

HARRY COLLINGE HIGH SCHOOL
AND
THE LEARNING CONNECTION



Student Handbook
and
Student Code of Conduct
2023-2024

Harry Collinge High School
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(780) 865-3714

<https://harrycollinge.gypsd.ca/>

The Learning Connection
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| | |
|------------------------|------------------------------------|
| Principal: | Mr. G. Allen |
| Assistant Principals: | Mme A. Alderman and Mrs. B. Madsen |
| Guidance Counselors: | Ms. R. Turnbull and Mr. J. Baxter |
| Family School Liaison: | Cristin Bostrom |

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GENERAL INFORMATION

PRINCIPAL'S MESSAGE

Welcome to Harry Collinge High School, the secondary school of choice in Hinton. We have a long tradition of community involvement, academic challenge, athletic opportunities and an appreciation of the arts. As a Harry Collinge High School student you are free to explore a wide variety of educational and extracurricular opportunities not found anywhere else in our region. As with any community, we are stronger and better for your participation in it and look forward to your positive participation in all aspects of life at Harry Collinge High School.

Glen Allen

CORE VALUES

The core values of Harry Collinge High School are respect, responsibility and compassion. One finds these referenced in Latin in the open book on our school logo. We have found that all we do can be distilled to at least one of these values. We expect all members of the HCHS community to model and embrace these values.

HISTORY OF HCHS

Our school first opened in 1957 as Hardisty School. In the spring of 1958 the school graduated its first class, was greatly expanded, and in 1959 was renamed Harry Collinge High School in memory of Harry Collinge, the first resident manager of North Western Pulp and Power, the precursor to what is now West Fraser Mills. Today the school provides instruction to approximately 480 students from Grades 8 to 12 in both English and French Immersion programs.

Harry Collinge High School colors are green and gold, and the athletic teams are called the Rockies. Our mascot is Howler, a wolf who symbolizes our school's spirit and commitment to living in harmony with each other and our natural environment.

HCHS STAFF

| Staff Member | Primary Responsibility | Additional |
|---------------------------|--|-------------------------|
| Alderman, A. (Mme) | Assistant Principal Fashions, Outdoor Ed | French Immersion |
| Allen, G. (Mr.) | Principal | |
| Bamsey, L. (Mrs.) | Physical Education | Students' Union |
| Bancroft, N. (Mrs.) | Student records | |
| Barton, Kristylynn (Mrs.) | Classroom Support | |
| Baxter, J. (Mr.) | Guidance Counselor, Foods | |
| Benson, V. (Mrs.) | Learning Support Teacher, Health | |
| Blanchard, P. (Mrs.) | Classroom support | |
| Bostrom, C (Ms.) | Family School Liaison Counselor | |
| Bown, C. (Mr.) | Physical Education, Science | Athletic Director |
| Cardiff, D. (Mr.) | Social Studies | |
| Carnaghan, C. (Ms.) | English Language Arts, Social Studies | |
| Cederstrand, E. (Mrs.) | Mathematics | |
| Cherry, S. (Mrs.) | Wellness Navigator | |
| Driedger, J. (Mrs.) | Secretary | The Learning Connection |
| Flinn, Kirsten (Mrs.) | Math, Science, Outdoor Ed | |
| Foster, M.(Mr.) | Social Studies, English Language Arts, Foods | |
| Hack, A. (Ms.) | Art, Communication Technologies, ELA | |
| Hibbs, Shanda | Classroom Support | |
| Koolaput, Sourya | Math, Science, FRIM | French Immersion |
| Madsen, B. (Mrs) | Assistant Principal, English Language Arts | |
| Madsen, J. (Mr.) | Construction Technologies | |
| Madsen, J. (Mr.) | Music, English Language Arts | |
| Matthews, S. (Ms.) | English Language Arts, Social Studies, Indigenous Studies | |
| McPherson, C. (Mrs.) | English Language Arts, Social Studies, Psychology | |
| Moir, C. (Ms.) | Drama, English | |
| Morson, A. (Mr.) | Science, Math, Outdoor Ed. | |
| Muyres, S. (Mrs.) | Financial, Student Records | |
| Poiron, E. (Mrs.) | Classroom Support | |
| Petkau, A. (Mrs.) | Library & Classroom Support | |
| Randall, Darilyn (Ms.) | English Language Arts, Foods | |
| Scott, Mark (Mr.) | Math, Science, PE, Outdoor Ed | |
| St. Jacques, K, (Mme) | French Language Arts, FRIM Social Studies | French Immersion |
| Thomas, H. (Ms.) | Science, Math | |
| Turnbull, R. (Ms.) | Guidance Counselor | |
| Underwood, C. (Mrs.) | Classroom Support | |
| Voelker, B. (Mr.) | Teacher | The Learning Connection |
| Wotton, J. (Mrs.) | Math, Science | |
| Yaworski, A. (Mrs.) | Teacher | The Learning Connection |

BELL SCHEDULE

| Bell Schedule 2023-24 | | |
|-----------------------|------------------|------------------|
| | Day A | Day B |
| 8:30 | Period 1 | Period 1 |
| 9:11 | Period 2 | Period 2 |
| 9:53 | Break - 8 min | Break - 8 min |
| 10:01 | Period 3 | Period 3 |
| 10:42 | Period 4 | Period 4 |
| 11:24 | Lunch 45 minutes | Lunch 45 minutes |
| 12:11 | Period 5 | Period 5 |
| 12:52 | Period 6 | Period 6 |
| 1:34 | Break - 8 min | Break - 8 min |
| 1:42 | Period 7 | Period 7 |
| 2:23 | Period 8 | Period 8 |
| 3:05 | | |

STUDENTS' RIGHTS AND RESPONSIBILITIES

Rights

- a) Students have the right to be treated with respect, fairness, and dignity by their classmates and the staff.
- b) Students have the right to learn.
- c) Students have the right to an explanation of school policies or procedures from teachers or the administration. In addition, students have the right to an outline of course content and evaluation procedures in individual courses.
- d) Students have the right to appeal the assessment and evaluation of their work.

