



Thorsby Junior Senior High School  
Student Handbook  
2021-2022



**Thorsby Jr Sr High School**



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Thorsby Jr. Sr. High School Website:  
***<http://tjshs.blackgold.ca>***

## **Welcome to Thorsby Jr. Sr. High School Home of the Sabres**

Welcome to a new school year! It has become increasingly hard to predict what a school year will look like, but it is my hope that this will be a year where our learning environment stays consistent and we can focus on the primary task of learning. Along those lines, in a world that is becoming increasingly divided over numerous issues, my goal is that our school is a place where our differences are valued and respected; a school where everyone feels welcome.

With regards to academics, for those of you in junior high, remember that the habits you form now, and your success in your courses, will determine what classes you will be successful in in high school. This is the time to build good habits, focus on your learning, and build positive relationships with everyone else in the school.

For those of you in high school, prioritizing your learning and planning your high school program is of utmost importance. The courses you choose now, and your success in those courses, will determine many of the options you will have available after high school. You will receive an academic planner to support you in this process. Please discuss your choices with your parents and if you have any questions or concerns regarding courses or programs, please contact Mrs. van Steenis, Mrs. Engler, or myself at the school.

I hope you enjoy your year, and that you find personal success at TJSHS, whether that be in academics, arts, music, sports, or anything else you choose to pursue here at the school.

Theo Dykstra,  
Principal

## Thorsby Jr. Sr. High School Philosophy

**Mission Statement:** In creating a positive and productive learning environment, Thorsby Jr. Sr. High School, together with students, parents and community will strive to have students reach their potential

**Vision Statement:** To create an atmosphere where students, staff, parents and the community are engaged in learning.

**Core Values:** Staff, students and the learning environment at TJSHS are to be:  
Safe, Accountable, **Bold**, **Respectful**, **Engaged**, Student-Centered

## School Program

Students from grade 7 to 12 receive instruction according to the curriculum guidelines as set by the Province of Alberta. All school activities are conducted under the School Act and Freedom of Information and Protection of Privacy Act (FOIPP). Parents are required to sign appropriate forms associated with school activities each September.

## Thorsby Jr. Sr. High School Staff

Theo Dykstra	Principal
Lorelei McLeod	Head Secretary
Cheryl Raugust	Librarian / Financial Secretary
Samantha Sauer	Social / English Teacher
Tyler Verge	Math / Science Teacher
Shelley Gramlich	Computer / Math / Science / Cosmetology Teacher
Brent Proc	IA / ELA / Social teacher
Jonah Feil	Athletic Director / Phys Ed Teacher
Rebecca Riley	Math / Science / Music / French Teacher
Brilene Wohlgemuth	English / Foods / CALM Teacher
Kim Engler	English Teacher / Counsellor / LST
Ed Van Horn	Math / Biology / Chemistry Teacher
Kim van Steenis	English / Social / Art / Off-Campus Ed / Academic Counselling
Kathy Verhun	Educational Assistant
Danielle Banks	Educational Assistant
Holly Breitzkreuz	Educational Assistant
Jody Mitchell	Educational Assistant
Miranda Forster	Educational Assistant
Sandra Dutton	Custodian
Debbie Pilon	Custodian

## **Accessing Academic/Career Information:**

### **Library Program and Services:**

Our library contains a varied selection of fictional and nonfictional titles, periodicals and Internet access for students.

### **Student Services: Guidance Counselling/Career Center**

Student Services offers a variety of services for the students of Thorsby Jr. Sr. High School. Both career and guidance counseling are available through Mrs. van Steenis, Mrs. Engler or Mr. Dykstra. A Career Centre is available to all students and contains a library of information on universities and colleges, technical schools and trade programs, as well as general career information.

## **Course Information:**

### **Alternate Delivery Courses and Video-Conferencing**

Virtual School classes (VS) will be offered in 2021-2022. Physics 20 will be offered the first semester, with Physics 30 and Math 31 being offered in the second. The purpose of Virtual School classes is to supplement student schedules and maximize course availability where necessary.

### **Alternative Delivery (Moodle, Google Classroom, formerly 'online')**

High School students have the opportunity to take courses through an online, self-directed environment should courses not work with their timetable or not be offered as an in class room setting. This year students will be assigned to a teacher. The teacher will create a timeline for the completion of the course and the student will be expected to follow the timeline. If a student is deemed to be too far behind in a course (less than 50% at first reporting period) then the teacher can remove them from the course and the student will need to find an alternative way to earn credits

### **Computer Program and Services:**

Every grade has compulsory Information, Communication and Technology (ICT) components within their core subjects. Computer courses will be available for junior high and senior high students. The internet can be accessed from the computer lab, the library and each classroom. Upon completion of proper documentation, a student may use their own computer in the school.

Computers are intended for instructional purposes and are on a carefully controlled network. Black Gold Regional Schools has developed a Computer/Internet Acceptable Use Policy that allows students to maximize the use of technology in their education. A copy of the policy is distributed to each student/parent in the verification forms they complete. We do not allow any outside software or computer games to be used on the machines without the approval of a staff member.

