

**SENATOR GERSHAW
SCHOOL
PARENT- STUDENT
HANDBOOK**

2025/2026



**SENATOR
GERSHAW
SCHOOL**

“Learners Together, Achievers Forever”

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SENATOR GERSHAW SCHOOL PHILOSOPHY and MISSION

Learners Together; Achievers Forever!

Welcome to Senator Gershaw School

The purpose of education at Senator Gershaw School is to develop engaged citizens with the foundations of critical thinking and lifelong learning.

Our school buildings are bright, clean, and cheerful, which help to create a pleasant atmosphere and learning environment. Parents and community members are always welcome in our school. Do not hesitate to call with questions, concerns, or suggestions at 545-6822. Parents are urged to familiarize themselves with the contents of this document and discuss the information with their children and staff.

Our Staff

Teaching Staff:

Mr. Scott Angle – Principal – Distance Ed Coordinator, Work Experience

Mr. Paul Brockelsby– Vice Principal, Music 4-9, Social 6, CTF 7

Mrs. Ali Vos – English 10-30, Social 10-30

Mr. Andy Phillips – Math 10-30, Fire Academy

Mr. Barry Smith – Physical Education: 4-12, Social 7

Mr. Kris Albers – CTS – Construction, Design, Fabrication, Language Arts 8, Social 9

Mrs. Danielle Gruninger – Green Certificate, SGS Evening Program Teacher/Career Counselor

Mrs. Terryn Gutfriend - Grade 5

Mrs. Melissa Hanna– CTS – Foods, Fashions, Language Arts 7&9, Jr. High CTF

Mrs. Natalie Dunlop – Grade 4, LA 6, Art 6

Mr. Russell Hillyer – Bio 20 & 30, Physics 20&30 Chem 20 & 30, Science 10

Mr. Stan Tiffin – Math 6&7, Science 6, 8, 9, Calm, Financial Management

Mrs Holly Heglund - Social 4&8, Science 7, Math 8&9, Computers 5, CTF 7-9

Support Staff:

Educational Assistants: Mrs. Melanie Segouin, Mrs. Karen Serfas, Mrs. Kelly Ell, Mrs. Beth Hopkins, Mrs. Lena Dyck

Mrs. Cindy Hume – Administrative Assistant

Ms. Leandra Byam – Librarian

Mrs. Shelly Dallyn – Head Custodian

Mrs. Helena Wiebe - Housekeeper

STUDENT EXPECTATIONS

For teachers to best focus on the education of their students, we feel that it is important for all students to be aware of the following expectations. Underlying these expectations are these principles:

- i) It has been researched that over 85% of success depends directly on attitude and attendance.
- ii) All students must take responsibility for their education.
- iii) All students have the right to an education and must not jeopardize the rights of others in the achievement of their educational success.
- iv) All parents must share in the responsibility for the success, actions and attitudes of their child in the educational process.
- v) All students should be aware of the expectations placed on them and recognize that their choice of actions determines consequences.
- vi.) Students shall conduct themselves in a respectful and responsible manner towards themselves and others.

Students are expected to adhere to the Prairie Rose School Division Code of Conduct:

PRAIRIE ROSE SCHOOL DIVISION NO. 8 POLICY HANDBOOK POLICY NO: A305 STUDENTS' CODE OF CONDUCT

Purpose

To establish and maintain a welcoming, caring, respectful, and safe learning environment for all students, staff and guests of the Prairie Rose School Division.

Statement Regarding the Alberta Human Rights Act

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, gender identity, gender expression, 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;

THEREFORE discrimination on any of the prohibited grounds in Section 4 of the Alberta Human Rights Act is unacceptable behaviour.

Examples of Acceptable Behaviour

- Respect yourself and the rights of others in the learning environment.
- Make sure your conduct contributes to a welcoming, caring, respectful and safe learning environment that respects the diversity and fosters a sense of belonging to others in your learning environment. ▪ Refrain from, refuse to tolerate, and report bullying or bullying behaviour, even if it happens outside of the school, school hours or electronically.
- Inform an adult you trust in a timely manner of incidents of bullying, cyberbullying, harassment, intimidation or other safety concerns in the learning environment.
- Act in ways that honours and appropriately represents you and your school.
- Attend school regularly and punctually.
- Be ready to learn and actively engage in and diligently pursue your education.
- Know and comply with the rules of your school.

- Cooperate with all school staff.
- Be accountable for your behaviour to your teachers and other school staff.
- Contribute positively to your school and your community.

Examples of Unacceptable Behaviour

- Behaviours that interfere with the learning of others and/or the school environment or that create unsafe conditions.
- Non-compliance to school staff instruction and direction.
- Acts of bullying, cyberbullying, harassment, or intimidation.
- Inappropriate use of personal technology devices.
- Physical violence.
- Retribution against any person in the school who has intervened to prevent or report bullying or any other incident or safety concern.
- Illegal activity such as:
 - Possession, use or distribution of illegal or restricted substances,
 - Possession or use of weapons.
 - Theft or damage to property.

Location and Time of Unacceptable Behaviour

- On school property at any time.
- During school hours.
- When using personal technology devices.
- At any time and at any place during activities associated with the school (e.g. during field trips or extracurricular activities).
- During transportation arranged by the school division.
- At any time or place, provided school administration deems the behaviour or incident to be detrimental to the school or its students and staff.

Consequences of Unacceptable Behaviour

- Consequences will range from in-class consequences administered by a school staff member to suspension administered by the school principal. Consequences might include expulsion recommended by the school principal and authorized by the Board of Trustees.
- Consequences will take into account the nature of the unacceptable behaviour, the student's age, maturity, and individual circumstances.
- Any special needs that the student has will be considered when applying consequences.
- Supports will be provided to students impacted by inappropriate behaviour and to those students who engage in inappropriate behaviour.
- Consequences will be guided by best practice and monitored by the School Principal.
- All suspensions and expulsions will adhere to parameters outlined in the School Act.

School-Based Student Conduct Expectations

- All schools will develop and communicate a Student Code of Conduct that operates within the PRSD Student Code of Conduct principles.
- All school-level and classroom-level expectations of behaviour and consequences will correlate with the PRSD Student Code of Conduct principles and will be age/grade appropriate.
- All schools will develop guidelines within their staff handbook that explain student management procedures within the school.
- All schools will incorporate strategies for teaching, supporting and reinforcing positive behaviour. Supporting Positive Behaviour in Alberta Schools is a recommended resource.

Procedures of Communication

- The PRSD Student Code of Conduct will be published on the PRSD website, school-based websites, and placed in staff handbooks.
- Each school's Student Code of Conduct will be published on the school's website and published in student and staff handbooks.
- Staff handbooks will outline the roles and responsibilities of the school leadership and staff as it pertains to procedures and operations around student management.
- The PRSD Student Code of Conduct will be reviewed annually by the PRSD executive and school leaders.