Responsibilities

- a) Students have the responsibility to attend school regularly and punctually, be ready to learn and actively engage in and diligently pursue their education.

Students have the responsibility to treat others and their property with respect, fairness, and dignity.

- b) Students have the responsibility to ensure that their behavior does not interfere with the right of others to learn.
- c) Students have the responsibility to comply with school policies and procedures. In addition, they have the responsibility to meet course requirements to the best of their ability.
- d) Students have the responsibility to give assigned work their best effort.

THREAT ASSESSMENT PROGRAM

Grande Yellowhead Public School involves being prepared to handle emergency situations appropriately and efficiently. Division provides a safe and caring learning environment in all of the division's schools. Part of this commitment.

Together with our partners, the Royal Canadian Mounted Police, Alberta Child and Family Services Authority and Alberta Mental Health, we have developed a plan to respond to all situations in which students may be demonstrating behaviours that pose a threat to themselves or others. Any student, parent or staff member who becomes aware of a threat, or has reasonable grounds to believe that there is a potential risk to students, staff or divisional property, shall notify the school principal and/or their designate. Threats may be, but are not limited to, verbal, written, gestures or internet postings. The division requires that all threats or threatening behaviours be treated seriously: all threats or threatening behaviour will be assessed and appropriate interventions and disciplinary actions taken. The purpose of this administrative procedure is to determine how best to support students so that their behaviour does not become harmful or destructive to themselves or others.

This is intended to serve our students with fair notice that we, as a school community, will respond to all threats. Our goal is to respond to all threats in a professional manner that provides for a healthy and caring learning environment.

COMMON PROCEDURES

BUSING

Many students who attend HCHS are transported by bus. While on the bus, students are under the authority of the bus driver. Students who refuse to obey the bus regulations may lose the right to ride the bus. Any inquiries regarding school bussing should be directed to the Transportation Department at the Grande Yellowhead Public School Division office in Edson (1-800-723-2564).

CAFETERIA AND LUNCHROOMS

In general, we do not have an operating cafeteria; however, from time to time we do provide lunch where a club or team sells prepared food (i.e. pizza) as a fundraiser. There are additional spaces throughout the school where students may gather to visit and eat their lunch. Students are expected to clear off their food and beverage remnants when they are finished their lunch.

CLOSED CAMPUS

Harry Collinge High School supports student success in learning in a safe and caring environment. In conjunction with our attendance policy, Harry Collinge High School provides this by establishing itself as a closed campus. Students shall remain on school grounds unless accompanied by an adult member of the school community. Harry Collinge High School is a closed campus from the first bell in the morning to the lunch period and from the first bell after lunch to afternoon dismissal. As partners in education supporting student learning, HCHS and parents will collaborate to ensure that students are appropriately prepared to remain on campus.

1. Effectively, this means no HCHS student may leave school grounds during the day without specific direction provided by an adult member of HCHS.
2. Senior high students who have a spare may leave the school grounds during the time of their spare.

DRESS CODE AND APPEARANCE

Students demonstrate integrity by dressing appropriately for school as they would for work in an informal service business. Clothing should be modest, and must not contain content that would be offensive to students, staff, or the public. For safety and hygiene purposes, students will not be permitted to participate in an activity if their clothing is deemed to be inappropriate for the activity through all ranges of motion.

In situations where clothing is inappropriate, students will be asked to alter or cover (i.e. with a t-shirt or sweater) their dress and their parents consulted.

Hats may be worn in the school; however, teachers may choose to have hat-free rooms. This is done at the discretion of the individual teacher and with the full support of the administration. Hoods must be down in school.

EDUCATIONAL TOURS

HCHS has traditionally sponsored a variety of student travel opportunities to a variety of different regions of the world. These opportunities depend to a great extent on the availability of staff willing and able to organize and supervise these trips.

EXAMINATION PROCEDURES AND RULES

1. All personal electronic devices with the exception of approved calculators should be left in lockers unless specified in an Individualized Student Plan (ISP). Supervisors may make arrangements to have such devices securely stored in the examination room.
2. Students caught with unapproved personal electronic devices in an examination will have their examination invalidated and receive a zero.

Students may not leave the exam room until at least one hour has elapsed or, in the case of provincial examinations, the time recommended by Alberta Education has elapsed. Once students have left the exam no students shall be permitted to enter the room.

EXTRA-CURRICULAR ACTIVITIES

The school sponsors a wide variety of extra-curricular activities and students are encouraged to actively participate in them. The Students' Union Executive, the HCHS Yearbook, athletic teams and fine/performing arts activities are among the many opportunities available to students.

Note: The Learning Connection (TLC) is not registered with the Alberta Schools' Athletic Association. Students who wish to participate in extracurricular athletics must be enrolled at HCHS.

GYMNASIUM USE

Only clean indoor running shoes are allowed in the gymnasium. All activities must have a supervisor present. Food and drink are not permitted in the gym. Participation in Physical Education class requires the provision and use of proper gym attire.

LEARNING COMMONS

The Learning Commons is available to students from 8:25-3:05 daily. Staff will assist students in locating and signing out material. The loaning period is 10 school days. Students will be charged the replacement value of lost, missing or damaged materials. Borrowing privileges may be suspended until missing or late materials are either returned or paid for.

