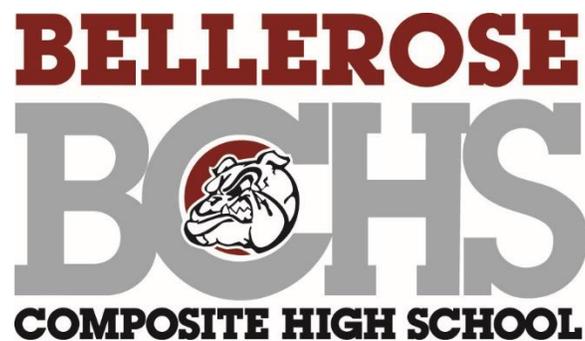


# **Student Handbook**

## **2018 – 2019**



**The Home of**  
**Bulldog Pride!**

**BELLEROSE COMPOSITE HIGH SCHOOL**

49 Giroux Road ~ St. Albert, Alberta ~ T8N 6N4  
phone: 780.460.8490 ~ fax: 780.459.0798 ~ website: [bchs.spschools.org](http://bchs.spschools.org)



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# Principal's Message

It gives me great pleasure to welcome you to Bellerose Composite High School, home of the Bulldogs! At Bellerose, we are proud of our school and the accomplishments of our students.

We offer a wide range of programs:

- Academics
- Fine Arts Programs
- Career & Technology Studies (CTS)
- International Baccalaureate Program (IB)
- Athletics Programs
- Sports Academy
- Leadership Program
- Registered Apprenticeship Program (RAP)
- Work Experience
- Special Education
  - Beyond Education, Living and Learning (BELL)
  - Gaining Occupational & Life Skills (GOALS)
  - Knowledge & Employability Program (K & E)
  - Transitional Recommended Year (TRY 10)
- Continuing Education (Summer School)

Bellerose students are encouraged to register in a program of studies that will develop the knowledge and skills necessary for success in the future. They are encouraged to pursue individual interests by participating in extra-curricular activities and by choosing optional interest courses as a part of a program of studies.

Bellerose Composite High School provides opportunities for students to prepare for future endeavours and to develop life-long learning. We can offer you a well-rounded education.

The Department of Education's High School Flexibility Enhancement Pilot Project, among other initiatives, allows a block of time, mid-day, for students to self-direct their learning. Most common uses are tutorial/homework catch up, enrichment activities, and extra-curricular opportunities. Teachers are available at this time to assist students.

The Bellerose staff looks forward to working with you and hope to help make your high school years successful, memory filled, and rewarding.

Bellerose students take **PRIDE** in their school and their learning.



Jyoti Mangat, **Principal**



# Philosophy

Bellerose Composite High School provides opportunities for students to prepare for future endeavours and life-long learning. We strive for excellence. Our environment is caring, cooperative, innovative, and sensitive to the needs and interests of students, staff, and parents.

Bellerose 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

## Bellerose Traditions

*At Bellerose, we are committed to recognizing and celebrating student participation, leadership, and achievement in citizenship, the arts, athletics, and academics.*

### Bellerose Colours

Burgundy, Grey & Black

### Co-Curricular Theme

Bulldog Pride

### School Mascot

Rosie the Bulldog

### Bulldog Pride:

**P = Politeness**

**R = Respect for Yourself, Others & Property**

**I = Integrity**

**D = Dignity**

**E = Excellence**

### Achievement Ceremony

The Bellerose 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 and Leadership Scholarships, along with International Baccalaureate Diplomas and Certificates and the Governor General's Medal.

### Bellerose Family Awards

Two graduating students, one male and one female, are selected by BCHS staff to receive this award, which is presented annually by the Bellerose Family. It is awarded to students who best exemplify the ideals and spirit of BCHS. The Bellerose Family Awards are presented annually at the Graduation Ceremony.

### Athletics Pride 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.

# Student Code of Conduct & Behaviour

Student Conduct and Drug Free Protocol brochures were included with the registration package. As well, students and/or parents acknowledge having read and understood the following forms, all of which must be handed in at time of registration:

## Student

- Froshing
- Locker
- Drug-free schools

## Parent/Guardian

- FOIP
- Acceptable Use of Technology

Students at Bellerose Composite High School are expected to conduct themselves in a manner that is in keeping with the qualities of good citizenship. The behavioural expectations are consistent with the responsibilities stated in the **School Act, Section 12:**

*"A student shall conduct himself so as to reasonably comply with the following code of conduct:*

- a. Be diligent in pursuing his studies*
- b. Attend school regularly and punctually*
- c. Cooperate fully with everyone authorized by the board to provide educational programs and other services*
- d. Comply with the rules of the school*
- e. Account to his teachers for his conduct; and*
- f. Respect the rights of others.*

*Consequences for failure to meet the requirements of the code of student behaviour and conduct may result in disciplinary action that may include suspensions and recommendations for expulsion from the school and/or district."*

## Alcohol, Tobacco & Controlled Substances

Any student who is in possession of, or under the influence of any illegal substance, marijuana, alcohol, or inhalants (vaporizers, including e-cigarettes) on school property, or during school sponsored activities, may face suspension and/or expulsion as outlined in the **Drug Free Protocol for St. Albert Schools and the Code of Conduct for St. Albert Public Schools**. Students are reminded that all vaporizers (including e-cigarettes) are prohibited on school property. Anyone using a vaporizer (including e-cigarette) on school property will have the device confiscated and that student may be suspended from school. **The Drug Free Protocol for St. Albert Schools** provides that unannounced patrols by RCMP personnel and a canine member be conducted in cooperation with school administration.