STUDENT DISCIPLINE

It is our desire to encourage and regard students who conduct themselves in the best interest of their education and respect the rights of all other students to their education. It is the responsibility of our staff to protect the rights of all students in their education.

Unfortunately, from time to time, corrective measures will have to be taken with individual students to encourage more successful behavior. It is our goal that this will be done fairly and consistently, according to our Discipline Process. Good discipline is extremely important to the school program. Without good discipline, the school cannot discharge its primary responsibility in the development of citizenship. Without good discipline, students cannot realize their greatest opportunities for growth. In maintaining discipline, teachers must be able to proceed with the assurance that support will be forthcoming from the Parents, Principal, the Superintendent, and the School Board.

SENATOR GERSHAW DISCIPLINE PROCESS

HOMEWORK

Incomplete Homework

- Incomplete homework will be required to be completed during scheduled work periods for all grades. **Habitual Homework Incomplete**
- Sent to Administrators
- Detention to complete work at recess or noon hour
- telephone parents /team conference [Student, Parents, Teacher, Administrator]

PLAGIARISM/CHEATING/COPYING

- Both (all) students will be awarded "0" with no make-ups – telephone parents

BEHAVIOUR - MINOR INFRACTIONS

1. Verbal or nonverbal correction
2. Removed from class
 - responsible for work
 - call parents
 - detention / community service
3. Sent to office
 - responsible for work
 - call parents
 - detention / community service
 - class(es) suspension

BEHAVIOUR - MAJOR INFRACTIONS - *Contravention of Code of Conduct*

- Lockers are owned by the Board and can be searched at any time with probable cause to do so. - Call parents/ letter- detention/community service.
- "In-School" suspension - "Out-of-School" suspension - Refer to "Student in good standing".

SMOKING, TOBACCO, & VAPING - A213

- Using or conspicuous possession
- Report to Principal and parents

VIOLENCE - A210

- Report to parents and Superintendent, Student in Good Standing
 - Fighting - 3 day "out of school" suspension minimum
 - Possession of an item considered a weapon - minimum 1 day "out of school" suspension
 - Use of an item as a weapon - 5 day "out of school."

STUDENT ALCOHOL, SUBSTANCE ABUSE AND GAMBLING - A211

- Suspected - segregated and parental contact -possible suspension
- Possession - suspension and report to Parents and Superintendent
- Repeated - suspension

** Any criminal offenses including dealing and supplying minors will be reported to the RCMP. **

DAMAGES

Students & Parents are responsible for the repairs and/or cleanup.

- Make repairs by self,
- Equivalent in community service
- Paying the cost of repairs

**Community service is defined as school or school yard clean up, and related school chores. **

USE OF PERSONAL DEVICES IN SCHOOLS - A313

Cell phones/electronic devices are not to be used during class time for personal use. At times teachers may allow students to use cell phones/electronic devices for educational purposes. Cell phones/electronic devices may be used during breaks, however NOT while walking between classes without breaks. It is recommended that Grade 4-6 students do not bring cell phones/electronic devices. Grade 4-6 students are not to use cell phones/personal electronic devices during class or recess, and can only be used after all lunch has been eaten during lunch break.

CLOSED CAMPUS

Senator Gershaw is a closed campus for all students in Grades 4-9. Bus students are not allowed to leave school premises once they have been dropped off by school bus. If bus students are required to leave the school within school hours they must be picked up by a parent/guardian or a note sent to school administration for alternative arrangements. Town students may go home for lunch, however are not allowed to leave school during breaks/recesses without written parent permission.

LUNCH ROUTINE

All students eat lunch in the common area. Students may eat outside at the picnic tables available to them. Students may not eat in hallways or classrooms unless directed so by teachers. Students are responsible for the cleanliness of their area, putting waste in the garbage, and maintaining a clean table.

STUDENTS IN GOOD STANDING

The staff and community members provide a multitude of curricular and extracurricular opportunities ie (sports, field trips, grade 11 play, graduation). We expect that students will conduct themselves appropriately during any activity sponsored by the school. Students that abide by these expectations are deemed to be “Students in good standing”. If a student demonstrates behaviors **not** consistent with the School Act or Board policies, the principal in consultation with staff members of the school may determine that the student is not in “good standing.” Should this occur, the student may lose some or all privileges to attend co-curricular and extra-curricular activities. If a student is suspended as per regulations of the School Act, the individual immediately loses “good standing status” for the length of time based on the following formula: “number of days suspended X 5”. If a student is not in “good standing” because of suspension or other reasons, the student’s status will be reviewed. If the student has not changed behavior, sanctions may have to continue. Below is a list that would cause students to be automatically not in good standing:

- Below 80% school attendance rate.
- Unexcused absence within the week of the event.
- Below 50% in any course.
- Students are habitually late for class.

HEALTHY EATING POLICY

Senator Gershaw School Healthy Eating Policy is in alignment with Prairie Rose Wellness Policy A322. This school policy does not impact lunches, snacks, or foods that students and/or staff members bring from home.

- Teachers will limit the use of items from the *Choose Least* category as rewards for students.
- Classroom celebrations will be limited to a maximum of one per month. Food for the classroom celebrations will take into account healthy options and dietary requirements of the classroom.
 - No parents will bring in food for the entire classroom unless it has been pre-approved by the classroom teacher.
- At field trips/special events when *Choose Least* options are present an alternative will be provided by the school for students with dietary restrictions or who want to make a more healthy choice.
- Grade 4-6 students will not have access to vending machines before or during school hours.

***** Due to severe allergies at Senator Gershaw School, both schools are PEANUT FREE facilities. For this reason, please DO NOT include items that contain nuts (ie. Peanut butter, Nutella, almonds) in student lunches. *****

PLAYGROUND RULES

Safety on the playground is of the utmost importance. Students are required to follow these playground rules while using the equipment:

1. No under ducks on the swings.
2. One person on the swings at a time.
3. DO NOT throw snow, ice, rocks, or dirt.
4. No body contact games including wrestling.
5. Throw trash in the trash cans.
6. Do not throw balls onto the roof of the school.
7. Change to clean footwear before proceeding to class.
8. Electronics such as phones and iPads should not be used during recess time.
9. DO NOT play behind the garage, shop, or shed.
10. Stay OFF the skirting of the portables.
11. Treat all equipment with care and respect.

ABSENCES / LATES/CLASS CUTTING

It is recognized that attendance at school and in individual classes is an essential factor in successfully achieving an education. It is also recognized that arriving at school and at class on time is one of the student's responsibilities. It is the direct responsibility of each student, who has been absent, to determine from his or her teachers what assignments have been missed. It is also the responsibility of the student to arrange for alternate deadlines or assistance from the teachers.

