



**ONOWAY
JUNIOR/SENIOR
HIGH SCHOOL**

EMPOWERING LEARNERS



Northern Gateway
Public Schools

Onoway
Senior High
School
Student Handbook
2022/2023

ACADEMIC DISHONESTY AND PLAGIARISM.....	12	OPEA.....	6
ADMINISTRATIVE STAFF.....	3	OTHER AWARDS.....	16
ALCOHOL.....	7	OUTSTANDING EFFORT.....	14
ALEXANDER RUTHERFORD SCHOLARSHIP.....	15	P.D.A.....	10
ATHLETICS.....	13	PERSONAL ELECTRONIC DEVICES.....	8
ATTENDANCE.....	10	POWERSCHOOL.....	5
AWARDS CEREMONY.....	14	REPORT CARDS / PARENT TEACHER INTERVIEWS.....	6
BELL SCHEDULE.....	17	SCHOOL CONTACT INFORMATION.....	16
BUSSING.....	9	SCHOOL COUNCIL.....	6
CARE OF THE PREMISES.....	9	SCHOOL HONORS CRITERIA.....	15
CITIZENSHIP.....	14	SCHOOL RESOURCE OFFICER.....	9
CTS KITCHEN.....	6	SENIOR HIGH ACADEMIC EXPECTATIONS.....	12
DISCIPLINE PHILOSOPHY.....	6	SIGN IN/OUT.....	11
DRESS.....	9	SKIPPING.....	11
DRUGS.....	7	STUDENT ACTIVITIES.....	13
EXTRACURRICULAR FEES.....	6	STUDENT APPEALS.....	12
FIGHTING.....	7	STUDENT COUNCIL.....	13
FINAL EXAMINATIONS.....	12	STUDENT EMPLOYMENT.....	13
FUNDRAISING.....	6	STUDENT VEHICLES.....	9
GRADUATION CEREMONIES.....	14	SUPPORT STAFF.....	4
GRADUATION ELIGIBILITY REQUIREMENTS.....	14	SUSPENSION OF STUDENTS FROM CLASS.....	7
HALLWAYS/SPARES.....	11	TABLE OF CONTENTS/INDEX.....	2
INDIVIDUAL PICTURES.....	5	TEACHING STAFF.....	4
INDEPENDENT STUDIES.....	5	THEFT.....	7
INFIRMARY.....	5	TOBACCO USE/SMOKING/VAPING.....	7
INTRAMURALS.....	13	VALEDICTORIAN.....	14
LATE POLICY.....	11	VISITORS.....	5
LEARNING COMMONS CAFÉ.....	5	WEBSITE.....	5
LOCKS AND LOCKERS.....	5	YEARBOOK.....	13
MUSIC.....	13		
NOON-TIME.....	9		
OFFICE AREA.....	5		
ONLINE PAYMENT SYSTEM.....	16		



**ONOWAY
JUNIOR/SENIOR
HIGH SCHOOL**

EMPOWERING LEARNERS

Our School

Grades Taught 8-12

Administration

Principal Dr. Amy Villneff
Assistant Principal Mr. Paul Jespersen

Motto

Empowering Learners

Mission- People

Empowering Learners is to empower Students, Staff, Parents and Community

*Empowering Students - Establishing realistic academic and behavioral standards for students to meet successfully

*Empowering Staff - Demonstrating quality teaching approaches to meet the needs of various learners

*Empowering Parents - Supporting parents as they guide their children through adolescence

*Empowering Community - Encouraging connections between school and the larger community

Vision- Behaviors

*Empowering Learners is based on Relationships, Trust, Reliability, and Effort

*Empowerment is based on Relationships

*Relationships are based on Trust

*Trust is based on Reliability

*Reliability requires Goal Focused Effort

THIS IS A LIVING DOCUMENT AND AS SUCH WILL BE UNDER REVIEW ON A REGULAR BASIS BY SCHOOL ADMINISTRATION, STAFF, PARENTS AND STUDENTS.

ADMINISTRATIVE STAFF

Dr. A. Villneff- *Principal*
 Mr. P. Jespersen- *Assistant Principal*
 Ms. C. Lind - *Executive Administrative Assistant*
 Mrs. N. Levesque - *Administrative Assistant*
 Mrs. L. Perthbridge – *Accounts clerk / Outreach Assistant*

