École Secondaire Foothills Composite High School/

Alberta High School of Fine Arts

COURAGE | COMMITMENT | INTEGRITY

Handbook 2026 2027

Principal - Kerry Welsh

Grade 10 Vice Principal – Robyn Mcclure

Grade 11 Vice Principal – Gina Kilbreath

Grade 12 Vice Principal – Kelli Graham

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Welcome Message

EFCHS/AHSFA Community,

As a new administrative team, we would like to welcome you all back to school! We are excited to work with students and families in our wonderful school, which is unparalleled in its ability to provide a variety of opportunities for today's learners. Our focus as an administrative team is to continue to find ways to positively impact wellness and student learning.

EFCHS/AHSFA is a place where all members of the school community are valued and supported within a welcoming, caring, and respectful environment. Supporting all members within the school community to sustain high quality and evidence informed teaching are central to our leadership vision.

We acknowledge the importance of clear and consistent communication, and our Reference Guide was created with this in mind. Please take the time to read the following information and reach out any time you have questions. We look forward to a wonderful school year!

Yours in education,

EFCHS/AHSFA Administrative Team

Timetable for 2025-2026 School Year

Time	Monday	Tuesday	Wednesday	Thursday	Friday
	Day 1	Day 2	Day 1	Day 2	Day 1
8:30 - 9:00 AM	Connect Time	Connect Time	Connect Time	Connect Time	Connect Time
9:00 - 10:20 AM	A	B	A	B	A
10:20 - 10:30 AM	Transition	Transition	Transition	Transition	Transition
10:30 -11:50 AM	B	A	B	A	B
11:50 -12:35 PM	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:35 PM	Warning Bell	Warning Bell	Warning Bell	Warning Bell	Warning Bell
12:40 - 2:00 PM	C	D	C	D	C
2:00 - 2:10 PM	Transition	Transition	Transition	Transition	Transition
2:10 - 3:30 PM	D	C	D	C	D

Attendance Protocol

To report an absence or late:

Absence Line – 403-938-6116 Ext. #8 Email - FCHSAttendance@fsd38.ab.ca

Attendance Expectations

Success in school is directly correlated to attendance in class. Regular attendance and punctuality on the part of students are important components of the learning process. We understand that each situation is unique and are committed to supporting all students in attending regularly.

1. Parents or guardians need to call or email the attendance line any time their child is absent. For unverified absences, parents will be contacted via email and/or call via our automated system.

   In addition to the attendance line, we welcome parents to contact their child's grade level administrator should they wish to share any unique circumstances surrounding the child's absences.

2. We encourage parents to reach out to teachers via email any time they know their child will be absent. Teachers will reach out to parents via email or phone call if the absences are affecting student learning.

3. Administration will become involved if absences continue to be excessive, impacting the child's learning. An administrator will meet with the student and their parents or guardians to establish written strategies and interventions to support the student's attendance.
4. If previous interventions have not met with positive results, a student will be at risk of being removed from the class.

Protocols for Confirming Absences

Students

- Please check in at the office to tell us when you will be leaving and when you will return.
- Please have your parent or guardian contact us to confirm your absence.
- When you check in/out at the office, we only check you in/out of school

Parents

- Please contact the office (phone or email) to confirm your child's absence, as well as letting us know how long they will be away.
- When you call to excuse your child from school, it is so we can confirm that you are aware of the absence. While it is possible to change an Absence to an Excused Absence, Alberta Education does not distinguish between this status – an 'excused' absence is still an absence and reflects accordingly on your student's permanent attendance record.
- If we do not hear from a parent or guardian, it is considered an unexcused absence

Leaving Early

Should a student need to leave the school for an appointment or due to illness, the parent or guardian will notify the school by calling or emailing the office. The student will then check out at the office; if the absence has not been excused by a parent or guardian in advance, a parent or guardian will be contacted via phone to confirm the absence.

Late Arrivals

Students are expected to be on time for each of their classes. When arriving to class after the bell they will quietly enter and resume their studies. At the end of the class, late students are expected to ask their teacher to change their absence to “Late” in Edsembli.

Students on Spares

Students in Grades 11 and 12 may have unassigned blocks in their schedules. During those blocks, students may work or study quietly in the Learning Commons or they must leave the campus. Students on spares may not be in the hallway or in the parking lot.

Hall Passes

Each classroom has one hall pass to be used when a student is leaving the room during class time. Only one student may leave a class at a time. Students found to be in the hallways without a pass will be escorted back to class.

Student Code of Conduct

The Student Code of Conduct is intended to establish and maintain an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community. Our purpose is to promote student learning, growth and understanding as well as ensure that students possess a strong connection to their schools as welcoming, caring, respectful, and safe places focused on their individual success.