PRAIRIE ROSE SCHOOL DIVISION NO. 8 POLICY HANDBOOK POLICY NO: A304 SCHOOL ATTENDANCE

1. Regular attendance is critical to successful completion of the school year. A student who attends classes regularly to complete assignments, to learn basic concepts, to apply theory and to gain practical experience will achieve success.
2. Regular attendance is the responsibility of the parent and student.
3. In all cases of absences parents are requested to phone the school prior to the start of school on the day the student is going to be absent. A note certifying the specific reason for the absence may be presented to the school when the student returns.
4. In the event of illness and in special or emergent circumstances, the principal will deal with student non-attendance on an individual basis.
5. The School Act, Section 7(b) states that a student shall attend school regularly and punctually.

Guidelines

1. Attendance of each student will be recorded daily.
2. Principals are responsible for keeping parents informed of student absences from class.
3. When a student is absent for 10% of the possible classes in a year or semester, the principal will send a letter to the parents identifying the problem. Examples of interventions that could occur at this point include scheduling a meeting with the student and the parents, engaging the Family School Liaison Worker or the School Counselor. An assessment for possible learning difficulties might also be appropriate.
4. When a student is absent for 15% of the possible classes, he/ she will be required to complete a school attendance contract. This will outline the consequences of continued absence from class.
5. When a student is absent for 20% of the possible classes, he/she may be put on an alternative program. This may include the following:
 - a. Referral to the Attendance Board for a student under 16 years of age
 - b. Meeting with the parents and the student to reach agreement on a mutually-acceptable alternative program.
 - c. Placement in the SGS Evening Program, Coulee Collegiate, or South Alberta High School.
 - d. At-home study with Distance Learning programs.
 - e. Placement in an online program for home study using a computer.
6. If an agreement cannot be reached between the school, the parents and the student about a placement the parents have the right to appeal the decision to the Superintendent.

August 30, 2025

Dear Parents/Guardians:

Re: Fair Notice and Process, Assessment of Risk to Others (ARTO)

In Prairie Rose School Division No. 8, the safety of our children is a top priority. Along with our community partners, we are committed to keeping our schools safe for students and staff. The community partners, as members of the Southeast Alberta Regional Assessment of Risk to Others (ARTO) committee, have developed a plan for responding to all situations in which students may be posing a threat to themselves or others, which includes all staff, must report all threat related behaviours.

What is the purpose of an Assessment of Risk to Others (ARTO)?

The Assessment of Risk to Others (ARTO) is designed to be proactive in developing intervention/safety plans that address the emotional and physical safety of those involved; to ensure a full understanding of the context of the threat; and to begin to understand the factors that contribute to the threat-maker's behaviour.

What behaviours warrant an Assessment of Risk to Others (ARTO) to be initiated?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet, or made by gesture. Every threat must be taken seriously, thoroughly investigated and a response and follow through completed.

What is an Assessment of Risk to Others (ARTO) Team?

Each school has a multi-disciplinary ARTO team that includes the school administration, school-based counselors and support staff, and may also include district resource staff and community partners (i.e. police, mental health practitioners). It is important for all parties to engage in the ARTO process. If for some reason there is reluctance to participate in the process, by the threat-maker or the parent/guardian, the threat assessment will still continue to ensure a safe and caring learning environment for all.

What happens in an Assessment of Risk to Others (ARTO)?

The process of a ARTO begins when threat making behaviours are reported. The ARTO protocol is then activated. Interviews will be held with the student(s), the threat-maker, parents, and staff to determine the level of risk and develop an appropriate response to the incident. An intervention plan will be developed and follow-up meetings will occur, as deemed necessary, to ensure that interventions are supporting all those involved.

This letter is intended to serve our community with fair notice that we, as a school division, will not accept "no response" to a threat in our schools. We are proud to be able to provide this level of support to our school communities and we are fortunate to have the commitment of our community partners. If there are any questions, please feel free to contact your school administrator, or further information can be found on the division website.

Sincerely,

Mark Heinrichs
Deputy Superintendent of Schools

The model presented reflects the thinking and work of J. Kevin Cameron, Director of the Canadian Centre for Trauma-Informed Practices; www.cctatr.com.

STUDY/STUDENT SPARE PERIODS

All Grade 10 and 11 students will be registered in complete course loads. No spare periods are available in these grades unless there are extenuating circumstances. Grade 12 students may choose a study period. Students who are not making use of the time in the library/commons area will be asked to leave. If, on permitted home study, students must leave the school. Students from grades 4-12 have embedded work periods within the school day. Utilization of these work periods will be key to student academic success.

STUDENT VEHICLES AT SCHOOL

To assist in the SAFETY of our students we require the following:

- A. Students who bring vehicles to school can park only in the student parking area or on the street - not in the bus lane or staff parking lot.
- B. Vehicles are not to be used for the purpose of pleasure driving at noon hour. Additional passengers should not be carried without parental permission.
- C. Any student operating a vehicle in an unsafe manner during school hours will be reported to their parents and the R.C.M.P.
- D. Vehicles are not permitted for transport to or from physical education. Off Campus sites require prior approval.

PRAIRIE ROSE SCHOOL DIVISION NO. 8 POLICY HANDBOOK

POLICY NO: A213 TOBACCO USE

1. The Division **prohibits use of all tobacco products and vaping** in or on all school facilities and grounds, including division-owned vehicles but excluding teacherages.
2. Students found using/or in conspicuous possession of tobacco products shall be reported to the principal. The incident shall be recorded and the parent advised in writing.
3. Professional staff shall provide programs designed to inform students about the health hazards of tobacco use.
4. Community groups and after hour users shall adhere to the no smoking policy or risk losing the privilege of using Division facilities.

EXTRACURRICULAR TRANSPORTATION

All students must ride to and from extracurricular activities in one of the following

- ways:
- A. school approved bus
 - B. board approved means of transportation
 - C. with her or his own parents

PRAIRIE ROSE SCHOOL DIVISION NO. 8 POLICY HANDBOOK

POLICY NO: A107 FIELD TRIP POLICY

1. The Division acknowledges that there are many activities of an educational nature which occur outside of the classroom and may be used to enhance student learning.
2. The Division's commitment to provide a safe learning environment extends to include school activities which occur outside the boundaries of the school.
3. The Division will support off-campus field trips, tours, projects and activities subject to available finances, legal restrictions, and the extent of coverage by the Division's insurance policies. Such field trips shall provide students with experiences supplementary to the approved curriculum or enrichment experiences and shall be authorized in accordance with procedures prescribed by the Superintendent.
4. All field trips shall be categorized into one of the following levels. The procedures and guidelines differ

depending on the level of the trip.

LEVEL 1 – Common Day Trips – Same day trips within the local geographic area.

LEVEL 2 - Common Overnight Trips - Include two or more days.

LEVEL 3 – High Risk or Extended Trips – Involve a safety risk and / or extend for four or more nights away.