TEACHING STAFF		SUPPORT STAFF
Mrs. E. Neufeld	<i>Music/ Physical Education</i>	<i>Ms. C. Giesbrecht</i>
Ms. S. Baker	<i>Jr. High Science/Math</i>	<i>Educational Assistant</i>
Mr. D. Bellerose	<i>Counseling/Math/Living Skills</i>	
Mr. J. Blount	<i>Math</i>	<i>Ms. J. Gylander</i>
Mr. R. Burghardt	<i>Math/Chemistry</i>	<i>EA-Cosmetology/Learning</i>
Mr. D. Butler	<i>English Language Arts/Jr. Social Studies</i>	<i>Commons</i>
Mr. J Colquhoun	<i>Music</i>	
Mrs. G. Newton	<i>Jr./Sr. Humanities</i>	<i>Ms. J. Wagner</i>
Mr. S. Daly	<i>English Language Arts / Social Studies</i>	<i>Educational Assistant</i>
Ms. P. Deacon	<i>Physical Education/Wellness Rep.</i>	
Mrs. L. Dundas	<i>Counselling/</i>	<i>Mr. J. Mahaux</i>
Mr. J. Eastman	<i>CTS/Construction</i>	<i>Tech Assistant</i>
Ms. H. Elliott	<i>Math</i>	
Ms. K. Jensen	<i>JH Humanities/ Drama</i>	<i>Mrs. J. Maure</i>
Mr. S. Karmaznuik	<i>English Language Arts</i>	<i>Educational Assistant</i>
Mr. S. Law	<i>Jr./& Sr. Math/ Science/ Psychology</i>	
Mr. C. Lougheed	<i>Phys. Ed./Athletic Director</i>	<i>Mrs. T. Noyes</i>
Mr. B. Millar (on leave)	<i>Social Studies</i>	<i>Indigenous Liaison</i>
Mr. S. Missfeldt	<i>Science/Math</i>	
Ms. M. McNalley	<i>Math/CTS Foods</i>	<i>Mrs. T. Ross</i>
Mrs. C. McNiece	<i>Art</i>	<i>Educational Assistant</i>
Mrs. E. Radvansky	<i>Jr & Sr English/ CTS</i>	
Mr. Z. Rosychuk	<i>JH Humanities</i>	<i>Mrs. J. Shewchuk</i>
Mr. R. Siemens (on leave)	<i>Mechanics/Fabrication</i>	<i>Educational Assistant</i>
Ms. K. Schmidt-Peterson	<i>Inclusive Education Facilitator</i>	
Mr. R. Stoltz	<i>Science/CTF</i>	<i>Mr. M. Galliford</i>
Ms. S. Swerda	<i>CALM/Outreach</i>	<i>Cafeteria Manager</i>
Mr.B.Thiessen	<i>Mechanics/Fabrication/Science</i>	
Mrs. J. Tyschuk	<i>Biology</i>	<i>Mrs. L. Harrison</i>
		<i>Cafeteria Assistant</i>
		<i>Mrs. Pat Babin</i>
		<i>Cafeteria Assistant</i>
		<i>Mrs. H Schram</i>
		<i>Educational Assistant</i>
		<i>Mrs. L Tremblay</i>
		<i>Educational Assistant</i>

WEBSITE - *onowayhigh.ca*

Our school website has all the information you will need to find out about our school. Our daily bulletin is posted each morning so parents can be informed of what is happening each day at our school. Our monthly newsletter is also posted online. Our website can be accessed at onowayhigh.ca.

POWERSCHOOL

Parents and students can access grades and attendance throughout the year using PowerSchool. Student and parent access information is generally given to students at the beginning of the year, but can be obtained from our office at any time. This resource is excellent for keeping informed and is available on the Internet and as an app for your phone using the division code PSNT.

STUDENT SUPPORT SERVICES

The OJHS School Guidance and Counseling program is based on the premise that each student is a unique individual with certain rights and responsibilities as stated in the School Act. Our goal is to provide a systematic program that focuses on the developmental needs of all students. Guidance is an integral part of the total education program which involves school staff, parents and students. The program focuses on 4 main areas:

- Development of guidance instruction
- Individual student planning
- Responsive services
- School/community support

INDEPENDENT STUDIES

Correspondence courses are available for those students who are on Home School or are unable to take a required course in school because of timetabling difficulties or program restraints due to staffing or the course is not offered in school.

INDIVIDUAL PICTURES

Students will have the opportunity to have individual pictures taken early in the year. See our website or school newsletter for the specific date. While everyone will have their pictures taken for Yearbook purposes, a variety of packages are available, at several price levels, for purchase.

OFFICE AREA

The office area houses the administration offices, staff room, infirmary, conference room and individual study cubicles. Students entering this area must first check with the secretaries at the desk. Office hours are 8:00 a.m. to 4:00 p.m.

VISITORS

All visitors to the school need to sign in at the office and will be required to wear a visitor's pass if they will be on campus outside of the office area. Student visitors - those who are former students or friends of current students, MUST have preapproval from administration to be on campus during the school day and will not be permitted to attend classes with friends. Once approval is granted, visitors will be required to wear a visitor's pass while they are on school campus.

