



Springbank

COMMUNITY HIGH SCHOOL

2023-24 Handbook

Table of Contents

Table of Contents

Table of Contents.....	2
Message from Staff.....	4
School Contacts and Staff List.....	4
School Profile.....	6
RISE Up!.....	6
Our Mission.....	6
Attendance.....	6
Communication.....	7
Timetable and Bell Times.....	8
Student Services.....	8
RISE and Shine.....	8
Guidance & Career Counselling.....	8
Facilities and Transportation.....	8
Food Services.....	8
Recycling.....	8
Lock and Lockers.....	9
Textbooks.....	9
Reporting Injuries.....	9
Transportation, Bussing and Student Parking Lot.....	9
Emergency Closures.....	9
Notification of Closure.....	10
Student Gathering Area (SGA).....	10
Learning Commons (LC).....	10
Youth Development Advisor (YoDA) Room.....	10
Fitness Centre.....	10
Academics and Programming.....	11
High School Diploma Requirements.....	11
Registration, Course Selection, Academic Programs.....	11

Fast Tracking Academic Courses	12
Withdrawal From Courses	12
Exam Procedures	12
WeConnect and Online Learning.....	12
Global Sport Academy.....	12
<i>Laptops, Tablets and Student Cell Phones</i>	13
Laptops and Tablets	13
Student Cell Phones	13
<i>Extracurricular and Co-curricular Activities.....</i>	14
Extracurricular Expectations.....	14
High School Athletics.....	14
Extended Field Trips and International Travel Opportunities	14
<i>Community and Partnerships.....</i>	15
School Council.....	15
<i>Student Conduct, Management and Discipline</i>	15
Philosophy.....	15
Education Act.....	15
Academic Dishonesty/Plagiarism/Academic Misconduct.....	16
Student Dress	17
Abusive or Aggressive Behaviour & Weapons	17
Smoking, Vaping and other Controlled Substances.....	17
Alcohol, Drugs and Other Controlled Substances.....	18
Harassment & Bullying.....	18
Restorative Practice	18
Non-Student Visitors.....	18
<i>School Security and Student Safety</i>	18
Locked Exterior Doors – new for 2023-24	18

Message from Staff

Welcome to Springbank Community High School. This is your time to create your future and make the most of the educational opportunities that are available at SCHS. We hope your high school years will be very rewarding and provide memories that you will remember fondly long after you leave.

The Student Handbook provides you and your parents with some basic school and jurisdictional guidelines. Study these guidelines carefully. If you do not understand a particular expectation, ask your teachers, counsellors or an administrator. It is your responsibility to know what is expected of you and to meet that expectation.

Here at SCHS, we strive to RISE UP and use the image of the Phoenix rising as a metaphor for our key pillars:

- Responsibility
- Integrity
- Strength
- Excellence

We expect that you will, at all times, be a student who is a positive and contributing citizen who demonstrates these key characteristics. We are here to support you, guide you and assist you to be the best student you can be.

School Contacts and Staff List

Administration:

Darrell Lonsberry- Principal
Richard Dupre- Assistant Principal for grades 9 and 11
Someya Inzinger- Assistant Principal for grades 10 and 12

Guidance Counsellors:

Tracey Lambie (grade 11 and 12)
Laura Lambert (grade 9 and 10)

Office Staff:

Janell Ilagan- School Secretary
Dawn Wood- School Secretary
Sara Witzaney - Receptionist
Josilynn Thiessen- Guidance Receptionist and Career/Post-Secondary Advisor

Support Staff:

Charmenne Alves da Costa Vilela – Learning Assistant
Naveeda Syed – Learning Assistant
Taze Carag – Learning Coordinator for We Connect
Chantal de Medeiros – Learning Commons Facilitator
Sarah Bradley – Youth Development Advisor (YoDA)
Any Cassidy – Technology Support

Teaching Staff

Tim Bailey – Math
Ryan Beck – Learning Support, Drama
Colin Chrabaszc – Physics, Band and Rock Band
Lyne Côté - Grade 9 Math/Science
Jason Crellin - Grade 9 Math/Science
Josh Denison – Grade 9 Math/Science
Katie Frauts – PE, Sports Medicine
Anna Gaudio – Media Arts

Lauren Harstone – Grade 9 Language Arts and Social Studies
Adam Jamieson - English
Sara Klatt – Foods, Cosmetology
Sabrina Kyle - English
Sharon Lightfoot – French Immersion, FSL
Larissa MacMillan – Learning Support
Bobby Mathew – Science, Robotics
Ioan Matthews – Biology, Athletic Director
Wendy McEvoy - Science
Tyler Mcrae – PE
Ana Mejicano – Grade 9 Language Arts and Social Studies
Sean Mickelson – Social Studies
Heidi Neufeld – Math
Tara Ong-Padilla – Spanish
Diana Rhys-Brown - Chemistry
Thomas Sawchuk – Social Studies
Carol Smith - PE
Sara Syme – English
Michelle Turner – French Immersion
Erin Tysowski - Art

Caretaking Staff

Ken Williams – Head Building Operator
Cheryl McCaghren – Building Operator
Anthony Baretto– Caretaker
Jeson Anober – Caretaker

School Profile

Springbank Community High School is a rural school just west of Calgary, Alberta and is part of Rocky View Schools. We offer a diverse program with high academic standards and consistently perform at the top of Alberta public school rankings.