PRAIRIE ROSE SCHOOL DIVISION NO. 8 POLICY HANDBOOK

POLICY NO: T204 VOLUNTEER DRIVERS POLICY

1. Volunteer drivers must sign the Extra/Co-curricular Transportation Volunteer Driver form attesting to their acceptance of and compliance with these conditions.
2. Volunteer drivers shall be aware of and adhere to all Alberta Transportation regulations and all laws and regulations pertaining to the operation of a motor vehicle in the Province of Alberta.
3. All volunteer drivers must provide proof of a valid Class 3 or Class 5 Operator's License and a driver's abstract.
4. If a driver's abstract shows six or more demerits, the driver shall not be allowed to transport students.
5. Volunteer drivers are to follow and support school policies that have been developed for student and staff conduct. If any question of policy or conduct arises, the volunteer agrees to accept the decision of the teacher advisor who is responsible for the trip.
6. All volunteers agree to refrain from the use of alcohol, banned substances and tobacco products. Smoking is not permitted in private vehicles that are used for student transportation.
7. It is the responsibility of the Principal to review all pertinent policies with the volunteer driver prior to the planned departure. All participants on school-sponsored travel must acknowledge the school policies and rules that apply during a regular school day.
8. Parents may only transport students, other than their own children, if the Principal has designated them to be school-approved transportation.
9. Volunteer drivers must notify their insurance companies that they will be acting as volunteer drivers. Drivers are required to provide proof of two million dollar liability insurance coverage to the Principal at least two days prior to the start of the trip.
10. Volunteer drivers will be held liable if they are shown to be negligent.
11. In the event of an accident, the driver's insurance will be primary insurance to the limits of the driver's policy and the Division's insurance, if applicable, would only respond as an excess or secondary insurer.

SENATOR GERSHAW DRESS CODE

1. All students and staff are encouraged to dress in a clean and tidy manner which is appropriate for a public school setting. Appropriate attire means:
 - Clothing that covers the undergarments at all times
 - Clothing that does not display inappropriate symbols or graphics
 - Clothing worn in the gymnasium would include appropriate athletic wear
2. Hats or caps may be worn into the school and in classrooms. Hats must be removed for our national anthem and at any time the teacher in the classroom requires it (example: testing, misbehaviour). Hats must be removed for significant events including Remembrance Day ceremonies. Students also must only wear one hat and not have both a hat and a hood up at the same time. If any of these guidelines are not followed then the hat policy will be revisited.
3. There may be school days when special events (ie theme days) allow for some flexibility in the School's dress code. The Principal shall inform students and staff if a certain activity allows for a slight modification of the expected dress standards.

CARE OF SCHOOL PROPERTY

We encourage all students, parents, and staff to take pride in the school and its resources. The cost of any damage will be the responsibility of the student (s) and parent (s). In accordance with Policy H310 students who damage school property have to reimburse the school the cost of repairing or replacing the item. This does not include damage to material that results in normal school use. Damage that is deemed “accidental” may be cost shared.

GYM GUIDELINES

- A. Gym will only be used under direct teacher supervision at all times.
- B. Neither food nor drink is allowed in the gym during school hours except during lunch times.
- C. Only approved, non-marking athletic footwear can be worn. Street shoes are not allowed.
- D. All equipment must be used in the proper manner.

RULES FOR STUDENTS ON BUS

- 1. The driver is in full charge of the school bus at all times and students must obey him/her promptly.
- 2. Except when loading and unloading, students shall remain seated.
- 3. Students must be on time. Students frequently late for pick-up may be left.
- 4. Conduct that diverts the driver’s attention and thus endangers the safe operation of the bus is prohibited.
- 5. Students shall not be allowed to get on or off the bus between their home embarkation point and the school unless authorized by the Principal and written authorization is received from the parent.
- 6. Profanity and the possession or use of alcohol and illegal drugs is prohibited on school buses. Anyone under the influence of alcohol or illegal drugs is to be referred to the Principal or supervisor in charge.
- 7. Students are not permitted to bring objects onto the bus which in the opinion of the bus driver may be unsafe to transport.
- 8. Students shall pass in front of the bus at stopping points on the highway, proceed about 10 paces along the shoulder of the road to the front and cross after receiving a prearranged signal from the driver.

For violation of any of these rules, a student may be temporarily suspended, or expelled from riding the bus. Students must be in attendance at school during the period of suspension. Students violating these rules may be reported to the School Principal and, if necessary, to the Division Board.

Additional Bus Safety Expectations:

- 1. Students or parents must notify the driver when they are not going to be on the bus.
- 2. No vehicles shall pass a bus while loading or unloading in the bus lane.
- 3. Students riding bikes must walk their bikes while buses are loading and use crosswalks.
- 4. Students must provide written permission from parents and administration to ride on a bus that is not their regular one.
- 5. Parents should notify the bus driver of any pertinent medical conditions.

PRAIRIE ROSE SCHOOL DIVISION NO. 8 POLICY HANDBOOK
CATEGORY: A206 ADMINISTERING MEDICATION TO STUDENTS

Under exceptional circumstances, a child may be required to take prescribed oral medication during school hours and the child's parent may be unable to administer the medication. Under such circumstances, the Principal or the Principal's designate may administer the prescribed medication.

1. Written instruction signed by the parent and physician or pharmacist will be required and shall include:
 - a) child's name
 - b) name of medication
 - c) purpose of medication
 - d) time to be administered
 - e) dosage
 - f) adverse effects
 - g) termination date for administering medication.
2. The parent of a student required to take medication during school hours must assume responsibility for informing the school principal in order that such medication might be properly secured and appropriate records kept.
3. The parents of the child must assume responsibility for informing the principal of any change in the child's health or change in medication.
4. School personnel will not administer non-prescribed oral medication unless written permission is granted by a parent.
5. The Principal retains the discretion to reject requests for administration of medication.
 6. If a student is able to do so, self-administration, under supervision, is recommended.

PRAIRIE ROSE SCHOOL NO. 8 POLICY HANDBOOK
POLICY NO: T201 INCLEMENT WEATHER

INCLEMENT WEATHER PRIOR TO THE START OF THE SCHOOL DAY

School Closures

1. The decision to close a school for the day is the responsibility of the principal and / or the Director of Transportation.
 - a) The decision to close the school should be communicated to parents and staff by 6:30 a.m.
 - b) Notification of school closures will be provided to the Director of Communications and school bus drivers by the Director of Transportation.
 - c) Parents will be alerted via School Messenger (phone, text, email) that the school is closed. The message will be sent by the Director of Communications.
 - d) The Director of Communications will update the School/Bus Cancellation page of the division website and advise the Executive Team and the media of school closures.
 - e) The principal will ensure that all school based staff receive a communication of school closure.
2. Schools may remain open even though some buses may not be operating.
3. School closure decisions must align in Bow Island, Oyen and Redcliff. Therefore, principals must coordinate with other principals in their community, as well as the Director of Transportation.
4. The decision to close schools should take into consideration the following weather-related guidelines:
 - a) Actual (ambient) Temperature of -36°C or colder as reported by the Weather Network. Wind chill will not be considered when making decisions about school closures. The Director of Transportation will monitor temperatures throughout PRPS and may make the decision to not operate specific buses or to close a school(s). If the majority of buses for a school are shut down due to cold temperature,

then generally the school will be closed for the day.

b) Severely reduced visibility (.2 km or less) Principals will consult with the Director of Transportation and bus drivers to assess this hazard and, if necessary, make a decision to close a school. Each individual bus driver can discontinue a route in progress and/or cancel bus operations for the day, if the lack of visibility creates a dangerous driving situation.

c) Current road conditions. Principals will consult with the Director of Transportation and bus drivers to assess this hazard and, if necessary, make a decision to close a school. Each individual bus driver can discontinue a route in progress and/or cancel bus operations for the day if road conditions create a dangerous driving situation. The Alberta 511 road report will be the data source utilized to assess road conditions.