At EFCHS/AHSFA, we believe in helping students acquire self-discipline by giving them clear guidelines and expecting them to become increasingly responsible for themselves and their actions.

Our **Code of Conduct** reflects that belief:

- We will work together to maintain a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging.
- We will demonstrate respect for self, others, and the school environment, and will be understanding of differences in people, their ideas and opinions, including when there is disagreement.
- We will promote and foster positive relationships with others while on school property, participating in school activities, traveling to and from school, and engaging in any electronic communication both on and off school property.
- We will respect the rights and dignity of our peers and celebrate the uniqueness and strengths of each individual.
- We will respect and honour our parents and guardians, teachers, and support staff for their knowledge, guidance, and support.
- Our behavior will not contravene the rights and provisions identified in the Alberta Human Rights Act and the Canadian Charter of Human Rights and Freedoms.
- We will respect private and public property.

For further information on our Foothills School Division code of conduct follow this link- **Student Code of Conduct**

Disciplinary Action

The primary focus of the code of conduct is to help students learn how to resolve issues peacefully, to develop empathy, and to contribute to a welcoming, caring, respectful and safe learning environment that respects diversity, fosters a sense of belonging, and helps develop a positive sense of self. The staff are committed to utilizing restorative disciplinary practices to help students learn from mistakes and develop a sense of accountability and personal responsibility.

Discipline Procedure

All minor incidents are dealt with by a caring adult on the spot. In this way, inappropriate behavior is identified and corrected immediately and in a manner that allows our students to take responsibility for their actions and to learn from the situation.

If an incident is a repeat offense, a student may be referred to administration. More serious incidents and infractions may be referred directly to a higher level, depending on the history and seriousness of the infraction/behavior. Each incident will be treated on its own merit.

Infraction: any inappropriate behaviour that does not follow the guidelines of the classroom or school community

Consequence: a fair and logical action that addresses inappropriate behaviour.

Caring behaviour: an assigned project which provides an opportunity to demonstrate acceptable, caring behaviour.

Examples of Caring Behaviours

- Note of apology
- Written reflection about the incident
- Teaching/leadership opportunity (e.g., student prepares a lesson for a younger grade, helps a coach, assists with preparation, etc.)
- Community service
- Project work

When incidents are referred to administration, the following steps may be taken:

1. All parties involved will be interviewed.
2. Verbal discussion between student/teacher – the Administration may be involved.
3. Administration is formally involved in investigation and discipline procedures.
4. Students and parents/guardians will receive communication regarding the incident.
5. Students and parents/guardians are issued a written warning about students' behaviour, which will be put on the student's record.

6. For serious offenses, the student may be suspended for up to 5 days. Written notice will be sent to parents/guardians and the school division.

Illicit Substances

Being under the influence of alcohol and/or drugs on school grounds is prohibited by both school and school district policies. Any student either in possession of or under the influence of alcohol and/or drugs is subject to immediate suspension from school.

Smoking, Vaping, and the Use of Tobacco Products

The possession or use of tobacco or vaping materials by anyone under 18 is prohibited by law. School grounds, and surrounding property are tobacco- and vape-free environments. Students, school personnel, and visitors are not permitted to use or be in possession of tobacco or vaping products in these areas. This also applies to students who are participating in extracurricular activities or sports programs.

Academic Integrity

We expect our students to act with academic integrity, and to use their own knowledge to demonstrate authentic learning. We expect our students to be honest and ethical in their schoolwork and in how they deal with others.

Any source that is not authentically the student's own work is deemed plagiarism and will be given a zero. This includes the use of Artificial Intelligence (AI).

"**Plagiarism**" occurs when a student knowingly represents any idea or work of another person in any academic assignment, test, or examination as their own. A common form of plagiarism involves copying and pasting from A.I.

"**Cheating**" occurs when a student obtains an unfair advantage over other students in the context of preparation or performance of any academic assignment, test, or examination.

"**Collusion**" occurs when a student knowingly allows their work to be submitted by another student or allows another student to copy their work.

Cell Phone Policy

Ecole Foothills Composite High School/Alberta High School of Fine Arts

The Government of Alberta has issued a Ministerial Order. that was informed by significant survey feedback provided by families, which overwhelmingly supported introducing restrictions on personal mobile devices in classrooms. Restricting access to personal mobile devices and social media is expected to improve student achievement and learning outcomes, while supporting student mental health.