LOCKERS

All Harry Collinge High School students have the right to request the use of a locker. School lockers (including a combination lock) are assigned upon receipt of a parent/guardian signed locker form. The school will maintain a record of each student's locker number, lock serial number, as well as combination. During the final week of classes in June, students will be requested to clear their lockers prior to the final assembly. Following the last day of classes in June, HCHS staff begin the process of removing any remaining contents from lockers. Any non-HCHS locks will be cut in order to expedite this process.

Lockers are the property of Grande Yellowhead Public School Division. When there are reasonable grounds to believe that school policies or rules or Board policies or administrative procedures have been violated, the Principal may conduct a locker search or search desks and any other school furniture or school fixtures capable of being used for storage (see [Administrative Procedure 356](#)).

LITTER

The school environment, including grounds and parking lot, should be neat and litter free. We ask all students to look after their litter by putting it in the nearest garbage can or recycling container.

LOST AND FOUND

Students who find lost articles are asked to take them to the office; lost items may be claimed from the office. HCHS takes every reasonable precaution to help students protect their personal, private property but we DO NOT assume responsibility for securing it. Students who bring personal items of significant value to the school are encouraged to arrange for the insurance of these items against loss or theft. This precaution is of particular importance when valuable personal items (e.g.: musical instruments, athletic equipment, expensive calculators) are regularly moved between the home and the school. If such items go missing, it is the student's responsibility to arrange for their replacement, including the filing of a police report and the insurance claim.

COMPUTER ACCESS AND USE

HCHS provides students access to a variety of software, the local area network (LAN) and the Internet. We expect all users to access these while demonstrating good digital citizenship. Please note that students are permitted access to the network and software but the full ownership of any data on the network belongs to Grande Yellowhead Public School Division. Authorized GYPSD personnel can review computer usage and data of any user.

Expectations for Computer/Network access

1. Students may access only the drives and software intended in the student profile. Any other access is prohibited.
2. Executable files may not be saved on HCHS machines or networks.
3. Wireless Internet is available throughout most of the school (this may require a password).
4. Computers, printers and any other devices will be treated with the utmost of respect.

Consequences

1. Inappropriate use of equipment or software will result in the loss of access.
2. Intentionally damaging or defacing of equipment or software will result in loss of access which may be permanent. The student/parent will be required to pay for the damages.
3. If the student breaks any rule a second time they will lose their privileges permanently.

PARKING

In the Harry Collinge High School parking lot the green and gray zones are for staff and students. The yellow zone is for guests. Student parking at HCHS is a privilege, not a right. Vehicles inappropriately parked will be towed at the expense of the registered owner of the vehicle. Bicycles can be parked on the bike rack near the main doors; a chain and lock is recommended. Neither GYPSD nor HCHS are responsible for any damage to bicycles, parked vehicles, or for the contents of these vehicles.

PARENT/HOME COMMUNICATION

Report cards are published four times per year, in two-month intervals on PowerSchool. Parents can access student marks and attendance on PowerSchool. HCHS has a 24-hour home communication system called *School Messenger* that should be used to leave messages, report expected student absences, or hear bulletins from the school.

PERSONAL ELECTRONICS

Harry Collinge High School has Wi-Fi available for student use during non-instructional time. Students' personal electronic devices are to be left in lockers or given to teachers during instructional time. Teachers will inform students when devices are required for instructional activities. The use of cameras and/or video associated with personal electronic devices is not

permitted on school premises unless used for an instructional activity assigned by a teacher or supervisor. Students acting irresponsibly with their cell phones and/or personal electronic devices will lose the privilege of having them on school premises.

Cell phones or recording devices are not permitted in bathrooms or change rooms.

During any exam, these devices are not to be used, nor should they be in the student's possession. (Please refer to the Exam Policy for more information.)

Note: If a student is found to be using such a device where they are not permitted, or in a way that threatens student or staff safety or privacy, the device will be confiscated by the supervising staff member and returned to the parent.

SCHOOL PHOTOGRAPHS

We partner with a professional photographer for annual school photos as well as Graduation photos. Typically, school photos are scheduled for early in the year (September) and Graduation photos for the end of the first semester (December - January). More information on school photographs will be available as the year progresses.

STUDENT SERVICES

Students may make appointments directly with the counselors or through their teachers. Students are responsible for catching up on work missed due to these appointments and should secure the teacher's permission prior to missing a class for such appointments.

The guidance office offers the following student services:

1. Educational Counseling

- course selection, program planning, graduation requirements
- college or university entrance requirements

2. Financial Assistance Information

- scholarship information
- grants and loans for high school or college and university

3. Career Counseling

- exploration of values, interests, abilities, needs
- identification of career goals
- exploration of related occupations

Additional supports available include:

Family School Liaison Counselor (FSLC)

- a. Students are provided additional emotional support in the school through our FSLC. The FSLC may also coordinate further support for the family through the various community support agencies.

STUDENTS' UNION

The Students' Union includes all the students of Harry Collinge High School. The Students' Union Executive organizes activities and events for students and staff throughout the school year.

TELEPHONE CALLS AND MESSAGES

A telephone in the main office phone is available for student use. Messages received from outside the school will be passed on to students as soon as possible, without interrupting classes.

Students should not be receiving or making calls/texts directly from class without the expressed permission of their teacher.

VISITORS

Visitors must report to the front office upon entering the school.

STUDENT LEARNING

PLANNING A SENIOR PROGRAM OF STUDIES

1. Credit load and part-time status:

Grade 10 Students:

- Grade 10 students must carry a full timetable with no spares.