Grade configuration: grades 9-12

Total Enrollment: approximately 750 students

Program Offerings:

- Regular academic programming according to the Alberta Program of Studies
- Partnership with Global Sport Academy
- Advanced Placement Art 35
- French Immersion
- Off-Campus Work Experience/Green Certificate
- Second Language programs in Spanish and French
- Extensive Fine Arts programs in Art, Drama, Music
- CTS programs: Media and Technology, Robotics, Engineering and Design, Coding, Sports Medicine, Foods, Cosmetology, Outdoor Education.
- Competitive Athletics Programs

RISE Up!

At SCHS we have embarked on our RISE Up campaign which defines the four key pillars that we strive to develop in all of our students. These pillars guide our mission statements and our goals to help support students achieve their fullest potential. We feel that in striving to develop these four characteristics in students, we can prepare them to best learn from the past, understand the present and serve their community in the future.

Responsibility:

Students manage their time wisely, actively and fully participate in their learning and the school, respect people and places.

Integrity:

Students are honest and embrace their learning journey, choose to do the right thing and are inclusive.

Strength:

Students endeavour to grow, build their resiliency and use appropriate social skills.

Excellence:

Students are empathetic, act as role models to others and rise above the challenges they face.

Our Mission

Springbank Community High School endeavors to prepare students who will:

- Demonstrate leadership in civic, social and environmental concerns
- Balance academic, athletic and creative endeavors
- Demonstrate a commitment to life-long learning
- Exhibit creative and critical thinking
- Adapt to a continually changing information and media literate world
- Become respectful and responsible adults
- Be prepared for post-secondary endeavors

Attendance

Students are most successful when they have consistent access to quality instruction and support. We believe that regular attendance and punctuality is important and essential for students' academic success. When students are absent from classes, they get behind putting heavy stress on those involved. While it is recognized that students will be away for a variety of reasons, it is incumbent on the school to monitor and report absences that occur in a

framework that is instructive and helpful. We know that a student who misses 10% or more of a course (regardless of reason), will most likely see a significant and measurable negative impact on their academic success. Administration, Guidance and classroom teachers will provide support but ultimately, responsibility lies with the student and his/her parents.

Absence Protocol: Parents must use Safe Arrival to report any student absence. Absences are reported on a per class basis. When a student is absent from a class and is unexcused, parents will be notified by our Synervoice system (you will receive a phone call for each absence if it is not called into the school). Students who are absent from school may be precluded from participating in extra-curricular activities including athletics on the day of the absence. For cases where absenteeism is a chronic concern, our student services team will work with families to develop a plan to support and assist students to return to school. However, chronic unexcused absences may also result in disciplinary action.

Lates: Students arriving late have a significant impact not only on their own learning but on those of their fellow students. Students are encouraged to be punctual to school and class. If a student is late, they must sign in at the office. Patterns of chronic lateness may result in referral to our disciplinary process and students being precluded from participating in extracurricular activities (field trips, athletics etc.). Most importantly, though, chronic lates are disruptive to the class and in most cases have a negative effect on the student's achievement.

Students Leaving Early: Students who are leaving school must sign out of the office. While we understand that students have commitments outside of school, it is expected that students remain at school until the end of the instructional day. Community activities such as athletics, dance and other programs should be arranged so as not to interfere with instruction; students should not be leaving early to attend to practices, rehearsals etc.

Extended Absences: Parents should be aware that removing a student from school for reasons other than illness, medical appointment, bereavement or other family emergency is not sanctioned by the school and can have a significant impact on the student's learning experience and academic success. If a parent chooses to remove a student for vacation or other non-sanctioned reason, the school, teacher and administration have no obligation to provide additional time for missed instruction. Students are responsible for missed instruction and assessments and are expected to complete assignments and assessments the first class upon return, unless other arrangements have been made with the classroom teacher. There may be some assessments or labs that cannot be rescheduled, which may impact a student's mark in that class. It is the student and family's responsibility to clearly communicate the absence and make suitable arrangements prior to leaving.