## 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.**

## Froshing (Abduction & Assault)

In cooperation with and in conjunction with students of St. Albert Schools, parents, the community of St. Albert, the Trustees from the two St. Albert School Districts, the RCMP, and the City of St. Albert, we subscribe to the Safe and Caring Schools Initiative and we will not tolerate **any** participation in froshing activities. **Consequences will include immediate suspension for a period up to five school days and may include the exclusion of a student from extracurricular activities, expulsion from school or school district, and criminal charges.**

## Freedom of Information & Protection of Privacy (FOIP)

Privacy of student information and identification is in place at Bellerose. Parents requesting any information about their child will be asked to provide the 5-digit school identification number given to the student at registration and found on student timetables and reports. If applicable, we also request that a copy of any court order denying access be given to the school. FOIP information is included in the Course Selection packages issued in Spring. Any concerns or questions should be directed to the Principal.

## LGBTQ “Safe Contacts”

At BCHS, we have designated staff members who are happy to support sexual and gender minority students and families, who include (but are not limited to the following): [Lindsay Bracken](#), [Jason Dabbagh](#), [Jessica Gray](#), [Mike Larocque](#), [Jyoti Mangat](#), [Dawn Rothwell](#), and [Judy Smallwood](#).

## Safe & Caring Schools Initiatives

The St. Albert Public School District maintains a district wide Safe and Caring Schools Initiative in an attempt to make schools safe places for all involved. Within this district partnership Bellerose Composite High School adheres to the commitment of **zero tolerance for violence. In most circumstances, consequences for verbal and physical violence will result in suspension.**

## School Resource Officer (SRO)

The School Resource Officer Program, originated in 2001, is a collaborative project involving the St. Albert RCMP Detachment, City of St. Albert, and the St. Albert Public School District. This initiative falls within the School Districts' mandate and philosophy for “Safe and Caring Schools”. Bellerose 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 on both an individual basis and within group situations.



**The School Resource Officer can be contacted during the day through the Main Reception Desk at Bellerose at 780.460.8490 or if necessary, after hours by calling the RCMP Detachment at 780.458.4300.**

# Student Activities

***“Success with Significance, Service to Family, Service to School, and Service to Community.”***

We want you to be glad that you are a member of the Bellerose Family! Our students reflect the pride our students have for our school. We believe the spirit and pride of Bellerose 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 BCCHS is to offer every student the opportunity to develop to his or her full capacity, to live life healthfully, to learn continually, and to contribute positively in a changing and diverse society. We offer a range of programs, clubs, teams, and activities for you. These programs provide opportunities for students to experience success. We appreciate your support and hope to see you at our events. The Student Activities department offers many opportunities to be involved and active on campus and in the community. There are a variety of clubs and activities at Bellerose. To be a member of a school club or team you must have paid your Student Union fees. All clubs welcome new members. Watch for when and where the club of your choice is meeting – then simply show up and join! Interested in something that is not listed? Start a new club!

## Activities, Clubs & Events

- Activity Weeks
- Athletic Council
- Band Dances & Concerts
- Bellerose Business Venture (BBV)
- Bikeathon
- Booster Club
- Cappies Journalism
- Community Outreach Program
- CrossFit™ Club
- Cupcake Festival
- Dodgeball Tournament
- Fine Arts Profile Nights
- Free Thinker's Club
- Grad Council
- Interact
- Intramurals
- Mentorship
- Musical Production
- Obelisk Film Festival
- Queer Straight Alliance (QSA)
- Reach for the Top
- Recycling Club
- Robotics Club
- Ski & Snowboard Club
- Slam Poetry
- Student Council
- Student Mentorship Program
- Survivor
- Terry Fox Run
- Yearbook Club

## Bikeathon

For over eleven years, the staff, students, families and friends of Bellerose have joined together in helping to make cancer history! Held in March, this school-wide event celebrates the community spirit of our students, who support a number of national charitable foundations for cancer research. **To date, the Bellerose Bikeathon has raised over \$2,300,000 for cancer research!**

**Lead, Motivate, Challenge, Be Involved...Bulldoggedness!**

# Bellerose Athletics Program

Bellerose 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. Bellerose offers a variety of student-centred opportunities for fitness, health, and wellness. Under the direction of the dedicated teaching and coaching staff, BCHS has established a proud name with our Bulldog Athletics Program. In addition, there is a lively intramural program for students of all abilities.

**BCHS STUDENT ATHLETIC SUCCESS** is a result of:

- An excellent coaching staff who provide a positive road to achieving success
- The Student Council who support a "BULLDOG SPIRITED STUDENT BODY"
- The exceptional and dedicated athletes who attend Bellerose Composite High School

## Intramural Athletics

In addition to our excellent interschool athletic program, Bellerose offers a varied and outstanding intramural program. All students are encouraged to participate.

## Eligibility for Inter-School Athletics

- Must be under 19 years of age on September 1
- Will have three years of eligibility from entry into Grade 10
- Must carry 10 credits (minimum) per semester

## The following sports are offered at BCHS:

### FALL SEASON

- Cross Country
- Football
- Golf
- Volleyball

### WINTER SEASON

- Basketball
- Curling
- Wrestling

### SPRING SEASON

- Badminton
- Rugby
- Soccer
- Track & Field

### 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. Applications for insurance through **INDUSTRIAL ALLIANCE PACIFIC INSURANCE** are available online.

### Waivers

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

## Home of the Bulldogs!

# 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.

An automated phone system contacts the home between 4.00pm and 9.00pm daily when a student has missed a class. 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 780.460.8490 or [br.absences@spschools.org](mailto:br.absences@spschools.org) to report all absences.** Homework requests must be made by 9.30am via email to the student's teacher for pick up at the office at the end of the school day.

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. Absences are recorded on Progress and Mid-Term Reports. **Parents are encouraged to sign up for [PowerSchool](#).**

**Note:** Under the Freedom of Information and Privacy Act, the school requires a written request or student ID number verification from parents to release student information. Student ID numbers are given to students upon registration and are also found on student timetables and reports.