Beginning September 1, 2024,

Instructional Time:

- Cell phones and smart devices **must be powered off** and not used during instructional time (instructional time is the time dedicated during the school day to teaching subject area and curricular content and that is supervised by a teacher or other member of the school staff team).
- Cell phones and smart devices must be powered off and not on the student's person during instructional time. This includes all spaces on the school premises.
- Cell phones and smart devices will be powered off and stored either in the student's locker or in a space designated by the teacher out of the student's reach.
- Wireless ear buds/air pods are not allowed in class.
- If students have permission from their teacher to listen to music in class, they need headphones that are wired into a computer.
- Bathroom breaks are considered instructional time, and cellphones are not to be powered on or accessed during these times. Cellphones are to be given to the teacher if you need to use the bathroom.
- Students may bring their own laptops to be used for instructional purposes only.
- Students who are quietly working during a spare may use phones appropriately, such as for music or school purposes. Students with spares are not permitted to wander the school with their cell phones

Non-Instructional Time:

- Cell phones and smart devices can be powered on and used by students during breaks from instructional time as well as before and after school.
- Students are allowed to power on and use their phones during the following non-instructional times are:
    - Morning break 10:20-10:30
    - Lunch break 11:50-12:40
    - Afternoon break 2:00-2:10

- Before and after school

Exemptions:

- Exemptions for cell phone and smart device use for students during instructional time include only:
    - Students who require the use of these devices for medical documented purposes.
    - Students who require the use of these devices because of complex needs.

- Families can work with school staff and administration to assure requisite exemptions are in place.

Social Media:

- Social media access will be blocked on all FSD (Foothills School Division) routers throughout the school day.

Communication:

- Students can communicate with parents during non-instructional time with their cellphones.
- Students needing to contact parents regarding an urgent matter during instructional time can use the Student Phone in the Office.
- Parents who need to urgently contact their child during instructional time can call the school office and we will relay the message to them.

Consequences:

Staff are asked to follow the following progressive discipline framework for enforcing the use of mobile devices policy:

- On the first incidence of mobile device use during instructional time, the student will be reminded to power off and store the device in the teacher-designated area of the class or in their locker.
- If a student is using a cell phone during instructional time, and a teacher asks them for their phone, the student must comply.
- Students who do not follow the protocols consistently will report directly to administration for follow up and parents will be contacted.
- Should there be further infractions, the administration will call parents with the student present to develop commitments to respect the policy moving forward. This may include requiring the student to leave the phone at home or dropping off the phone at the office for the day.
- Further incidences of use of mobile devices during instructional time could progress to phone contracts

School Computer and Technology Use

Electronic resources are available to students through the Learning Commons and in connection with various courses. These devices are meant to be used for educational purposes: writing, completing research, developing presentation and communication skills, advancing technology skills, enhancing learning, and teaching, and conducting valid school business. Technology use is a privilege, not a right, and the expectation is that it will be used in a responsible, efficient, ethical, and legal manner. Equipment is shared and all users are asked to follow the user policy for everyone's benefit.

Nine Elements of Digital Citizenship

Users of district-based network services will have the knowledge, skills and abilities that allow users to:

- Be able to responsibly participate in a digital society provided to them when they access district network resources.
- Provide the self-protection required to buy and sell in a digital world.
- Digitally communicate safely and appropriately through multiple methods.
- Use digital technology collaboratively and demonstrate critical thinking in its use.
- Consider others when using digital technologies.
- Protect the rights of others and be able to defend their own digital rights.
- Consider the risks (both physical and psychological) when using digital technologies.
- Abide by the laws, rules, and district policies that govern the use of digital technologies.
- Be custodians of their own information while creating precautions to protect others' data as well.

School Computer and Technology User Guidelines

1. NO FOOD: There is no gum chewing, drinking, or eating around the school Chromebooks.
2. HANDLE EQUIPMENT WITH CARE: Do not run with the laptop or cart or use it in any way that may cause physical damage to the device or equipment. Please ensure that equipment is securely positioned when in use and properly stored when finished using.
3. DO NOT PLAY GAMES ON THE CHROMEBOOKS: Unless sanctioned for classroom use to achieve curricular outcomes by the teacher.
4. DO NOT DOWNLOAD ANY SOFTWARE: You must get permission to download any software or apps on the computers.
5. USE THE INTERNET PROPERLY: Playing games, using chat apps, or using YouTube is prohibited unless authorized by a teacher for classroom purposes. Do not access web sites featuring pornographic, discriminatory, or hateful content.
6. FOLLOW E-MAIL PROTOCOL: Electronic mail is not guaranteed to be private. System administrators have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and will result in appropriate disciplinary measures.
7. MAINTAIN YOUR PRIVACY: Never reveal your home address, home phone number, or the phone numbers of any other individuals. Notify your parent(s)/guardian(s) and teacher if any individual is trying to contact you for illicit or suspicious activities.
8. HELP MAINTAIN YOUR WORKSPACE: Report any problems you notice with software or hardware, and any evidence of vandalism.

