

Sturgeon Composite High School

Policy Handbook 2023 - 2024



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-GENERAL INFORMATION-

WELCOME

A warm welcome back to all parents, students, and staff. We look forward to working with everyone throughout the year. Together we can, and will, influence tomorrow.

PHILOSOPHY

Sturgeon Composite High School provides opportunities for students to prepare for future endeavours and life-long learning. We strive for excellence and student engagement. Our environment is caring, cooperative, innovative, and sensitive to the needs and interests of students, staff, and parents. Together we will help enable our students to be engaged learners who become ethical citizens with an entrepreneurial spirit.

Sturgeon Composite High School offers both school and community-based educational opportunities in order to keep pace with an ever-changing world. We encourage our students to be individuals who:

- Achieve a high personal standard
- Have pride in their school
- Have a high level of self-esteem and are capable of influencing their own destinies
- Have effective communication skills
- Are creative critical thinkers and problem-solvers
- Are responsible citizens, with tolerance and respect for others

VISION STATEMENT

Sturgeon Public Schools: where, through a well-rounded education, students are motivated and supported to pursue their unique path to future success.

MISSION STATEMENT

Working together as a team of trustees, parents, community, staff and students, we create safe, respectful and collaborative learning environments where students are prepared to meet, and excel at, the challenges presented by the global community.

VALUES

- **Excellence in teaching:** We know that magic can happen when students are engaged, excited and feel connected to their learning and their teachers.
- **Shared responsibility:** We all have an important part to play in the education process. Working together, we strive for excellence so we can build a stronger future for us all.
- **Mutual respect:** Students, staff and parents all deserve to be treated with respect. By fostering reciprocal respect within our system, we will all be able to reach our full potential.
- **Belonging:** Students must be able to learn in healthy environments where they feel safe; have strong connections; are free from bullying; and where their physical, intellectual and emotional needs are met. We are a school division and a family.

- **Learning choices:** One size does not fit all. We recognize that to prepare students for their futures, we must meet their diverse needs along the way.
- **Communication:** To do the challenging work of educating the next generation, we must keep the communication channels open. We value open, honest and timely communications.

Please refer to page 17 and 18 of this manual for the student and parent responsibilities in accordance with the Education Act.

ADMINISTRATION

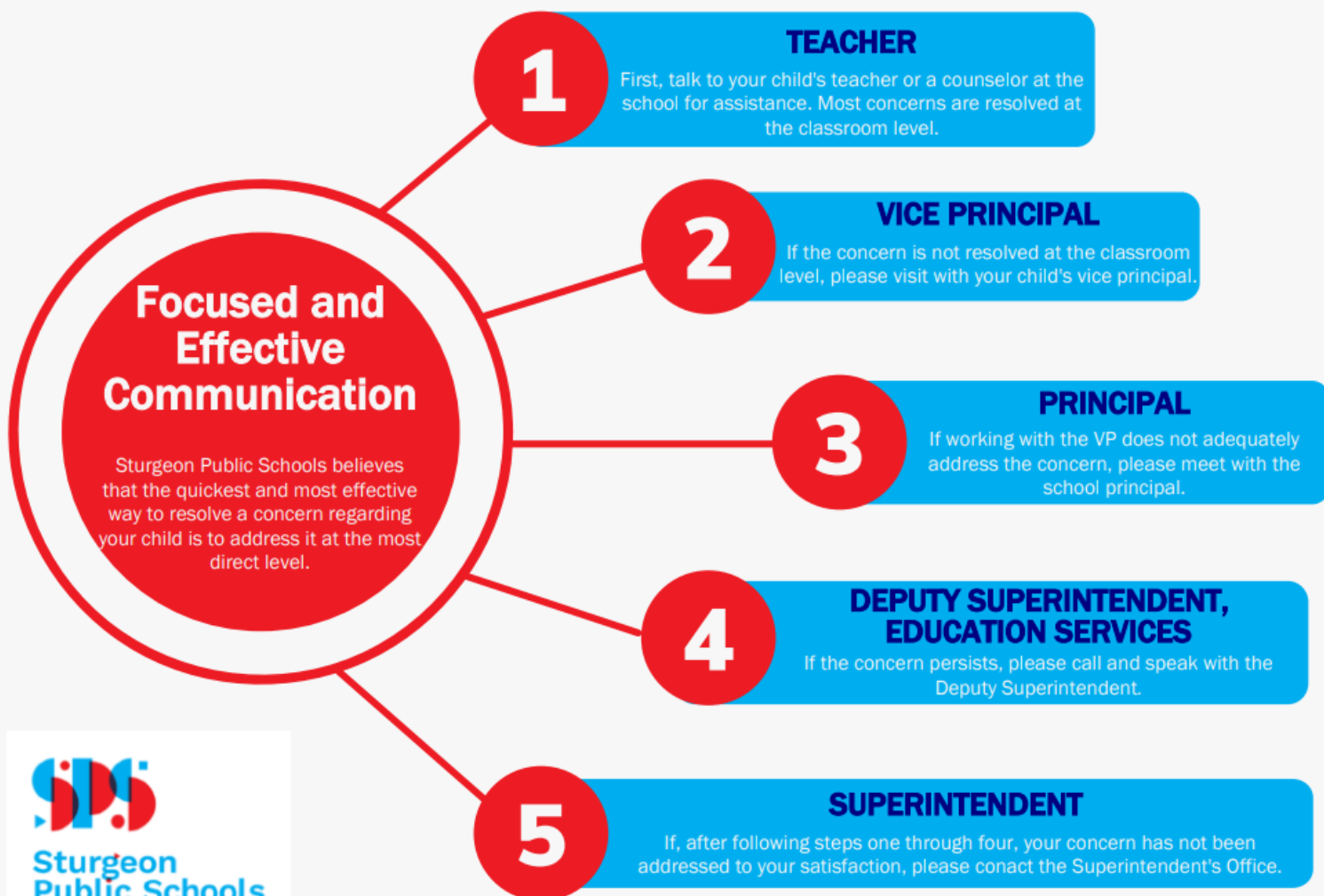
Darwin Krips
Principal

Tara Draper
Vice Principal

Darryl Paziuk
Vice Principal

-FOCUSED AND EFFECTIVE COMMUNICATION-

Appendix A
Flow Chart for Focused and Effective Communication - External Stakeholders



- SCHOOL INFORMATION -

CONTACT INFORMATION

#30 - 24400 Hwy 37

Sturgeon County, Alberta

T8T 0E9

Phone: 780-973-3301

Email: schs@sturgeon.ab.ca

Attendance Email: schattendance@sturgeon.ab.ca

Website: <http://www.sturgeoncomp.ca>

Twitter: @SturgeonComp #SturgeonNation

Facebook: <https://www.facebook.com/SturgeonComp>

SPS Calendar: <https://www.sturgeon.ab.ca/division/calendar#grid>

SCHS Calendar: <https://www.sturgeoncomp.ca/about/calendar>

BELL SCHEDULE

SCHS BELL SCHEDULE 2022-2023	
Time	Block
8:30 am – 9:54 am	Block 1
9:58 am – 11:22 am	Block 2
11:22 am – 11:57 am	Lunch
11:57 am – 1:21 pm	Block 3
1:25 pm – 2:49 pm	Block 4
2:51 pm – 4:15 pm	Block 5

OFFICE

Our office is open daily from 8:00 a.m. to 3:45 p.m. Students are welcome to use the phone in the office to call a parent/guardian. Parents phoning the school may leave a message for their children; in the case of an emergency a class may be interrupted to deliver the message. Parents are encouraged not to text or call their children's personal cell phones during class time.