Failure to follow the guidelines of acceptable use can result in a warning, suspension of privileges or removal of privileges.

### **Learning Assistance**

The Learning Assistance Program is a less restrictive alternative for students with diverse learning abilities. Mrs. van Steenis or Mrs. Engler will assist the student to develop a positive self-concept, self-reliance and social competence. Recognition of academic skills is provided for in the program with the goal of challenging students to an appropriate level. The ultimate goal of the program is to integrate Learning Assistance students into the mainstream program.

## **Fees – School Costs (as per Black Gold Regional School Guidelines):**

All fees for field trips can be accessed through the TJSHS website at:

<https://tjshs.blackgold.ca/parents/fees-payment/>

Kindly remit all fees by **September 30, 2021**

All Black Gold Regional Schools are now on PowerSchool and we are pleased to offer the ability to pay fees on-line. We do still accept cash and cheques at the school if you so require.

## **Information - General**

### **Academic Awards**

Students who achieve an average of 80% or higher in their courses for the term will have:

- their names placed on the Honor Wall Board
- have their names included in the newsletter
- will be acknowledged in the respective school assembly.

An academic awards evening which acknowledges the previous school year's academic excellence is held in the fall.

### **Co-Curricular, Extra-Curricular Activities and Intramurals**

The goals of co-curricular and extracurricular programs are to provide students with a well-rounded and enriched school experience.

Students involved in the co-curricular and extracurricular programs, whether as a participant or as an observer, are representing TJSHS and therefore must obey all school rules (teachers in charge have the same authority as they do in the school). All students must exhibit good behavior, sportsmanship and show respect for all individuals.

Co-curricular and extracurricular activities are coordinated and supervised by the teaching staff. Parental and community support is encouraged and appreciated.

### Co-Curricular Guidelines

Students may lose the privilege of participating in co-curricular activities for the following reasons:

- failing to abide by school rules,
- poor attendance, or
- failing to keep up with their work.

Specific guidelines regarding length of trips, supervision and other responsibilities are found in the Field Trip Policy of the Black Gold School Division.

### Extra-curricular Guidelines:

1. In order to participate, a student must be working to their capacity in all their courses. Any student who is achieving below their academic capacity may have their extra-curricular participation suspended. If a student shows a marked improvement in their academics, then pending the school's and coach's approval, the student may be allowed to rejoin the team.
2. Students must be in attendance the day of the activity/game in order to participate. If absent a medical note is required.
3. Any student who is suspended is not allowed to take part in any extracurricular activities during the time of the suspension.

All students who participate in extracurricular activities are expected to make a commitment to their team. This includes attending all practices, league games and tournaments. Please remember it is a privilege to participate in extracurricular programs. At TJSHS coaches are allowed to run their teams. This means that playing time may be dependent on participation in practices etc.

Intramural programs are provided for all grades within the school when demand warrants. Intramurals are part of an effort to develop positive student attitudes toward their school and their peers. There **must** be a teacher supervisor in the gymnasium for extra curricular use by students during school hours. Approved adult supervision is required for after-school activities.

### **Emergency Procedures**

In 2015 the Black Gold School Division adopted the Hour Zero Emergency Response Plan and are following the functional protocols included in this program. Practice drills are held on a regular basis for the following emergency functional protocols: Fire Drills (or Emergency Evacuation), Lockdown, Hold and Secure, Shelter-in-Place, Drop-Cover-Hold, or On-Alert.

### **Illness at School**

In case of student illness at school, the parents, guardians or emergency contacts will be contacted and appropriate arrangements will be made. Sick students are not allowed to leave the school without parental permission (and notification at the office). Students should inform their teacher and go directly to the office when feeling ill. The counselling office or room 104 will be used to accommodate students waiting for parent pick-up.

### **Lockers**

Each student is assigned a hallway locker. Depending on course load and availability, a Phys Ed locker may also be assigned. Lockers should be kept neat and orderly. Remember to spin the dial on the lock after closing it – this will ensure that the lock will not open unless the proper combination is entered. Keep your locker locked and your combination private. Remember that TJSHS reserves the right to enter lockers for the purpose of searches.

### **Lost and Found**

All items that a student brings to school should be labeled in order that lost items may be returned to their owners. A lost and found bin is maintained in the bench in the front foyer. Unclaimed items are donated to 2<sup>nd</sup> hand clothing outlets.

## **Parent Calls to the School**

We encourage open communication in order to foster cooperation and understanding between school staff and parents. Parents should feel free to call the school regarding any matter that affects the attitude or performance of their children. We ask that parents limit the nature of their calls to the school to those that directly affect the education of their children. Students will be paged or called out of class on an **emergent basis only**.

## **School Clubs**

School clubs that provide enrichment and enjoyment may be formed where sufficient student interest warrants. Examples of previous successful THS school clubs are: TJSHS GSA, Yearbook Club, Crash ‘n Burn Ski Club, BAKA Productions club, and Dance Club. Other clubs can be created if there is enough interest and a staff volunteer.

