



**Onoway**  
**Senior High**  
**School**  
**Student Handbook**  
**2024/2025**

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## **Our School**

Grades Taught 8-12

### **Administration**

Principal: Mr. Paul Jespersen

Assistant Principals: Ms. Karla Schmidt-Peterson and Mr. Chris Hallowes

### **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**

- Mr. P. Jespersen - *Principal*
- Ms. K. Schmidt-Peterson - *Assistant Principal*
- Mr. C. Hallowes - *Assistant Principal*
- Ms. B. Cooper - *Administrative Secretary*
- Mrs. L. Perthbridge – *Accounts Secretary*

<b>TEACHING STAFF</b>		<b>SUPPORT STAFF</b>
Mr. D. Bellerose	<i>Counseling/Social Studies/CALM</i>	<i>Ms. H. Thiessen Library</i>
Mr. J. Blount	<i>Math/Outreach</i>	
Mr. R. Burghardt	<i>Math/Chemistry/Lifeskills</i>	<i>Ms. C. Giesbrecht   Mental Health Capacity Build Coach</i>
Mr. D. Butler	<i>English Language Arts/Social Studies/CTF</i>	
Mr. J Colquhoun	<i>Music/Social Studies/Lifeskills</i>	<i>Ms. K. Dewan Educational Assistant</i>
Mr. S. Daly	<i>English Language Arts / Social Studies</i>	
Ms. P. Deacon	<i>Counselling/Wellness/CTF/PE</i>	<i>Mr. A. Martin Tech</i>
Mr. J. Eastman	<i>CTS/Construction/Physical Education</i>	
Ms. H. Elliott (on leave)	<i>Math</i>	<i>Mrs. J. Maure Educational Assistant</i>
Ms. J. Gylander	<i>Cosmetology/Foods</i>	
Mrs. K. Hallson	<i>Language Arts</i>	<i>Ms. A. Michelle Indigenous Liaison</i>
Mr. S. Karmaznuik	<i>English Language Arts/Foods</i>	<i>Mr. M. Galliford Cafeteria Manager</i>
Mr. S. Law	<i>Science</i>	
Ms. M. McNalley	<i>Math/Foods</i>	<i>Mrs. L. Harrison Cafeteria Assistant</i>
Mrs. C. McNiece	<i>Art</i>	<i>Mrs. P Babin Cafeteria Assistant</i>
Mr. S. Missfeldt	<i>Science/Math</i>	
Ms. G. Newton	<i>Social Studies, LA, and Aboriginal Studies</i>	<i>Mrs. H. Schram Educational Assistant</i>
Mrs. K. Quinn	<i>Inclusive Education Facilitator/ Drama</i>	
Mrs. E. Radvanzsky	<i>CTS/Language Arts/Health</i>	<i>Mrs. L. Tremblay Educational Assistant</i>
Mr. Z. Rosychuk	<i>JH Humanities</i>	
Mrs. C. Rowell	<i>Athletic Director/Physical Education</i>	<i>Sara Hart Educational Assistant</i>
Mr. R. Stoltz	<i>Science/CTF</i>	
Mrs. S. Stoski	<i>Science/Math</i>	<i>Alison Rutland Educational Assistant</i>
Mr. M. Straight	<i>Physical Education/Language Arts</i>	
Ms. S. Swerda	<i>CALM/Outreach/English Language Arts</i>	
Mr. B.Thiessen	<i>Mechanics/Fabrication/CTF</i>	
Mrs. E. Willis (on leave)	<i>Independent Living Skills</i>	

**WEBSITE - [onowayhigh.ca](http://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 [onewayhigh.ca](http://onewayhigh.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. The cafeteria is accessible to students during the morning or afternoon ten minute break or lunch time. It is only available during class time to students in high school on spares or with teacher permission.

### **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 17 for school cash online information.

NGPS has an Administrative Procedure in place for Graduation (AP375). OJSH is obligated to abide by this policy which includes item 3.2.2 "The student must be in overall good standing with the school on the date of the graduation ceremony." This includes having all fees paid in full. As of the 2024-25 school year, graduates who do not have all fees cleared, including for missing library items (technology, textbooks, etc.) will not receive tickets for the ceremony in the gym. Graduates will sit in the gym and non-ticket holders will be able to watch from the second floor balcony. Seats on the floor will be reserved for families of graduates in overall good standing.

### **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**

OJSH will assign a NGPS device to all students. Personal laptops or Chromebooks are advised to be left at home to complete work at home - NGPS devices are the only ones with access to certain software and google technology we use at school. Personal devices should be left at home, while NGPS devices are used within NGPS networks.