VISITORS TO THE SCHOOL

Your child's safety is our number one concern. In the interest of safety, we request that Parents and guardians call the office to sign-out their child when they pick them up during the school day. The primary and legal responsibility of the school is to provide a sound educational opportunity in a safe environment and to be aware in cases of emergency when students have left the building when otherwise would be in class.

We welcome visitors to our school. All visitors are asked to book an appointment in advance and proceed to the office upon arrival to check in.

SIGNING OUT

Students, who are required to leave for any reason, must sign out at the office and leave the school grounds. Students who become ill must report to the office as soon as possible and should **not** remain in a washroom or attempt to go home without checking in at the office. Parents / Guardians of students who are ill need to inform the school by email at schattendance@sturgeon.ab.ca or phone at 780.973.3301. If call or an email is not received the absence will not be excused.

Note: Students will not be excused from class until the office has received parental consent.

POWERSCHOOL

<https://sps.powerschool.com/public/home.html>

Parents and students have separate PowerSchool accounts which are very important to communicate between school and home. Attendance, assessments, teacher emails, fees, and bulletins are all updated daily. This is your **primary** source of communication with the school. If you need help with your account please contact the office.

INSTRUCTIONAL MATERIALS & OTHER SCHOOL FEES

All school fees are due by **October 15** for semester 1 and **March 15** for semester 2. If you wish to set up a payment plan please contact the Finance Office at SCHS. Invoices not paid when due, will be turned over to Central Office for collection.

Textbooks are issued at the beginning of each semester and must be returned at the end of the semester. It is expected that students put their name and the school year in the front of their textbooks once they receive them. Students are responsible for the textbooks that are issued to them and will be charged the replacement cost for missing or damaged books. No new textbooks will be handed out if there are outstanding textbooks or replacement costs.

Fees for extracurricular activities must be paid by the deadline set for each activity or participation may be suspended.

Note: Students may be ineligible to participate in any extracurricular activities including: graduation ceremonies, music tours, athletic teams, field trips, out of province/country travel, Skills Alberta/Canada competitions, etc. if any school fees are outstanding.

Note: Out of Boundary students, registering in SCHS, shall be charged a \$50.00 deposit to hold their spot. Upon attendance to the school, the deposit will be applied to offset their school fees.

Note: Fees for the current School Year will be announced upon Parent Council Board approval.

ATTENDANCE

Section 31 of the Alberta Education Act outlines students' responsibilities when it comes to their conduct in school. It is expected that students attend school punctually and regularly. In order to assist you in meeting this expectation regarding attendance we ask that **parents/guardians email the school at schattendance@sturgeon.ab.ca or call the school at 780-973-3301 within 24 hours in order to confirm students' absences.**

Students are expected to be in their scheduled class when at school. Students cannot be excused from classes to study or complete homework. Excused students are not to be on school property.

Under the Education Act Section 7(4) a student is excused from attending school on a day on which the school is open if: the student is unable to attend by reason of sickness or other unavoidable cause. The school will not excuse student's attendance due to a "blanket" excuse call from parents or guardians. School Administration can determine whether an absence is excusable or inexcusable. SCHS considers all unexcused and unavoidable absences as detrimental to the learning environment as students cannot achieve their maximum potential. We will deal with unexcused absenteeism by the counseling of students and use of various consequences to provide a structured environment to catch up on missed work.

Please note that in virtually all situations, significant absences will have a detrimental effect on achievement

POWERSCHOOL ATTENDANCE

Regular and punctual attendance, along with preparation for class, is expected of all students and has a direct relationship to success. This level of expectation is primarily the responsibility of students and parents. The school will support the efforts of parents and students in establishing positive behaviours.

- School directed field trips and curriculum related activities, preapproved by the Administration, will be identified as school related absences on a student's attendance file.
- Requests to sanction absences due to provincial or national competitions, religious ceremonies, and medical situations should be directed to an Administrator and will be reviewed on an individual basis of need.

Attendance will be taken within the first 15 minutes of class each block. An automated message will be sent out for each unexcused absence at the end of every block. Students that arrive late to class are responsible for ensuring the status of their attendance is changed by the teacher. If you are not aware of the absence, you are encouraged to speak to your son/daughter and contact the school if you would like follow-up action.

Parents/guardians are requested to notify the school with a brief message at 780-973-3301 or schattendance@sturgeon.ab.ca to report all absences.

Teachers generally make contact with parents if students have missed five or more classes without reasonable explanation. If necessary, a teacher may refer attendance concerns to a Counsellor or an Administrator.

Note: Parents are encouraged to sign up for [PowerSchool](#).

WITHDRAWALS

In the event that a student must withdraw from Sturgeon Composite High School, it is essential that the following steps be taken:

- A withdrawal form is filled out and signed by a parent/guardian
- All textbooks are returned to the school
- All school fees are paid

Please note that once a student has been withdrawn from the school they are no longer able to be on school property during the school day or for any events that are closed to the general public.

ILLNESS/ACCIDENTS DURING THE SCHOOL DAY

If a student feels ill or is injured during the school day, they must report to the office. In the event of an accident/injury, first aid is administered as appropriate. If a student requires further attention at a hospital or if they need to go home, the parents are contacted.

Cell phones are **not** permitted in the infirmary. Upon entering or leaving the infirmary, students must advise the office. **Parents/Guardians are expected to inform the school of any medical conditions and medications required for their son or daughter.**

AVOIDABLE EXTENDED ABSENCES DURING THE SCHOOL YEAR

Parents/guardians sometimes choose to take students out of the school for extended periods of time for the purpose of vacations, working at a place of employment, or other avoidable reasons. In these situations, the school may not excuse these absences.

In the majority of situations, significant absences such as these will have a negative influence upon achievement and parents/guardians shall accept responsibility for these detrimental effects. Regular class attendance is essential for maximizing achievement.

If an avoidable extended absence is scheduled during the school year, the administration and the various subject teachers should be informed well in advance of the event. It will be the responsibility of the student to obtain notes and complete assignments which occur during their absence. After discussing extended absences with the student's teachers, students may find this information through the use of Google Classroom, classmates, teacher internet sites, electronic devices and other means. **Homework packages will not be provided prior to or during the extended absence.** Upon returning, it is students' responsibility to complete and turn in any required assignments within a reasonable amount of time, determined by the teacher. Although these procedures will help students to reduce the detrimental effect of their absence, Sturgeon Composite High School believes it will not replace the positive effects of the "classroom

experience” upon their achievement. Sturgeon Composite High School will not reschedule final exams for these avoidable extended absences.