## **Student Parking**

The school parking lot is divided into the following: accessible parking, visitor, staff and student parking stalls. Student parking stalls are used on a “first come basis”. **PLEASE DO NOT BACK INTO STALLS** as many of the plugs-in get damaged.

Please do not park in staff parking stalls (even if they appear to be unoccupied at the time).

## **Student Union (SU)**

There is one SU at Thorsby Junior Senior High School. The purpose of the Student Union is to develop citizenship and coordinate activities that will promote school spirit. The SU for the 2021-2022 school year will be established in the fall. The teacher volunteers for the SU are Mrs. Sauer and Mrs. Engler. Typical Student Union positions include:

President

Treasurer

Secretary

Social Convenor

Jr. Vice President

Sr. Vice President

## **Student Transportation to Special Events**

Our preferred method of transporting students on field trips, interschool athletics, band presentations and other special events is by contract bus. Parents and other individuals that volunteer to transport students are required to sign an acknowledgement form, provide proof of a minimum **of \$1,000,000 liability** but are encouraged **to have \$2,000,000 Liability** insurance and driver’s license abstract. Students may drive themselves, **ONLY** if the student has appropriate forms signed/handed in to the office **BEFORE** the event and may **ONLY** transport themselves and siblings, no other students.

## **Transportation Regulations**

The contracted bus is considered an extension of the classroom; therefore, classroom conduct is to be observed at all times. The driver is responsible for the safety of all students on the bus and must receive full cooperation from all students. Students who fail to observe these expectations will be dealt with by the driver and if required referred to school administration for a further consequence. For more information see Black Gold Policy 351.

## Visitors to the School

Visitors to our school are welcome and when such a visit is associated with the educational well-being of a student, the visit is encouraged. If a meeting with a staff member is required, please call the school in advance to set an appropriate time.

To ensure the wellbeing of our school population, all visitors **must** report to the general office, and sign in/out.

If a TJSHS student wishes to bring a visiting student to attend THS classes, a **“Visiting Student for the Day” form** must be filled out and signed off by teachers and administration **at least 1 day in advance** of the actual visiting day.

**\*Please note that due to COVID-19 we will not be accepting visiting students to TJSHS\***

## Policies: Conduct and Expectations (A – F)

Students at Thorsby Junior Senior High School are responsible for their conduct and will be held accountable for their actions. Our expectations for student conduct are in accordance with Section 12 of the School Act which states:

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

- A. be diligent in pursuing the student’s studies;
- B. attend school regularly and punctually;
- C. cooperate fully with everyone authorized by the Board to provide education programs and other services;
- D. comply with the rules of the school;
- E. account to the student’s teachers for the student’s conduct;
- F. respect the rights of others;
- G. ensure that the student’s conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- H. refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- I. positively contribute to the student’s school and community

It is our policy to notify parents when a problem is encountered and work with the student and parents toward an effective solution.

## Behavior Expectation Matrix

	Be Respectful	Be Responsible	Be Safe
<b>Hallways</b>	<ul style="list-style-type: none"><li>● Maintain flow</li><li>● Maintain everyone’s personal space</li><li>● Keep interactions positive</li><li>● Keep hallway noise to a minimum</li></ul>	<ul style="list-style-type: none"><li>● Help keep hallways clean</li><li>● Minimize trips to your locker</li><li>● Take ownership of your own behavior and actions</li><li>● Allow everyone access to move</li></ul>	<ul style="list-style-type: none"><li>● Walk at an appropriate pace</li><li>● Avoid collisions</li><li>● Avoid throwing objects</li><li>● Keep your hands &amp; feet to yourself</li></ul>