INFIRMARY

Use of this room will be limited to obvious cases of illness.

LOCKS AND LOCKERS

All students will be assigned a locker AND a lock. Only locks provided by the school are permitted. The school reserves the right to search lockers. Students should lock valuables in their locker especially during physical education classes to prevent theft. Please keep valuable items in your locked locker or at home.

CTS CAFETERIA

The CTS Cafeteria is open: Mondays 10AM to 3PM, Tuesday to Thursday 9AM- 3PM, and Fridays 9AM to 1PM. A full range of reasonably priced items from snacks to full meals are served. Students' cooperation in putting all litter and garbage into the waste bins, and clearing and cleaning tables is expected.

SCHOOL COUNCIL

The Onoway Jr. /Sr. High School Council meets approximately once a month at 6:30 p.m. on a regular date determined by the School Council. Check the school newsletter for specific dates. Parents are encouraged to join and participate in the meetings and activities of the School Council. There is no doubt that OJSH is a better school with the help of parents. The School Council Executive consists of the following: Principal, Vice-Chairperson, Secretary, Treasurer, and Student Rep. (2) Community Rep. Teacher Rep

OPEA

The O.P.E.A. (Onoway Parents' Educative Association) is a registered society which now functions as the fund raising organization of the school with the same executive serving on both parent organizations.

FUNDRAISING

Fundraising will be kept to a minimum but will provide a variety of services and experiences for students of the school. The Parents' main fundraising centers around a Casino and a onetime event to be decided upon each year.

FEES

Fees are not collected for basic educational services, however, fees may be charged for extracurricular sports, band, field trips, and camps, for example. Currently fees are charged for technology (\$32.00 NGPS fee) and CTF/CTS options courses (\$20.00) for materials/supplies. \$52.00 is charged at the start of the school year.

Any fees due are payable upon receipt of billing from the school Accountant. If any parent cannot pay immediately, payment arrangements can be made by contacting the Principal. Fees must be paid for students to participate in field trips, sports teams, and other extracurricular activities.

Fees can be paid via school cash – an online payment service or in person at the school. See page 15 for school cash online information.

REPORT CARDS / PARENT TEACHER INTERVIEWS

Report cards are issued 4 times a year, in November, February, April and June. They are a vital part of the school's plan to communicate fully with parents. Parent-Teacher interviews will be held as per the ohs@ngps.ca calendar.

DISCIPLINE PHILOSOPHY

Our school is a place for learning skills, knowledge and attitudes; not only those of reason and creativity, but also skills of self-discipline and reasonable behavior. Our expectations are in line with Section 31 of the Education Act which states that student's responsibilities are to:

- (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 foster a sense of belonging,
- (d) respect the rights of others in the school,
- (e) refrain from, report and not tolerate bullying or bullying behavior 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) co-operate 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.

As a school, we aim to treat every student as an individual, and as such, inappropriate behavior will be dealt with on a case-by-case basis.

These ideas can only be achieved through agreement on everyone's part. Since schools are expected to act "in loco parentis" (in place of parents) parental cooperation is of the utmost importance.

SUSPENSION OF STUDENTS FROM CLASS AND SCHOOL

In the event that a student fails to meet the standards of expected behavior and diligence, steps will be taken, in the manner of a fair but caring parent, to help the student to improve. Parents will be informed and consulted in the discipline process as part of a School Discipline Plan, a temporary suspension of a student from class may be undertaken in the following manner:

- the student will be instructed to report to a different classroom or to a private study space in the office or wrap around area and a log entry will be made by the teacher as to the reasons for the class exclusion
- teachers will inform parents of the incident under no circumstances are students who have been temporarily excluded from class to roam the hallway. They should be in the office or the alternate classroom.

In the event that a student does not correct his/her behaviors after reasonable attempts have been made by teachers, administrators and parents a student may be suspended from school by the principal or his/her designate

TOBACCO USE/SMOKING/VAPING

Northern Gateway Public Schools is a tobacco-free Division in which no smoking is permitted in Division buildings or on Division property. Smoking, vaping and other tobacco products are not allowed on school property at any time – this includes the parking lot, sidewalks and bus area. There are no designated smoking/vaping areas at OJSH.

DRUGS

The possession or use of drugs or the possession of drug paraphernalia during the school day or at any school sponsored event is strictly forbidden. The consequence will be an immediate suspension and possible recommendation for expulsion, along with notification to authorities.

ALCOHOL

The possession of or being under the influence of alcohol on school property during the school day or at any school sponsored event is strictly forbidden. The consequence will be an initial suspension from school. Further occurrences will incur up to 5 day suspensions and possible recommendation for expulsion.

