

**Ecole Secondaire Foothills Composite High School/
Alberta High School of Fine Arts
COURAGE | COMMITMENT | INTEGRITY**



Student Reference Guide 2023-2024

Principal - Kerry Welsh

Grade 10 Vice Principal - Leanne Hellman

Grade 11 Vice Principal - Gina Kilbreath

Grade 12 Vice Principal - Jeromy Hall

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Looking for more information on our school? Check out our school website:
<https://www.foothillsschooldivision.ca/foothillscomposite>



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 welcome, 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 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 2023-24 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. As you are likely aware, since returning from COVID, regular attendance in our school and in many schools across Alberta has declined. We understand that each situation is unique, and are committed to supporting all students in attending regularly.

Achievement, attendance, and punctuality are closely linked: students who have irregular attendance and poor punctuality patterns tend not to achieve their personal best.

In an effort to improve student attendance, we will be following the protocol as outlined below:

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. After 3 absences in a class within a short period of time, teachers will reach out to parents via email or phone call if the parent has not yet communicated with them.

3. After 6 absences, an administrator will contact the student and caregiver to identify reasons and possible solutions.

4. After 9 absences, an administrator will meet with the student and their parents or guardians to establish written strategies and interventions to support the student's attendance.

5. 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 let us know when you will be leaving and if or when you'll be returning.
- 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 doesn't distinguish between this status – an 'excused' absence is still an absence and reflects accordingly on your student's permanent attendance record.

- If we don't 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 either by calling/emailing the office. The student will then check out at the office; if the absence hasn't 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 "Late."

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.

Students on Spares

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

Student Parking

In the spirit of shared responsibility, our school team is working with the town of Okotoks and Foothills School Division. During our first few meetings, we discussed key issues in regards to safety for all, including issues relating to the parking lot.

To gain feedback and voice from our community, we created a survey about the parking lot and used the results to prioritize needs. The survey was completed by parents, students, staff, and community members.

From this survey, we learned that safety in the parking lot is a key issue that needs to be addressed. Those who completed the survey indicated that they are generally open to change, and agree that safety is a shared responsibility.

This survey also indicated the following key issues, in order of importance:

- loitering/gathering of students;
- pick up lane/ idle zone;
- winter road conditions; and
- time to exit the lot.

Based on these results, we are implementing the following, to improve safety.

PARKING EXPECTATIONS

Students who drive to school must obey all 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

Students may apply for **parking passes**, which will be issued on a first come, first served basis for the 2023-2024 school year. Grade 11 and 12 students are eligible for parking spots. If spots are available in the spring, we will also offer them to Grade 10s.

Parking passes can be picked up at the office.

Link to parking pass request : <https://forms.gle/AM98FRQxR7jgDPTaA>

PARKING REGULATIONS

1. Vehicles must have PARKING PERMIT CLEARLY VISIBLE at all times and attached to the rear-view mirror, front window, or dash. Vehicles without a valid parking permit and visible tag will be may 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.

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 the 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 involved parties 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 the age of 18 years old 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 the 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

Optimum learning takes place when students approach their work with intention and integrity. In order to prevent situations where cheating or plagiarizing may take place, students will learn how to properly document sources (e.g. bibliography, endnotes, quotations) and will be taught effective study skills. Parents and guardians should also take care that when helping their students with projects, assignments, etc., that they encourage their students to do their own work and resist the temptation to do it for the student. Part of learning is making mistakes – it is important to allow your children to make them too!

When ideas are taken from other sources without giving credit, this is known as plagiarism. Plagiarism is the unacknowledged use of somebody else's words or ideas. With recent developments in technology, it is becoming more commonplace for students to use A.I technology, which is considered to be plagiarism.

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. Our teachers support students' authentic and ethical learning through teaching when and how to cite resources.

When To Give Credit in Your Work

Students are expected to behave according to the Student Code of Conduct. Students who knowingly misrepresent the work of others as their own, or allow their work to be copied, act outside of the parameters of academic integrity.

Need to Give Credit

- When you are using or referring to somebody else's words or ideas from a magazine, book, newspaper, song, TV program, movie, web page, computer program, letter, advertisement, or any other source.
- When you use information gained through interviewing another person.
- When you copy the exact words from somewhere.
- When you reprint any diagrams, illustrations, charts, and pictures.

Don't Need to Give Credit

- When you are writing your own experiences, your own observations, your own insights, your own thoughts, your own conclusions about a subject.
- When you are using common knowledge, common sense observations, or shared information.
- When you are using generally accepted facts.
- When you are writing up your own experimental results.

Appropriate consequences (academic penalties, etc.) will apply to acts of plagiarism, cheating, collusion, or other acts through which a student unfairly misrepresents his/her effort or achievement.

A first offense will result in the student being required to redo the assignment to a deadline determined by the teacher. Further offenses may result in no marks given.

- **"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 electronic source materials.
- **"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.

Responsible Use of Computers, Technology & Personal Devices

School Computer and Technology Use

Electronic resources are available to students through the Learning Commons as well as 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 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.
9. **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.

Mobile Phones

Research is clear that cell phones distract from learning and create other issues we constantly deal with at the school level (gaming, inappropriate uses, bullying, etc.).

Students with mobile phones are expected to use devices in a responsible manner that is not disruptive and does not interfere with the learning of self or others.

Expectations for cell phone use is as follows:

- Due to FOIP issues, phones with cameras are not to be used to take pictures or video recording at any time within the school without explicit permission.
- All cell phones are expected to be off or silent, put away, and not in use during class time, and may only be used if instructed to do so by the classroom teacher. Students who violate this rule by accessing their cell phone during class time without permission may have it confiscated by the classroom teacher or administration of the school.
- Should a student choose not to abide by this policy, the school will take the following steps:

1. The student will receive a warning and be asked to put the phone away or on the teacher's desk.

2. Students may be asked to leave their phone at the office for the day should they not be able to adhere to classroom expectation. Parent or guardian will be notified.

3. Protracted situations may result in the student not being allowed to bring their cell phone to school for an extended period of time. Please note that EFCHS/AHSFA is not responsible for any lost, damaged or stolen mobile phones.

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 regarding the attire of their child in order 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.).
- Clothes are not overly revealing.

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 that are 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 an 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.