

WINSTON CHURCHILL HIGH SCHOOL PARENT AND STUDENT HANDBOOK



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Introduction

Principal's Message

Winston Churchill High School is a school that is proud of our Culture of Success! The programs and opportunities available for you at Churchill are designed to meet a variety of student need, goals, ambitions and dreams. High school is a special time and place where ambitions and goals for your transition to independence and adulthood begins to flourish.

Churchill is a student-centered school fostering an environment that encourages and enables students to be accountable for their learning and behavior. Students are at the heart of each decision we make as a school, and we believe this is one of the key factors that make Churchill stand out as a school of excellence.

At Churchill, we offer a full range of program opportunities leading to a wide range of employment and post-secondary pursuits. Through our Culture of Success motto, we take pride in our history and in the possibilities for the future. We place high expectations on our students to be accountable for their own learning and to challenge themselves academically and socially.

I encourage all of you to become an active member of your school community. There are many opportunities to be involved in student leadership activities, fine arts, athletics, clubs and service initiatives. This is your school and your high school experience. Make it everything it can be.

Carey Rowntree, Principal

Mission of Winston Churchill High School

Winston Churchill High School is dedicated to providing quality education that challenges students of all abilities in a caring environment in order that they might become life-long learners and responsible, contributing members of an ever-changing society.

Churchill School Philosophy

“Commitment to academic excellence combined with a personal concern for students.”

Winston Churchill High School is dedicated to providing a quality education that challenges students of all abilities in a caring environment in order that they might become life-long learners and responsible, contributing members of an ever-changing society

The WCHS staff takes considerable pride in the performance of Winston Churchill students on Alberta Education examinations. Churchill students consistently achieve above the provincial average on the provincial Diploma exams.

At Churchill we also attempt to meet the instructional needs of the whole student. Working from this philosophical foundation, teachers and support staff perform their duties with a view to graduating responsible, skilled, productive citizens who are empowered as:

- Creative problem solvers,
- Lifelong learners, and caring, understanding individuals.

Class Schedules

| Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------------|----------------------|----------------------|----------------------|---|
| 41 - 8:00-9:06 | 11 - 8:00-9:06 | 22 - 8:00-9:06 | 31 - 8:00-9:06 | 12 - 8:00-8:45 |
| 21 - 9:10-10:16 | 32 - 9:10-10:16 | 41 - 9:10-10:16 | 11 - 9:10-10:16 | 22 - 8:49-9:34 |
| Adv - 10:16-10:31 | Adv - 10:16-10:31 | Adv - 10:16-10:31 | Adv - 10:16-10:31 | 32 - 9:38-10:23 |
| 11 - 10:31-11:37 | 22 - 10:31-11:37 | 31 - 10:31-11:37 | 42 - 10:31-11:37 | 42 - 10:27-11:12 |
| Lunch - 11:37-12:22 | Lunch - 11:37-12:22 | Lunch - 11:37-12:22 | Lunch - 11:37-12:22 | Tchr Collaboration 11:12 - 12:12 |
| 12 - 12:22-1:28 | 21 - 12:22-1:28 | 32 - 12:22-1:28 | 41 - 12:22-1:28 | |
| 31 - 1:32-2:38 | 42 - 1:32-2:38 | 12 - 1:32-2:38 | 21 - 1:32-2:38 | |
| I-2 (30) - 2:38-3:11 | I-2 (40) - 2:38-3:11 | I-2 (10) - 2:38-3:11 | I-2 (20) - 2:38-3:11 | |

Office Hours

Office Hours:

Monday-Thursday - 7:30 AM - 4:00 PM

Friday - 7:30 AM - 1:00 PM

Contacts

1605 – 15th Avenue North
Lethbridge, Alberta, Canada
T1H 1W4

Telephone: (403) 328-4723

Fax: (403) 329-4572

E-mail: wchs@lethsd.ab.ca

Web site: wchs.lethsd.ab.ca

FaceBook: [facebook.com/wchslethbridge](https://www.facebook.com/wchslethbridge)

Twitter: twitter.com/wchslethbridge

PowerSchool: <https://ps.lethsd.ab.ca>

Safe Arrival - lethsd51.schoolconnects.com –

Safe Arrival phone - 1-866-879-1041

Moodle: <http://moodle.lethsd.ab.ca/>

Online P/T [interviews:churchill/schoolsoft.ca](http://interviews.churchill.schoolsoft.ca)

School Cashonline: lethbridge.schoolcashionline.com

| | |
|-------------------------------|-------------------------------------|
| Carey Rowntree | Principal |
| Morgan Day | Vice Principal |
| Neil Langevin | Vice Principal |
| Tara Orser | Vice Principal |
| Sharon Olsen | Administrative Assistant |
| Dianne Violini | Business Manager |
| Stacey Bolton | Counselling Services |
| Greg Skelton (Melissa Hooper) | Skill Development |
| Nora MacGregor | Student Assessment |
| Toby Boulet | Athletic Director |
| Tara Orser | International Baccalaureate |
| Tara Orser | Knowledge and Employability |
| Mark Dechief | Head Caretaker |
| Const. Brussee | School Resource Officer (secondary) |
| Const. Roth | School Resource Officer (primary) |

Fees

District Resource Fee - Textbook Rental and Instructional Materials \$ 53.00

WCHS Student Fee – ID Cards, Resources, Locker, Student Programs,

Special Events, etc. \$50.00

Student Event Pass - Tri-High School - Free or discounted admission to specific functions at all 3 High Schools \$20.00

TOTAL FEES: \$123.00

Course Fees

Course fees for grades 10-12 will be added each semester (Sept & Feb).

