



Thorsby Junior-Senior High School  
Student Handbook  
2022-2023



## Thorsby Junior-Senior High School



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### **Welcome to Thorsby Junior-Senior High School Home of the Sabres**

Welcome to a new school year! Each year presents some challenges and some great opportunities. I hope that this is a year of great learning for all and that everyone finds a place of connection through the clubs, teams, classes, and the relationships formed at the school. Also, in a world that is increasingly divided, I hope 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 impact your course options and success 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, prioritising your learning and planning your high school program is important. The courses you choose now, and your success in those courses, will determine many of the options you will have available after high school. Please discuss your choices with your parents/guardians. If you have any questions or concerns regarding courses please contact Mrs. van Steenis, Ms. Hrytsak, 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-Centred

## 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 / Art 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 / Social Teacher
Taylor Enseleit	Math / Science / Foods Teacher
Diana Turner	English / Foods / CALM Teacher
Trish Hrytsak	English Teacher / Counselor / LST
Ed Van Horn	Math / Biology / Chemistry Teacher
Kim van Steenis	English / Social / Art / Off-Campus Ed / Academic Counseling
Scott Gourley	English / Social / Athletics Teacher
Kathy Verhun	Educational Assistant
Danielle Banks	Educational Assistant
Holly Breitzkreuz	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 Counseling/Career Center**

Student Services offers a variety of services for students. Both career and guidance counseling are available through Mrs. van Steenis, Ms. Hrytsak 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 Virtual School**

Virtual School classes (VS) will be offered in 2022-2023. Physics 30, Science 30 and Math 31 will be offered in the second semester. 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 course. Teachers are assigned to these students and will create a timeline for the completion of the course. If a student is deemed to be too far behind in a course (less than 50% at first reporting period) then the student may be removed from the course which may impact their academic progress.

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

Computer courses will be available for junior high and senior high students. Computer access is available in the computer lab, library, and classroom Chromebooks. Students can also access the internet with their own devices through the BYOED network which is managed by the school division.

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

### **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, 2022**

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

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 goal of co-curricular and extracurricular programs are to provide students with a well-rounded and enriched school experience. Students involved in these 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).

#### 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.

## **Locked Door Policy (NEW)**

The safety of our students and staff is of paramount importance. In order to improve safety and security, taking effect during September of the 2022-2023 school year, all school exterior doors, including the front door, will be locked at all times and opened for student access during school entry times.

Students who arrive after the bell for the start of the first class, as well as parents/caregivers, school visitors, and other guests, will be welcomed into the office through the front door after ringing the front door bell/video-monitored intercom entry system. This video-monitored intercom entry system will allow office personnel to determine who is at the door and admit arrivals without having to leave the front desk. The video camera will display the individual's image on a screen in the office, and once admitted, the individual will sign in at the office. This new procedure both allows staff to know who is in the building and impedes trespassers from entering the premises.

Students may not open any locked doors for individuals attempting to enter the school. Under no circumstances may doors be propped open. When the doors are locked, all individuals must approach the front door and follow the above procedure. A referral to administration may occur for any non-compliance with this new school division policy.

## **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 front office will 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 when required for the purpose of maintaining a safe environment.

## **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 charities.

## **Parent Calls to the School**

We encourage open communication in order to foster cooperation and understanding between school staff and parents. 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 TJSHS school clubs are: TJSHS GSA, Yearbook Club, Crash 'n Burn Ski Club, BAKA Productions club, and Dance Club. Clubs can be created if there is enough interest and a staff volunteer.

## **Student Parking (NEW)**

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 this often causes damage to plugs-in. Please do not park in staff parking stalls. Any improper use of the parking lot may result in a student losing the privilege of parking in the parking lot. **Students must complete a student parking form with their vehicle information in order to park in the school parking lot.**

## **Student Union (SU)**

The purpose of the Student Union is to develop citizenship and coordinate activities that will promote school spirit. The SU for the 2022-2023 school year will be established in the fall.

## **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 must comply with the consequences given by the driver and if required may be referred to school administration. For more information see Black Gold Policy 351.

## **Visitors to the School**

Visitors to our school are welcome especially when such a visit is associated with the educational well-being of a student. 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.

## **Policies: Conduct and Expectations**

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 31 of the Education Act that states all students shall:

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) 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,
- (d) respect the rights of others in the school,
- (e) 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,
- (f) comply with the rules of the school and the policies of the board,
- (g) cooperate with everyone authorized by the board to provide education programs and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (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

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<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-4)**

Regular attendance is key to a student's success. As well, regular attendance is required under Section 12 of the School Act. Parents/guardians are asked to notify the school when an absence occurs. Should a student be absent and the school does not receive parental notification, a student may be given a 0% on missed work. The school will make contact with parents should a student's lack of attendance become a concern. If a student misses 13 classes in a 5 credit course or 9 classes in a 3 credit course, the student's enrollment in the respective course can be reevaluated and alternative solutions may result.

### **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. The office will contact parents/guardians of students who have several unexcused lates in a week. Parents/guardians of students who are regularly late (as few as five) in a semester will be contacted by administration to seek possible solutions. Additional lates may result in further action by administration.

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

Truancy or skipping is a willful act that affects student learning. Should a student be truant a warning and/or consequence will be issued to the student and the parents will be informed. Any subsequent violations could involve further action by administration.

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

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

Step 2: Attendance letter is sent home with the details of the absences.

Step 3: Administration meets with the student – Home will be contacted to determine any interventions or supports required

Step 4: Administration meets with the student and parents to determine appropriate next steps.

- 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.
- Students will be marked as incomplete if final examinations have not been written, unless an exemption is obtained from the principal.
- In order to be successful, students should not have work commitments which interfere with their classes.