## Sign-In / Sign-Out

Students who arrive late or need to leave school at some point in the school day are requested to sign in/out at the school office. This information may be critical in case of an emergency and may also be an important reference when verifying attendance. **These absences, however, are not automatically excused. Parent consent by way of a phone call or e-mail must additionally be received.**

## Student Absence during the School Year

Parents/guardians sometimes choose to take students out of school for extended periods such as vacations, visits to relatives, assistance to the family, and so on. In such situations, parents/guardians must accept responsibility for the detrimental academic effects of the absence. Regular class attendance is important to achievement. If an absence is planned during the school year, the student or parent should let both the school administration and the various subject teachers know well before the absence. Within reason, the teacher will advise the student in advance of what work will be covered during the absence. Teachers may give guidance and assignments that will reduce the negative effects of the absence. Students are responsible for making up the work missed within a reasonable amount of time upon their return. **Please note that in virtually all situations, significant absences will have a detrimental effect on achievement.**

## Bell Schedules 2018-2019

On the first Wednesday of the month (except in September), staff will attend morning staff meetings and professional development workshops. **On staff meeting days, students will begin school at 9.30am. Buses will run accordingly.**

Monday to Thursday	
<b>Block 1</b>	8.00 - 9.15
<b>Break</b>	9.15 - 9.25
<b>Block 2</b>	9.25 - 10.40
<b>Block 3 Flex Block</b>	10.40 - 11.50
<b>Block 4</b>	11.50 - 1.05
<b>Break</b>	1.05 - 1.15
<b>Block 5</b>	1.15 - 2.30
<b>Block 6</b>	2.30 - 3.45
<b>Block 7</b>	3.45 - 5.00

Friday & Early Dismissal Days (for Parent-Teacher Interviews in October & March)	
<b>Block 1</b>	8.00 - 9.10
<b>Break</b>	9.10 - 9.20
<b>Block 2</b>	9.20 - 10.30
<b>Block 3 Brunch</b>	10.30 - 11.00
<b>Block 4</b>	11.00 - 12.10
<b>Break</b>	12.10 - 12.20
<b>Block 5</b>	12.20 - 1.30

*Note: Blocks 6 & 7 are used only for Work Experience and Musical Theatre/Advanced Acting*

Staff Meeting Days		
October 3 November 7 December 5	January 9 February 6 March 6	April 3 May 1 June 5
<b>Block 1</b>	9.30 - 10.30	
<b>Break</b>	10.30 - 10.40	
<b>Block 2</b>	10.40 - 11.40	
<b>Block 3 Brunch</b>	11.40 - 12.20	
<b>Block 4</b>	12.20 - 1.20	
<b>Break</b>	1.20 - 1.30	
<b>Block 5</b>	1.30 - 2.30	

# Student Services

Student Services is committed to supporting student wellness, providing educational supports, helping students to reach their potential, and being part of building a healthy school community during their time at Bellerose. Student Services has an open-door policy that encourages students to drop in when needed, and appointments can be made with Mrs. McDonald at [renee.mcdonald@spschools.org](mailto:renee.mcdonald@spschools.org), or contact our counsellors directly at [jeff.beaton@spschools.org](mailto:jeff.beaton@spschools.org) and [kelly.lajoie@spschools.org](mailto:kelly.lajoie@spschools.org), or [@BCHSstudentserv](https://www.instagram.com/BCHSstudentserv).

## Student Centre:

The Student Centre is a newly-renovated, bright, and safe space that is open to students from 7.30am to 3.15pm each day. Our counsellors are available every day in the Student Centre for students to access the following:

- Career Counselling: Looking at potential career possibilities, job trends, resume building.
- Educational Counselling: academic support, school transitions, course selection, study skills, learning strategies, exam-taking tips, high school course planning, myPass information (see Page 21 for detailed information on myPass).
- Post-Secondary Counselling: admission requirements, potential post-secondary programs, assistance with applications and Apply Alberta, information on scholarships.
- Self-Regulation strategies, mental health and wellness information, community supports.

## 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.

## Scholarships:

A variety of scholarships, bursaries, and contests are listed on the Bellerose website. It is worth becoming familiar with the different scholarships as there are thousands of dollars each year that go unused!

## Student Services Extension (SSE)

SSE endeavours to provide our students with an accessible, inclusive, and universally designed environment at BCHS. Students with documented specialised learning needs are connected to the resources and supports needed to achieve their full academic potential. Core services include, but 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

## Alexander Rutherford Scholarships

Rutherford Scholarships are awarded to recognize and reward achievement at the high school level and to encourage students to continue their studies. At all grade levels, including Grade 12, subjects include English, two additional core courses, and any other two courses including special interest subjects.

Grade	75.0% to 79.9%	80.0% or Higher
10	\$300	\$400
11	\$500	\$800
12	\$700	\$1300

Application for any and/or all grades is made in one application, generally in Grade 12, although there is no time limit to apply for the scholarship. Students must be registered in a full-time post-secondary program for at least one semester in length or be an apprenticeship student, and complete the online application form once they have been accepted by their preferred post-secondary institution. Additional information can be found on the [BCHS website](#), in Student Services, and at [ALIS Student Aid Alberta](#).

<b>Alberta High School Diploma</b>		
SUBJECT	CREDITS MINIMUM	REQUIRED COURSE MINIMUM
English Language Arts (ELA)		ELA 30-1 or 30-2
Social Studies		Social 30-1 or 30-2
Additional Grade 12 Credits	10	30 level courses &/or 3000 level courses other than ELA or Social from list above
Physical Education	3	Physical Education 10
Career & Life Management	3	CALM
Math		Math 20-1 or 20-2 or 20-3
Science		Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20
Other	10	CTS, Fine Arts, Second Language, Phys Ed 20 &/or 30
Other		Not Specified
<b>MINIMUM OF 100 TOTAL CREDITS</b>		

**Note:** A high school diploma does not necessarily grant admission to post-secondary institutions. Be aware that there are a variety of entrance requirements for post-secondary institutions and students should plan programs accordingly. Information regarding post-secondary requirements is available at Student Services.