Please note that in virtually all situations, significant absences will have a detrimental effect on achievement.

SCHOOL BUSES

Buses are provided to transport all students to and from school. Parents/guardians who are not certain which buses transport their children should contact the Transportation Department at 780-939-4341, toll free at 1-888-459-4062 or online at <https://www.sturgeon.ab.ca/>.

SCHOOL CLOSURE/CANCELLATION OF BUS SERVICE

School bus service may be suspended at a temperature of minus forty (40) degrees Celsius, as determined by the Weather Network at Bon Accord, AB., or as articulated in Policy 255. Other contributing factors include:

- Visibility under 1 km or impassable roads;
- Reports from bus drivers, counties or municipalities concerning the conditions of rural roads;
- Notification of severe weather provided by Alberta Emergency Alert and or;
- Information received from neighboring school jurisdictions.

Parents are advised to check the district website or contact the transportation at central office if they have any questions. If a storm arises during school hours, the decision to transport students home early is at the discretion of the bus drivers and the Director of Transportation, who are in the best position to know the condition of the roads.

Bus cancellations can be viewed on the Sturgeon Public Schools website <https://www.sturgeon.ab.ca/transportation/bus-status#category/789>.

- STUDENT FACILITIES-

LEARNING COMMONS

Our Learning Commons is intended as a learning center and we encourage students to use its resources. The use of equipment is for designated educational purposes only. While in the Learning Commons, students are encouraged to engage in collaboration, silent study and the appropriate use of technology in a respectful manner. Students are encouraged to become familiar with the technology available and seek the assistance of our library staff.

LOCKERS

Sturgeon Composite High School and Sturgeon Public Schools cannot be responsible for loss or damage to personal property brought to school. This includes property such as, but not exclusive to: calculators, clothing, musical equipment, computers, vehicles, backpacks, and cellphones.

Lockers are available for all students and **they must be kept locked at all times**. Students should **not share their locker combination or allow other students to share their locker**. The school does not assume responsibility for any items lost or stolen from a locker. Please do not leave perishable items in your lockers. Students are responsible to empty out their lockers at assigned times during the school year. **Please be aware that school staff have the right and duty to inspect school lockers at any time to ensure proper use.**

Locks can be purchased from the school front office.

SCHOOL STORE

The store may operate during the lunch break. Items for sale are snack foods, drinks and various school supplies. The school store is operated by student groups with staff supervision to raise funds for various activities. Some of the fund-raising has been directed for team uniforms, field trips, and extracurricular activities.

INTERNET ACCESS

Students registered at SCHS have the opportunity to access the Internet through the technology available at the school. Students must adhere to the Division's Acceptable Use Agreement which is signed by students and parents each year. This form is accessible through Parent PowerSchool and must be signed by all students. Students who access the internet, via the division or through their internet service provider, but are participating in illegal activities or activities against school rules, will be dealt with appropriately. Violations will result in suspension, RCMP involvement, and possible expulsion.

LOST AND FOUND

The lost and found area is located in the northwest corner of the cafeteria. Items not claimed are donated to local charities periodically throughout the school year.

PARKING

Parking at SCHS is a **privilege**. Students **must** register their vehicle with the school through the Google Form prior to using the parking facilities. Students are able to park in the west parking lot of the school. Unregistered vehicles will receive one warning to register followed by either a ticket or being towed. If you are not a student or staff member of SCHS, you do **NOT** have permission to use the parking lot and will be towed.

Students who are allowed to park at SCHS agree to the list below:

- I understand that parking in the SCHS parking lot is a privilege and is provided as an opportunity to make life more convenient for me and my family.
- I understand that I will be expected to follow all of the laws associated with driving a vehicle in the province of Alberta and may be subject to a fine if I disobey those laws including when driving in the SCHS parking lot.

- I understand that sitting in vehicles or loitering in the parking lot is not permitted. It is expected that students are to be in class or in the school during the day unless you are off campus for an appropriate reason.
- I understand that participating in illegal or school prohibited activities and/or possessing or transporting illegal goods (eg: smoking, e-cigarettes, drinking, chewing tobacco, alcohol, drugs, weapons) in my vehicle on school grounds may be subject to legal and/or school disciplinary action.
- I understand that if there is a change in vehicle information, I must go to the school office to get it changed.
- I understand that my attendance (lates or absences) and behavior (eg: in the parking lot) must not become problematic.
- I understand that I am not allowed to give my peers permission to sit in my vehicle while I am in class.
- I understand that I am not permitted to park in the East parking lot.
- I agree to follow all the rules and expectations above and if I fail to obey them, I may have my parking privileges suspended or revoked.
- I agree to follow all the rules and expectations above and if I fail to obey them, I may have my parking privileges suspended or revoked.
- I understand that parking in RESERVED or NUMBERED spaces is prohibited.

Note: Students and visitors, who park in the parking lot, do so at their own risk.

- PARENT INFORMATION -

SCHOOL PARENT ADVISORY COUNCIL

The School Advisory Council at SCHS follows the guidelines specified by Alberta Education and Sturgeon Public Schools. This allows the various stakeholder groups more opportunity to get involved in the decision-making process at SCHS. The school council is a forum where parents, staff, students and community members can interact and have input into SCHS and its functioning. The organizational meeting for the school council will be announced in September and will take place at 6:00 p.m. on the designated date in the conference room at SCHS.

Note: Only parents present at this meeting will have voting rights.

- STUDENT SERVICES AND INFORMATION -

STUDENT SERVICES (GUIDANCE & COUNSELING)

The Student Services Department at SCHS is staffed by professional counsellors who provide a comprehensive program of guidance and counseling services. The services are intended to aid individuals in making career choices, in overcoming problems which may interfere with their studies, and in acquiring skills which will be useful in making sound and satisfying life choices. The Student Services Department offers the following services to students.

A. Educational Counseling

- Selection of courses/course changes
- Program planning
- Graduation requirements
- Post-secondary education entrance requirements
- Study skills

B. Financial Assistance

- Scholarship information
- Bursaries, grants and loans information for high school and post-secondary education

C. Career Counseling

- Exploration of values, interests, abilities and needs
- Establishment of career goals
- Exploration of related occupations

D. Student Counseling

- Confidential discussion of personal concerns
- Conflict resolution
- Outside agency information and referrals

E. First Nations, Metis and Inuit Student Success Coach

- Guidance and support
- Liaison with outside agencies

F. Work experience, Registered Apprenticeship Program, and Dual Credit

Work experience, Registered Apprenticeship Program (RAP), and Dual Credit provide opportunities for career exploration.