### **A-4) Leaving School Campus During the Day**

An open campus system is in operation during students' lunch break. A student may leave school grounds at this time unless this privilege has been revoked by administration or parents/guardians. 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 (NEW)**

Successfully balancing the power and practicality of today's smartphones with the potential for interruptions of instruction, violations to security and privacy, as well as bullying and academic integrity is becoming increasingly challenging and it is dependent upon individual self-discipline to use smartphones responsibly while at school.

While the use of electronic devices will be up to the individual teacher's discretion, students are expected to adhere to the expectations as outlined in each classroom and are expected to use their personal electronic devices ethically and responsibly. **Student cell phone use may not distract themselves or others from learning and may not cause harm in any way to fellow students or staff.** Students who refuse to comply with classroom expectations or whose cell phone use disrupts the learning environment or jeopardizes the safety, privacy or dignity of a classmate will be referred to administration. Consequences for inappropriate use can range from, but are not limited to, the confiscation of a phone, meeting with parents, suspension and/or referral to the RCMP when appropriate. Please note that cell phones and electronic devices are not allowed during exams at any time; electronic devices must be turned off and placed in the student's locker or placed on the teacher's desk.

## **C) Damaged Property**

As a practice, if a student damages school property they are required to repair or pay for the damage. If a student loses or destroys a textbook or library book, or computer/mice/keyboard/touchpad they are 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 Junior Senior 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, D-2)**

### **D-1) School (NEW)**

#### Guiding Principles

At TJSHS, the primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). TJSHS is responsible for seeing that student attire does not interfere with the health and safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. All students, staff and guests are primarily responsible for managing their own personal concerns without regulating individual students' clothing and self expression.

## Dress Code

- Students are expected to be dressed and prepared for full and safe participation in all daily learning activities.
- Attire that portrays explicit or implicit messages of profanity, sexuality, discrimination or illegal activities is considered unacceptable at school or at school-sponsored events.
- Hats/Headgear can be worn, however, for safety and security any head coverings (unless of a religious nature) that mask or obscure one's identity shall not be worn in the school unless it is in compliance with health recommendations or orders.
- Clothes must be worn such that genitals, buttocks, chest, and nipples are fully covered with opaque (non-transparent) fabric.
- Clothing designed or intended as underwear or swimwear shall not be worn as outerwear.
- For safety reasons, classes may have additional dress requirements.
- Students who wear inappropriate attire will be referred to the office to consult with administration.

**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.

- If a staff member sees any student (age does not matter) with a tobacco product, electronic cigarette, vape, paraphernalia, etc, on school property, the product/device will be confiscated and parents/guardians will be contacted. The student will be referred to Administration.
- 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 be referred to Administration.
- Consequences for infractions will be determined by administration, and may include, but is not limited to, substance abuse training or suspensions.

**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 Uniform Policy**

Students may be provided with uniforms when representing TJSHS in extra-curricular activities. It is understood that ownership of the uniforms will remain with the party purchasing them.

In order to preserve the quality of school uniforms the following guidelines will be followed.

- Students will be allowed access to TJSHS or group-purchased uniforms after the appropriate documentation has been completed.
- School provided uniforms will **only** be used by students during the following times:
  - Games
  - Practices (The group leader/coach will use their discretion about the usage of uniforms during practices)
  - 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 TJSHS.

## **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 they have to do to be successful in a given course.

### **Calculation - High School Marks**

As most high school courses are semestered, it is important that students give their attention to all areas of instruction in a course. Final marks will be calculated according to the respective course outline. High School Final Exams will hold the following maximum weights for mark calculation.

Grade 10 - 20%

Grade 11 - 25%

Grade 12 - 30%

### **Calculation - Junior High School Core Marks**

Junior high school course work in core subjects (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.

Some classes may have different weightings, but midterms can never be weighted higher than 10% and final exams can not be weighted higher than 15% of the overall mark.

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.

## 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</b> <b>Grades 7-9 Grading Scale for Non-Core subjects</b> <b>(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

Students handing in assignments late can negatively impact their learning and the learning environment. It can also delay the ability of the teacher to return assignments to the class and increase the workload required by staff. As a result, teachers will create policies for their classes regarding the submission of late assignments. At the discretion of the teacher, students may lose up to 10% per day on late assignments, and a teacher reserves the right not to accept an assignment for credit if they have returned the assignment back to the class.

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 at the teacher's 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%. Please note that TJSHS will only distribute digital report cards. Paper copies can be requested through the office.

## **Promotion of Students**

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. Determinations not to promote a junior high student to the next grade are rare and would be done in consultation with parents and guardians. High school students must successfully complete the prerequisite course in order to be promoted to the next course in that subject area. Rare exceptions exist based on the demonstration of prerequisite knowledge and the approval of administration.

## **PowerSchool Parent Portal**

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 setup or forgot your password please contact the office.

## **Additional Information**

### **Career Center**

In the center, you will find information about 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 Ms. Hrytsak. 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.

### Scholarships:

Start doing your own research for scholarships, but also watch for information posted around the school or check with Mrs. van Steenis, Ms. Hrytsak or Mr. Dykstra.

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

### **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 who have:

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

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

## **Graduation**

### **Criteria for Participation in the Graduation Activities**

In order for students to participate as a graduate they must:

- be enrolled as a student at TJSHS in good-standing,
- be a grade 12 student who has not participated in a previous commencement ceremony at TJSHS,
- adhere to the TJSHS Student Handbook as well as Section 31 of the Province of Alberta School Act,
- have a minimum of 70 credits by the end of Semester 1 of their grade 12 year, and
- have all school and graduation fees paid in full prior to participation in graduation activities.

Under extenuating circumstances administration may establish different criteria for individual student participation.

### **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, a student in good standing with 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.

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 school's 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