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

# Communications & General Information

## Switchboard Hours

Monday to Thursday from 7.30am to 3.30pm and Friday from 7.30am to 2.30pm at 780.460.8490. After-hours, attendance messages can be called in and left on the attendance voicemail or at [br.absences@spschools.org](mailto:br.absences@spschools.org).

## Lockers

**All Grade 10, 11 and 12 student lockers must be cleaned out and emptied by no later than June 18, 2019**, locking their locks on the tabs with the door open. Please meet the locker clean-out deadline, as after the 18<sup>th</sup>, student locks will be cut off and all contents from the locker will be donated to charity. **A \$25.00 fee will be charged to the student invoice for cleaning required of the assigned locker (beyond regular usage)**. Grade 10 and 11 students will continue to use their current locker for the next school year.

## Fee Payments/Finance Office

Any questions/concerns should be directed to Mrs. Beres at ext. 105. Please note, a service fee of \$5.00 will be charged for all returned cheques. Office hours are Monday-Thursday 7.30-3.00. Closed between 12.00-1.00 for lunch.

## Communication

Check out the BCHS website, [bchs.spschools.org](http://bchs.spschools.org), where you can find lots of great information, including a complete [calendar of events](#) for the school year. Newsletters, exam schedules, bell schedules, and much, much more are posted on our website. The Bellerose Bulletin newsletter is distributed regularly, and new for this year, you can get your copy sent electronically! ([Sign up through the link on our webpage.](#)) These bulletins cover school information and activities and highlight the next month's calendar. You can also follow us on Twitter and Instagram [@BCHSBulletin](#), and "Like" us on Facebook at "[Bellerose Composite High School](#)".

## Smoking: Bellerose is a Tobacco-Free School

In order to fully support our students to lead long, healthy, active lives, Bellerose 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 vaporizers (including e-cigarettes) are prohibited on school property.** Anyone using a vaporizer (including e-cigarette) on school property will have the device confiscated and that student may be suspended from school.

**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](http://www.saspcn.com) for more information or support outside of the school.

## 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.

## Student Information System: PowerSchool

Parents can access information for their children through the [PowerSchool ParentPortal](#). Through the [ParentPortal](#), you can view your child's attendance, their grades, and any fee balances; you will also have the ability to pay fees and make purchases. If you have more than one child attending school in our District, you will be able to view each of your children through the same login. For assistance accessing or logging into PowerSchool, please contact [Nancy Hologroski](#).

## Trespassing

**Bellerose students are not permitted to visit other schools except for school-related business.** If you must visit another school for school-related business, you are required to register at the general office immediately. You will then be assisted with your business. **If you trespass at another school, you will be subject to discipline at Bellerose.**

Please do not invite or otherwise encourage students from other schools, or outsiders of any kind, to visit Bellerose without permission. Trespassing is a serious offense. You will be held responsible for the actions of anyone you bring to school.

## Parking

**STUDENT PARKING is in the WEST LOT ONLY.** Student parking is not permitted in the EAST LOT, which is for Staff & Visitor Parking only.

Parking pass applications will be available in the Front Office following the Grade-level assemblies in September. Payment for parking passes can be made to the Front Desk, upon approval of application. **Students must maintain 30 credits (Gr 12) / 35 credits (Gr 11) / 40 credits (Gr 10) on their timetable in order to be considered for a parking spot.**

Students are expected to maintain safe and appropriate judgment when using the parking lot. Inappropriate use or inappropriate behavior in parking areas will be reported to the RCMP. Please note that student vehicles are parked at YOUR OWN RISK.

**Parents, please do not drop or pick up students in the school parking lots. We are concerned for the safety of our students and staff. Please instead drop students off in the bus lane (the buses are typically using the lane only between 7.30-7.40am).**

## School Council

Interested parents are invited to join the School Council, which meets each month during the school year. Announcements of meeting times are available on our school calendar, and on the [School Council page](#) of our website. The first meeting of the 2018-2019 school year will be September 11<sup>th</sup> at 7.00pm.