5. If a decision to close a school is made in the morning of a regularly scheduled instructional day, the principal will ensure that a staff member is at the school during the regular drop off/school start up time. The purpose is to ensure that any student walkers or those dropped off by parents, are not forced to remain outside in inclement weather. Parents will be contacted to return to the school to pick up the students.

Bus Cancellations

1. Other than in the circumstance of extreme cold weather, as is indicated in section 4.a., bus drivers are expected to use their own discretion in deciding whether or not to operate their bus route.

2. Principals are responsible to communicate any significant weather issues to the Director of Transportation throughout the school day.

3. Bus drivers/contractors shall notify their dispatch upon bus route cancellations. Independent contractors shall notify the School Principal and the Director of Transportation.

a) Contractor dispatch is responsible for notifying the Director of Transportation of any bus cancellations. The Director of Transportation will notify the principal of the cancelled route number(s).

b) The Director of Transportation will use School Messenger (phone, text, email) to alert parents of bus cancellations.

c) The Director of Transportation will update the School/Bus Cancellation page of the division website.

d) The Principal will communicate with the necessary school based staff if a bus route is cancelled. 4. If buses return home before the end of the regular school day other than scheduled early dismissals, the driver must ensure students are able to enter and in the case of very young students, a responsible person is available to supervise them. The Directors of Transportation and Communications will work with principals to communicate with parents. The responsibility and final decision to send children on the bus in the morning belongs to the parent(s), even if the buses are operating and the school is open. PRPS takes responsibility for the safety of students upon the point of boarding a school bus.

Diploma Exams

Prairie Rose High Schools serve students in a diverse geographical area. As a result, there is a potential for:

1. Inclement weather causing a school closure on a diploma exam administration day affecting all students writing diploma exams that day.

Or

2. The school remains open however, there is a localized inclement weather situation affecting an individual(s) writing diploma exams that day. In the case of inclement weather causing a school closure during a diploma exam writing day, the principal of the school will:

a) Contact all of the students scheduled to write on the school closure day. School administration will inform the students that they have the option of applying for an exemption for the missed exam or the students can write the exam at a later diploma exam writing date.

b) The principal will complete a group exemption form for all students who have consented to be included in the exemption request.

c) If the student does not wish to apply for an exemption or if the exemption is not granted by Alberta Education, the student will need to write the missed exam at a later date. Most Diploma exams are available for writing in January, April, June, August and November each year.

3. In the case of inclement weather causing **bus cancellations or challenges with students being able to get to school (but the school is open)**, during a diploma exam writing day, the parents must contact the school principal to review the options outlined in the Diploma Exam General Bulletin. Exam writing protocols must be explained to students in the days leading up to writing a diploma exam so that the students are familiar with expectations prescribed in the Diploma Exam General Bulletin.

Please note:

Parents and high school students must not place the writing of a diploma exam before the safety of the students. Safety of students is the only premise on which to make a decision to travel to a school during inclement weather.

Extra and Co-Curricular / Field Trips

In the event of school closure due to inclement weather or impassable roads, extra and co curricular events at the school and road trips shall be cancelled or postponed to an alternate time and date. In the case of weekend extra or co-curricular trips or events, considerations for cancelling a trip or home school event shall be the same as for closing school during the regular school day.

INCLEMENT WEATHER DURING THE DAY

1. Once a decision has been made that a school will be open and the students are at school, generally students will remain at school until the regularly scheduled dismissal time. The decision is at the discretion of the Superintendent. Parents may still choose to pick up their child during the day as they see fit.
2. Principals, in consultation with the bus driver, will decide if conditions dictate whether to billet students or bus students home at the end of the day. If billeting is required, the Principal will notify the Director of Communications.

EXTRA-CURRICULAR SPORTS

Participation in extracurricular sports is a privilege and is earned by conscientious effort in curricular areas. The key factors to be considered are self-esteem, participation, sportsmanship, skill development, and team effort. We believe that coaches, as well as students, should exhibit good sportsmanship and be positive emissaries of Senator Gershaw School and Bow Island. Officials should never be criticized. More detailed information is available in the Coaches' Manual.

HOMEWORK

Homework is a serious educational decision. We recognize that students are busy people with membership in organizations and other lessons. To this end adequate and timely communication is essential amongst students, parents, and teachers. During exam and review times, the quantity will likely increase.

- Students in Grade 4 - 6 may have some assigned homework, but should not exceed an average of 20 minutes per night for the student who works at an average, concentrated rate. Homework is an important step in order to acquire the necessary study skills and work habits for high school and life.
- Students in Grade 7-9 level will receive necessary assignments. The assignments should not exceed an average of 1 hour per night (total of all subject areas) for the student who works at an average, concentrated rate. This works out to approximately 15 minutes per core subject.
- Senior High students' homework will fluctuate considerably but should average at 30 minutes per core subject.

HOMEWORK, ASSIGNMENT, MISSED TEST

Background: Senator Gershaw School staff believes that student success is directly related to the completion of homework, assignments, and tests to evaluate and diagnose areas of strength and weakness. Attendance and completion of all homework, assignments and tests is essential. The staff recognize that under certain circumstances students will be absent during some days. The staff supports a student's responsibility to himself or herself in completing the missed work within a reasonable time frame.

1. Students who are absent because of illness will be given up to an equivalent amount of time to complete all of the work missed.
2. Students who are late with assignments shall receive a "blank", however, the work still needs to be completed. Students will be required to complete work during scheduled work periods. Teachers will then award credit in the blank space. Students will enter the discipline process after a reasonable amount of time.
3. Students who miss a test without substantial reason, will be awarded a "0" and are responsible to the teacher to make arrangements to take the test and have the "0" changed.
4. Students who have conflicting appointments are responsible for notifying their teacher when a test, assignment or homework is announced as far in advance as possible.
5. Students may be given an alternative form of test.
6. Students who miss 3 assessments in any class will have to explain their reasons to the administration.
7. Jr. Sr. High Students caught cheating will be awarded "0" with no makeup.