Communication

Student Handbook: Important information pertaining to the organization of SCHS and student expectations in this handbook which is available online under the "Publications" section of our website.

School Website: <http://springhs.rockyview.ab.ca>

Phoenix Flyer: Each week we publish and email a parent newsletter that contains information regarding school events and important updates regarding the school. Parent contact information must be updated in PowerSchool in order to receive this important weekly information.

Power School: <https://ps.rockyview.ab.ca/public>. Students and Parents can keep up to date on marks and attendance by logging into the Power School portal. Marks are updated every two to three weeks (as per Rocky View Schools administrative procedures) so that parents can keep apprised of their child's progress in class. It is important for parents/guardians to regularly check PowerSchool and to reach out to teachers or administration with questions.

Timetable and Bell Times

Period	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Time
1	8:35-10:02	Block 1 (8:35 - 10:12)	Block 2	Block 3	Block 4	Block 1	8:35-9:44
2	10:05-11:32	Block 2 (10:15 – 11:32)	Block 1	Block 4	Block 3	Block 2	9:47-10:56
LUNCH	11:32-12:18	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	10:56-11:39
3	12:18-1:45	Block 3	Block 4	Block 1	Block 2	Block 3	11:39-12:48
4	1:48-3:15	Block 4	Block 3	Block 2	Block 1	Block 4	12:51-2:00

Student Services

RISE and Shine

This is a 20-minute block at the end of the first period every Monday. RISE and Shine begins with our weekly announcements (via Zoom), followed by groups have discussions about goal setting, post-secondary options, digital citizenship, wellness, stress and time management, graduation requirements, scholarships, career planning, healthy relationships and other important topics. Students are required to attend RISE and Shine when it is scheduled, as it is part of their block 1 class each Monday. Grade 11 and 12 students on a spare will be invited to a general Advisory session; listen to PA announcements for locations.

Guidance & Career Counselling

In our Guidance department, we have two guidance counsellors and a career advisor. Students who need help or advice regarding personal matters, post-secondary education or course programs may make appointments with their designated counsellor or the career advisor through the online booking system (link on our webpage under "Guidance").

The Guidance Department must prioritize based on student needs and urgent matters will take precedence. Therefore, booked appointments may be rescheduled. Please allow two business days for responses to non-urgent matters.

Facilities and Transportation

Food Services

Our school does not have a cafeteria, however, the concession at the Park For All Seasons is normally available for students to purchase their lunch. The Park For All Seasons has asked that students purchase their lunch then return to the school to eat (or if the weather is nice, students can use the outdoor patio adjacent to the concession). Food and drinks are permitted in classrooms at the discretion of each teacher. In all cases, students are responsible for disposing of debris appropriately, avoiding littering and creating a mess.

Recycling

We have numerous recycling stations throughout the school and bins in each classroom. Students are asked to please deposit paper, drink containers and refuse in the appropriate bins. Please ensure that all drink containers

are empty before depositing them into the recycling bins. The proceeds from the recycling program is used by various student groups to fund initiatives that directly benefit our students.

Lock and Lockers

Students in grades 9 and 10 will be provided a locker to use; students in grades 11 and 12 may request a locker and one will be provided. Only the combination locks issued by the school can be used on a locker (if we must access a locker we have a master key to get in – if a non school issued lock is used and needs to be cut off to gain access to the locker, the school will not be responsible for replacement of the lock. Students are not permitted to trade lockers with other students. Student lockers are the property of the school division and the student is responsible for tidying up the locker on a regular basis. Students are asked to do a thorough cleaning prior to each major school break.

Because teachers and administrators serve in the role of parent (in loco parentis) throughout the school day, the administration may authorize and supervise a search of a locker if there is reasonable cause to do so. The student assigned to the locker will be held accountable for its contents. All personal items must be removed from the lockers by the last day of regular classes in June. Items left behind after this will be removed and will be discarded, placed in the Lost and Found or donated to Goodwill.

Textbooks

Textbooks are distributed to students at the beginning of each semester. Students are responsible for the care of each book assigned to him/her/them. If a textbook is lost or damaged, a fee will be charged to the student for the replacement or repair of the book.

Reporting Injuries

Injuries received during school or school activities must be reported to the office immediately by the student involved and the supervising teacher. Rocky View Schools Accident Reports must be filled out for all accidents stating the circumstances relating to the injury.

Transportation, Bussing and Student Parking Lot

Bussing: The Rocky View Schools Transportation Department handles all questions and concerns relating to bussing (routes, pick-up times, alternate drop offs, fees etc.). You can call the RVS main line at 403.945.4000 and ask for transportation. Access to the bus loop on the west and north side of the school is for busses only. There is no student drop off/pick-up or parent parking permitted in the bus lane. Issues of student conduct on the bus can be brought to the attention of school administration or the bus driver.