FIGHTING

Fighting is not the way to solve problems or settle differences in a civilized society and will not be tolerated. Students who fight or who are actively engaged in promoting a fight will be suspended and possibly recommended for expulsion.

THEFT

Theft in the school is a serious offence, will not be tolerated and may result in suspension from school. Students are encouraged not to bring valuable items to school.

ONE-TO-ONE TECHNOLOGY

This year, OJSH will be assigning Chromebooks out to students who require them. Just like a textbook, Chromebooks will be signed out in the library and students will be able to take their Chromebook to and from

home! We are pleased to be able to offer students the opportunity to have school technology that is portable and meets the instructional needs of their courses. Chromebooks connect students to their teachers and one another, and serve a wide range of educational purposes at OJSH. They also provide staff with opportunities to engage with students in learning about and becoming responsible and respectful digital citizens.

Students will be responsible for changing and maintaining the condition of their Chromebook. A barcode check and device inspection will be conducted at the end of January. Students who have damaged or lost their device will have the cost of replacement or repair posted to their account for payment. The yearly NGPS technology fee of \$32 is required for this device rental.

Unpaid technology fees or damage/repair fees will result in students not being assigned a device the following semester or school year.

PERSONAL ELECTRONIC DEVICES (PEDs)

Philosophy:

Onoway Jr./Sr. High School supports the use of technology for learning and instruction. *See page 8 on One-to-One Technology.

PEDs, on the other hand, do not necessarily meet the educational and learning needs of students. These are items like: cell phones, Apple Watches, MP3 players, tablets, iPods, etc. We respect that our students and staff may own and use PEDs during break times and lunch times. PEDs are unregulated and each year have caused issues that have:

- posed a risk to a students' safety,
- disrupted instruction,
- invaded students' personal privacy and/or
- compromised academic integrity

OJSH wants to protect your child's right to privacy and will implement PED procedures that promote a welcoming, safe, respectful, and caring environment for all (NGPS Administrative Procedure #175) and respect digital citizenship (NGPS Administrative Procedure #650). As such, OJSH has adopted a procedure as outline below:

1. PEDs are **not** to be operated during regularly scheduled instructional time. PEDs should be stored in lockers. PEDs are not to be present or in use during instructional time. Wearables, such as Apple Watches, must be out of sight or have the power turned off. Chromebooks or laptops can be used during class time.
2. Students may use PEDs during breaks, lunch, and before and after school.
3. PEDs are not to be used in settings such as change rooms, washrooms, or counseling rooms.
4. **PED's have the potential to violate a person's reasonable expectation of privacy.** To ensure that everyone's privacy is respected in the school, students should always have the consent of all other persons being recorded.

Updated Policy - October 3, 2022 - Effective October 11, 2022

PED's - especially cell phones, are not to be present or in use during instructional time. *Instructional time refers to the period of time a student is assigned to a class* and includes time in these periods where a student leaves their assigned class to attend to the washroom, answer an office call, etc.

Students entering class with a cell phone on their person (in hand, noted peeking out of pocket, binder, etc.) - will be directed to put it in their locker or leave with the teacher (if they do not have locker) for the remainder of the instructional time. The teacher will create a log entry that they addressed this with a student.

Despite the above, should a cell phone be visible or in use during instructional time the following procedure applies:

First and Second instance of cell phone visible or in use during instructional time:

The student will be required to give the phone to the teacher*. The teacher will turn it in to the office administration for the day. The teacher will also create a log entry. Administration will notify parents by phone or email that their child's phone is in the office for the day. Parent may contact school if they need to get a message to their child.

Third Instance:

Same as above, but parents and student will be required to meet with school administration to develop a plan to prevent further infractions.

Subsequent Infractions:

As per Section 31(b, f, g, h) (student responsibilities) and Section 32 (b) (parent responsibilities) of the Alberta Education Act, students are required to comply with the rules of the school. Students who do not, may be subject to full day(s) of in or out of school suspension. Parent will also be notified of the suspension. A new plan will be developed which may include no technology at school.

**Students who do not relinquish their phone to the teacher will be sent to the office with it. Students are required to follow school rules as per Section 31 of the Alberta Education Act. If a student will not hand in their phone when requested by teacher or administration, their parent will be contacted to pick the student and the phone up. A plan for proper PED use and following school rules will be developed with the student and parent.*

Note:

Students are expected to use school technology for educational purposes and are bound to the NGPS Administrative Procedure 640 "Responsible Use of Technology". Students who utilize school technology (such as chromebooks) or NGPS networks for inappropriate purposes such as bullying will be subject to having school chromebooks/ technology revoked for part or the entirety of the school year. AP 640 also clearly indicates students should be obtaining permission from others before posting about them.