- This is for students to move ahead with career transitions.
- Students may apply and when approved have the opportunity to earn high school credits.
- Students need to have good standing in attendance, citizenship and effort.

Student Services is a bright, and safe space that is open to students from 8:30 am to 3:00 pm each day. It houses our school counsellors, an exam room, and our academic support resource personnel. Student Services endeavours to provide our students with an accessible, inclusive, and universally designed environment at SCHS. Student services has an open-door policy that encourages students to drop in when needed, and appointments can be made directly with our counsellors. To make an appointment with one of the counsellors, email the counsellors directly or phone 780-973-3301.

Students with documented specialised learning needs are connected to the resources and supports needed to achieve their full academic potential. Other available services include, but are not limited to, the following:

- Peer note taker or use of a note taking device (e.g., laptop)
- Use of an assistive listening device to amplify volume of speaker's voice
- Preferential seating for exams (e.g., quiet space, or isolation)

- Access to alternate formats of handout materials and exams (e.g., audio)
- Educational assistants to facilitate access to technology, visual materials, or academic coaching

Our off-campus co-ordinator also works out of the room 1119 and can assist students with everything they need to know about work experience, the registered apprenticeship program (trades), dual credit (post-secondary) courses, and Green Certificate. Remember, you can earn credits for working! Ms. Cadieux is available Tuesdays and Thursdays in room 1119.

myBlueprint EDUCATION PLANNER

myBlueprint is a powerful career and post-secondary planning tool. By inputting their Alberta Student Number (ASN), a student’s courses are added to the high school planner, and students are able to see which College, University, Apprenticeship programs, and work sector options they are eligible to pursue—including information about entrance requirements, salary, career outlook, and personal accountability.

myPass

myPass is a secure self-service website available to all students in Alberta that gives them access to their Detailed Academic Record (DAR) as well as other important information about their education. It is essential that all Grade 12 students have a myPass account in order to view diploma exam results and access their high school transcripts. myPass accounts can be set up by going to <https://mypass.alberta.ca/> and clicking on “First time to myPass?” and signing in with an Education Account. It is highly recommended to use a personal email address and not a school email address when creating an account.

EMERGENCY NUMBERS FOR STUDENTS

Alberta Health Services works together with parents, schools and community agencies to provide a range of coordinated community health services for school-age children and their families. Our common goal is to improve students’ health and learning outcomes.

- | | |
|---|----------------|
| ➤ Children & Adolescent Mental Health Intake | 780-342-2701 |
| ➤ Children’s Mental Health Crisis Line | 780-427-4491 |
| ➤ Distress and Suicide Line (24 hours) | 780-482-4357 |
| ➤ Kids Help Line (24 hours) | 1-800-668-6868 |
| ➤ Sexual Assault/Abuse | 780-423-2121 |
| ➤ Bullying Help Line (24 hours) | 1-888-456-2323 |
| ➤ St. Albert AHS Addiction Office: | 780-460-4971 |

STUDENT DRESS CODE

Student dress must:

- Conform with established health and safety requirements for the intended activity (e.g. health and physical education classes, science and chemistry classes, sporting events, CTS courses, etc.).
- Respect the Board's intent to sustain a community that is positive, equitable, accepting and inclusive of a diverse range of social and cultural identities.
- Not promote offensive, lewd, vulgar or obscene images or language, including profanity, hate and pornography.
- Not promote, nor, could be construed as, or include content that is discriminatory or that reasonably could be construed as defamatory, threatening, harassing or promoting bias, prejudice or hate.
- Not symbolize, suggest, display or reference: tobacco, cannabis, alcohol, drugs or related paraphernalia, promotion or incitement of violence or any illegal conduct or criminal activities.
- Not interfere with the safe operation of the school.

STUDENT I.D. PICTURES

Student ID pictures will be taken at registration. A cost of \$5.00 is charged for replacement cards. This ID should be carried at all times as it is used for learning commons privileges, computer access, signing out textbooks, and identification for writing final exams.

PERSONAL ELECTRONIC DEVICES

- Cell phones are turned off in class unless directed by the teacher.
- If a student persists with cell phone use in class, they will be required to leave their phone in their locker or in their vehicle.
- Students are not permitted to use their phones to take pictures or videos in the washrooms or locker rooms.
- Students are not permitted to take pictures, videos or audio recordings of students and staff without prior permission.

Note: Please refer to [Sturgeon Public School Policy 900 Section 3.5](#) on use of Personal Communication Devices

CELLULAR PHONES & WIRELESS DEVICES

Please be courteous and aware of others when using cell phones in designated times and locations.

Note: Alberta Education policy states that students may not bring cell phones and/or personal audio devices into examination rooms.

Note: Please refer to [Sturgeon Public School Policy 870](#) on Use of Personal Device Responsibilities

CAMERAS

We value and respect personal privacy. **Cameras of all types** (cell phones, etc.) **are to be used only as directed by a staff member.** Taking pictures of others without consent is a privacy issues and violates FOIP and PIPA and can lead to monetary fines.

-TECHNOLOGY RESOURCES RESPONSIBLE USE PROTOCOL FOR STUDENTS-

Principles of Use:

- All technology resources are intended for education use.
- As the owner of all technology resources, Sturgeon Public Schools retains the right to monitor their use.
- The use of technology resources is subject to all policies and practices of both Division and individual schools/sites related to technology, property or conduct.

Conditions of Use:

- Students shall use technology resources for appropriate educational purposes only.
- Students who discover material on the network that is inappropriate or makes them feel uncomfortable should report the material to a staff member.
- Students will use their assigned login only in the manner intended. This includes accessing only network resources assigned to their login. Students will not use another person's files, output or credentials.
- Students are responsible for the security of access (login and password) to their network resources and will not share their credentials with anyone.
- Access to technology resources with personal devices is subject to Admin Procedures under 865, Information and Communication Technology and individual school policies and practice.
- Consequences of inappropriate use of network resources could include disciplinary action including, but not limited to, loss of network privileges, recommendation for withdrawal from a course, suspension, financial liability for damages, or legal action.
- In the event of damage to a resource, the school or department will be responsible for the cost of the repair, remediation or replacement (whichever is deemed most feasible) of the resource(s) that is/are damaged. It is at the discretion of the Principal or head of the department if the cost is to be transferred to the individual responsible for the damage.

