions.

SENIOR HIGH INFORMATION

ATTENDANCE

Senior High students are required to attend all scheduled classes. Students with "spares" may work in the computer lab (with permission), the Learning Commons and Purkis Hall. **They are not to be wandering the halls or interrupting classes. Students may leave campus during these spare periods.**

COURSE REGISTRATIONS

Banff Community High School offers a full range of courses and programs in Grades 10 through 12.

All Sr. High Students have the opportunity to register in a program of studies that will enhance learning and develop the necessary skills for the future. Registration information is available through the counsellor and found in the BCHS Registration Handbook.

Mature students (students 19 years of age or older) must have all fees paid in full prior to attending classes. Refunds for registration are not available if withdrawal occurs later than 2 weeks from the date of registration. Registration fees are refundable if withdrawal occurs within 2 weeks of registration. A \$50.00 processing fee will be withheld.



COURSE WITHDRAWAL

Senior High Students wanting to withdraw from a course must complete a Course Withdrawal Form available from a counsellor. The student will be required to meet with the counsellor to discuss his/her program prior to receiving the form. The form requires both the student's and a parent's signature prior to the course teacher signing the form. The student will return textbooks with the form for the subject teacher's signature. The form will be forwarded to counselling and then administration for approval.

Parents are asked to consult with the course teacher or counsellor before signing a Course Withdrawal Form.

Course withdrawals (if possible) should be completed by November 16th, 2016 for first semester courses; April 18th, 2017 for second semester courses and full year courses. This marks the midway point of instruction.

In compliance with the Alberta Education funding structure a mark will be reported only once students have completed half of the allocated course time and been evaluated on half of the course content.

Students are required to continue with course attendance and work until the withdrawal process is completed.

HONOUR ROLL – BANFF COMMUNITY HIGH SCHOOL

HONOUR SOCIETY

The objective of the Honour Society is to recognize students who have achieved an honours standing and, as a result, to encourage and promote academic excellence. Each year a student's final assessment will be used to determine eligibility for Associate Membership in the Banff Community High School Honour Society. Achieving an honours standing through the three Junior High or Senior High years will result in a Lifetime membership in the BCHS Junior or Senior High Society respectively. An Honour Society Reception will be held in June to recognize all students achieving honours standing for the final reporting period of the completed academic year.

Superior student achievement will be recognized in the following areas under these established criteria:

SENIOR HIGH HONOUR ROLL

The following criteria will be used: 80% average of final marks in 4 academic, 5 credit grade level courses- 1 Math, 1 English, 1 Science, 1 Social Studies and 1 other 5 credit course.

Students must have **no** recorded mark below 60%. Courses may be acquired by distance education, or other means, provided the course has been accredited by Alberta Education.

For Grade 12 students the average is based on blended final marks for all diploma courses completed in semester one. We will use school based marks for courses that have sections running in semester one and two and for second semester courses that do not have diploma marks available (Please note that many courses now have multiple entry and exit points and that in most cases we will use school based marks).

Note: The following courses may not be used in calculations as students must meet criteria to enrol in these programs.

- Learning Strategies
- Work Experience
- Special Projects



JUNIOR HIGH HONOUR ROLL

The following criteria will be used: 80% average of final marks in Math, English, Science, Social Studies and one option course.

CELEBRATION

CRITERIA FOR PARTICIPATION

All Grade 12 students may be involved in the end of year "Celebration" which marks the completion of 12 years of schooling. Only those students, who by May 1st are registered in and passing courses to complete the required credits and courses to receive an Alberta High School Diploma, or have an approved plan in place for completion, may wear the Cap and Gown, which is symbolic of high school graduation. The plan must involve the parent(s), course teacher and school counsellor. Parents and students are encouraged to check credit totals and requirements with the counsellor.

Students fund raise throughout the year for this event. Any students registering for grade 12 later in the school year will be charged a 65.00 grad fee.

VALEDICTORIAN

The Grade 12 Class Valedictorian is the student who has the highest average based on the following criteria-

English 30-1 plus 4 academic courses- 30 level Sciences, Social 30-1, Math 30-1, Math 31 and or French 30-

The average is based on blended final marks for all diploma courses completed in semester one. We will use school based marks for courses that have sections running in semester one and two and for second semester courses that do not have diploma marks available. (Please note that many courses now have multiple entry and exit points and that in most cases we will use school based marks).

SCHOLARSHIPS AND AWARDS

There are a number of scholarships and awards available to graduating students at the school, community, provincial and national level. For a list of school and community awards a brochure is available from the Counselling Office. Parents and students must take an active role in researching the other awards available. The guidance counsellor and career practitioner can provide advice for researching these opportunities.

All scholarships awarded for highest academic standing are based on final marks and in the case of diploma exams on final blended marks where possible.

NOTE: Only courses taken on campus at BCHS will be used in the selection of award winners and scholarship recipients unless otherwise specified by the donor of the award. Scholarship awards will be given based on blended marks (if possible) from the present academic calendar year only; courses taken in previous years will not be considered. In some cases awards will not be given until the following year, as blended marks become available at that time.