STUDENT PROGRAMS ORGANIZATION

Students shall receive instruction that is based upon:

- a. Clearly defined course objectives.
- b. Clear statements of course content.
- c. Regular classroom evaluation procedures.
- d. The results of diagnostic, standardized achievement tests and other norm referenced instruments.

Students in Grades 7-12 shall receive on the first day of instruction, a clear statement of:

- a. Course objectives.
- b. Course content.
- c. Evaluation procedures with weightings to be assigned for various facets of required term work and for the final examination.
- d. Other criteria to be used in evaluation.

FINAL EXAMINATIONS

- All students in Grades 7-12 shall write final examinations in core subjects. Senior High students will write final examinations in subjects where Diploma exams are not given and where practical.
- No additional time will be given to students who are late unless circumstances suggest that it is beyond the student's control.
- Missing a final examination is only acceptable in cases of bereavement, critical illness, or other reasons acceptable to school administration and the Superintendent.
- It is the parent's responsibility to contact the school if the student will be away on the day of a final examination.

STUDENT'S COUNCIL

(The council's functionality depends solely on the students' willingness to initiate.) The Senator Gershaw Students' Council is a body of students, which includes Grades 4 to 12. All students are encouraged to actively participate in the Students' Council.

Purposes:

- A. To provide for student participation in the government of the school.
- B. To coordinate and unify the activities of students in their efforts at self-management.
- C. To encourage interest in the school and in proper standards of conduct.
- D. To emphasize responsibility and social cooperation, and to give experience in democratic procedures.

Organization:

The executive body of the Students' Council consists of the President, Vice-President, Secretary- Treasurer, Social Convenor, and School Council representatives and a room representatives from each of the rooms from Grades 4 -12. Council meetings are set by the President every month or as deemed necessary. The council should generate a yearly list of proposed events and present it to the staff advisor and principal for approval. Some time will be set aside for Student Council activities. The Student Council advisor is also the liaison person between the students, the staff, and the Principal.

AWARDS AND SCHOLARSHIPS

Our Awards Presentations are held at the end of the school year. This ceremony is designed to recognize those students who have attained personal excellence in one or more areas. Awards are presented in the general areas of Academics, Athletics, Citizenship, and special achievement.

Criteria and value of each of the awards can be received from either the administrative office, or guidance.

SCHOOL BASED HONOUR ROLL CRITERIA

Honour roll for all Grades 4-12 will be based on an average of 4 classes - Math, Science, Language Arts (English) and Social. At least one Science for each high school grade must be included, more than one science course may be used IF it improves the students average mark. Out of sequence will not count towards the year's honour roll. Average considerations will be based on 10 level courses in Grade 10, 20 level courses in Grade 11, 30 Level courses in Grade 12. Grade 12 honour roll will be determined through the blended semester 1 and the school awarded semester 2 marks.

GRADUATION

Graduation ceremonies are held annually in May for those students who are registered in 100 or more credits, qualify for our Alberta Education High School Diploma, and are in a passing position after the third reporting period.

BELL SCHEDULE

- 8:35 – 8:38 – Home Room and announcements
- 8:38 – 9:18 – Period 1
- 9:18 - 9:58 – Period 2
- 9:58 – 10:03 – Break (9:58- 10:13 – Elementary Recess)
- 10:03 – 10:41 – Period 3
- 10:41 – 11:19 – Period 4
- 11:19 – 11:53– Flex Block
- 11:53 – 12:30– Lunch Break
- 12:30 – 1:08 – Period 5
- 1:08 – 1:46 – Period 6
- 1:46 – 1:51 – Break (1:46 – 2:01 – Elementary Recess)
- 1:51 – 2:30– Period 7
- 2:30 – 3:08 – Period 8

SCHOOL FEES

Grade 4 - 6	Fee	Grade 7 - 9	Fee	Grade 10 -12	Fee
Chromebook	\$30.00	Chromebook	\$30.00	Chromebook	\$30.00
Locks	\$10 one time fee	Locks	\$10 one time fee	Locks	\$10 one time fee
		CTS	\$40.00	CTS (if taken)	\$60/semester
Phys. Ed	\$20.00	Phys. Ed	\$40.00	Phys. Ed (10) *If taken 11/12	\$40.00
Yearbook is optional at \$45. After September 30th cost is \$50					

STUDENT COUNSELING SERVICE

Counseling services are provided to assist students in obtaining maximum benefits from their schooling. Services include:

1. Academic advising – to assist in school program selection based on needs and abilities.
2. Career planning – assist students and parents in obtaining information regarding career decisions and post-secondary education.
3. Scheduling and Timetable Changes: Students register for courses in the spring of each year for the following school term. Changes occur based on the decisions the student makes in the areas of academics and career. Students have the first week of a new semester to change their courses. This is done by completing a “blue form” and delivering it to the main office. Students who do not complete the paperwork are not registered in the new course and are still registered in the previous one. Grades are issued accordingly. Appointments for the school counselor can be made in the school office.

In addition to the regular Counseling Services, students and parents have available to them the services of the **Family/ School Liaison**. The liaison is knowledgeable about community and government agencies to assist families and students.

PROGRAMS AVAILABLE

Elementary

Students in Grade 4, 5, and 6 have access to 975 hours of instruction. Language Arts, Math, and Science receive time from discretionary hours allowing students to receive more than the provincially recommended minimum. Also, daily Physical Education is practiced. Students receive slightly more than the recommended hours of instruction in Math, Language, Science, Social Studies, Health, Computer, and Art.

Junior High

Students in Grade 7, 8 & 9 have access to 1024 hours of instruction. All subjects receive time above Alberta Education’s recommended minimum. In addition to the core courses: Language Arts, Science, Math, Social Studies, and Physical Education, all students receive instruction in Computers, Information Processing, and CTF (Construction, Design, Fabrication, Foods and Fashion, Fine Arts, and Outdoor Education).

Senior High

Students in Grade 10, 11 & 12, have access to 1024 hours of instruction. All core courses are teacher taught.

CTS (Career and Technology Studies) courses are presently taught to grade 7-12 students in 10 of the 22 strands: Career Transitions, Communication, Construction, Design, Fabrication, Fashion, Financial Management, Foods, Information Processing, Marketing and Management. Green Certificate, Off Campus education (Work Experience), and Dual Credit (Welding, Business, Health Care Aid, and Educational Assistant) opportunities are available to Grade 11's and 12's – 364 days a year.

All senior high courses taught lead directly to achieving an Alberta High School Diploma. Students select optional courses to fulfill their interests.