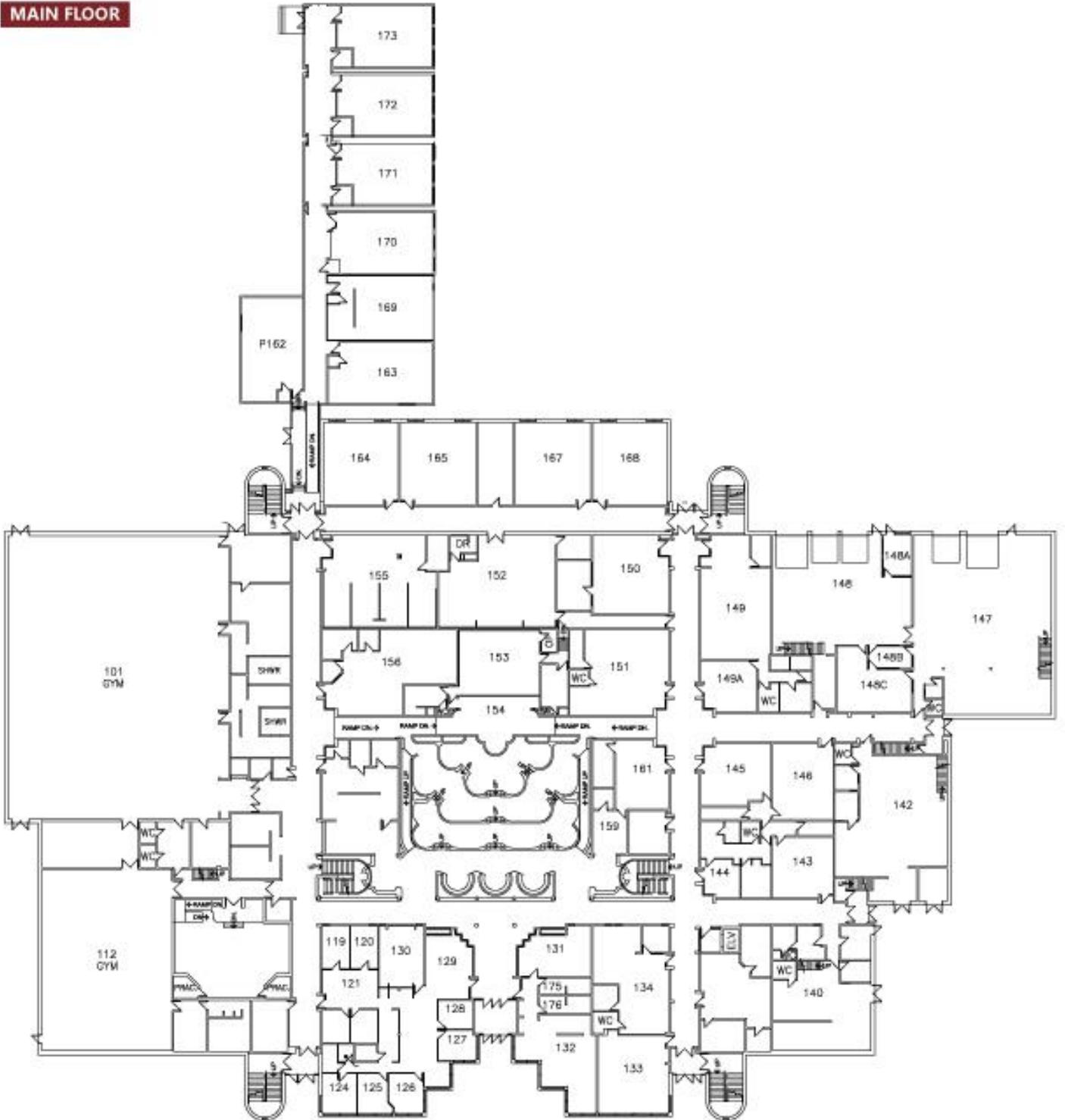
## Key Contacts

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
- **Crisis Support:** 780.482.HELP
- **Kids Help Line:** 1.800.668.6868
- **St. Albert AHS Addiction Office:** 780.460.4971