Student Parking: Students must register and obtain a parking pass from the main office. License and registration is taken so that in the event of an incident, we can quickly and easily identify the owner of a student vehicle. Students who pay the \$10 fee and fill out a form requesting a parking spot will be assigned a numbered parking space and must only park in that assigned space. Spaces are limited, so we give our grade 12s the first opportunity to reserve a parking spot, followed by our grade 11s. Students who do not register for a parking pass and/or who park in someone else's assigned space may have their vehicle towed, at their expense, with no warning. The Springbank Park For All Seasons (SPFAS) owns and maintains the parking lot and designated areas are set aside for their patrons through the school day. If students do not have an assigned parking spot in the main lot, they should park their vehicles in the soccer field parking area west of the school. Parking at school is a privilege; students are expected to drive in a responsible manner, adhering to the speed limits. Dangerous driving or speeding may result in the suspension of parking privileges at school.

Emergency Closures

When weather conditions place the safety of transporting bus students at risk, the Superintendent of Schools or Inclement Weather Committees for the communities of Airdrie, Chestermere, Crossfield, Cochrane,

Kathryn/Beiseker and Springbank may choose to close schools or learn from Bus Contractors that they have suspended bus services. Weather factors that serve as general guidelines in making this decision are:

- Wind-chill of approximately -40 C
- Reports from bus drivers that many roads are, or will soon be, impassable. This decision is made by bus contractors and will be communicated directly to bus families from their bus driver.

Notification of Closure

Local broadcast and radio stations will be notified of school closures no later than 6:30 am. Parents are encouraged to listen to:

- Radio - Air 106.1, Air 91.5, CBC, CHFM Lite96, 66 CFR, JACK FM, QR77, Country 105
- Broadcast - CTV, Global, CityTV, CBC

The best source of information is to go to or call:

- Rocky View Transportation [Late Bus App](#)
- Rocky View Schools [website](#) home page
- Via the [RVS App](#),
- Via RVS' [Facebook](#) and [Twitter](#) accounts.

Complete Inclement Weather Information can be found on the Rocky View Schools website:
[RVS Inclement Weather Information](#)

Student Gathering Area (SGA)

The Student Gathering Area is the primary social centre for SCHS. With generous donations and support from the School Council and greater community, the area is well equipped with power stations so that students can charge their devices with ease. Students who have spares in their timetable are invited to use the SGA as one area to study and work on homework.

Learning Commons (LC)

The Learning Commons is a collaborative workspace where individual students, classes and groups may work. Students are expected to focus on learning and study while in the LC. Access to support from our Technology Assistant and Learning Commons Facilitator is available, though only on particular days each week. Our collection of printed materials is expanding and also includes resources that support our French Immersion programs.

Youth Development Advisor (YoDA) Room

This space, directly across from the Main Office, is the home of our Youth Development Advisor, Sarah Bradley. Our YoDA works with particular students who may require additional supports in order to engage in their learning. Typically this includes students who have struggled to attend school due to health reasons, or who may have been referred by our student services team so they have an alternative work environment when it is required. Contact one of our counsellors if you would like more information about our YoDA.

Fitness Centre

All students have access to the SCHS Fitness Centre during designated times, when supervision is provided by a staff member. A small fee may be charged in order for a student to use the cardio and weight-lifting equipment on a drop-in basis (when supervision is provided). Students will be required to sign a waiver to access the space. Fees are used to maintain and replenish the equipment.

Academics and Programming

High School Diploma Requirements

In order to achieve a high school diploma in Alberta, students must complete:

- A total of 100 credits
- English 30-1 or 30-2
- Social Studies 30-1 or 30-2
- A 20-level Mathematics course (Mathematics 20-1, 20-2 or 20-3)
- A 20-level Science course (Biology 20, Chemistry 20, Physics 20, Science 20, Science 24)
- Physical Education 10
- CALM 10
- 10 credits in Career and Technology Studies (CTS), Fine Arts, Second Languages, Physical Education or other approved courses.
- 10 credits at the 30-level in addition to ELA 30/Social 30

For details regarding Diploma requirements, please go to <https://www.alberta.ca/graduation-requirements-credentials-and-credits.aspx#toc-2>

Registration, Course Selection, Academic Programs

Grade 9 Programming: Our grade 9 core academic courses are full year courses, with ELA and Math on Mondays, Wednesdays and Fridays, and SS and Science on Tuesdays and Thursdays. Students are cohorted with a consistent homeroom for all core courses. They will have a teacher for Humanities (English Language Arts, Social Studies) and a teacher for Science/Math. Option courses happen each day and are quartered (take place for a quarter of the school year).