-STUDENT SAFETY AND EMERGENCY PROCEDURES-

Sturgeon Composite High School is an Hour Zero school and uses the following safety procedures in the event of an emergency:

Lock-Down	Lock-Downs are usually used in response to acts or threats of violence to students and/or staff directly impacting the school. During a Lock-Down all doors to and within the school are locked. No one is permitted in or out of any area once it has been locked. Students and staff must respond very quickly to a Lock-Down command to get to a safe location before doors are locked. No one, other than law enforcement, is permitted access to the building until the Lock-Down is over.
Hold and Secure	Hold and Secure is used in response to security threats or criminal activity outside the school. During a Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building. No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared.
Shelter-in-Place	Generally, Shelter-in-Place is used during an environmental emergency, such as severe storms or chemical spills. During a Shelter-in-Place, students and staff retreat to safe zones to seek shelter. This includes having students or staff who are outdoors come back into the school. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from hazardous conditions. Students will not be released or dismissed until the situation has been resolved.
Evacuation	An Evacuation requires all students and staff to leave the school and go to an alternate location. This may mean only going outside and away from the building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation center. Parents will be informed of the alternate location through the school's Crisis Notification Network.
Dismissal	Under some circumstances it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised

-ACADEMICS-

REQUIREMENTS FOR COMPLETION OF HIGH SCHOOL

ALBERTA HIGH SCHOOL DIPLOMA: GRADUATION REQUIREMENTS (ENGLISH)
The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.
100 CREDITS including the following:
ENGLISH LANGUAGE ARTS – 30 LEVEL (English Language Arts 30-1 or 30-2)
SOCIAL STUDIES – 30 LEVEL (Social Studies 30-1 or 30-2)
MATHEMATICS – 20 LEVEL (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)
SCIENCE – 20 LEVEL ¹ (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)
PHYSICAL EDUCATION 10 (3 CREDITS) ²
CAREER AND LIFE MANAGEMENT (3 CREDITS) ³
10 CREDITS IN ANY COMBINATION FROM
<ul style="list-style-type: none"> ● Career and Technology Studies (CTS) courses ● Fine Arts courses ● Second Languages courses ● Physical Education 20 and/or 30 ● Knowledge and Employability courses ● Registered Apprenticeship Program courses ● Locally developed courses in CTS, fine arts, second languages, or Knowledge and Employability occupational courses
10 CREDITS IN ANY 30-LEVEL COURSE (IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE) ⁴
<p>These courses may include</p> <ul style="list-style-type: none"> ● 30-level locally developed courses ● Advanced level (3000 series) in Career and Technology Studies courses ● 30-level Work Experience courses⁵ ● 30-level Knowledge and Employability courses ● 30-level Registered Apprenticeship Program courses ● 30-level Green Certificate Specialization courses ● Special Projects 30
<p>¹ The science requirement—Science 20 or 24, Biology 20, Chemistry 20 or Physics 20—may also be met with the 10-credit combination of Science 14 and Science 10.</p> <p>² See information on exemption from the physical education requirement.</p> <p>³ See information on exemption from the CALM requirement.</p> <p>⁴ 30-level English language arts or 30-level social studies courses from a different course sequence may not be used to meet the 30-level course requirement.</p> <p>⁵ Students may earn a maximum of 30 credits in Work Experience, but only 15 credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.</p>

Student who are enrolled in Knowledge and Employability are working towards a Certificate of High School Achievement

CERTIFICATE OF HIGH SCHOOL ACHIEVEMENT REQUIREMENTS (ENGLISH)		
The requirements indicated in this chart are the <u>minimum</u> requirements for a student to attain a Certificate of High School Achievement. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.		
80 CREDITS ¹ including the following:		
ENGLISH LANGUAGE ARTS 20-2 OR 30-4		
MATHEMATICS 10-3 OR 20-4		
SCIENCE 14 OR 20-4		
SOCIAL STUDIES 10-2 OR 20-4		
PHYSICAL EDUCATION 10 (3 CREDITS) ²		
CAREER AND LIFE MANAGEMENT (3 CREDITS) ³		
<p style="text-align: center;">5 CREDITS IN</p> <ul style="list-style-type: none"> ● 30-level Knowledge and Employability occupational course, or ● Advanced level (3000 series) in Career and Technology Studies courses,⁴ or ● 30-level locally developed course with an occupational focus <p>AND</p> <p style="text-align: center;">5 CREDITS IN</p> <ul style="list-style-type: none"> ● 30-level Knowledge and Employability Workplace Practicum course, or ● 30-level Work Experience course,⁵ or ● 30-level Green Certificate course,⁶ or Special Projects 30 	OR	<p style="text-align: center;">5 CREDITS IN</p> <ul style="list-style-type: none"> ● 30-level Registered Apprenticeship Program (RAP) course⁷
<p>¹ To qualify for a Certificate of High School Achievement, students must successfully complete a minimum of one academic Knowledge and Employability course or be identified as a Knowledge and Employability student (710 code) within the 12 months previous to the awarding of the Certificate.</p> <p>² See information on exemption from the physical education requirement.</p> <p>³ See information on exemption from the CALM requirement.</p> <p>⁴ Courses that are identified using a post-secondary institution (PSI) course code may be used to meet the certificate requirement of “5 credits in Advanced level (3000 series) in Career and Technology Studies courses.”</p> <p>⁵ Refer to the Off-campus Education Handbook for additional information.</p> <p>⁶ Refer to Alberta.ca for additional Green Certificate information.</p> <p>⁷ Refer to the Off-campus Education Handbook for additional information.</p>		

ALBERTA EDUCATION INFORMATION SITE

Information on what specifically your child will be learning is available at Alberta Education’s website. You can check here for a quick guide:

<http://www.learnalberta.ca/content/mychildlearning/>

COURSE CHALLENGES

In keeping with Alberta Education guidelines, SCHS students may challenge a course, provided that they meet the necessary criteria. See a counsellor or an administrator for details of the process.

ENROLLMENT EXPECTATIONS FOR STUDENTS

COURSE SELECTION, MINIMUM CREDIT LOADS AND WITHDRAWAL FROM CLASSES

	Credits Earned	Minimum Credits Required to Register	Spare Eligibility
Grade 10	-----	40	X
Grade 11	40 or more	35	✓
Grade 11	< 40	40	X
Grade 12	75 or more	30 (15/semester)	✓
Returning Grade 12 (Only special cases will be considered)	-----	15/semester	✓

Minimum course credit requirements are only calculated using courses taken at SCHS.

Note: A student who has earned 40 credits after grade 10 will be eligible to receive a spare in grade 11. Students who earned 35 credits after grade 10, will be considered a grade 11 student but not be eligible to receive a spare. Students will only be considered to be grade 12 students if they have earned 75 credits after their grade 11 year. Blended or alternate programs will be at the discretion of Student Services and School Administration.

Significant problems arise when students stop attending a class or wish to change their course selections after the school has set a timetable and hired staff. However, after the extensive registration process, which begins in the spring with report cards, counseling sessions, Open House and registration requests, there should be **no withdrawals from any class after seven (7) school days.**

Note: A final mark may be assigned to any course withdrawals after mid-term marks have been issued.

SPARES

All students and teachers have a right to a quiet instructional setting. Spares are intended for homework or quiet study in the library or the cafeteria. Hallways and foyers are to be kept clear when classes are in session. Students are expected to remain at school but, if they leave the building during spares, **they assume complete and sole responsibility for their safety while out of the school.** For safety reasons, students are not permitted to loiter in the parking lot (including being in vehicles) during class time.