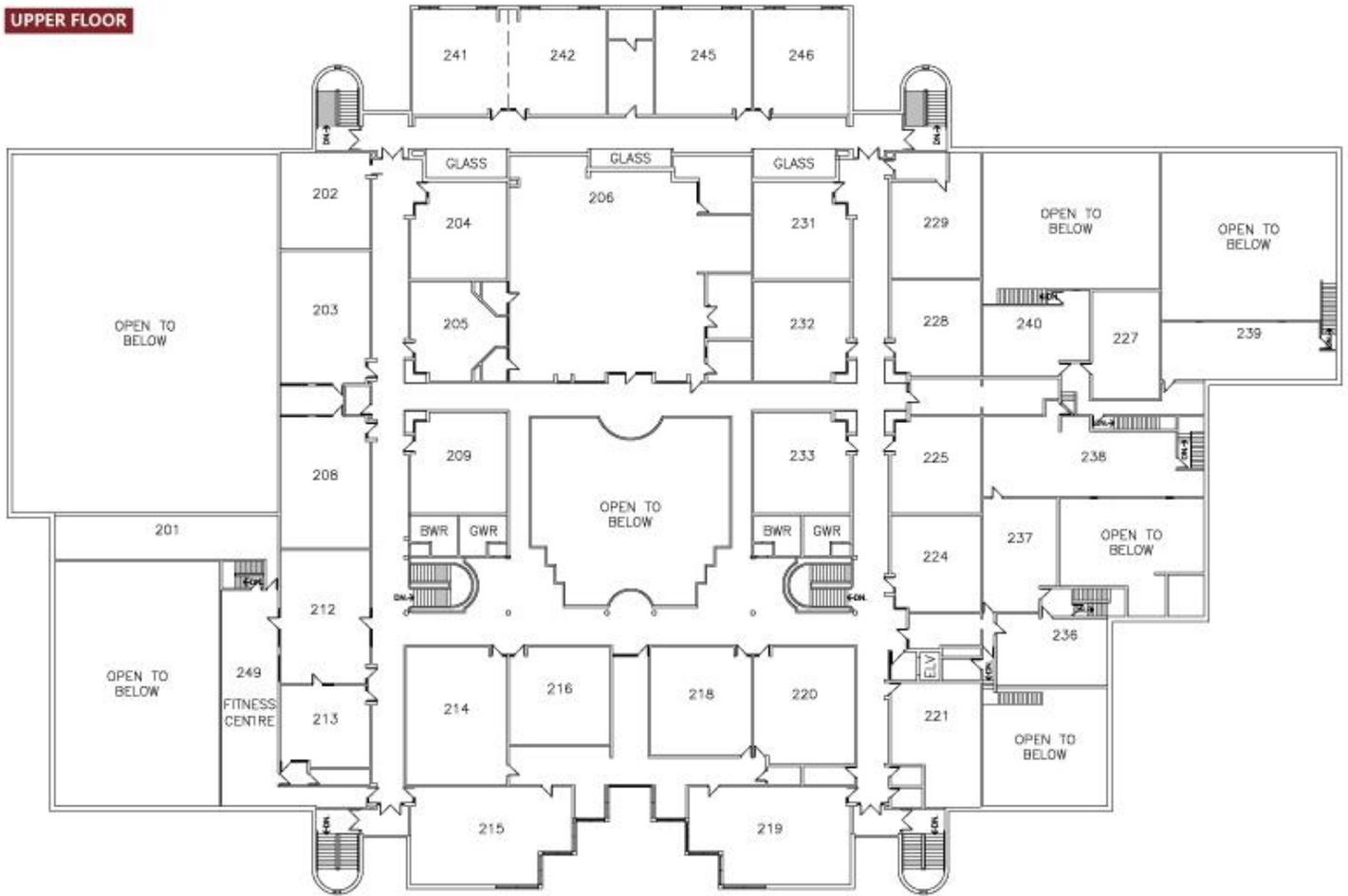
# Main Floor Plan

MAIN FLOOR



# Upper Floor Plan

## UPPER FLOOR



# Guidelines for Academic Misconduct

**Academic misconduct in any manner is a serious offence.**

**Plagiarism involves** submitting or presenting work in a course as if it were your own work done especially for that particular course when, in fact it is not. Most commonly plagiarism exists when:

- The work submitted was done in whole or a sub-portion 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** on tests or examinations includes, but is not limited to:

- Speaking to other students or communicating with them under any circumstances
- Bringing any materials or devices into the examination room not authorized by the examiner
- Consulting any person or materials outside the confines of the examination room
- Leaving answer papers exposed
- Persisting in attempts to read other students' examination papers

**Other academic misconduct** may include:

- Tampering with examination scripts, class work grades and/or class records
- Failure to abide by directions given by a teacher regarding the individuality of work handed in
- The acquisition of examination materials without prior authorization
- The impersonation of another student in an examination or other class assignment
- Falsification or fabrication of reports

Any student who voluntarily and consciously aids another student in the commission of one of these offences is also guilty of academic misconduct.

**Penalties:** In cases in which the school administration is satisfied that a student is guilty of plagiarism, cheating or other academic misconduct, the available sanctions are a grade of zero, a letter placed on the student's file, student placed on probation, suspension, withdrawal from the course, and in extreme circumstances expulsion.

## High School Program, Credit Load & Timetables

To earn an Alberta High School Diploma, a student must complete a minimum of 100 credits and meet the course/subject minimum requirements (see chart on Page 10). Students and parents should ensure that appropriate course selections are made in respect to a student's ability and interest, in regards to achievement in prerequisite courses.

Students should plan programs to their best advantage, keeping diploma requirements and career aspirations in mind. **Completing a minimum of 40 credits in Grade 10, a minimum of 35 credits in Grade 11, and a minimum of 30 credits in Grade 12 is recommended.** (It allows for maximum flexibility in the Grade 12 year when diploma exams often add extra demands.) Students scheduled as half-time or less may have timetables adjusted to facilitate leaving school prior to the end of the day. **Students with open blocks in their schedules are expected to be engaged in learning-related activities in the library or cafeteria without interference in any other student's right to a learning environment.** Students and/or parents needing information, clarification, or advice, should contact an Administrator or Counsellor.

## Assessment & Reporting

Student assessment is most often based on a variety of methods ranging through classroom work, individual work, homework, projects, and formal examinations. Students will receive a course outline at the beginning of a course, which includes the pattern for assessment. Formal reporting occurs three times each semester. **None of these reports are mailed home**, and parents are encouraged to check [PowerSchool](#) for up-to-date assessments.

1. In both semesters, before the end of the sixth week, each teacher will provide **progress information** to each student for each course. Students will be expected to share all progress information with parents.
2. At the mid-point of the semester a **Mid-Term Report** is compiled, and provides a grade standing and attendance information.
3. At the end of each semester, following final exams, a student will be issued a final mark in each completed course, and a **Final Report**. Completed course marks are reported to Alberta Education for inclusion on each student's education file.

**Note:** Students writing Grade 12 diploma course examinations will have those marks issued from Alberta Education approximately three weeks after final exams.

**Students and parents/guardians are encouraged to keep up to date on student progress via our [PowerSchool Parent Portal](#). We ask that you review grades on-line prior to booking and attending Parent-Teacher Interviews.**

Information on how to complete online booking of Parent-Teacher Interviews is included with the October and March [Bellerose Bulletin newsletters](#). Information is also posted on our [website](#).

Scheduled interviews occur on:

### Semester 1

October 17 from 2.00-5.00pm & 6.00-9.00pm

October 25 from 6.00-9.00pm

### Semester 2

March 14 6.00-9.00pm

March 20 from 2.00-5.00pm & 6.00-9.00pm

## Appeals

A student may appeal a mark, resulting from an evaluation process, in the following steps:

1. Discussing the situation with the teacher of the course in which the evaluation took place.
2. Applying to the Department Head of the subject area to review the situation if a resolution from the student-teacher review is not satisfactory.
3. Applying to the Principal if a satisfactory solution is not reached with the Department Head.

## Diploma Exams

Diploma exams are administered to students in select Grade 12 courses and have three main purposes:

1. To certify the level of individual student achievement in selected Grade 12 courses.
2. To ensure that Province-wide standards of achievement are maintained.
3. To report individual and group results.

# Library

The School Library provides students with curriculum support and recreational reading materials. Textbooks are also signed out for use through the Library. The Library collection is automated and **students are required to use their school ID card** to sign out Library and textbook items. **Please inform the Library if you have NOT received an ID card** – we will ensure one is available for you! Your ID can also be installed on your cell phone using an app; please see the Library for assistance.

## Hours of Operation

- 7.45 am to 3.30 pm daily
- Open at 9.30 am on staff meeting days (closed during staff meetings)
- Open regular hours during exams



## Late/Overdue/Damaged Materials

- Items are loaned for three-week periods.
- A list of students with overdue library materials is posted in the library and are emailed frequently through the school terms.
- There will be a charge associated with lost or damaged Library and textbooks.
- School policy is to forward invoices for collections if there has been no response from parents/students after three emailed (or mailed, if no email address is on file) notifications of overdue/lost/damaged Library materials.