Course Loads Gr. 10-12: Generally speaking, students in grade 10 and 11 are required to carry a full academic load (40 credits). Grade 11 students may apply for a single spare course and therefore may carry 35 credits. Most grade 12 students should carry 30 credits over the course of the year. There are exceptions to those credit guidelines, and all exceptions must be approved by school administration.

Orientation: We offer orientations for students new to Springbank Community High School. For incoming grade 9 students coming to us from our feeder schools, we hold a number of information/orientation sessions for students in their grade 8 year, including a visit to our school in June. For grade 10-12 students who are new to our school we host an orientation the week before the first day of classes. Information is sent out to families in advance.

Course Registration: Registration typically takes place in February and into March. Students will make course selection based on previous course grades and post-secondary considerations. Guidance Counsellors and Administration are on hand to assist students in selecting their courses. Priority is given to grade 11 students (following year grads), grade 10 students (following year gr. 11) and then grade 9 students (following year gr. 10). Once course selections have occurred, the administration team will develop the timetable. Timetables are typically distributed near the end of August. Due to the complex nature of creating timetables and scheduling students, we do not take teacher requests, nor course requests based on where a student's friends are. New students should consult the school website for registration packages and instructions on how to submit applications.

Out of Area Students: Students who are not in the attendance area of Springbank Community High School may apply for acceptance at SCHS. Acceptance at the school is dependent upon available room and resources. Families looking to apply from out of area are encouraged to look at the school website and the [Rocky View Schools website for application information and the appeal process.](#)

Fast Tracking Academic Courses

Students may apply to fast-track one academic course per year. The ability to fast track is dependent on room in the subsequent course, a student's prior academic achievement and on teacher recommendation. Students must have a 90% grade or higher to be eligible to fast track and there must be room in the course. Where multiple requests are made for a given section of a course, those students with the highest average will be enrolled first until the course is full. Questions regarding fast-tracking can be forwarded to the Guidance department. Requests for fast tracking are approved by administration on a case-by-case basis.

Withdrawal From Courses

All course withdrawals must be completed by the end of the first quarter for semester 1 classes and before the end of the third quarter for semester 2 classes (dates below). Students must meet with their guidance counsellor and complete a course withdrawal form.

- End of quarter 1 for semester 1 courses is November 9, 2023
- End of quarter 3 for semester 2 courses is April 19, 2024

After the deadline, no course withdrawals will be permitted unless there are compelling, extenuating circumstances. Such considerations will be made in consultation with guidance, administration and where necessary, Rocky View Schools.

Exam Procedures

Students are expected to be present for all assessments at the scheduled time; this includes in-class assessments and final exams. Should extenuating circumstances (illness, family emergency, medical appointment) result in a student missing an assessment, they must communicate this prior to the absence or at their earliest opportunity in order to make arrangements to write the assessment. If a student skips class to try and avoid an assessment, they will receive a mark of 0 on that assessment; they may have the opportunity to redo that assessment during the end of semester reassessment period.

Provincial exams (grade 9 Achievement Tests and grade 12 Diploma Exams) are scheduled by the province and students are required to write the exam on the date and at the time listed; no adjustments of these times are permitted.

Exam Accommodations: In order for a student to access accommodations for final exams (including PATs and Diploma Exams), those accommodations must have been demonstrably part of the student's program over the course of the term or year. For more information regarding this, please contact our Student Services team (guidance counsellor, administrator or learning support teacher).

WeConnect and Online Learning

Access to online learning through our WeConnect (Rockyview Learning Connection -RVLC) helps support those students who are unable to access courses in class due to a timetable constraint or conflict. **Due to course limitations and divisional access constraints, students must take a course in class at SCHS if it fits their timetable and there is room in that course.** We must reserve online access for students with legitimate conflicts, constraints or other extenuating circumstances; in other words, students may not simply elect to take a course online out of preference. If students wish to pursue online learning, they are able to withdraw from SCHS and apply to Discovery Trail School (RVS grade 1-9 on-line school) or RVS's Summit Trails On-Line High School full time.

Global Sport Academy

Our partnership with Global Sport Academy provides opportunities for students to pursue their athletic passions through the school day to enhance their athletic development. Programs in male and female hockey, golf and multisport are offered. Students are able to access full academic programming while pursuing and developing

their athletic skills and aptitudes. If an out of area student is accepted into the Global program, they must remain in the program for the duration of their time at SCHS; if an out of area student elects to withdraw from the program, they must re-apply to Springbank Community High School as an out of area student and their continuation at SCHS will be dependent on the availability of room and resources at the school. This program does have additional fees and you can obtain more information at <https://globalsportacademygroup.com>.