Grade 11 Students:

- Grade 11 students must carry a full timetable with no spares, although a grade 11 student may be enrolled in a Work Experience block resulting in an unscheduled period on their timetable provided they have earned sufficient credit in a previous Work Experience placement.

Grade 12 Students:

- Grade 12 students may have one spare in an academic year.
- Grade 12 students may petition school administration for special consideration if adequate progress to graduation and appropriate behaviour can be demonstrated.

Students who spend their spares in the learning commons or the cafeteria must do so responsibly or they will be asked to leave the school for the spare. All students who participate in school sponsored extra-curricular activities must be full-time students.

Academic scheduling takes precedence over a Work Experience or Registered Apprenticeship Program placement.

Work Experience (WE)

- Students must have successfully completed HCS 3000 (a one credit module offered in CALM)
- Students are responsible for obtaining a work placement.
- The workplace must meet provincial safety standards
- In general, a student can earn 1 credit for every 25 hours of WE
- A maximum of 15 credits may be applied toward graduation requirements.
- Previously earned work experience credit (minimum of 5 credits) may be considered to grant the student a spare in the following semester or year.

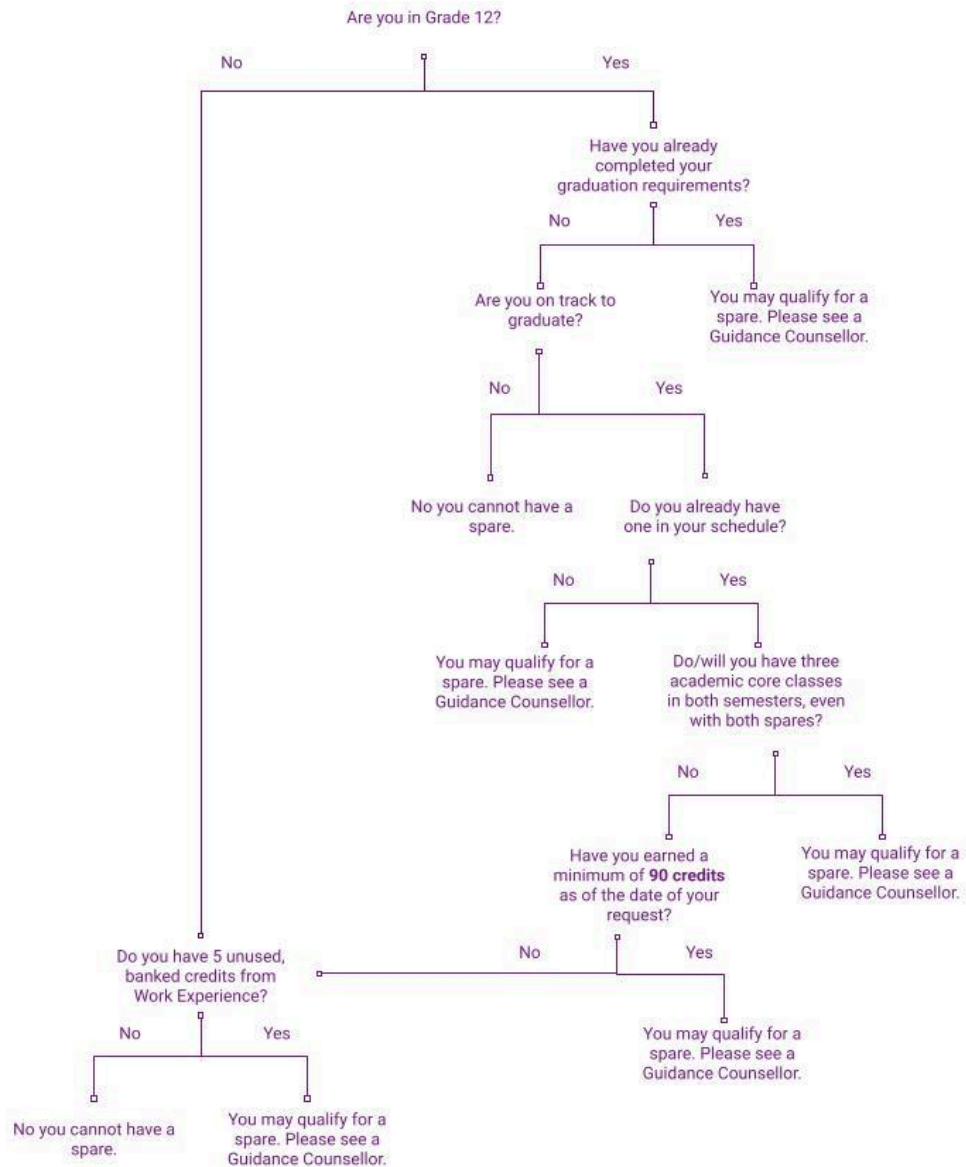
Registered Apprenticeship Program (RAP)

- Student is on track with graduation plan.
- Student has good academic standing, particularly in Math, Science, Social and English.
- Student has excellent attendance at school, good citizenship and attitude.
- Student must have successfully completed HCS 3000 and HCS 3010 (one credit modules offered in CALM)
- Student is responsible for obtaining a RAP placement in a provincially recognized trade.
- Student is responsible for applying for and obtaining their Blue Book from the Alberta Trades Board.
- The workplace must meet provincial safety standards - in general, work sites with RAP students are COR certified, indicating that they have met and maintained appropriate standards.
- The full RAP course catalog includes 8 5-credit courses. Each course requires 125 hours. Completion of all 8 courses is the equivalent of approximately 1 year of apprenticeship training and 40 credits towards graduation.