Parents' role in the use of Personal Electronic Devices at school: The safety and privacy of your children can only be achieved with parents, staff, and students working together as a team. Parents are asked to not contact students through their PED's during instructional time and understand that students can only reply to messages during their break time. In the event that a parent needs to contact a student with a time sensitive message or due to an emergency, **please call the school number at 780-967-2271 and the student will be informed.**

CARE OF THE PREMISES

Students are expected to exercise reasonable care in the use of the school facilities and grounds. Students are also expected to keep litter on the premises to a minimum by usage of garbage cans. Willful damage as a result of careless behavior is not acceptable. Students causing damage to school property will be required to pay the cost of any necessary work and repairs and may be suspended from school.

SCHOOL RESOURCE OFFICER

Our school is privileged to have an RCMP officer as our SRO. This member of our staff team works to build positive policing relationships within the community as well as assist in matters of student conduct that also contravene the criminal code.

BUSSING

Students must follow Northern Gateway Transportation rules for riding the bus. Students may not ride another bus. Students who will not be on their evening bus must fill out a bus absence slip before 3:20 in the office.

NOON-TIME

Senior High students are permitted to leave the school during lunch break. Section 31 of the Education Act still applies to students off school property during lunch break and students are required to continue to meet the standards of expected behavior (Education Act Section 36, C).

STUDENT VEHICLES

Students in grades 10, 11, 12 are permitted to park on school property provided that a valid parking pass is registered with the school office. The yearly pass is available from the school cafeteria or School Resource Officer. The deadline for completion of the parking form is September 30th. Students are not allowed to sit in or hang out in their vehicles during breaks or class time. Students are not permitted to loiter in the parking lot outside of vehicles. Students are not permitted to park in the staff parking lot, in front of the school, or in the first row along the field fence. Students who drive irresponsibly or involve their vehicles in violating the school code of conduct may have their vehicles towed from school property and their parking privileges revoked.

DRESS

Onoway Junior Senior High School believes students and staff should be dressed in a manner conducive to learning and that is respectful of community standards. Our school dress standards are reflective of a welcoming, caring, respectful, and safe learning environment for all.

Clothing will:

1. Not promote intolerance, hatred, profanity, or sexuality/sexual innuendo
2. Not advertise drugs or alcohol
3. Sufficiently cover backs, bellies, butts, breasts, bras, and boxers
 - *The only exception to visibility of the bra is the shoulder straps
4. Be of an appropriate fit (so as not to expose areas far below the pit of the arm, the lower back and belly more than the width of one's hand, etc).
5. Be of an appropriate material, so as not to contradict code items 3 or 4 above
6. Crop tops and similar attire will be permitted, but should not have more than the width of one's hand exposed.
7. Hats, Caps, and Hoods:
 - Are subject to each teacher's discretion for their classrooms

Students and staff are all responsible for adhering to this dress code and requesting others do so as well.

Questionable clothing will be subject to a final decision by the administration.

Procedure for dress code concerns:

- When a concern arises that a student is not following the dress code staff can address it directly with the student or refer it to the administration.
- If staff address it themselves, they should talk to the student away from other students and address it quietly with the student.
- If staff prefer not to address it directly themselves they can refer the concern to the principal or assistant principal. The student will be dealt with individually there.

Students whose dress does not adhere to this dress code will:

1. Be asked to change, cover up, turn garment inside out or wear a substitute provided by office staff, or be sent home to change (at which time phone call to parent/guardian will be made)
2. A log entry of the dress code infraction will be made. Repeated infractions of the dress code will be subject to Northern Gateway Public Schools Administrative Procedure 175/176

P.D.A. (Public Displays of Affection)

Northern Gateway Public Schools are welcoming, respectful, caring, and safe places for all members of the school's communities. As such staff, students, and visitors to OJSH are expected to conduct themselves in a manner which demonstrates these values as fit for the environment of work and learning.

ATTENDANCE

Regular attendance in school is a legislated requirement under the Education Act in Alberta. Attendance is taken in every class daily and will be monitored closely by both classroom teachers and the administration. Parents are expected to contact the school at 780-967-2271 if their son/daughter is to be absent. If parents are aware in advance of an expected absence for a period of 3 or more days, they should obtain a "Foreseeable Absence Form" available in the office.

ABSENCE POLICY:

All absences that are UNACKNOWLEDGED will be documented in the POWERSCHOOL software as, "A".
PROCEDURE:

At 5 unacknowledged class absences: The teacher will contact parent/guardian by phone or email and enter the information in LOG ENTRIES.

At 10 unacknowledged class absences: The teacher(s) will contact parent(s)/guardian(s) by phone and enter the information in LOG ENTRIES.