Laptops, Tablets and Student Cell Phones

Laptops and Tablets

All students at SCHS are asked to bring their own digital learning devices (laptop or tablet) to support their learning in the classroom. We do have a limited number of loaner laptops if a student is not able to bring their own from home. These are first come, first served, so we can't guarantee that students will always be able to access one. These loaner devices are signed out each day and are not permitted to be taken home. Students are responsible for the maintenance, care and security of their devices, or for the school-owned device if they are using a loaner. Our school technologist is available to assist students with technological issues related to network access. The following expectations pertain to technology use at SCHS:

- Students and parents will sign an annual Acceptable Use document that will be part of the start-up forms at the beginning of each school year. This document outlines expectations for responsible, ethical and respectful use of technology in the school. If that form is not filled out and signed, the student will lose access to the RVS network and all RVS-provided apps.
- Technology is to be used to support and enhance learning specific to curriculum outcomes.
- Students are to arrive to class with their technology and materials, prepared to learn.
- The use of technology is at the teacher's discretion. Students are expected to adhere to the teacher's directions for technology use in the classroom. This includes cellular phones.
- Under no circumstances shall any video, audio or visual capturing devices be used in any classroom without the express consent of the teacher and school administration.
- Operation of or access to any electronic device, other than those authorized by school authorities is prohibited in testing situations or where testing materials are present. Unauthorized access during assessments may result in students receiving zero credit for said assessment.

Student Cell Phones

Teachers are encouraged to find creative uses for students to use their cell phones for learning in class. Aside from those opportunities, cell phones can be a significant distraction from learning. For that reason, beginning this year:

- **students must leave their cell phone at home or in their locker OR, if they bring it to class, it must be placed in the "cell phone hotel".**
- The phone must remain in the cell phone hotel for the duration of the class unless directed by the teacher to retrieve it. This includes students who leave the class to visit the washroom or fill a water bottle from a fountain in the hallway – the phone must remain in the cell phone hotel.
- If a student chooses to leave their phone in their locker they are not allowed to leave the class to check their phone. If they are caught doing this the phone will be confiscated and put in the office to be retrieved later.
- Students must not have any device connected to their phones when it is in the cell phone hotel (e.g. AirPods).
- A small number of students may require immediate access to their cell phone for medical reasons. In those instance, staff will work with the student and their families to come to an arrangement to provide access to the phone but not allow it to be a distraction in class.

In the event of a contravention of the above rules, the phone may be confiscated and stored in the office to be retrieved at the end of the day. For repeated instances the student may be directed to leave the phone in the office every day.

Extracurricular and Co-curricular Activities

Interscholastic sports, clubs, service and leadership groups help to build and enhance the culture of Springbank Community High School. Students are encouraged to take part in the many and diverse offerings our school has to enhance their high school experience. From athletics, Model UN, and the Gay-Straight Alliance to our after hours art club, robotics team and school plays, there are many opportunities for students to become involved and develop new friendships and skills and invest in the school community.

Extracurricular Expectations

It is important for students to remember that they represent SCHS during all extracurricular activities. Therefore, the following expectations apply:

- Behaviour:
 - Students must be in good standing (academic achievement, attendance, attitude) in order to partake in extracurricular activities. Students should be achieving 50% or greater in their classes and have good attendance. Considerations may be given in cases where academic growth and improvement have been observed in consultation with the classroom teacher.
 - If a student is absent from school on the day of an activity due to illness without an excused absence or legitimate reason, they are not eligible to partake in any extracurricular activity (including athletic games) for that day. The principal shall be responsible for making the final decision regarding the eligibility of the student.
 - The school expects all students participating in school sponsored activities to act in a manner which represents responsibility, integrity, strength and resilience.
 - School rules apply regarding deportment, language and other behaviour (including the prohibition of use of alcohol, tobacco, vaping paraphernalia, and other intoxicants including drugs).
 - As it relates to athletic pursuits, students are to review and adhere to the RVS Code of Conduct for players and spectators.
- Discipline - Students who violate the above standards of conduct may be subject to disciplinary actions, including suspension.
- Commitment - It is expected that students will attend practices and/or meetings and be supportive of the coach/sponsor and other team or group members. Where possible, the supervisor must be notified prior to any absence.
- Costs - In order to participate in an extra-curricular activity during a given year, any and all outstanding fees from the current or previous school year must be paid in full. Any extenuating circumstances and exceptions should be arranged with the principal.

High School Athletics

Springbank Community High School offers a variety of athletic programs. Football, Cross-country Running, Soccer, Volleyball, Golf, Basketball, Badminton, Track and Field, Curling and Rugby are offered each year. All league play is arranged through the Rocky View Schools Athletic Association (RVSA) and are governed by their policies and those of the Alberta Schools Athletic Association (ASAA).