**ALL TEXTBOOKS (including ELA novels) are required to be RETURNED IMMEDIATELY to the Library at the conclusion of the subject exam – absolutely no later than the END OF EACH SEMESTER, upon WITHDRAWAL from class or school, and upon GRADUATION.**

## LearnAlberta User ID

For the 2018-2019 school year, access to the LearnAlberta website:

- **Address:** <http://learnalberta.ca/>
- **User ID:** LA54
- **Password:** 6378

# Computer Usage

## Educational Purpose

- The school computer network and the SPSnet have been established for a limited educational purpose. The term "educational purpose" includes classroom and library activities, curriculum-related research, career development, and limited self-discovery activities as determined by the classroom teacher or the school administration. **Only students with an account activated by the school may access school computers.**
- The school computer network and SPSnet have not been established as public access services or a public forum. St. Albert Public Schools has the right to place reasonable restrictions on the material accessed or posted through the system. It is expected that students will obey the law and follow rules set forth in the school with respect to individual use of the computer network and the SPSnet. **Parents and students are expected to maintain awareness of district technology rules. The "Acceptable Use Guides" is posted in classrooms and labs and on the BCHS website.**
- The school computer network or the SPSnet may not be used for commercial purposes. This means an individual may not offer, provide, or purchase products or services through the network or SPSnet.
- The school computer network or the SPSnet may not be used for political lobbying, but may be used to communicate with elected representatives and to express opinions on political issues.
- Additional information and guidelines are in Registration Packages and the account agreements are expected to be signed and returned at registration.

## Availability

Access to computer equipment is managed by user names and passwords assigned to individual students by the school. Students will find it useful to have email accounts with public providers such as Gmail or Hotmail. The School does provide each student with a Gmail Account for their use. Microsoft Office products are installed on all computers. **Please be aware that the software version at the school may be an older version and students must save documents from home to be compatible with software at the school.** Additional special software as appropriate to the curriculum is installed on selected machines. This wide range of hardware and software products will be utilized by students as integral components of many courses. As students have access to MS Office and Google Docs applications, many teachers expect these tools to be utilized in assignments. The Library offers computers to students for use in completing assignments out of class time.

## Limitations

The equipment and software in the school varies widely in vintage, power and capacity. Students may find that work prepared on recently acquired equipment at home will not always function as they may expect at school. Students should be aware of this and should take steps to ensure they understand software compatibility issues posed by the computers they have access to.

## Privately Owned Laptops, Notebooks, & Other Network Devices

For reasons of security, students are currently permitted to connect their own computers or other network devices to the school wireless network for Internet access only. **Students are not allowed to connect their own devices to the wired network, or use VPNs (Virtual Privacy Networks) while connected to our wireless.**

## Prerequisite Marks for Registration

The recommended mark in any 10-20-30 sequenced courses in order to advance to the next level is 65% or better. Most of the 10-20-30 sequenced courses are a continuation from one course to the next. For example, success at a 20-level course requires students to understand materials from the 10-level, and the 30-level course builds upon the 20-level course. Students who do not have a 65% in the prerequisite course may not be successful in the next course in the sequence, not finish the sequential course, or tend to fail the subsequent course unless a significant change in both time commitment and work habits are made by the individual student involved. Repeating a 30-level course does not always improve marks if the background needed was the 20-level course.

Student course registration for the fall of the next school year will reflect current achievement (marks). When marks exceed the 65% benchmark, registration can be changed. If you wish to have your son/daughter registered in the next course, with a mark less than 65% but above 50%, you may be asked to confirm this to Administration in writing.

## Course Changes & Withdrawals

Timetables for a school year will be made available to students prior to school start-up. School Administrators and Counsellors will be available, prior to class commencement, for students to request timetable adjustments to address reasonable changes such as:

- Changes or additions initiated by the school.
- Course additions are accepted to fill an "empty space" in a timetable.
- Graduation requirements for a Grade 12 student.
- Retaking a course due to not successfully completing the course.
- EXTREME cases related to issues that might significantly affect student learning.

**Students are expected to be in classes as of the first day of each semester.** Any necessary adjustments requested after classes begin must include:

- Filling out the Course Change Form.
- Submitting the form to Student Services.
- **Deadlines: Wednesday, September 12 for Semester 1 and Wednesday, February 6 for Semester 2.**

We want students to succeed. Therefore, when consideration is being made to withdraw from a course, students need to discuss the implication of their request with a number of people. Each discussion may provide an alternative to course withdrawal that best meets each student's individual needs.

To proceed with a course withdrawal, the student must obtain a **Course Withdrawal Form** from the Student Services office and follow the process as outlined.

Students are expected to demonstrate a commitment to the courses they select and to complete courses started. Should a student withdraw from a course, a final mark will be assigned and will appear on the Alberta Education Transcript of Marks.

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

# Course Challenge

Course challenge is a provision that allows senior high school students to challenge the expectations for a course. On the rare occasion that this occurs, students may choose to become involved in a formal assessment process rather than taking the course. Course challenge is for students who believe that they already possess the expected knowledge, skills, and attitudes as defined by the Program of Studies for a given course. Normally, a course challenge will apply only to a course that is at a higher level in a course sequence, or is at a similar level in an alternative course sequence. Students shall attempt a particular course challenge only once.