Only coursework registered at HCHS is included in the determination of full-time status. No more than 5 credits of Work Experience can be used to establish a “spare”, unless a Guidance Counsellor in consultation with school administration authorizes additional credits.

See the following flowchart to determine eligibility for spares in student timetables.

Spare Qualification Flowchart



2. Requirements for a High School Diploma:

Students must monitor their courses and credits to continually make sure they are meeting the diploma requirements. The guidance counselors work with students over their high school career to assist them in fulfilling these requirements. The following is an outline of diploma requirements, not an outline of the requirements for post-secondary education.

50 credits from required core courses

English – 15 credits to the 30 level

| | | |
|------------------|---------|---------|
| English 10-1(5) | 20-1(5) | 30-1(5) |
| or | | |
| English 10-2 (5) | 20-2(5) | 30-2(5) |

Diploma Exam

Yes*

Yes*

Social Studies – 15 credits to the 30 level

| | | |
|-----------------|---------|---------|
| Social 10-1 (5) | 20-1(5) | 30-1(5) |
| or | | |
| Social 10-2(5) | 20-2(5) | 30-2(5) |

Yes*

Yes*

Mathematics – 10 credits to the 20 level

| | | |
|---------------|---------|---------|
| Math 10C (5) | 20-1(5) | 30-1(5) |
| or | | |
| Math 10-3 (5) | 20-2(5) | 30-2(5) |
| | 20-3(5) | 30-3(5) |

Yes*

Yes*

No

Science – 10 credits from any level

| | | | |
|---------------|--------|--------|-----|
| Science 10(5) | 20 (5) | 30 (5) | Yes |
| Biology | 20 (5) | 30 (5) | Yes |
| Chemistry | 20 (5) | 30 (5) | Yes |
| Physics | 20 (5) | 30 (5) | Yes |
| or | | | |
| Science | 14 (5) | 24 (5) | |

16 credits from other required courses or areas

Physical Education 10

3 Credits

CALM

3 Credits

CTS, Fine Arts, French or Physical Education 20/30

10 credits

34 credits of your choice

30-level credit Diploma Requirements

- ✓ 5 credits from English 30-1 or 30-2
- ✓ 5 credits from Social Studies 30-1 or 30-2
- ✓ 10 more credits at the 30 level

Requirements of post-secondary institutions vary considerably. Please consult with the counselors regarding the requirements of specific institutions and programs in which you have an interest.

Annual Graduation Ceremony

Graduation is primarily an academic celebration. Graduation celebrates the scholarship of our students as summarized in the graduation requirements of Alberta Education and Grande Yellowhead Public School Division. Membership in the Grad Class is limited to students who:

- Are students in good standing at HCHS.
- Meet the criteria as established in [Administrative Procedure 375](#) – Graduation.
- Complete at least 10 credits at the 30 level at HCHS.

Students in good standing are those who have:

- completed or can reasonably be expected to successfully complete their full course load for the current year;
- paid all student-related fees, including those fees due as a result of lost or damaged school property;
- made restitution to the satisfaction of school and/or Division administration for any behaviour deemed inappropriate or unacceptable.

PROM

Prom is a separate event from graduation recognizing the social significance of the completion of 12 years of school for the majority of our grade 12 students. Membership in the Prom Class is limited to students who:

- Are students in good standing at HCHS.
- Have made one year's progress toward graduation in their grade 12 year.

AWARDS

All awards are based on courses taken at HCHS and are presented to students who demonstrate socially responsible behaviour. Please note that The Learning Connection (TLC) is not a program of HCHS and courses completed through TLC are not considered for HCHS awards. Grade level honour certificates are based on courses of that Grade.

1. Awards:

A variety of awards are presented to students who excel in academics, athletics, the performing arts, the practical and visual arts, as well as for demonstrating active citizenship.

2. Scholarships:

- a) A number of locally sponsored scholarships are available to HCHS Graduates.
- b) The Carmichael Endowment Scholarships are available for HCHS Graduates entering the first year of full time university or university-transfer studies within 12 months of graduation from HCHS. These scholarships are also available for HCHS Graduates entering their second year of study.
- c) The Government of Alberta sponsors the Rutherford Scholarships to a maximum of \$2500 for honorable achievement in one or more of the senior high Grades (i.e., \$400 for Grade 10; \$800 for Grade 11; and \$1300 for Grade 12).

3. HCHS Bilingual Certificate:

Students who complete a minimum of 20 credits in French immersion courses, including at least one language course at the 20-level or higher are eligible for a HCHS Bilingual Certificate. Credits received in French as a Second Language (FSL) 10, 20 or 30 are not acceptable credits for this certificate.

REPORTING STUDENT ACHIEVEMENT

Parents and students have access to progress reporting via PowerSchool at virtually any time. More formal reports are made available in October and April and report cards are prepared in January and June. Parent/teacher interviews are typically held in October and March. Parents are encouraged to meet the teachers at these times, but may contact the school at any time concerning student performance.

STUDENT CODE OF CONDUCT

STATEMENT OF PURPOSE

The student code of conduct at Harry Collinge High School establishes and maintains a welcoming, caring, respectful, and safe learning environment for all students and school staff. The student code of conduct can help us transform social interaction between members of the HCHS community into opportunities for the development of socially responsible behaviour. We believe that a carefully planned student code of conduct

- must identify unacceptable and acceptable behaviour.
- must stop unacceptable and start acceptable behaviour.
- must establish habits of acceptable behaviour.