Extended Field Trips and International Travel Opportunities

Springbank Community High School values opportunities for students to gain experience through extended field trips and international travel opportunities. In order to be accorded the privilege of participating in extended field trips, students must demonstrate that they are in good standing at SCHS, the greater community and school sponsored events. UPDATE – AS PER THE MOST RECENT RVS DECISION, NO INTERNATIONAL TRAVEL IS PERMITTED FOR THE 2023-24 SCHOOL YEAR.

Community and Partnerships

SCHS has a number of partnerships to provide students with enriched and engaging learning opportunities. We know that these community connections provide valuable skills to our students and we are open to discussing new potential opportunities. If you are interested in partnering with the school, please contact the administration team and we would be happy to meet with you.

School Council

All parents/guardians of Springbank Community High School are automatically members of the School Council. Our mission, as stated in the bylaws is: a partnership with home, school and community to foster and promote the well-being and effectiveness of the entire school community and, there by, to enhance student learning. Council meets bi-monthly on the third Wednesday of the month and all parents are welcome to attend. Please see our school website for a calendar of meetings, agenda and minutes of past meetings.

Student Conduct, Management and Discipline

Philosophy

Springbank Community High School operates on the belief that all students have the right to learn. To do so means that each student works toward creating a climate that is positive and productive. No student has the right to choose behaviour that infringes upon the rights of others.

We believe that home and school must share the responsibility for teaching and guiding young adults to make appropriate choices. By working together, we increase the probability that students will learn responsibility and have respect for self and others.

At SCHS we take a restorative approach to student conduct. Our procedures are designed to help students learn from instances when poor decisions regarding their behaviour or actions have occurred in the interest to supporting them to improve. Restorative practices also often include advocacy and support for students who may have been victimised or hurt by someone else's poor choices. Restorative practises do not preclude consequences for a student's conduct.

Education Act

The *Education Act (2012)* Section 31 outlines the expectations and responsibilities of students. It states:

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 students' education,
- c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- d) respect the rights of others in the school,
- e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means.
- f) comply with the rules of the school and the policies of the board,
- g) co-operate fully 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.

In addition, Rocky View Schools Administrative Procedure 350 "Student Code of Conduct" outlines expectations of students.

Any student who contravenes the *Education Act*, Administrative Procedure 350 or Springbank Community High School's Code of Conduct (as outlined below), may receive disciplinary measures and may be precluded from participating in any off-campus excursions, including any or all extra-curricular activities. We do recognize that youth are in a learning phase; thus, each discipline issue is taken on a case-by-case basis with the outcome being to support students to learn from the consequences of their behaviour and improve. Repeated offenses of a similar nature may result in advancing the disciplinary actions taken.

Depending on the nature of the student's behaviour and the incident, disciplinary actions may include any of the following:

- discussion with student and parent meetings
- restorative practice and circle conversations
- restitution
- detention
- in school suspension
- suspension from class
- suspension from school
- recommendation for expulsion

Academic Dishonesty/Plagiarism/Academic Misconduct

At Springbank Community High School, there is a clear expectation that all students will approach their education and studies with intellectual honesty; they will complete assignments and write exams and other assessments with integrity and honesty.

Plagiarism: is the "wrongful appropriation" and "stealing and publication" of another author's "language, thoughts, ideas, or expressions" and the representation of them as one's own original work. Most commonly, plagiarism exists when:

- the work submitted was done in whole or in part by an individual other than the presenter.
- Parts of the work are taken from another source without reference to the original author.
- The whole work is copied from another source.
- A student submits or presents work in one course which has also been submitted in another (although it may be completely original to that student) without the knowledge of or prior agreement of the teacher involved.

Cheating: Cheating on tests or examinations includes, but is not limited to:

- Speaking to other students or communicating with them by any means during an assessment.
- Bringing unauthorized material or devices into the examination room.
- Consulting any person or materials outside of the confines of the exam room.
- Leaving answer papers exposed so other may view them as an advantage.
- Attempting to read another student's examination papers.

Other Academic Misconduct:

- The use of artificial intelligence tools on assignments, assessments, labs or any other work assigned by a teacher in order to gain an unfair advantage, when the teacher has expressly prohibited the use of AI tools for that work.
- Tampering with examination scripts, class work, grades and/or class records.
- Failure to abide with the directions given by the teacher regarding the individuality of work handed in.
- The impersonation of another student in an examination or class assignment.
- Falsification or fabrication of reports.
- Sharing of completed examination materials with other students even from term to term or year to year.

Students who voluntarily and consciously aid another in the commission of one of the above is also guilty of academic misconduct.