Course challenges are intended to:

- Meet the diverse needs of students
- Encourage students' ownership of their learning, and
- Acknowledge the learning that students acquire in a variety of settings not necessarily limited to schools

To **initiate** the course challenge process, a student must:

- **Apply within the first two weeks of the semester** (if necessary, exceptions may be made in the case of late registrants) by,
- **Submit**, to the appropriate Department Head, a course challenge application form and,
- **Include** with this application a **written rationale** for requesting a course challenge

## **This rationale should:**

- Clearly state the reason(s) for seeking a course challenge
- Indicate a willingness to complete the challenge in a timely and practical manner
- Provide evidence of readiness to challenge the course (e.g. the student could discuss previous assignments &/or experiences related to the subject that illustrate ability, knowledge, and skills in the course being challenged)

- **Meet with the appropriate Department Head** to discuss his/her application and rationale. Following this meeting, applicants who choose to proceed with the challenge process, will review the course challenge package with the Department Head, and set completion dates for the various components.

The evaluation of a course challenge is the responsibility of the appropriate Department Head who may also designate a certificated teacher who has taught the course to assist with the evaluation process.

**All course challenge marks, successful and unsuccessful, are reported to Alberta Education and become a part of a student's official transcript.**

# Graduation Eligibility & Information

To be eligible to participate in Graduation activities, a Bellerose student must meet the requirements for an Alberta High School Diploma by the end of their Grade 12 year. The student must have completed, or be enrolled in and passing, sufficient courses to meet all diploma requirements including a minimum of 100 credits (see page 8).

The BCCHS Grad 2019 Commencement Ceremony, Banquet and Dance will take place on Saturday, June 08, 2019 at the Shaw Conference Centre.

Students who wish to have independent study or off-campus courses considered as part of the qualifications must:

- Be registered in the course on or before September 12, 2018 for Term 1 and February 06, 2019 for Term 2.
- **Provide documentation of course registration to the Graduation Eligibility Administrator, Mr. Chorney, on the appropriate form, which is available from an Administrator.**
- Off-campus courses must be completed by May 17, 2019, in order to have your name in the Graduation Program.

Grad Eligibility listings will be posted as follows:

- **First Posting** –September 28<sup>th</sup>
- **Second Posting** – November 15<sup>th</sup>
- **Third Posting** –February 22<sup>nd</sup>
- **Fourth Posting** – May 3<sup>rd</sup>
- **Fifth (Final) Posting** – June 3<sup>rd</sup>

## MyPass

myPass is a secure self-service website for students to access their education information and is available to all Grade 10, 11, and 12 students. With myPass, students can:

- Order transcripts
- Register for diploma exams
- View diploma exam results
- View progress towards a credential (diploma or certificate)
- View student personal information
- View and print detailed academic reports (DAR)
- Order additional copies of a credential

To sign up, students will need their Alberta Student Number (ASN), a personal email address, and a correct mailing address on file with Alberta Education.

For assistance with myPass from Alberta Education, please contact the Client Services Help Desk at 780.427.5318. To register for a myPass account, visit: <https://mypass.alberta.ca>.

# Flex Schedule

## Shared Student, Parent & Teacher Findings

- Need for individual/remedial instruction
- Time to complete school work/homework during the day
- Time for activities (leadership, events, clubs, meetings...)
- Opportunity to access professional staff during the day for assistance/extra help
- Catch up on missed classes, work, exams, labs...
- More time for school culture time (breaks, lunch, social interaction)
- Recognition of numerous student commitments (work, athletics, clubs...)

## Flex Block Activities

- Complete homework
- Get help in a subject you are struggling with
- Get help to improve grades
- Earn extra credits in various programs
- Complete missed exams and labs
- Catch up on assignments/work
- Eat
- Participate in teams and clubs
- Access athletic facilities
- Complete group work projects
- **Everything you need to do to be successful and on time in class!**

## Additional Points

- You can be assigned to a specific place during flex time, particularly if you fail to be in class, on time, completing your work
- You have no excuse to be late, or skip

**This is an opportunity to make sound choices and act responsibly.**

## What & Where

<b>Announcements</b>	<ul style="list-style-type: none"><li>• Carousel TVs around the school</li><li>• Announcements read on PA system in Block 2</li><li>• Newsfeed on website</li><li>• PowerSchool Bulletins</li></ul>
<b>ATM</b>	<ul style="list-style-type: none"><li>• Located in Main Floor (Hallway to Right of Entrance)</li></ul>
<b>Cafeteria / Food Services</b>	<ul style="list-style-type: none"><li>• Open between 7.45am to 12.15pm</li></ul>
<b>Career &amp; Post-Secondary Information &amp; Applications</b>	<ul style="list-style-type: none"><li>• Student Services and <a href="#">BCHS Website</a></li><li>• Post-Secondary Fairs and Information Sessions</li></ul>
<b>First Aid</b>	<ul style="list-style-type: none"><li>• Front Office</li></ul>
<b>Leadership Class</b>	<ul style="list-style-type: none"><li>• Works in conjunction with Student Council to provide the co-curricular activities</li></ul>
<b>Lost &amp; Found</b>	<ul style="list-style-type: none"><li>• Books in the Library</li><li>• Personal items in the Front Office</li><li>• Lost &amp; Found in Gym</li></ul>
<b>Student Council Office</b>	<ul style="list-style-type: none"><li>• Room 161</li><li>• General Information</li><li>• Student Help</li><li>• Poster Approval Centre</li></ul>
<b>Student ID Cards</b>	<ul style="list-style-type: none"><li>• ID cards will be issued in early September</li></ul>
<b>Student Parking</b>	<ul style="list-style-type: none"><li>• See Page 12</li></ul>
<b>Transcripts</b>	<ul style="list-style-type: none"><li>• MyPass (See Page 21)</li></ul>
<b>Vending Machines</b>	<ul style="list-style-type: none"><li>• Throughout the school</li><li>• Machines are use at students' own risk. BCHS is not responsible for money lost. Please contact the machine vendor.</li></ul>



# Make Your Mark!

Make school what you want it to be,  
not what people tell you it should be,  
and don't be afraid to try new things!



**BELLEROSE**  
**BCHS**  
**COMPOSITE HIGH SCHOOL**