<b>Classroom</b>	<ul style="list-style-type: none"> <li>● Everyone has the right to learn</li> <li>● Raise your hand/Wait your turn to speak</li> <li>● Treat everyone with kindness</li> <li>● Treat materials and equipment with care</li> <li>● Contribute positively</li> <li>● Be ready to learn</li> <li>● Ask permission to use others' property and equipment</li> </ul>	<ul style="list-style-type: none"> <li>● Bring your books, pens, pencils, and other materials</li> <li>● Ask appropriate questions</li> <li>● Be on time</li> <li>● Use technology appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Keep your hands &amp; feet to yourself</li> <li>● Hand materials to others</li> <li>● Keep your area clean</li> <li>● Move at an appropriate pace</li> </ul>
<b>Lunch/ Crash</b>	<ul style="list-style-type: none"> <li>● Keep the areas clean</li> <li>● Show appreciation for the concession and workers</li> <li>● Show patience while waiting for service and microwave use</li> </ul>	<ul style="list-style-type: none"> <li>● Make healthy food choices</li> <li>● Practice good table manners</li> </ul>	<ul style="list-style-type: none"> <li>● Sit while you eat</li> <li>● Use microwaves responsibly</li> </ul>
<b>Gym</b>	<ul style="list-style-type: none"> <li>● Practice good sportsmanship</li> <li>● Use encouraging language</li> <li>● Allow everyone to participate</li> <li>● Use equipment with care</li> <li>● Treat gym floors with care</li> </ul>	<ul style="list-style-type: none"> <li>● Make your best effort</li> <li>● Return equipment to appropriate places</li> <li>● Be ready to participate</li> </ul>	<ul style="list-style-type: none"> <li>● Follow instructions</li> <li>● Play by the rules</li> <li>● Use equipment properly</li> </ul>
<b>Bathrooms / Change Rooms</b>	<ul style="list-style-type: none"> <li>● Respect the privacy of others</li> <li>● Keep bathrooms clean and graffiti free</li> <li>● Keep the change room neat</li> </ul>	<ul style="list-style-type: none"> <li>● Be accountable for your own items and respect the items of others in the change room</li> </ul>	<ul style="list-style-type: none"> <li>● Report problems or vandalism right away</li> </ul>
<b>Computer Lab / Chromebooks</b>	<ul style="list-style-type: none"> <li>● Treat the equipment better than if it were yours and damage free</li> <li>● Only use the equipment that is assigned to you</li> <li>● Ensure the equipment is ready for the next student when you are finished</li> </ul>	<ul style="list-style-type: none"> <li>● Stay on task and at your own station</li> <li>● Use only appropriate websites and programs</li> </ul>	<ul style="list-style-type: none"> <li>● Report problems or vandalism right away</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>● Use a quiet indoor voice</li> <li>● Let others focus on their work</li> </ul>	<ul style="list-style-type: none"> <li>● Return materials to appropriate places</li> <li>● Use computers properly</li> <li>● Handle/treat materials with care</li> <li>● ensure food and beverages are not in the library</li> </ul>	<ul style="list-style-type: none"> <li>● Keep your hands &amp; feet to yourself</li> </ul>

## **A) Attendance Policy/Attendance Procedures (A-1 to A-5)**

Regular and punctual attendance is key to a student's success. As well, regular and punctual attendance is required under Section 12 of the School Act. Parents/legal guardians are asked to notify the school (phone, email, write or drop by) when an absence occurs. Should a student be absent and the school does not receive parental notification, a student may be given a 0% for any missed exam or assignments. An attempt will be made by school administration to make contact with parents should a student's lack of attendance become a concern. A high school student is allowed to miss 13 classes in a 5 credit course and 9 classes in a 3 credit course. This number of classes missed represents 15% of the course work. Once this total is reached, the student's enrollment in the respective course will be reevaluated and an alternative solution may result. In exceptional circumstances the school may waive this policy or the parents and student may appeal and have the student reinstated to class.

### **A-1) Lates**

Being on time for class is extremely important. A student who is late for class not only hinders their own progress, but also disrupts the educational activities of their peers. Students who are late for class will be required to obtain a late slip from the office. A record of all lates will be kept. Once a student has accumulated 6 unexcused lates during the school year, an attendance letter will be sent home. If the student continues to come late to class (multiples of 3 lates with the first consequence resulting at 9 unexcused lates) then, consequences will be given. Due to the rigours/circumstances related to certain courses, teachers may have stricter standards.

### **A-2) Truancy**

Truancy or skipping is a willful act that will not be tolerated. Should a student decide to be truant a warning and/or consequence will be issued to the student and the parents will be informed. Any subsequent violations could involve suspension or expulsion from the affected course or school.

### **A-3) Attendance Procedure – Intervention Steps and Information**

Step 1: Classroom level intervention – where possible the school will contact the home.

Step 2: Attendance note including an attendance profile and Power School code list will be sent home.

Step 3: Administration meets with the student – Detention(s) to be given (either noon and/or after school). Home will be contacted.

Step 4: Administration meets with student – Depending on the circumstances the following suspension will be given:

- In-school - either am and/or pm.
- Out-of-school.

Attendance letter including an attendance profile and Power School code list will be sent home.

1. When absences have been excused by parents or guardians, students are still responsible for the assignments and readings missed. As well, missed tests are to be written immediately upon the student's return to class unless alternate arrangements have been approved by the teacher.
2. Students will be marked as incomplete if final examinations have not been written, unless an exemption is obtained from the principal.
3. In order to be successful, students should not have work commitments which interfere with their classes.

**A-4) Leaving the school during the day:** All students **must** sign out at the main office with parental permission before leaving.

**A-5) Leaving School Campus during the day**

An open campus system is in operation during noon hour. During class time, a student may not leave the school campus unless the parent or legal guardian grants permission. Permission should be in the form of a written and signed note or by a telephone call to the school's main office (780-789-3983) before the student wishes to leave. Notes must be shown to the teacher prior to leaving class, and then at the office where the student will be signed out. Students with spares are allowed to leave school campus without signing out (grade 11's and 12's).

**B) Cell Phone Usage**

The misuse of cell phones in the school can be cause for concern. Following are some of the issues that can occur:

- Students sending and receiving text messages or calls during class time.
- Students having inappropriate material in electronic format on their cell phones.
- Students recording video and photo images of other students without permission.
- Students jeopardizing exam security by text messaging answers.
- Student phones ringing or app notifications during class time.