Grade 10

Grade 10 students normally choose courses from the Grade 10 list for a total of 42 credits. Grade 10 students are expected to have a full timetable, with no spare periods. The regular timetable is full. The two choices that grade 10 students have are in that area of CTS and whether to continue with French. **All students are advised to track their own progress and meet with the counselor regarding career choices and course, or administration for completion requirements.**

Grade 11

Grade 11 students normally choose courses from the Grade 11 list for 40 credits. Grade 11 students are expected to have a full timetable with no spare periods. All students are advised to track their own progress and meet with the counselor regarding career choices and course, or administration for completion requirements.

Grade 12

Grade 12 students select courses to complete their program requirements and post secondary entrance requirements. If students have a “study period”, it is preferred that they fill this time working at home. Students are required to fill in a home leave form. All students are advised to track their own progress and meet with the counselor regarding career choices and course, or administration for completion requirements.

High School Course Drop Deadlines

High school deadline to drop courses (whether down or out of a course) will be prior to the first 6 weeks of the semester. After the first 6 weeks students will not be able to drop down or out of a course. A drop deadline for high school will be added to the school calendar.

High School Flexibility

Senator Gershaw offers a high school an evening program three nights a week. Students who can not attend regular school days are encouraged to be a part of one of our flexibility programs. Scheduling for these programs are student based depending on student needs.

ALEXANDER RUTHERFORD SCHOLARSHIPS FOR HIGH SCHOOL ACHIEVEMENT

The Alexander Rutherford Scholarships for High School Achievement recognise and reward exceptional achievement at the senior level and encourage students to continue their studies. The scholarships are based on scholastic achievement in Grades 10, 11, and 12 with \$400, \$800, and \$1300 awarded respectively. The maximum value is \$2500. Applicants for the Alexander Rutherford Scholarships for High School Achievement must be Canadian citizens and Alberta residents. Generally, this means the student's parents must be Alberta residents at the time the student applies for the scholarship. The student must also plan to enroll or be enrolled full-time in a post-secondary program (in or outside of Alberta) of at least one semester in length. The minimum required average for consideration at each grade level is 80% on courses specified below. All courses for scholarship purposes must have a minimum three-credit value. Work Experience, and Special Projects will *not* be used. Students can qualify for all or a portion of the scholarship. Averages will *not*

be rounded up for scholarship purposes. Students apply for the scholarship in May of their Grade Twelve year.

GRADE 10: \$400 - Average of 80% or higher in 5 subjects:

GRADE 10: \$300 - Average of 75% TO 79.9% in 5 subjects:

* English 10 or 13 or English 10-1 or 10-2

* Two of the following:

* Mathematics 10C or 10-3

* Science 10

* Social Studies 10

* a language at the Grade 10 level

* Any two other subjects at the grade 10 level including those listed above and 1000 series C.T.S. courses (at least 3 credits)

GRADE 11: \$800 -Average of 80% or higher in 5 subjects:

GRADE 11: \$500 - Average of 75% TO 79.9% in 5 subjects:

* English 20 or 23 or English 20-1 or 20-2

* Two of the following:

* Mathematics 20-1, 20-1, 20-3

* Biology 20 - Chemistry 20

* Physics 20 - Social Studies 20

* a language at the Grade 11 level

* Any two other subjects at the grade 11 level including those listed above and 2000 series C.T.S. courses (at least 3 credits)

GRADE 12: \$1300 - Average of 80% or higher in 5 subjects:

GRADE 12: \$700 - Average of 75% TO 79.9% in 5 subjects:

* English 30-1, 30-2

* Four of the following:

* Mathematics 30-1, 30-2, 30-3

* Mathematics 31

* Biology 30

* Chemistry 30

* Physics 30

* Social Studies 30

* a language at the Grade 12 level

* Any two other subjects at the grade 12 level including those listed above and 3000 series C.T.S. courses (at least 5 credits)

GRADE 12 DIPLOMA EXAMINATIONS

The diploma examinations program consists of course-specific examinations based on the *Program of Studies: Senior High Schools*. Students are required to write these examinations in the following courses: Biology 30 Francais 30 Science 30 Chemistry 30 Mathematics 30-1 Social Studies 30-1 English Language Arts 30-1 Mathematics 30-2 Social Studies 30-2 English Language Arts 30-2 Physics 30

To obtain credit in a diploma examination course, students must write the appropriate diploma examination and obtain a final blended mark of 50% or higher, unless they have been exempted from writing the examination by the Director, Student Evaluation Branch. Diploma examinations are available in the French language for all diploma examination courses, except for English Language Arts 30-1 and English Language Arts 30-2. Students may elect to write either the French or English language version of the respective examination.

For more information on diploma examinations, refer to the following documents sent to all senior high schools each year and/or are placed on the Alberta Education website:

- *General Information Bulletin, Diploma Examinations Program*
- *Information -for Students--a newsprint flyer*
- Test information bulletins for each course in which a diploma examination, as listed above, is administered.

JANUARY AND JUNE EXAMINATIONS

Examinations are written at all high schools offering the diploma examination courses. All students currently enrolled in diploma examination courses are to be registered for the examinations with the Educational Information Exchange by their high school principal.

Students not currently enrolled in a diploma examination course, but eligible to write, must register with Alberta Education. Registration is achieved by completing a diploma examination application, available through high school principals and the Regional Office Branch. The application form is to be forwarded to Alberta Education by the due date, as published in the *General Information Bulletin: Diploma Examinations Program*.

AUGUST DIPLOMA EXAMINATIONS

August diploma examinations are written only at a number of selected centres throughout the province. For the August administration only, students complete applications at the time of writing an examination. Special writing centres outside Alberta are not authorized for the August diploma examination session.

These diploma examinations are written only in designated writing centres throughout the province, and students are required to pre-register with the Student Evaluation Branch.

Grade 12 Diploma Examinations Schedules are set by the province and cannot be changed by the school. For information on diploma examinations **schedules, consult the** *General Information Bulletin: Diploma Examinations Program*, available from the Student Evaluation Branch.

Eligibility to Write

- Students who are registered in Alberta high schools to receive instruction in a diploma examination course are permitted to write the diploma examination in that course at their school of registration.
- Students currently enrolled in a diploma examination course are required to write the diploma examination in that course before credits are awarded.
- Students who have been awarded credit previously for the course may write the diploma examination upon application.
- Mature students, as defined in the Special Provisions section of this guide, may write the diploma examination upon application, without taking regular instruction.
- Foreign students writing a diploma examination are required to pay a fee to write.

Special Provisions for Students with a Learning and/or Physical Disability

Students who have physical disabilities and/or have been assessed as having specific learning disabilities may require special provisions in order to write a diploma examination and may request:

- that an examination be provided in braille, in large print or on audiotape
- that variation in writing time, place or mode of response be permitted
- exemption from writing an examination
- other adjustments, on request, and as approved by the Special Cases Committee.