UPHOLD COPYRIGHT LAW: The Internet can be a great source of inspiration. Do not copy the work of others and give credit to all sources and references that you have used.

Student Parking

PARKING EXPECTATIONS

Students who drive to school must obey all the signage and speed limits and are expected to be especially thoughtful about safety. Parking passes will be issued to teachers and students. Any students who choose to apply for a parking pass must adhere to the parking regulations as listed below. If parking on the road, we ask that students be thoughtful towards our neighbors and drive safely, particularly before and after school when younger children are in the area.

PARKING PASSES

Note: We can only give parking passes to valid drivers. Grade 11 and 12 students who obtain a valid driver's license during the year can apply once they receive their license.

PARKING REGULATIONS

1. Vehicles must always have a PARKING PERMIT CLEARLY VISIBLE and attached to the rear-view mirror, front window, or dash. Vehicles without a valid parking permit and visible tag may be ticketed.
2. The vehicle must be properly parked in the student lot. Any students found to be parked without a parking pass and/or parked in the teacher/visitor designated parking lot will be asked to move their vehicle; Parking privileges will be revoked.
3. Safe and courteous driving habits are expected.
4. Students are not to congregate in the parking lot or personal vehicles at any time during the school day (spares and lunch time included).
5. Students are expected to take pride in our parking lot and use the waste receptacles provided.
6. Students should be sensitive to residential noise by-laws as they enter and exit the school property.
7. Administration reserves the right to suspend parking privileges for any unsatisfactory behavior,
8. ESFCHS/AHSFA is not responsible for any vandalism or theft.

Any violations of these regulations may result in the loss of parking privileges on school property.

Dress Code

Our suggestion is to consider the school as your place of work and ask yourself if your clothing is appropriate. We recognize that deciding on one's dress is a subjective and personal decision. Our goal is to support the emotional well-being of all students and as such we ask students and parents/guardians to make informed and thoughtful choices when deciding what to wear.

In some circumstances, the school may contact parents/guardians about their child's attire to aid in making decisions about its appropriateness.

We ask that:

- The clothing is free from all references to drugs or alcohol, violence, sexism, and racism.
- Clothing or accessories that could be classified as a potential weapon are not permitted (i.e., chains, spiked necklaces/bracelets, etc.).

Student Assessment & Evaluation

Instruction consists of the learning tasks, activities, and discussions a student experiences while in school that have been designed by a teacher. Assessment is a process of collecting and interpreting information about students' understanding and performance in response to instruction. This information can be gathered in a variety of ways. Research has identified assessment and instructional practices known to most significantly impact student success. These practices involve specific, descriptive, and constructive feedback between the student and the teacher.

Assessment and Evaluation

- guides the development of learning tasks;
- is shaped by the nature of the learning outcomes;
- engages learners in understanding and adjusting their approach to learning;

- leads to adjustments in instruction.

Due Dates & Deadlines

Students who demonstrate our core values of Courage, Commitment, and Integrity recognize that even though they may not be present at school on the day an assignment is due, the work must still be completed and turned in upon their return.

All assignments and tests are expected to be completed on the due date given by the classroom teacher. We recognize that there may be circumstances that arise that interfere with a student meeting a due date. In those situations, students will ask their teacher for an extension of up to two weeks. Once the two-week date has passed, the student may still submit an assignment for feedback but may not receive a mark, depending on the circumstances.

- ➔ Due Date - refers to the day the assignment is due.
- ➔ Deadline - refers to the final date the assignment will be accepted - **two weeks** after the due date.

Tests

Should a student be absent for a test or exam, the following will apply:

1. For short assessments/quizzes, the student will attend the first available CONNECT period to complete the assessment.
2. For longer tests or exams, the student will write during and after-school block, unless otherwise directed by their teacher.
3. After school writing blocks: Tuesdays and Wednesdays. These writing sessions will take place from 3:30pm - 5:00pm.

Students who are absent from class without cause (unexcused) and miss a test or exam will be offered the opportunity to write at the next available after school writing block. Should the student not attend that sitting, the grade-level administrator may meet with them to provide one additional opportunity.

Learning coaches will work with students requiring special accommodations for writing tests to ensure that accommodations are available.

Looking for more information on our school? Check out our school website:

https://www.foothillsschooldivision.ca/foothillscomposite