ALBERTA HUMAN RIGHTS ACT (AHRA)

Discrimination on any of the prohibited grounds in section 4 of the AHRA is unacceptable behavior.

- *WHEREAS* it is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal in: dignity, rights and responsibilities without regard to race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation;
- *WHEREAS* multiculturalism describes the diverse racial and cultural composition of Alberta society and its importance is recognized in Alberta as a fundamental principle and a matter of public policy;
- *WHEREAS* it is recognized in Alberta as a fundamental principle and as a matter of public policy that all Albertans should share in an awareness and appreciation of the diverse racial and cultural composition of society and that the richness of life in Alberta is enhanced by sharing that diversity.

EXPECTATIONS

The HCHS Code of Student Conduct guides all members of the HCHS community as we develop a socially responsible learning community. The Education Act (September 1, 2019) also has a number of sections that are relevant to disciplined behaviour of all members of the HCHS community.

The Education Act articulates expectations for students, parents, teachers and principals. According to Part 3 (Sections 31,32,196,197), a principal may suspend a student who has failed to comply with the expectations outlined in Part 3 (S. 36, 37). Such a suspension applies to all school sanctioned activities, including extra-curricular activities.

Part 3 (S. 31) requires students to conduct themselves reasonably and within the following code of conduct:

- Attend school regularly and punctually.
- Be ready to learn and actively engage in and diligently pursue the student's education,
- Ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- Respect the rights of others in the school
- Refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means
- Comply with the rules of the school and the policies of the board

- Cooperate with everyone authorized by the board to provide education programs and other services
- Be accountable to the student's teachers and other school staff for the student's conduct
- Positively contribute to the student's school and community

Section 32 outlines the responsibility of a parent:

- act as the primary guide and decision-maker with respect to the child's education
- take an active role in the child's educational success, including assisting the child in complying with section 31
- ensure that the child attends school regularly
- ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment
- co-operate and collaborate with school staff to support the delivery of supports and services to the child
- encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school
- engage in the child's school community.

Section 196 outlines what teachers must do. Among other things, teachers must:

- provide instruction competently to students
- encourage and foster learning in students
- regularly assess students and periodically report the results of the assessment to the students, the students' parents and the board
- maintain, under the direction of the principal, order and discipline among the students while they are in the school or on the school grounds and while they are attending or participating in activities sponsored or approved by the board
- carry out the duties that are assigned to the teacher by the principal or the board.

Section 197 outlines what the principal must do. Among other things, the principal must:

- provide instructional leadership in the school
- provide a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- evaluate or provide for the evaluation of programs offered in the school
- ensure that students in the school have the opportunity to meet the standards of education set by the Minister
- maintain order and discipline in the school and on the school grounds and during activities sponsored or approved by the board
- promote cooperation between the school and the community that it serves
- supervise the evaluation and advancement of students

DEGREES OF TOLERANCE

Our tolerance of socially irresponsible behaviour varies with the nature of the behaviour. We do not tolerate unacceptable behaviour and we gradually become less tolerant of persistent inappropriate behaviour.

INAPPROPRIATE BEHAVIOUR

Behaviour that, if it persists and becomes habitual, can threaten the success of a member of the HCHS community is inappropriate. When such behaviour is demonstrated intervention may lead to the offending person being removed from the HCHS community. Such behaviours include:

- Using profane or rude language or gestures
- Leaving a classroom or the school without permission
- Inexcusably absent or late
- Skipping an assigned class or detention
- Classroom use of personal electronics without permission
- Being uncooperative
- Damaging property
- Plagiarizing academic property
- Smoking/vaping
- Being physically inappropriate
- Leaving school grounds during school hours

UNACCEPTABLE BEHAVIOUR

Behaviour that threatens the health and safety of a member of the HCHS community is considered unacceptable. When such behaviour is demonstrated, the offending person is quickly removed from the HCHS community until remediation can be planned and implemented.

Behaviours that we do not tolerate include:

- Using, selling, possessing or promoting the use of illegal or controlled substances
- Threatening, intimidating or participating in an act, with or without a weapon that endangers or inflicts some form of physical or emotional abuse. This may include verbal abuse.
- Producing, possessing or distributing pornography
- Recording or distributing intimate images
- Stealing private or public property
- Defying an adult member of the community
- Tampering with the fire safety and/or security system
- Participating in a physical fight
- Verbally abusing another member of the community
- Vandalizing community property
- Chronic and/or willful absence or tardiness

*RCMP may be involved to investigate behaviour potentially criminal in nature.

** See Summary of Communication Required on page 25

STUDENT ATTENDANCE

School registration is compulsory in Alberta up to and including age 16. Beyond age 16, it is voluntary, but school attendance, once a student is registered, is compulsory at any age according to the Alberta School Act. Students are expected to attend every day that school is in operation, unless prevented by illness, or other reasons justifiable to the school.

Students who are unsuccessful in attending Harry Collinge High School may be directed to more appropriate programs and/or methods of High School education, based upon student learning needs and availability of such resources. Harry Collinge High School will be working to support student attendance by engaging direct action from the Alberta Education Attendance Board.

1. Parental Involvement:

Regular attendance is critical for success in school. Parents can contribute to a student's success.

- Insist on regular attendance.
- Schedule all appointments for students after dismissal or for a non-student day.
- Notify the school before any absence (call 865-3714).
- Avoid taking students on holidays that exceed those granted by GYPSD and Alberta Education. In these cases, no official sanction can be granted and the student as well as the parent(s) must accept full responsibility for the detrimental effects of missing regular classroom instruction. Therefore, it is expected by the teachers that the parents will make all necessary arrangements in advance of the planned absence of a student and will be diligent in following up on the assignment missed during the absence.
- Parents are encouraged to take the initiative in contacting the school regarding a student's progress. Teachers do make a determined effort to contact parents on these items but we also appreciate it when parents make an effort to contact the school.