Administrators are directed to the policies on Special Examination Provisions for Students with a Learning Disability and Special Examination Provisions for Students with a Physical Disability, as in the *General Information Bulletin: Diploma Examinations Program*. **Application, together with the required documentation regarding students with special needs, shall be made by the school principal, to the**

Student Evaluation Branch, as soon as possible and not later than 90 days before the first examination date.

Special provisions are granted and applied for a specific examination administration. A renewed application for the special provisions must be requested, in writing, for any subsequent administration. Students who write their examinations under special conditions will have their transcripts annotated with respect to the special provisions prevailing at the time of writing.

Special Circumstances

Under certain circumstances, the school-awarded mark may be accepted as the final mark upon application to and approval by the Special Cases Committee. See under the Special Cases Committee in the Special Provisions section for more information.

Diploma Examination Results Statement

Following each examination period, each student receives a Diploma Examination Results Statement. The statement shows the current diploma examination mark, the most recent school-awarded mark in the respective subject, and the subsequent blended mark to produce a final mark for each course.

Note: Students who have unpaid examination rewrite fees are to clear this debt before any current examination marks will appear on their high school records.

For students who may have two or more school-awarded marks, or two or more diploma examination marks in the same course, the final mark for official transcript purposes only, is a blend of the highest school-awarded mark and the highest diploma examination mark achieved in the course within the current and previous two school years. Each school will receive a summary of scores for students registered in that school for each diploma examination. Consult the *Annual Report. Diploma Examinations Program* for assistance in interpreting the scores.

Appeal Procedures

School-awarded Course Marks

School principals should inform students of appeal procedures. (Policy handbook)

A student who is dissatisfied with a school-awarded mark may:

- appeal under the policies set by the local school authority,

OR

- take the course again.

Changes to non-diploma examination course marks shall be received no later than October 31 of the current school year for marks originating in the previous school year.

Formal notifications of school mark changes in diploma examination courses shall be submitted to the Educational Information Exchange prior to dates published in the annual *General Information Bulletin: Diploma Examinations Program* for the release of results statements.

Requests to change school-awarded marks in diploma examination courses after the published dates shall be submitted to Educational Information Exchange, for approval.

Diploma Examination Marks

A student who is dissatisfied with a Grade 12 diploma examination mark may:

- request a rescore, in writing, to the Student Evaluation Branch, in accordance with the terms and date specified on the appropriate results statement

- rewrite the examination at a later administration date.

Rescoring a Diploma Examination

A student who wishes to have a diploma examination rescored may:

- submit an application form and pay a rescore fee per examination, directly to Alberta Education. (This fee is refunded, if the examination mark is raised by 5% or more)
- The mark resulting from rescoring becomes the final diploma examination mark, whether it is lowered, raised or remains the same.

Rewrite Fees

A student who intends to rewrite a diploma examination is to submit a registration form and pay a rewrite fee for each examination, directly to Alberta Education. This applies to students whether or not they are retaking the course through day classes, evening classes, summer school or distance learning. Students who have unpaid rewrite fees from prior examination sessions will have current payments credited toward the outstanding debt. Students are to clear any outstanding debt before their current examination marks appear on their high school records.

Students are charged a rewrite fee for a diploma examination:

- if the examination is in the same subject, and
- if the student has written an examination in this subject within the current or previous two years.

High School Diplomas, Certificate of Achievement and Transcripts

The Educational Information Exchange issues the Alberta High School Diploma, the High School Equivalency Diploma or the Certificate of Achievement to students who meet the graduation requirements. A Statement of Courses and Marks, containing the entire high school record, accompanies the diploma or certificate and is available free to students and schools on their myPass accounts.

For a fee, students may request that an Alberta High School Transcript of Achievement be sent to themselves, an employer or a post-secondary institution. The transcript is produced from the student's Alberta Education student record. Courses deemed incomplete for any reason are not reported. Transcripts are annotated with regard to any special conditions that prevailed at the time of writing a diploma examination. It is the responsibility of the student to request an updated transcript when additional courses are completed following initial graduation, or as required. Official transcripts may be ordered from education.alberta.ca

Transfer Points: Students generally take the prerequisite in a course sequence; e.g., English Language Arts 10-20-30. However, Alberta Learning recognizes that students may transfer between course sequences and these recommended routes.

ALBERTA HIGH SCHOOL DIPLOMA GRADUATION REQUIREMENTS (ENGLISH)

The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. It is important to note that requirements for entry into post-secondary institutions and workplaces may require additional and specific courses.

100 CREDITS including the following:

- ENGLISH LANGUAGE ARTS - 30 LEVEL (English Language Arts 30-1, 30-2, 30 or 33)
- SOCIAL STUDIES - 30 LEVEL (Social Studies 30 or 33)
- MATHEMATICS - 20 LEVEL (Mathematics 20-1, 20-2, 20-3)
- SCIENCE - 20 LEVEL (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)
- PHYSICAL EDUCATION 10 (3 CREDITS)
- CAREER AND LIFE MANAGEMENT (3 CREDITS)
- 10 CREDITS in any combination from:
 - Career and Technology Studies (CTS)

- Fine Arts
- Second Languages
- Physical Education 20 and/or 30
- locally developed/acquired and locally authorized courses in CTS, fine arts or second languages
- one 36-level course from any IOP Occupational cluster
- one 35-level locally developed IOP course, or
- two 35-level courses from any trade in the Registered Apprenticeship Program
- 10 CREDITS in any 30-LEVEL course (in addition to a 30-LEVEL ENGLISH LANGUAGE ARTS and a 30-LEVEL SOCIAL STUDIES COURSE as specified above):
 - Locally Developed/Acquired and Locally Authorized Courses
 - 3000 Series; Advanced Level in Career and Technology Studies Courses
 - 35-level Work Experience
 - one 36-level IOP Occupational Course
 - one 35-level Locally Developed IOP Course
 - two 35-level courses from any trade in the Registered Apprenticeship Program
 - two 30-level courses from any Green Certificate Specialization

-The science requirement [Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20] may also be met with the 10-credit combination of Science 10 and Science 14.

-Students may earn any number of credits in each second language, but only 25 credits in each second language studied may be used to meet the 100-credit requirement for the Alberta High School Diploma.

-Integrated Occupational Program (IOP) students who wish to transfer to an Alberta High School Diploma route at any time must meet the requirements outlined above. One 36-level course (10 credits) from any occupational cluster, or 10 credits from any Green Certificate Specialization or two 35-level RAP courses are acceptable for students transferring from IOP to the Alberta High School Diploma program in order to meet the 10-credit requirement in any 30-level courses.

-Students may earn any number of credits in work experience, but only 15 credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.

FURTHER NOTES:

For 30-level courses that have a diploma examination, the final course mark consists of an average of the school-awarded mark and the diploma examination mark.

Students in Francophone programs should consult the Alberta High School Diploma Graduation Requirements for French First Language-Francophone in this guide.

Mature students should consult the Mature Students section in this guide for applicable graduation requirements.