At 15 unacknowledged class absences: The teacher(s) will contact administration. Administration will arrange a meeting with parent and explore whether or not other educational opportunities may need to be pursued.

LATE POLICY

When the students arrive late to class they are not only disrupting their learning, but also the learning of every other student in the class. This is not fair to the students who made the effort to be on time.

PROCEDURE: When students are late to class, they must have a late slip issued by the office in order to be admitted. Students are not to be admitted to class without a late slip. Students whose parent/guardian have called the school to notify staff of their child's late will be issued a late slip, and then late will be annotated by the OJSH office as notified by parent.

After 5 class lates - The teacher will contact parent/guardian by phone or email and enter the information in LOG ENTRIES.

At 10 class lates: The teacher(s) will contact parent(s)/guardian(s) by phone and enter the information in LOG ENTRIES.

At 15 class lates: The teacher(s) will contact administration. Administration will arrange a meeting with parent and explore whether or not other educational opportunities may need to be pursued.

SKIPPING

Skipping- is any absence from class without the knowledge or consent of parents and/or the school. Skipping is considered to be a serious offence and will be dealt with accordingly.

Parents will be notified by telephone or email through our SynerVoice system when a student has an unexcused absence from class.

A student who has multiple absences will have his/her status reviewed by the appropriate administrator. After reviewing the student's school performance, he/ she may be withdrawn from the course and assigned a supervised spare; may be allowed to continue their education on a correspondence basis; or may be with-drawn from school entirely under certain conditions.

Students who miss an assignment, scheduled test or examination because they are inexcusably absent may be referred to administration. If a student is excusably absent he/she must immediately see their teacher to arrange a

convenient time to complete the work.

SIGN IN/OUT

Every student or their parent must sign in and/or out in the sign-out book located on the office counter whenever they leave the school during school hours or arrive at school too late to be registered for a class. Signing out does not abdicate students from their responsibility to attend class.

HALLWAYS/SPARES

Our school, by design and philosophy, promotes a “campus feel”. As such, senior high students who are on a spare, may be in the gathering area, learning commons, or furnished work areas in the hallways as long as they are not causing a disturbance. Students who are continually disruptive, will be assigned a specific location to be during their spare.

Students enrolled in a class, and who have permission to work outside of class, may be permitted by their teacher to work in a designated area. Students who are disruptive to others’ learning will be directed back to their classroom.

SENIOR HIGH ACADEMIC EXPECTATIONS

GRADE 10

Grade 10 students are expected to be enrolled in a 41 credit timetable. If a grade 10 student is removed from a class for any reason, he/she will be placed in a SUPERVISED STUDY class.

GRADE 11

All grade 11 students shall have a program consisting of 40 credits. Students may be granted a spare in special circumstances.

GRADE 12

All grade 12 students are encouraged to have a full schedule (40 credits) and must have a program that includes a minimum of 15 credits in any one semester.

ACADEMIC DISHONESTY AND PLAGIARISM

In order to determine if a student has achieved the competencies of a course, academic integrity is an essential expectation. Academic dishonesty can include, but is not limited to the following behaviours:

- Cheating on an exam / quiz
- Failing to hand in an exam / quiz during the testing period
- Cutting and pasting from the Internet
- Handing in someone else’s work
- Neglecting to provide proper citation for all sources

Plagiarism is dishonest, unacceptable and subject to penalty. Produce your own work and give credit to those whose work you have borrowed. Students found to have plagiarized work or being dishonest with their academic work will face disciplinary action that may include; receiving a mark of zero on the assignment or test (until the work is resubmitted) and/or suspension. The administration of the school will be involved and parents will be notified. Dishonest academic behavior will be tracked by the school to help prevent this behavior from reoccurring.

FINAL EXAMINATIONS

Final examinations are normally administered during the last 10 days of each semester. These exams are mandatory and failure to write will usually jeopardize a student's final standing. A student will not be allowed to write an alternate exam unless he/she is hospitalized or medically unable to write. Under no circumstances can examinations be written early. Alternate examinations, if needed, will be written during the last two weeks of August.

STUDENT APPEALS

To ensure that student evaluation procedures followed in our school have been fair and just, a student shall have the right to appeal the final standing awarded in any subject in Grade 10 to 12. The right of appeal may be exercised by a student or a parent or guardian acting on a student's behalf.