HOMEWORK

Students are personally responsible for obtaining and completing homework assignments when missing classes. Parents/students should check Google Classroom and PowerSchool to obtain information about missed work. Further information can be obtained from the classroom teacher and the course outline and PowerSchool.

ASSESSMENT POLICY

Philosophy Statement:

The staff at SCHS believes that the purpose of assessment is to gather information about student progress in order to improve teaching and learning. Assessment provides students, parents, and teachers with an accurate picture of student performance in relation to the goals and objectives of the Alberta Program of Studies. Assessments help inform students, parents and teachers about the learning needs of the students moving forward.

Please check PowerSchool regularly for student attendance and achievement.

1.0 Responsibilities and Expectations of Staff, Students and Parents/Guardians Relating to Assessment

1.1 The Staff at SCHS will:

- Provide a high level of professional instruction.
- Provide opportunities for all students to grow academically, socially, emotionally and physically.
- Communicate clearly defined criteria for all courses and how marks are determined as the year progresses.
- Provide an overview of the assessment plan for each course to students and parents at the start of the year.
- Provide appropriate opportunities for students to demonstrate learning, using a variety of formative and summative assessments.
- Maintain thorough & accurate records detailing student achievement and challenges.
- Use a variety of assessment tools to reach a summative grade.
- Communicate school/student information, progress and achievement using PowerSchool as the primary source of communication.

1.2 Students will:

- Attend classes regularly and punctually.
- Come to class prepared to work and learn with the proper materials and an attitude that fosters success and achievement.
- Follow school and district policies and regulations regarding behavior and conduct.
- Complete homework and assignments on time.
- Demonstrate pride in completed work by ensuring that all assignments demonstrate their highest levels of ability and learning.
- Exhibit respect for themselves and others and demonstrate self-discipline.
- Actively seek to acquire the skills, knowledge, and attitudes of the Alberta Program of Studies.
- Ask for help when appropriate and attend scheduled help sessions as needed/required.
- Actively participate in self-reflection, goal-setting, and other formative assessment activities.

1.3 Parents/Guardians are encouraged to:

- Ensure their child gets to school daily and on time.
- Provide the time and place for daily homework.
- Show support for school and district policies and regulations.
- Actively monitor and encourage student progress by checking the Parent Portal.
- Communicate with staff regarding their child's progress.
- Attend conferences and/or parent workshops that focus on student learning and achievement.

2.0 Assessment Practices at SCHS

The **purpose of assessment** is to gather information about student progress in order to improve teaching and learning. **Information** related to assessment is communicated in a clear manner to students, parents, and teachers.

Assessment provides students, parents, and teachers with an accurate **picture** of student performance in relation to the goals and objectives of the Alberta Program of Studies. SCHS may engage in three types of assessment:

2.1 Formative Assessment provides ongoing information to help teachers and students determine what is required to improve knowledge and skills. It can provide practice in applying, demonstrating and extending knowledge, skills, and attitudes.

2.2 Summative Assessment is meant to provide information about progress and achievement. This information is posted on the Parent Portal. Summative assessments are secured, meaning they are not released to students.

2.3. Diagnostic Assessment is meant to provide information about a student's prior learning. It may help to identify a student's strengths, or areas of concern, allowing a teacher to make informed decisions about program planning for the student. This information is communicated to families in a parent conference.

Based on meaningful and clear **assessment practices**, students are:

- Engaged and empowered in their learning process.
- Actively participating in the assessment of their work. Assessment tasks provide them with information that they can use for self-reflection and self-evaluation. This assists students in taking responsibility for their work and in becoming life-long learners. For students to progress, they must take ownership for their learning.

3.0 Re-writes

- In the event that a student's performance on a summative assessment task is inconsistent with his/her performance in the unit of study, the teacher **may** allow the student to re-write the test or re-do the assignment. The student must initiate this process with their teacher. **This is based on the teacher's discretion.**

- Students may be given the opportunity to write missed summative assessments under extenuating circumstances as determined by the classroom teacher.

4.0 Work Not Handed In (NHI)

Teachers will assign clear **deadlines** and expectations for all formative and summative assessments related to their courses. Students will be responsible for these deadlines and due dates and will organize their time appropriately for the completion of these tasks. Should a student not hand in an assignment they will have their mark recorded as an NHI (Not Handed In). **This mark will calculate as a '0' in their final grade.**

Each department has a set NHI policy so please refer to your course syllabus for expectations and, if needed, speak to your teacher for further clarification.

FINAL EXAMS

SCHS believes that the purpose of exam week is to provide formal time for the students to maximize their achievement on their final exams. **SCHS will not reschedule final exams for avoidable absences** such as vacations, working at a place of employment, or other avoidable reasons. Because circumstances vary, each case will have to be considered on its own merit. The final decision will be made by SCHS Administration.

Non-Diploma Exams

- Supervising teachers will take attendance during final exams and the office staff will phone home if a student is missing. If students have not arrived within one hour of exam start time, they **will not** be allowed to write the exam and will receive a grade of 0.
- If the student is unable to come in on the day of the exam due to extenuating circumstances (illness with medical note, bereavement), the student's parent/guardian must contact the school as soon as possible.
- If buses are not running, Sturgeon Public Schools and the SCHS Administration team must act in the interests of the health and safety of their students in emergency situations. Students will be given an exemption on the examination scheduled for that day, and their grade will be comprised of their course awarded mark, and any other previous examinations scheduled for that course.

Diploma Exams

- Supervising teachers will take attendance during diploma exams and the office staff will phone home if a student is missing. If students have not arrived within one hour of exam start time, they **will not** be allowed to write the exam. Alberta Education does not permit entry into the exam room once one hour has elapsed from the start of exam. If a diploma exam is missed the student will not receive a mark of 0 but will need to write the exam during the next diploma exam session (November, January, April, June, August). Until the diploma exam is written, the course will be listed as incomplete on the student's transcript.
- If buses are not running, Alberta Education, and Sturgeon Public Schools must act in the interests of the health and safety of their students in emergency situations. If a student is not able to write a diploma exam due to inclement weather the needs of the student will be

addressed by the “Special Cases Committee” of Alberta Education subsequent to the recommendation of the school principal.

- C. If a student is not able to write due to illness or another emergency (i.e. bereavement) a form (available from the Alberta Education Website) must be completed by the student/parent/guardian and principal. If the reason is due to illness, the form must be completed by a physician, parent/guardian and principal. The principal will make his recommendation, based on the best interest of the student, and then submit to the “Special Cases Committee” of Alberta Education for approval. If the exemption is not approved the student will write in the next exam session (November, January, April, June, August).

PARENTAL REVIEW OF EXAMS

If a parent wishes to review a final or a unit exam (with the exception of diploma exams), the following process must be followed:

- Parents should be clear on the purpose of the review.
- Unit and final exams must be reviewed by parents by the last operational day of each semester.
- During the review no written notes or photocopying shall take place.
- All reviews must be in the presence of the teacher and/or an administrator at the school.