**TJSHS Student Personal Electronic Device Policy**

This policy will cover personal electronic devices such as, but not limited to, Smartphones, iPod touch, tablets, hand-held video consoles, etc.

**Rationale:**

Student personal electronic usage has become an increasing concern in the classrooms at TJSHS. Some concerns include:

- Students being unable to concentrate on their learning while in possession of their technology.
- The distraction of notifications, text messages, phone calls, social media and games.
- Students leaving class to receive personal phone calls or respond to messages.
- Distraction of the aforementioned alerts to other students in class.
- Photos and videos being secretly taken that breach the Freedom of Information and Privacy Act and Black Gold School Division's acceptable technology use policies.
- The increased frequency in society of cyber-bullying through social media.
- The increased levels of reported student addiction to personal electronic devices.
- The inability to directly correlate personal electronic device usage positively to academic success.

**TJSHS Classroom Policies:**

- Students will be permitted to use personal electronic devices before school, during breaks, during lunch hour, on school buses and after school.
- A class spare for high school students will be considered a break.
- Students will be expected to securely store their personal electronic devices prior to arriving at class.
  - In some classrooms storage locations will be provided, such as a bin at the front of the room or a wall hanger. Students can use these locations, however, the most safe and secure place will be locked in their locker.

- Electronic devices can be brought to class at the request of the teacher for uses in curricular activities.
- In accordance with the Education Act staff members may confiscate a personal electronic device if they are found present in the classroom.
- The Gymnasium, Industrial Arts Lab, Computer Lab, Cosmetology Lab, Foods Lab, Band Room and Library will be considered a classroom

### **Music while working**

- Students will be permitted to bring an MP3 player to class to listen to music while working if previously approved by a staff member. Cellphones, ipod touches, tablets, gaming devices or any device with two-way wireless connectivity options will not be considered MP3 players.

Consequences for inappropriate use of personal electronic devices at TJSHS

**1st/2nd offence:** The device will be confiscated for the remainder of the class period and returned by the teacher. Incidents will be noted in PowerSchool.

**3rd/4th offence:** The device will be confiscated for the remainder of the day. The device can be picked up by the student from the principal/designate. The student will review with the principal/designate this policy and will be asked to sign the document indicating their understanding of this policy. Incidents will be noted in PowerSchool.

**5th offence:** Should a device need to be confiscated for a fifth time, it will be considered an act of defiance and the student will be suspended from school. At this point the device will also need to be picked up from the office by a parent/guardian of the student. The principal/designate will review this policy with the parent and ask them to sign it to indicate their understanding of this policy.

**Note:** If a student refuses to hand over a personal electronic device they will be asked to leave class to speak to the principal/designate and it will be treated as an act of defiance.

### **TJSHS Vision:**

By implementing this policy, TJSHS aspires to enhance student learning. TJSHS is committed to being a safe and caring school. It is our goal to provide students with a distraction-free and focused learning environment, one in which students can focus on the task at hand. TJSHS remains committed to better prepare students for the expectations of their future working environments.

### **Contacting Students During Classtime:**

In a situation where a parent/guardian must urgently contact a student during class time, calls are to be directed to the school office (780) 789-3983 who will then relay the information to the student. In the event a parent needs to talk to a student again please call the school.

### **C) Damaged Property**

As a practice, if a student damages school property he/she is required to repair or pay for the damage. If a student loses or destroys a textbook or library book, or computer/mice/keyboard/touchpad he/she is required to pay its replacement cost.

Schools are sometimes the target for senseless vandalism. Whenever vandalism occurs, the money spent on repairs or replacement is often money that could otherwise be used for supplies and equipment. Fortunately, Thorsby High School has a limited amount of vandalism and it is the responsibility of all of us to keep it this way

### **D) Dress Code**

**D-1) School** A student's appearance is a reflection of the student's attitude toward themselves and their surroundings. We expect our students to display a mature attitude to dress and grooming so that both students and the school can be proud of their appearance. Students are expected to comply with the following rules:

- A. Clothing which displays a message offensive to common decency is inappropriate and will not be allowed (for example: clothing with rude messages, weapons, marijuana leaves, etc.).
- B. Hats/Headgear can be worn in the hallways, however, individual teachers have the right to ban said headgear in their classrooms.
- C. Underwear should not be showing.

At TJSHS we take the stance that we are preparing our students to enter the workforce. As such, they should at all times be dressed in work appropriate clothing. If a student would not be able to wear an article of clothing at work, then they should not be wearing it at school. If rules are broken and suitable clothing can not be found, students may be sent home.

**D-2) Phys. Ed.** Sensible hygiene demands that students change into suitable gym clothing during Phys. Ed. classes. This should be taken home weekly to get washed. This is not only healthier, but allows for more freedom of movement during vigorous exercising and is eventually more economical as it saves wear and tear on normal attire.

Required Phys. Ed. clothing:

- A. Students must have separate gym attire such as athletic shorts or sweatpants, t-shirt or sweatshirt, athletic socks
- B. One pair of runners to be used exclusively in the gymnasium. The color of the gym shoe soles is not as important as providing a pair of shoes that do not streak or mark the gym floor. Students will be asked to do a simple practical test to have their shoes approved.