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, smart watched, 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 - As Directed by AB Government's Ministerial Order (#014/2024): September 2024**

From Alberta Government's Ministerial Order (#014/2024):

### **Definitions:**

1. In these Standards,

- a. "personal mobile device" means any personal electronic device that can be used to communicate with or access the internet, such as a cellphone, tablet, laptop, or smartwatch;

### **General Restrictions:**

2. A school authority is required to, at a minimum, limit the use of personal mobile devices and restrict access to social media as follows:

- a. Children and students may not use personal mobile devices during instructional time. If children and students have personal mobile devices with them during instructional time, they are required to keep these devices on silent or powered off, and stored out of view; and
- b. Children and students may not have access to social media on school networks or on school devices.

### **Specific to Oneway Junior/Senior High:**

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.

### **WASHROOMS**

Washroom stalls are not a safe or healthy place for students to congregate. School policy restricts each stall to one person at a time. Students found to be in a stall with other students will be subject to a discussion with admin, suspension, and can be subject to a bag/personal item check as per AP 350. This policy is in response to yearly issues with vandalism, smoking/vaping, and other actions that should not occur within a 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).

### **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.

### **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 may have their parking privileges revoked if they are deemed to be honking horns, revving engines, or driving faster than the posted 20km/hr speed limit. Students who drive irresponsibly or involve their vehicles in violating the school code of conduct may have their vehicles towed from school property, issued tickets from the school resource officer, and/or have 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

## **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.

### **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, Archery, 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

Honours calculations - these will be done according to the highest level [Rutherford criteria](#) at Grade 10, 11 and 12 levels

Grade 10	Grade 11	Grade 12
<ul style="list-style-type: none"> <li>Average of 80% or higher in five courses - \$400</li> </ul>	<ul style="list-style-type: none"> <li>Average of 80% or higher in five courses - \$800</li> </ul>	<ul style="list-style-type: none"> <li>Average of 80% or higher in five courses - \$1,300</li> </ul>
<p>Average is calculated from 5 designated courses *Option/Career and Technology Studies (CTS) may also be considered (See below).</p>		
<p>One of:</p> <ul style="list-style-type: none"> <li>English 10-1, 10-2</li> <li>Français 10-1 or 10-2</li> </ul>	<p>One of:</p> <ul style="list-style-type: none"> <li>English 20-1, 20-2</li> <li>Français 20-1 or 20-2</li> </ul>	<p>One of:</p> <ul style="list-style-type: none"> <li>English 30-1, 30-2</li> <li>Français 30-1 or 30-2</li> </ul>
<p>At least two of:</p> <ul style="list-style-type: none"> <li>Mathematics 10C</li> <li>Science 10</li> <li>Social Studies 10-1 or 10-2</li> <li>A language other than one used above at the Grade 10 level.</li> </ul>	<p>At least two of:</p> <ul style="list-style-type: none"> <li>Mathematics 20-1, or 20-2</li> <li>Chemistry 20</li> <li>Physics 20</li> <li>Science 20</li> <li>Biology 20</li> <li>Social Studies 20-1 or 20-2</li> <li>A language other than one used above at the Grade 11 level.</li> </ul>	<p>At least two of:</p> <ul style="list-style-type: none"> <li>Mathematics 30-1, 30-2 or 31</li> <li>Science 30</li> <li>Social Studies 30-1 or 30-2</li> <li>Biology 30</li> <li>Chemistry 30</li> <li>Physics 30</li> <li>A language other than one used above at the Grade 12 level.</li> </ul>
<p>Any two courses with minimum three credit value at Grade 10 level (1000 or 4000 series) including those listed above and combined option and introductory CTS courses.</p>	<p>Any two courses with minimum three credit value at Grade 11 level (2000 or 5000 series) including those listed above and combined option and intermediate CTS courses.</p>	<p>Any two courses with minimum five credit value at Grade 12 level (3000, 6000 or 9000 series) including those listed above and combined option and advanced CTS courses.</p>

### 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. (see the above chart)

### **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:

- Sports
- Field Trips
- Spirit Wear
- Activities
- CTF/CTS fees

### **SCHOOL CONTACT INFORMATION**

Onoway Junior Senior High School

Bag 340

Onoway, AB T0E 1V0

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Outreach: 780.967.5518

# **OJSH Bell Schedule - 2024/2025**



8:51am

Warning Bell

8:53am	Block 1 & Block 1A Begin
9:33am	Block 1A Ends
9:36am	Block 1B Begins
10:16am	Block 1 & Block 1B Ends
10:16am - 10:24am Break	
10:24am	Warning Bell
10:26am	Block 2 and Block 2A Begin
11:05am	Block 2A Ends
11:09am	Block 2B Begins
11:49am	Block 2 & Block 2B Ends
11:49am - 12:28pm Lunch Break	
12:28pm	Warning Bell
12:30pm	Block 3 & Block 3A Begin
1:10pm	Block 3A Ends
1:13pm	Block 3B Begins
1:52pm	Block 3 & Block 3B Ends
1:52pm - 2:00pm Break	
2:00pm	Warning Bell
2:02pm	Block 4 & Block 4A Begins
2:42pm	Block 4A Ends
2:45pm	Block 4B Begins
3:25pm	Block 4 & Block 4B Ends