2. Late / Absence:

Students are expected to be in class on time; habitual tardiness and or absence is not acceptable. Students who are willfully or chronically late or absent are expected to make up the missed time through assigned detention. Should poor attendance continue, intervention by both the classroom teacher and administration may be necessary on a case by case basis.

FOCUS ON LEARNING - PERSONAL DEVICE POLICY

There is much research to suggest that digital devices in the school environment are detrimental to students. Studies have stated that more time on electronic communication results in lower psychological well-being in adolescents. Some studies link a decline in human relationships due to screen time with anxiety and depression. Other studies have shown that the mere presence of the phone (on a desk or in a pocket) can lower working memory capacity. Inappropriate use of personal electronics can interfere with an individual's right to privacy, staff and student's right to a welcoming, caring and respectful and safe learning environment and the teaching and learning process. (See Personal Electronics Section).

Digital Device Definition

A "digital device" is any handheld device that has internet access, texting, music or gaming capabilities. It does not include personal laptops, ipads and tablets brought to school for educational purposes.

Focus on Learning

Digital devices will be collected at the beginning of each class and will not be used by students unless specifically directed otherwise by the teacher. We encourage students to leave digital devices in their lockers. Teachers will have secure storage available in class for student digital devices.

Students who require access to audio as an accommodation specifically identified in their Individual Support Plan (ISP) and those students requiring regular access for the purposes of medical monitoring will be exempt from this rule. These students will keep their device on airplane mode to negate incoming texts, emails and notifications.

Consequences for Inappropriate Use

- **First Offence:** The device will be held by the teacher until the end of class. The teacher will log the incident and email the parent(s). The student may retrieve the device at the end of class.
- **Second Offence:** The device will be sent to the office where it will be logged and securely held until the end of the school and/or administration speaks with a parent. The student may retrieve the device at the end of the school day.
- **Further Offences:** Any further offence will result in increasing disciplinary action due to defiance with regards to this and other related school policies, rules and regulations.

Digital No Use Zones:

At absolutely no time, including outside school hours, are digital devices to be used in the washroom or change room areas. Note that this includes the gym hall and gymnasium. Under all circumstances, a student leaving class for the bathroom will leave their phone in class.

Consequences for digital devices in No Use Zones:

- First offense: The device will be held by the responding administrator until the end of day. The incident will be logged and the parent will be contacted. The student may retrieve the device at the end of the school day.
- Second offense: The device will be held by the responding administrator until the end of day or until a parent takes possession of the device. The student will receive a minimum 1-day suspension.
- Further offenses will result in escalating disciplinary action.

Messages to and from Students

Urgent messages from parents should be called into the main office. School office personnel will ensure that students receive these immediately. Students who need to contact a parent during class time can do so with teacher permission.

SUSPENSIONS AND EXPULSIONS

A teacher is authorized to suspend a student from one class for one day. The Principal and Assistant Principal are authorized to suspend a student from a class or from school and all school related activities for up to five days. The Principal is authorized to recommend to the GYPSD Board of Trustees that a student be expelled for a specific period of time from all or part of the activities of the school if the student willfully, blatantly and repeatedly contravenes the Education Act.

BULLYING

“Bullying means repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual’s reputation”

Education Act - Section 1(1)(d)

Several factors are taken into consideration for determining disciplinary responses to bullying and consequences can include, but are not limited to, suspension, threat assessments, and/or expulsion. In cases of severe or repeated bullying the RCMP may also be involved. Please refer to GYPSD Administrative Procedure 316 for further information.

ALCOHOL AND CONTROLLED SUBSTANCES

Any student who is in possession or under the influence of any illegal substance, cannabis, alcohol or inhalants on school property or during school-sponsored activities will face immediate suspension from school up to a maximum of 5 days. The principal may also make a recommendation to the Board of Trustees for expulsion from Harry Collinge High School. See also GYPSD Administrative Procedure 352.

FROSHING AND HAZING

In keeping with the Safe and Caring Schools initiative, we will not tolerate any participation in froshing activities. Consequences will include immediate suspension for a period of up to five school days and may include the exclusion of a student from extracurricular activities, exclusion from participating in graduation ceremonies, expulsion from school and criminal charges. Froshing is in contravention of the Criminal Code of Canada and can therefore result in criminal charges being laid whether the acts take place on or off the school grounds.

SCHOOL DANCES

The Students’ Union may organize school dances. The following rules are in force at these dances to ensure that everyone enjoys himself or herself in a socially responsible manner.

- a) Dances run from 7:00 p.m. to 11:00 p.m.
- b) No student is admitted after 9:00 p.m without prior administrative approval.
- c) Any student leaving the dance is not readmitted.
- d) Consumption of a controlled substance (or any other “Unacceptable Behaviour” as defined by the HCHS Student Code of Conduct) while in the dance will result in suspension from up to 5 school dances. In addition to these dance suspensions and depending on the seriousness of the misbehaviour, the student may be suspended from school for a period of time. In very serious circumstances, a recommendation may be made to expel the student from school.
- e) HCHS dances are for full-time HCHS students who
 - Attend 80% or more of their classes in the date range between dances. Excused absence does not count as attendance. Students can appeal for an exemption from this rule on the basis of exceptional circumstances in the life of the student

or the student's family. Letters of appeal must be written in a style appropriate to a formal letter addressed to the Principal and must be produced from a word processor.