### **E) Substance Abuse (E-1, E-2)**

**E-1) Smoking/Vaping Policy:** Smoking whether by conventional means or electronic cigarette is not allowed within sight of school or division property. Depending on the circumstances, following a parent-school meeting a consequence will be issued (usually a suspension is assigned). In accordance with Black Gold Admin Procedure 162 and 352, smoking paraphernalia is not to be on school or division property including but not limited to: the physical school building; the parking lot; school buses.

TJSHS is informing parents and students of a change to the automatic consequence of a violation of the rules of no smoking, no vaping, no tobacco products on school property:

- Students will receive a one day out of school suspension and a one day in-school suspension for a first time violation. During the one day in-school suspension, students will be required to complete a free Tobacco-Free course offered through [www.schoolcoach.ca](http://www.schoolcoach.ca).
- If a staff member sees a student with a tobacco product, electronic cigarette, vape, paraphernalia, etc, on school property, parents will be contacted and the product/device will be confiscated until a parent can retrieve it and the student will receive a one day in-school suspension for a first time violation. Age of the student does not matter.
- Students who are purposely with a student who is smoking/vaping, for example, being in a vehicle/bathroom with someone who is smoking/vaping, will also receive a consequence.
- Second or third violations will result in higher numbers of days of suspension.

**E-2) Alcohol and Drugs:** Students may not partake, be in possession of, nor be under the influence of drugs or alcohol while on school property or during school-based activities or field trips. Suspension and/or contacting the RCMP may result.

#### **F) Extra-Curricular/Co-curricular Uniform Policy**

Students should have access to appropriate uniforms when representing our school. It is understood that ownership of the uniforms will remain with the party purchasing them.

Uniform: Clothing containing distinctive logos and/or markings used for competitive play, practice or artistic performances.

Guidelines: In order to preserve the quality and ensure the maximum usage of school uniforms for our students the following guidelines will be followed.

Students will be allowed access to TJSHS or group-purchased uniforms after the appropriate documentation has been completed.

Uniforms purchased by TJSHS or other groups will **only** be used by students during the following times:

- A. Games
- B. Practices
  - a. The group leader/coach will use their discretion about the usage of uniforms during practices.
- C. Artistic performances

Upon completion of the season-of-play, the uniforms **assigned** to students will be returned to the group leader/coach and inventoried at THS.

- A. If the uniforms have been purchased by an outside party, the uniforms will be returned to the group leader/coach and inventoried at TJSHS and held for the respective purchasing group.

#### **COVID-19 Specific Protocols**

- Refer to the [What School Will Look Like 2021-2022](#) document posted on the school website

## Student Evaluation

### Guiding Principles

Individual teachers are responsible for determining the basis for evaluating pupil progress in their subject area. Tests are administered as one means of determining student progress. Regular completion of assignments, projects, essays and other classroom activities are also important. Tests and assignments are administered at regular intervals and students should maintain a consistent and conscientious effort all year to be successful. It is most important that teachers effectively communicate their expectations and standards to students in order that each student is aware of “What he or she has to do to be successful in a given course”. The school administration is responsible for ensuring that evaluation procedures are fair and consistent.

### Calculation - High School Marks

As most high school courses are semestered, it is important that students attend to all areas of instruction in a course. Final marks will be calculated according to the respective course outline.

### Calculation - Junior High School Core Marks

The year’s work in each 10 month core junior high school course (ELA, Health, Math, Science, P.E. Social) is cumulative throughout the year. The number and type of assessment will be at each teacher’s discretion. Examples of these assessments include projects, tests, assignments, experiments, essays, and quizzes.

Example course weighting:

Course Assessments	75%
Midterm Examination	10%
Final Examination	15%
Total	100%

Note:

Grade 9 students will write Alberta Education Achievement examinations in Language Arts, Mathematics, Science and Social Studies in June. The final examination for grade 9’s is worth 15%, which can be made up from all or part of the Provincial Achievement Test.

Note:

Some classes may have slightly different weightings. Midterms can never be weighted higher than 10% and Final Exams can not be weighted higher than 15% of the overall mark.

## Calculation - Junior High School Options Marks

Below is the grading scale we will be using for all non-core classes.

<b>Junior High Non-Core Outcomes Scale Grades 7-9 Grading Scale for Non-Core subjects (Art, Music, CTF, Religion, etc)</b>		
<b>Scale Label</b>	<b>Scale</b>	<b>Description</b>
<b>E</b>	<b>Excellent</b>	Exemplary and consistent achievement of outcomes; evidence shows in-depth understanding and independent work habits.
<b>P</b>	<b>Proficient</b>	Skillful and mostly consistent achievement of outcomes; evidence shows solid understanding and occasionally guided work habits.
<b>S</b>	<b>Satisfactory</b>	Acceptable and generally consistent achievement of outcomes; evidence shows generally accurate understanding with some support needed during work.
<b>L</b>	<b>Limited</b>	Partial and inconsistent achievement of outcomes; evidence shows inaccurate understanding and ongoing support is needed during work.
<b>I</b>	<b>Insufficient</b>	Insufficient evidence to assess.