Appeals at School:

- a. The notification of appeal should be made in writing to the school principal within one week of the date final standings are released to students. The school principal shall acknowledge receipt of the appeal and indicate the expected date when a decision with regard to appeal will be reached.
- b. To review the basis of any final standing or promotion decision, the principal shall employ whichever procedures listed below are considered to be appropriate (by the principal):
 - consultation with teacher involved;
 - a check of records;
 - a personal hearing of the student's and/or parent's appeal;
 - a review of evaluation procedures followed
 - Allow the student and/or his/her parents to see the graded final examination.The school principal shall confirm in writing the outcome of the appeal to the student and/or parents/guardian. The final decision may be to retain, place, increase or decrease a final mark.
- c. If the student or parent/guardian is not satisfied with the outcome of an appeal made to the school principal, the student or parent/guardian may request a hearing from the Superintendent of schools. This request must be made within 2 weeks of receiving the principal's decision.

STUDENT ACTIVITIES

STUDENT EMPLOYMENT

Students are not permitted to finish school early at the end of a semester for employment purposes.

Students who have accepted a job or expect to have a job, and who are concerned that they will lose it if they do not finish school early, are invited to bring the name of the employer or potential employer to the Principal's office.

The Principal will contact the employer on behalf of the student. Work hours/schedules during the school year should be reasonable and not interfere with the student's classes and school responsibilities.

STUDENT COUNCIL

The role of student council is to provide activities that generate school spirit and promote involvement from all grade levels. Membership on the Student Council team is by elections in June of the previous school year for President, Vice-President, Secretary/Treasurer, 2 of 3 representatives from grades 10-12, and 3 of 3 representatives for grades 8 and 9. Remaining senior high representatives are elected in the fall.

YEARBOOK

Yearbook group produces a yearly memory book which is made available for sale in the fall, and distributed in the fall of the following school year. Information regarding pricing and availability will be made on the school's daily bulletin.

ATHLETICS

Students can participate in a number of school sports teams at the Senior high levels

These include:

Flag Football (junior), Golf, Cross Country Running, Volleyball, Basketball, Badminton, Handball, Cheer, and Track & Field

Membership on a school team is a privilege and not a right. Along with the privilege goes the responsibility of representing the school in a dignified and proud manner. Upholding good sportsmanship, fair play, and ambassadorial relationships are all expectations of team members.

The school reserves the right not to take students on trips who may act in an inappropriate manner and cause damage to the school's reputation.

INTRAMURALS

From time to time, intramurals are also organized within the school and run during the noon break.

MUSIC

Students interested in pursuing music may join the school band which is very active in school and community events. All music activities are under the direction of the music teacher. Honours band students will pay a \$100.00 fee. Money collected from these fees will be used to support Band travel and instrument repair and replacement. All other music students in grade 9 and up will pay a \$40.00 fee.

GRADUATION CEREMONIES

OJSH organizes and hosts the June Graduation ceremony. Graduation ceremonies are an important and culminating aspect of a student's high school career. Attendance at graduation indicates that a student has earned the right to be recognized for his/her academic endeavors. Students in grade 12 are invited to a grad Google Classroom where they receive regular information about their Grad.

The location of the banquet and dance is decided by the Grad Parents' Association. See our newsletter for the first meeting of the Grad Parents' Association. Aside from posting items in the newsletter or Google Classroom for the Grad Parents' Association, the grad ceremony and banquet is completely separate from the school ceremony.

GRADUATION ELIGIBILITY REQUIREMENTS

To be eligible to participate in the school graduation ceremony, a student must satisfy the following criteria.

1. A minimum of 4 weeks prior to the graduation ceremony, a student:

a) must be registered in a program of studies, maintaining regular attendance and possess a minimum grade of 50% in each course, which if successfully completed by the end of the current year would fully satisfy all the student's remaining requirements for an Alberta High School Diploma; or

b) must be registered in a special needs program, maintaining regular attendance in his/her final year of basic education and in a position to complete successfully by the end of the current school year all remaining requirements of his/her ISP; or

c) with special circumstances who has been recommended by the school principal and approved by the Superintendent may participate in the graduation ceremony. (e.g. exchange student, former NGS student who meets criteria in a or b, etc.); or

d) must have, in addition to meeting the requirements of a) above, successfully completed any correspondence course which would affect his/her graduation eligibility if not completed

e) the student must be in overall good standing with the school the day prior to the graduation ceremony

f) the student must have satisfied all outstanding financial obligations with the school a minimum of 5 days prior to the graduation ceremony.

2. A principal may withdraw or re-instate the privilege to participate, in consultation with the Superintendent.

VALEDICTORIAN

Each year a Valedictorian is selected from the graduating class and is the student demonstrating the highest overall aggregate mark in 30-level academic courses; as per the Alexander Rutherford Scholarship.

AWARDS CEREMONY

The Academic Awards Night will be held in October on the Friday following Thanksgiving to recognize those students who deserve special recognition for their achievements throughout the previous school year.