MARKS APPEAL PROCESS

Students who wish to appeal a final mark should first discuss the situation with the teacher concerned. If the matter is not resolved, then the student may complete an appeal form which can be obtained from the General Office and submit it to a Vice Principal for a ruling. All appeals to a Vice Principal must be submitted within **seven (7)** days of receipt of the mark.

PROGRESS REPORTING

All grades will be provided digitally through the Parent Portal. Parents and students are encouraged to log on to the PowerSchool Parent Portal <https://sps.powerschool.com/public/home.html> which is accessible 24 hours a day on our school website to regularly review student’s academic progress and attendance. Parents may contact their child’s teachers via email or make an appointment to see any teacher at any time.

**Qualification for Graduation at Sturgeon Composite High School is based on
Alberta High School Diploma requirements.**

-AWARDS AND SCHOLARSHIPS-

Numerous awards and scholarships are awarded each fall. Students are encouraged to check the Student Services Department for more details. Students and parents are also encouraged to check the following web sites for additional information on scholarships: www.alis.gov.ab.ca; www.canlearn.ca; www.scholarshipscanada.com; www.studentawards.com

RON KUR ACADEMIC SCHOLARSHIP

The Ron Kur Academic Scholarship recognizes Sturgeon Composite High School students with outstanding academic achievement and exemplary community and school involvement. A **\$10,000** scholarship may be awarded to **two** Sturgeon Composite High School graduates each year.

- STUDENT ACTIVITIES -

EXTRACURRICULAR ACTIVITIES

Students are encouraged to explore the wide variety of clubs and teams offered at SCHS. Pay attention to school announcements to find a club that meets your interests.

We want you to be glad that you are a member of the Sturgeon Family! We believe the spirit and pride of Sturgeon is a reflection of the involvement of our students. The many activities that take place outside the classroom are an integral part of a student's education, and the mission of SCHS is to offer every student the opportunity to develop to their full capacity, to live life healthfully, to learn continually, and to contribute positively in a changing and diverse society. We offer a wide range of programs, clubs, teams, and activities for students. Student Leadership class and/or Students' Union offer many opportunities to be involved and active on campus and in the community. To be a member of a school club or team students must have paid their Student Union fees. All clubs welcome new members: watch for when and where the club of your choice is meeting.

GRADUATION CEREMONIES

It is an earned privilege to participate in the graduation ceremony. The graduation ceremony is an academic event celebrating the accomplishments of the student at the high school level. Student names are placed on the grad ceremony list **ONLY** when confirmed by Student Services (grade 12 students are not automatically placed on the grad list; academic records, passing marks and attendance will be reviewed to confirm a student's participation in the grad ceremony). Students must make sure they have met all requirements by **May 30th, 2023**, in order to be on the final grad ceremony list. Students must:

- Have completed a minimum of **75 credits** toward a High School Diploma or **60 credits** toward a Certificate of Achievement prior to the beginning of the **second semester** of their graduating year and;
- Have an **85% attendance rate** and show diligence towards completion of requirements in order to participate in graduation ceremonies.
- Have paid all school fees in full before May 1.
- Be enrolled in and passing sufficient courses at Sturgeon Composite High School.
- Complete the Alberta High School Diploma or Certificate of Achievement by the conclusion of semester two.
- Complete all Work Experience and/or Special Project(s) in progress and filed a detailed timeline to fulfill requirements.

- Pay a graduation fee which covers the costs of diplomas, printing costs of tickets and program, facility rental, decorations, etc. by the date announced.

Note: The onus is on the student to ensure they meet the graduation requirements and that all documentation regarding credits earned from outside the school are turned into School Administration by the last day of February. Failure to provide this information may mean that they will not be able to participate in the ceremonies. Only students in good standing will be allowed to participate in the ceremony.

ACADEMIC ACHIEVMENT CEREMONY

The Sturgeon Academic Achievement Awards Night is held each fall to honour students for individual academic and program excellence during the previous school year. Students are recognized for academic honours, highest academic achievement at each grade level, achievement in Fine Arts, Career and Technology Studies, and for excellence in specific programs. Students are also recognized and honoured for leadership, community service, and humanitarianism. A variety of scholarships are presented including the Alexander Rutherford Scholarships, University Entrance Scholarships, The Ron Kur Academic Scholarship, Leadership Scholarships, Certificates, and the Governor General's Medal.

ATHLETICS AWARDS

This ceremony is held in June each year to recognize students for their participation, achievement, and leadership on school teams, and for service to the school and the community at large during the current school year.

MUSIC AND FINE ARTS AWARDS

This ceremony is held in June each year to recognize students for their participation, achievement, and leadership in fine arts, and for service to the school and the community at large during the current school year.

STURGEON STRIDES

Staff, students, and families of SCHS have started a new tradition to support Homeland Housing and the seniors in our community. Held in May, this school-wide event celebrates the community spirit of our students, who support giving back to our community.

STURGEON ATHLETICS PROGRAM

We offer a wide variety of sports at SCHS. All sports are governed by school policies and the Alberta Schools' Athletic Association and Metro policies. These governing bodies are responsible for setting eligibility regulations such as age of participant, type of equipment to be used, number of players, seasons of play, and levels of competition. We pride ourselves in our accomplishments in interschool sports and also in our sportsmanship in all competitions. All athletes playing on a SCHS sports team will be charged fees to help cover transportation, league fees and tournament fees, which will be announced at a later date. Information regarding the Metro League can be found at <http://metroathletics.ca/>

Sturgeon Composite High School has an excellent, state-of-the-art facility. Our two gymnasiums accommodate a variety of team and individual athletic programs. We are proud of our newly renovated, state-of-the-art Fitness and Weight Training Centre, which features free weights, cross-training facilities, stationary bikes, and resistance-training stations. Sturgeon offers a variety of student-centered opportunities for fitness, health, and wellness. Under the direction of the dedicated teaching and coaching staff, SCHS has established a proud name with our Sturgeon Athletics Program. In addition, there is a lively intramural program for students of all abilities.

SCHS STUDENT ATHLETIC SUCCESS is a result of:

- An excellent coaching staff who provide a positive road to achieving success
- The exceptional and dedicated athletes who attend Sturgeon Composite High School

Insurance

Insurance coverage for students is primarily the responsibility of the parent or guardian. It is **highly recommended** that if your son/daughter is involved in Physical Education classes or is active in school athletics and activities, that you have/obtain personal injury insurance. Numerous companies can provide personal injury insurance.

Waivers

SCHS students are involved in a wide variety of activities in and out of school that are both curricular and extra-curricular in nature. It is a Division expectation that **WAIVER FORMS** be issued and signed for each activity. Students will be given waiver forms to have signed as necessary.

-STUDENT CODE OF CONDUCT-

Student Responsibilities according to Section 31 of the Education Act

A student, as a partner in education, has the responsibility 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 fosters 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 educational 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 be accountable to the student's teachers and other school staff for the student's conduct.