### Examinations

All students are required to write midterms and final examinations. The only acceptable reasons for missing examinations are: medical (Doctor's note required), or compassionate and special situations approved by the Principal in consultation with the teachers affected.

### Late Assignments

In keeping with the idea that TJSHS is preparing students for the workforce we have designed a policy that teachers will follow in regards to late and missing assignments.

1. Junior High (Grades 7-9)
  - a. Students will be allowed to hand in late assignments up to 10 schools days late, or before the assignment has been handed back, whichever comes first. Late assignments can be penalized 10% per day that they are late. Students will be allowed to hand in materials after the 10 day period for their teachers to check for understanding, but their mark will not be adjusted in PowerSchool.
2. Senior High (10-12)
  - a. Students will be allowed to hand in late assignments up to 5 school days late, or before the assignment has been handed back, whichever comes first. Late assignments may be penalized 10% per day that they are late. Students will be allowed to hand in materials after the 5 day period for their teachers to check for understanding, but their mark will not be adjusted in PowerSchool.

Students are expected to keep up with assigned materials even in the case of absences. Under extenuating circumstances a teacher may choose to accept late assignments with no penalty; however, that is up to the details of the circumstance and teacher discretion.

## **Reporting Procedures**

School report cards will be issued on PowerSchool four times per year, in November, February, April and June. The junior high final report card is intended as a cumulative description of student progress for the entire school year and is the basic document considered when promotions are made. Students should not expect to see substantial changes in their final report if they do well only in the last term. The senior high report card (except for a year long course) is a cumulative description of a student's progress for the respective semester. Student grades will be expressed as percentages to the nearest 1% and grade averages will be presented on the report cards. Please note that for the 2021-2022 school year Thorsby Jr/Sr High will only have online report cards. If you want a paper copy you will need to request it at the appropriate time.

## **Promotion of Students**

- i) All subjects taught are important and contribute to a student's progress; therefore all subjects are relevant to a student's placement for the following year.
- ii) All subjects do not receive the same amount of instructional time and this difference will be considered when determining a student's average.
- iii) A junior high student shall be promoted subject to fulfilling both of the following conditions: 50% average, and at least 50% in each of three core subjects (either language arts, social, science or math)
- iv) The progress of junior high students will be reviewed by a committee consisting of the school's administration, counsellor and subject area teachers. Appropriate consideration shall be given to attendance, ability, attitude and age. Students with a cumulative average of less than 50% will either: repeat the grade, or be recommended to a special education program, or be recommended to attempt the next grade.
- v) Decisions made for junior high progressions may be appealed by the parent to the Superintendent of Schools.
- vi) Students absent from final exams for reasons approved by the Principal shall have the final mark or standing computed on the basis of the year's work.
- vii) Individual teachers will determine policy regarding students who come part way through the year.
- viii) "Honours" is a special mention or credit given to a student for unusually excellent work, and an overall average of 80% or better qualifies that student for the honours roll and an honours certificate at the end of the year as well as their name on a plate on the Honour Wall!

## **PowerSchool Parent Portal**

Finally, no more fumbling for cash or your cheque book on the way out the door for school when your child(ren)'s fees are due! PowerSchool has opened a Parent Portal to pay fees! Our Jr./Sr. High Parents can set up accounts to access marks and attendance, but can also access the online payments through PowerSchool. If you do not have a parent account setup yet please contact our office for instructions on how to set this up. If you do have an account set up and forget your password contact the office for a reset or ask for how you can recover your password yourself.

## Additional Information

### Career Center

The Career Center is not just about schools. One of our goals, as educators, is to help you achieve the highest possible academic success that you can and to help you find a career that will satisfy you.

In the center, you will find booklets, books, pamphlets, posters, etc dedicated to all sorts of possibilities once your high school career is over. There is information about careers, military opportunities, post-secondary schools, scholarships, student loans and more.

The center is not open at specific times, but if you would like to take a look or if you have something specific you are looking for, you can make arrangements with Mrs. van Steenis or Mrs. Engler. If the information you want is not there, we will try to get it for you.

### Post-Secondary Schools:

For those in grade 12, it is essential that you put some serious consideration into your future immediately. Most post-secondary institutions begin accepting applications as early as October and some programs fill up on a first-come, first-served basis.

- **Grant MacEwan** begins accepting applications on October 1 and accepts applications until programs have met their quotas.
- **NAIT** begins accepting applications on October 1, but most programs have a deadline of March 31.
- **University of Alberta (and Augustana)** accepts applications all year and has a general deadline of May 1, but some programs close sooner.

There are also more than 30 other post-secondary institutions in Alberta alone.

### Scholarships:

Some of you will want to assist your post-secondary funding through scholarships. Start doing your own research for scholarships, but also watch for information posted around the school or check with Mrs. van Steenis, Mrs. Engler or Mr. Dykstra.