- Attend classes on the day of the dance, or are excused by a parent.
 - Have no "Unacceptable Discipline Incident" during the date range between dances.
 - Have no documented discipline incident at any HCHS school dance for the calendar year prior to the dance.
- f) All Harry Collinge High School dances are closed dances. Only full-time HCHS students and approved invited part-time HCHS students or guests of full-time HCHS students are permitted to attend. The Principal of HCHS reserves the right to prevent anyone from attending an HCHS dance.
- g) Invitations to HCHS dances are limited to students in Grades 8-12 and young people who have been out of school for less than one year.

❖ 5 teachers and a minimum of 5 adult males and 5 adult females supervise all dances.

TOBACCO-FREE CAMPUS

Harry Collinge High School and Grande Yellowhead Public School Division provide for a smoke/vape-free working and learning environment on a 24-hour per day, seven days a week basis. (cf Administrative Procedure 167). The school will work with parents, community agencies and school-based staff to provide a prevention of youth tobacco use as well as a smoking cessation program for those students already smoking.

The intent of the policy is to reduce and/or eliminate tobacco and inhalant use by our students.

- Students, staff, contractors and visitors shall not use tobacco products of any kind on school grounds.
- For the purposes of this policy, e-cigarettes or similar electronic devices are considered as cigarettes.

WITHDRAWAL FROM SENIOR COURSES

We encourage students and parents to be very careful in their selection of courses. Our primary concern is that a student be enrolled in the course in which the student will be successful. However, we also make scheduling decisions based on these student requests and careful, thoughtful and realistic course requests allow us to build the most effective timetable for all staff and students of Harry Collinge High School.

As a result, we are reluctant to approve withdrawal from a course after registration has been confirmed at the beginning of a semester. However, there may be circumstances in which it is advisable for a student to drop a course. This must be done in consultation with the parents, the Guidance office and may include the Administration. Until the withdrawal process is properly completed and filed, registration in a course remains in effect and absences will be recorded. Any senior high students who do not fulfill the obligations of their timetable will be referred to The Learning Connection (TLC) to complete their academic schedule.

See Student Code of Conduct on page 18

| | Inappropriate Behaviour | Unacceptable Behaviour |
|------------------|---|---|
| Pre-registration | | |
| Step 1 | The parents are informed by phone when the registration is made. | |
| Step 2 | Direct parent contact is made. A letter is sent home indicating that the student has entered into a formal behavioural contract. Letter: Discipline Plan sent to the home Contract: Student's Behavioural Contract | |
| Step 3 | A letter is sent home indicating that a One-Day ISS has been served. Letter: 1 Day ISS | |
| Step 4 | A letter is sent home indicating that a Two-Day ISS has been served. Letter: 2 Day ISS | |
| Step 5 | A letter is sent home indicating that an OSS will be served and requesting a conference. Letter: 1 - 3 Day OSS Contract: Parent's Behavioural Contract | |
| Step 6 | A letter is sent home indicating that a second OSS will be served and requesting a conference. Letter: 3 - 5 Day OSS | A letter is sent home indicating that a Four-Day OSS will be served and requesting a conference. Letter: 3 – 5 Day OSS |
| Step 7 | A letter is sent home indicating that all avenues of discipline have been exhausted and that we are petitioning GYPSD for an alternate placement. Letter: Alternate Placement / Withdrawal from classes | A letter is sent home indicating that all avenues of discipline have been exhausted and that we are petitioning GYPSD for an alternate placement. Letter: Alternate Placement |

ACADEMIC INTEGRITY

The purpose of submitting work is to allow the teacher of a course to assess and guide a student's learning. This means that work submitted by the student must be their own, and representative of their ability level. Students must not take any actions that misrepresent, in any way, their own ability level. This concept applies to all work engaged in by students in their course work.

Common Violations of Academic Integrity

Plagiarism: Is the practice of representing work or ideas created by another person or through artificial intelligence as your own, in whole or in part.

- The process of sharing your work with someone else, when not expressly permitted by the teacher also falls under this category.
- This includes taking materials, in whole or part, from the internet and passing them off as your own

Cheating: Is the practice of obtaining answers, help, outside assistance or intentionally not following guidance from the teacher for the purposes of improving one's grade.

Violations of Academic Integrity

- When a teacher suspects a violation of academic integrity they will bring the matter to the attention of the student. The teacher will outline their specific concerns and seek clarification from the student.
- Considering the apparent intent and potential clarification of a student, the teacher will consider whether to informally warn the student about their violation. Informal violation will be communicated to the parents, but will not warrant any further steps. This step is to be used only when the teacher feels that there was no intention to break academic integrity.
- **Violation - First Instance:**
 - Students will receive an immediate zero for the assignment
 - i. The student will be given an opportunity to redo the assignment, at the teacher's discretion a mark may be given in place of the zero
 - The teacher will contact the parents by phone to inform them of the infraction
 - i. Contact is logged into PowerSchool
 - The teacher will contact the appropriate assistant principal to inform them of the infraction
 - Teachers of that student will be notified of the infraction
- **Violation - Second Instance:**
 - Students will receive an immediate zero for the assignment
 - i. No opportunity to make up the assignment will be offered
 - The teacher will contact the parents by phone to inform them of the infraction
 - i. Contact is logged into PowerSchool
 - The teacher will contact the appropriate assistant principal to inform them of the second infraction
 - The student will be removed from the class until a conference can be scheduled between the assistant principal, parents, teacher and student
 - The student will become ineligible for all extra curricular activities until otherwise decided by administration
 - The student may be removed from the course and scheduled in an alternative learning option.