When academic misconduct has occurred, students will be consulted and advised of the concern. Disciplinary action may be taken and may include:

- Parents/Guardians will be notified
- Mark of "0" on the assessment in questions and additional work given to ensure the student meets the given objectives of learning.
- Suspension

Student Dress

Students are expected to conform to reasonable standards of dress and grooming. Extreme or obscene styles are unacceptable in our school. Administration has the authority to require any student to change to more suitable garb before being re-admitted to class. The following guidelines will apply:

- Shoes must be worn at all times
- Heavy outdoor clothing and footwear should not be worn in class and is to be stored in the student's locker.
- Students must not wear items that include suggestive or distasteful slogans or images.
- Physical Education classes and movement-based options may have specific dress requirements.
- Shorts and skirts must be of a modest length.
- No accessories that pose a potential danger to self or others are permitted.
- Clothing shall fit so as not to expose any of the following parts of the body; buttocks, breasts, backs or bellies.
- Undergarments are not to be visible.

In order to assist students in making appropriate choices as to what they will wear to school, the following checklist is available:

- ❖ Is it too cheeky?
- ❖ Is it too beachy?
- ❖ Are you having to adjust a piece of clothing all the time?
- ❖ Is it see-through?
- ❖ Is the slogan, symbol or language offensive?
- ❖ Is your underwear showing when you are standing, sitting or moving?

If you check off any of the above items, don't wear it to school.

Abusive or Aggressive Behaviour & Weapons

Abusive or aggressive behaviour, which threatens or causes harm to persons or property, will be dealt with in a firm and decisive manner. Threats may be perceived by the victim even when it is not necessarily intended that way by the aggressor. Weapons are prohibited on the school premises and during any school sanctioned event. Student who are in possession of weapons will face formal suspension, confiscation of the weapon and possible referral to the police. Moreover, students involved in aggressive behaviour or weapons violations may also be recommended for expulsion. Threats of violence may be reported to the police.

Smoking, Vaping and other Controlled Substances

Rockyview Schools are smoke free environments and as such, all students are prohibited from having or utilizing tobacco or vaping products on campus or during school sponsored events. Any violation of this regulation will result in disciplinary action including suspension. In almost all cases, the first time a student is caught vaping or having vaping materials in their possession on school property, they will face a school suspension. Repeated violations for this policy may result in further suspension and/or recommendation for expulsion.

Alcohol, Drugs and Other Controlled Substances

The possession, consumption and or/trafficking of narcotic drugs, alcohol, prescription medications and other intoxicants or related paraphernalia at school or during school events will result in suspension and potential recommendation for expulsion in addition to notification of appropriate outside authorities. Parents and guardians will be contacted and if deemed appropriate, the RCMP will be involved.

Harassment & Bullying

SCHS strives to be an inclusive and safe place for all members of our community. Harassment is defined as any unwelcome behaviour, which directly or indirectly adversely affects or threatens to affect a person's emotional well-being, their participation in learning, or self. Harassment is behaviour that denies individual dignity and respect. Harassment is considered to have taken place if a person knows, or reasonably out to know the behaviour is unwelcome. Students who are guilty of harassing a fellow student are subject to disciplinary action. Bullying is ongoing, repeated behaviours directed toward a particular individual, where there may be threats, intimidation, and belittling comments directed toward the victim. Bullying is NOT a single incident of conflict between students; it is ongoing and repeated behaviour based in a real or perceived power differential between students.

Restorative Practice

Key to our disciplinary approach is the concept of Restorative Practice. While working with youth, it is our desire to promote dignity, respect, understanding and to restore and maintain relationships whenever possible and reasonable. In some situations when disciplinary action is required and deemed appropriate, students, parents and staff may be provided an opportunity to participate in a restorative circle to build understanding and awareness and to move forward in a positive manner. The principles of Restorative Practice are becoming embedded in our every-day practice and in all interactions within our school community.

Non-Student Visitors

All visitors are required to report to the office upon arrival to sign in. Students are asked to report any suspicious/unknown person or group to a teacher, administrator or the office.

School Security and Student Safety

We practice a number of emergency protocols each year, including evacuations and lockdowns. We periodically practice other protocols such as Hold and Secure (for threats external to the school) and Shelter in Place. Student, staff and visitor safety is paramount and we take our responsibility in that regard very seriously. More information about emergency protocols can be found [here](#).

Locked Exterior Doors – new for 2023-24

The Board of Trustees has decided that, in order to enhance the security of all of their facilities, RVS schools must keep all exterior doors, excluding the main entrance, closed and locked throughout the day unless supervision is provided at each entry. In order to facilitate the arrival of buses in the morning we are assigning supervisors to 2 sets of entry doors aside from the main entry for a 20-minute window during which buses arrive. After that, all exterior doors other than the main entry will remain locked. The plan is to have a camera and buzzer access system installed at the main entry in the coming months so that all exterior doors can remain locked throughout the day.