The Alexander Rutherford is one of the most applied for scholarships. The deadline is May 1 for students starting post-secondary school in September.

### Requirements for Rutherford eligibility:

There are now two categories of payment from this scholarship.

	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
75.0% - 79.9%	\$300	\$500	\$700
80% or higher	\$400	\$800	\$1300

Your average is calculated by using:

- your English mark
- two best marks from the sciences, maths, social or French at grade level
- two best marks from any other 3 or 5 credit courses at grade level in grade 10 and 11 or two best marks from any other 5 credit courses at the grade 12 level in grade 12.

Please visit [alis.alberta.ca/scholarships](http://alis.alberta.ca/scholarships) for more information.

## Graduation

Location to be determined by grad class at the first meeting in September. The teacher supervisors for this year's grad are Mrs. Van Steenis, Ms. Gramlich and Ms. Wohlgemuth.

### Criteria for potential grads to participate:

- **As of April 8<sup>th</sup> 2022**, all of the following criteria must be met if a potential grad is to participate in the Thorsby Sr. High School graduation celebration as a graduate.<sup>1,2</sup>
  - Students need to be **passing** their required courses.
  - Students need to be enrolled in courses so they will:
    - Have sufficient credits as per their program of studies at the end of June, 2022.
    - Have the credits in the required courses as per their program of studies at the end of June, 2022.
  - Students working on alternate Delivery Courses must have:
    - 75% completion of year long course(s).
    - 50% completion of semester 2 course(s).

### Notes:

1. Students not meeting the aforementioned criteria can still participate in the ceremony as an undergraduate, undergraduates will not be permitted to take part in all events in the graduation ceremony such as but not limited to:
  - a. receiving of diploma, scroll and pin
  - b. having their picture included on the Grad Composite in the TJSHS hallways
  - c. being listed as a graduate in the TJSHS yearbook
2. Students can appeal their undergraduate status up to three days prior to the graduation ceremony.

### Thorsby Junior Senior High School Valedictorian Policy

Valedictorian will be calculated on a modified Rutherford Scholarship policy. To be considered for Valedictorian a student must have taken English 30-1, Social 30-1 and Math 30-1, English 20-1, Social 20-1 and Math 20-1 in their time at Thorsby Junior Senior High School (TJSHS).

The marks in the aforementioned classes will be averaged with the next two highest marks at each of the 2000 (grade 11) and 3000 (grade 12) level<sup>1,2,3,4,5</sup> to obtain a combined overall average of grade 11 and 12. Under normal circumstances the highest combined average will be offered the Valedictorian position. If they turn down the position, it will be offered to the next highest average until a student accepts the position. In the event that two students are within one percentage point of each other after the calculation, a committee of teachers at TJSHS will be formed to discuss the extra qualities of the candidates (citizenship, school participation, etc) and the committee will recommend a valedictorian for that year.

Valedictorian calculations will be completed by the principal a minimum of one month prior to the graduation ceremony. Any student may appeal the calculation, the appeal must be brought forth to the principal in writing within a week of the completed calculation.

Notes:

1. At the 2000 and 3000 level:
  - a. five one-credit options can be combined and used as an option
  - b. one three-credit option plus two one-credit CTS modules can be combined
  - c. Two three-credit options can be combined
2. Classes with marks that are outside of the schools purview will not be used in the calculation of Valedictorian. These include but are not limited to:
  - a. Work Experience and associated classes HCS 3000 and HCS 3010
  - b. Green Certificate and associated class AGR 3000
  - c. Summer School classes
3. Current marks in semester 2 of grade 12 can be used in the calculation, the mark will be considered locked in on the day calculations are completed.
4. Courses listed as a 'Pass' on a high school transcript are equivalent to a 50% mark
5. CALM can be taken in any grade, but the final mark can be used in the grade 11 year

## **Off-Campus**

The Off-Campus program at TJSHS encompasses the Work Experience (WE), Green Certificate (GC) and Registered Apprenticeship Program (RAP). These programs are available to our high school students assuming that the student has:

- a. completed HCS3000 (a prerequisite course for WE and RAP) or AGR 3000 (a prerequisite course for GC)
- b. a job or knows of a placement opportunity (WE & RAP) or a trainer (GC).

These programs can be taken for credits used towards a highschool diploma. WE, GC and RAP can be taken through the school year or during the summer months. To sign up for the program please see Mrs. van Steenis.

### **Term 4 (Summer WE placements)**

- Before June 1st, the school coordinator and principal will review a student credit generation spreadsheet supplied by Division Office to determine if a student qualifies for Summer WE.
  - Schools can provide term 4 off-campus credit generation opportunities to students that are a minimum 3 credits to a maximum of 10 credits.
- Priority will be given to students who need credits in order to graduate
- Employers will be notified by the school off-campus coordinator of the limitation of the number of hours a student can work for them in term 4.
  - In addition, employers will be notified that Alberta Education WCB insurance coverage will cease once a student reaches their maximum hours threshold.
- Students participating in RAP and GC programs will not be limited in the number of credits generated by these two programs