OUTSTANDING EFFORT

A student who makes an extra effort to achieve in school but does not qualify for academic honours may, on the recommendation of his/her teachers, receive special recognition in the form of an Outstanding Effort Award.

CITIZENSHIP

Any student in Junior or Senior High is eligible to receive a citizenship award. These awards are given to those students who have contributed to making OJHS a better place to be through their time and effort.

SCHOOL HONORS CRITERIA SENIOR HIGH

Grade 10: a student must have an average* of 79.5% or higher based on their marks in English, Math, Social Studies, Science, CALM, P.E. and electives.

Grade 11: a student must have an average* of 79.5% or higher based on a 25 credit load and subject to the following conditions:

1. The 25 credit load must be at the student's grade level.
2. Grade 11 students must be enrolled in at least a 35 credit load at the senior level.
3. The compulsory courses required for a high school diploma must be part of the 25 credit load at the grade 11 level.

Grade 12 students must be registered in at least a 25 credit load and have an average of 79.5% or higher in five subject according to the Alexander Rutherford Scholarship criteria (see below). *Marks used in the averaging are weighted according to their credit value.

ALEXANDER RUTHERFORD SCHOLARSHIP

This award recognizes and rewards exceptional achievement at the Senior High level. The scholarship is based on scholastic achievement in grades 10, 11, and 12 with different awards given each year to a maximum value of \$2500.

The minimum required average for consideration at each grade level is 75.0% as calculated from marks on a valid Alberta transcript. A student does not need to have achieved this average in all three grades to qualify for a portion of the scholarship. Students qualifying for all three years receive up to \$2500.

GRADE 10

Average. of 75%-79.9% in five subjects

- \$300

Average of 80% or higher in five subjects

-\$400

- One of: English 10-1or10-2 or Francais 10—1 or 10-2
 - At least two of the following: Mathematics 10C, Science 10, Social Studies 10-1 or 10-2
- A language other than the one used above at the grade 10 level.

Any two other courses with minimum 3 credit value at the Grade 10 level (1000/4000 level) including those listed above and combined introductory C.T.S. courses.

GRADE 11

Average of 75.0-79.9% in five subjects -

-\$500

Average of 80% or higher in five subjects

- \$800

- One of English 20-1 or 20-2 or Francais 20-1 or 20-2
- At least two of the following:

Mathematics 20-1 or 20-2, Science 20, Biology 20, Chemistry 20, Physics 20, Social Studies 20-1 or 20-2

A language other than the one used above at the grade 11 level.

- Any two other subjects with minimum 3 credit value at the grade 11 level (2000/5000 level) including those listed above and combined intermediate C.T.S. courses.

GRADE 12

Average of 75.0%-79.5% in five subjects

- \$700

Average of 80% or higher in five subjects

- \$1,300

- One of English 30-1 or 30-2 or Francais 30-1 or 30-2
- At least two of the following:

Mathematics 30-1 or 30-2, Mathematics 31, Science 30, Biology 30, Chemistry 30, Physics 30, Social Studies 30-1 or 30-2

A language other than the one used above at the Grade 12 level.

Any two courses with a minimum 5 credit value at the Grade 12 level (3000, 6000, or 9000 series) including those listed above and combined advanced CTS courses.

Alexander Rutherford awards are granted upon a student being enrolled in a post-secondary institution and must be applied for after graduation by the individual student. A Social Insurance Number is mandatory for all applicants.

OTHER AWARDS

Program awards will be celebrated throughout the school year through pep rallies and other special events. This includes extra-curricular sports, clubs and organizations. The major sports awards are presented at Awards Night in October.

SCHOOL CASH ONLINE PAYMENT SYSTEM

Go to the URL below and click “Get Started” to register for school cash online.

<https://ngps.schoolcashionline.com/>

Use School Cash to pay for:

- Yearbook
- Sports
- Field Trips
- Spirit Wear
- Activities

- CTF/CTS fees

SCHOOL CONTACT INFORMATION

Onoway Junior Senior High School

Bag 340

Onoway, AB T0E 1V0

Phone: 780.967.2271

Fax: 780.967.2660

Website: onowayhigh.ca

Twitter: @ngpsohs

Email: ohs@ngps.ca

Outreach: 780.967.5518

BELL SCHEDULE

8:53 am Warning Bell - students go to Block 1 class

8:55 am Block 1 classes begin

10:18 am Break

10:26am Warning Bell

10:28am Block 2 classes begin

11:51am Lunch

12:26 pm Warning Bell/Lunch ends

12:30 pm Block 3 classes begin

1:53pm Break

2:01 pm Warning Bell

2:03 pm Block 4 classes begin

3:25 pm Dismissal 3:35 *Busses depart*