Parent Responsibilities according to Section 32 of the Education Act include in part include the responsibility to

- (a) act as the primary guide and decision-maker with respect to the child's education,
- (b) take an active role in the child's educational success, including assisting the child in complying with section 31,
- (c) ensure that the child attends school regularly,
- (d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- (e) co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- (f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- (g) engage in the child's school community.

-ACADEMIC MISCONDUCT-

Plagiarism and cheating are serious offences.

Plagiarism includes:

- submitting or presenting work that was done by someone else
- submitting work that is taken from another source and not referenced properly
- submitting work in one course that has already been submitted/assessed in another course
- submitting work that is copied from another person
- allowing someone to submit your work as their own

Cheating on tests or examinations includes:

- communicating with other students during the assessment
- bringing unauthorized materials or devices into the exam room
- attempting to read another student's answers
- leaving your exam paper exposed
- providing or gaining access to questions and/or answers for a test or assignment in advance

Parents will be notified and a mark of zero will be awarded. A record of the incident will be kept and repeat offences will be dealt with by school administration.

-STUDENT DISCIPLINE-

Please note that student discipline applies to any of the following behaviors that occur during school hours or at any school sanctioned event, including and not limited to field trips, athletic trips, school sports, and school extracurricular activities.

MISSED CLASSES AND LATES

- Students are expected to attend classes regularly and on time.
- Skipped classes will result in a meeting with administration, a phone call home, and suspensions. Repeated occurrences will result in out of school suspensions and possible recommendation to move to an alternate learning environment.

HARASSMENT- Verbal or Physical

Harassment is any conduct that threatens, intimidates, undermines, torments, frustrates or provokes a reaction from a person. Slurs based on race, gender, sexual orientation, religion, or culture, etc. will not be tolerated. Disciplinary action will include: contact with parent/guardian, detentions and/or out of school suspension, and possible RCMP involvement. Serious offences may lead to a recommendation for expulsion.

PHYSICAL ALTERCATION

We believe in a safe and caring learning environment and believe that physical altercations, such as fighting, are counterproductive to the major purposes of an educational institution. Students who engage in physical altercations, encourage, watch, video or photograph an altercation may be faced with a range of consequences, which may include transfer of the student to the custody of parents, suspension from school, expulsion from school, or involvement of law enforcement agencies. This policy is in effect during school hours, for all school sponsored activities on and off school property, and if the altercation happened outside of school hours but has impacted the learning environment of SCHS.

FROSHING

“Froshing” of students and student-athletes is prohibited at Sturgeon Composite High School. If a student froshes another student which: (1) insults the student, (2) decreases a positive school climate and/or (3) results in damage to school, public or private property, then that person may be charged by the RCMP with “willful damage” or “mischief” and/or be suspended. **Repeat or serious offenses may result in expulsion.**

WEAPONS

Any student found in possession of a weapon, or replica of a weapon, whether on their person, in their vehicle, or in their locker or desk, may be suspended and/or recommended for expulsion. The item in question will be confiscated and will not be returned to the student. Students should not bring multi-tools or pocketknives to school.

Note: A weapon is anything used, designed to be used, or intended for use in causing injury or death to any person, or for the purpose of threatening or intimidating any person.

VANDALISM

We are proud of our school and want to ensure that vandalism does not occur. The willful and malicious destruction of property will not be tolerated. Students caught damaging school property will be required to pay for damages; may be reported to the police; suspended from school; or, in some instances, may be recommended for expulsion from school. Our students are our ambassadors and act as proud citizens of our school. We rely upon students to take ownership of the school climate and environment. Any student who wishes to report any type of concern or share pertinent information is encouraged to speak to one of the administrators or counsellors who will treat the information as confidential and are in a position to respond accordingly.

ILLEGAL, RESTRICTED, OR PROHIBITED SUBSTANCES

It is the belief of SCHS that these substances are counterproductive to the major purposes of an educational institution. Therefore, any students found in possession of, involved with, or using these substances will be disciplined. The use, possession, or distribution of these substances while under the school's jurisdiction may result in one or more of the following: transfer of the student to the custody of parents, suspension from school, recommendation for expulsion from school, or involvement of law enforcement agencies.

Students found to be smelling strongly of marijuana or coming to school already under the influence of drugs or alcohol can be suspended.

Students found to have any of these substances on them will have the substances confiscated and not returned. This policy is in effect for all school sponsored activities on and off school property. Sturgeon Composite High School follows division policy 900 in this regard.

These substances include, but are not limited to: alcohol, tobacco and tobacco products, e-cigarettes and vaporizers, cannabis/cannabis products, drug paraphernalia, and any other illegal, restricted or prohibited substances.

Sturgeon Composite High School follows [Sturgeon Public Schools Policy 900](#).

POSSESSION OF ALCOHOL, TOBACCO, VAPORIZERS, AND OTHER CONTROLLED/ BANNED SUBSTANCES

Students may not use, or be in possession of, alcohol, tobacco, marijuana, vaping products, or other controlled/banned substances while in school, on the school premises, on school or Division property, while utilizing Division-provided transportation services, during school-related functions, or on school property. Failure to comply with this policy may result in one or more of the following:

- Confiscation of banned items
- Suspension and/or expulsion
- Bylaw ticket and fine

Please refer to the Drug-Free Protocol for Sturgeon Public Schools for further details.

SMOKING: STURGEON COMPOSITE HIGH SCHOOL IS A TOBACCO-FREE SCHOOL

In order to fully support our students to lead long, healthy, active lives, Sturgeon Composite High School is a tobacco-free zone. Students of any age are not allowed to use any type of tobacco, marijuana products, or e-cigarettes/vaporizers while on school property. Out of respect for our community residents, please be reminded that smoking on walkways and green spaces is against public bylaw.

Students are reminded that all smoking and vaporizers (including e-cigarettes and vaping products) are prohibited on school and Division property. Anyone using a vaporizer (including e-cigarette) on school property will have the device confiscated, the student may receive a three day out of school suspension, and/or bylaw tickets and fines may be imposed.

Smokeless Not Harmless: athletes against tobacco programs will also be available for students in our athletic programs at the teacher's discretion. These programs deliver a comprehensive health education to students and young athletes. Visit www.saspcn.com for more information or support outside of the school.

SCHOOL RESOURCE OFFICER (SRO)

The School Resource Officer Program, originated in 2001, is a collaborative project involving the Morinville RCMP Detachment and Sturgeon Public School Division. This initiative falls within the School Divisions' mandate and philosophy for "Safe and Caring Schools". Sturgeon Composite High School supports this Safe and Caring Initiative and purchases the services of a School Resource Officer (SRO). The presence of the School Resource Officer within the school allows students, staff, and parents to interact with an RCMP Officer in a manner that is consistent with fostering positive community relations. The SRO is available to all stakeholders.