Course fees for grade 9 will be added each quarter (Sept, Nov, Feb, April)

Art 9 - assists with cost of supplies \$12.50

Art 10, 20, 30 - assists with cost of supplies \$30.00

Band - instrument rental (if applicable) \$90.00

Communication Technology - assists with cost of media materials \$10.00

Shop 9 - assists with cost of workshop materials \$20.00

Construction Technology 10, 20, 30 - assists with cost of workshop materials \$45.00

Fashion Studies 9 - assists with cost of materials \$12.50

Fashion Studies 10, 20, 30 - assists with cost of materials \$35.00

Foods 9 - assists with cost of supplies \$15.00

Foods 10, 20, 30 - assists with cost of supplies \$45.00

Math, French, German, Spanish - assists with cost of workbooks \$15.00

Multi-Media 9 - assists with cost of media materials \$5.00

Physical Education 20 - assists with cost of transportation and rental of outside facilities. \$45.00

Physical Education 30 - assists with cost of transportation and rental of outside facilities. \$60.00

Life Skills - assists with the cost of transportation, rental of outside facilities and costs related to work experience and materials \$30.00

Sports Medicine - assists with the cost of supplies \$30.00

Foundations of Sports - assists with the cost of transportation and materials \$30.00

Tae Kwon Do 9 - assists with the cost of uniform \$25.00

Optional Fees

WCHS 2015-2016 School Yearbook (Full Colour) - optional (Order and Payment Deadline is December 11th, 2015) \$40.00

Payment of Fees

School fees are payable on registration day. It is desired to have the school fees paid in full at this time, but in the event that this is not possible, a minimum payment of \$25.00 is required in order for the registration process to proceed.

Returning Grade 10, 11 and 12 students with outstanding books or fees from last year will experience delays in the registration and book distribution process unless these accounts are cleared prior to registration day.

Deferral or Waiver of School Fees

The philosophy of both Winston Churchill High School and Lethbridge School District No. 51 is that no student should be denied essential learning materials because of financial disadvantage. For this reason, parents may apply to pay fees on an installment plan because of economic constraints. In exceptional cases, parents may apply to have school fees waived. In either circumstance, parents should apply to the school business manager prior to the start-up of the school year.

Curriculum

High School Diploma Requirements

As a minimum to obtain an Alberta High School Diploma, students must have at least 100 credits as described below. Entry into post-secondary programs and workplaces may require additional and/or specific courses. Advisors will work closely with students to ensure student progress.

1. Core Courses

- English Language Arts – 30-1 or 30-2 (15 credits)
- Social Studies – 30-1 or 30-2 (15 credits)
- Mathematics – 20, Applied 20, or 24 (10 credits)
- Science – Science 24 or Biology 20, Chemistry 20, or Physics 20 (10 cr)
- Physical Education 10 (3 credits)
- Career and Life Management (3 credits)

2. Optional Courses: Ten credits in any combination must be from the following:

- Career and Technology Studies (CTS)
- Fine Arts
- Second Languages (maximum 25 credits)
- Physical Education 20 and/or 30
- Locally developed and/or acquired and locally authorized courses in CTS, fine arts, or second languages,
- Registered Apprenticeship Program

3. Other Courses: Ten credits in any 30-level course (in addition to English Language Arts and Social Studies) must be from the following:

- 35-level locally developed and/or acquired and locally authorized courses

- Career and Technology Studies, Advanced Level 3000 series
- 35-level Work Experience (maximum 15 credits)
- 35-level Registered Apprenticeship Program

The science requirement (Science 20 or 24 or Biology 20, Chemistry 20, or Physics 20) may also be met with the 10- credit combination.

Only 15 credits in Work Experience may be used to meet the 100-credit requirement for the Alberta High School Diploma.

Expected Credit Load

At Winston Churchill, we endeavor to support and guide students in becoming responsible and diligent in their studies towards a timely completion of school. The following minimum credit expectations are intended to help students and parents/guardians plan and track progress to successful completion.

- Grade 9 - not in credit courses, full course load required with no exceptions
- Grade 10 - 40 credits (spares allowed only through approval by an administrator)
- Grade 11 - 35 credits (one spare possible if total credit count is on track)
- Grade 12 - 30 credits (or enrolment to achieve a minimum of 105-110 credits)

All students will be expected to satisfy these credit guidelines. Circumstances affecting a student's ability to meet these guidelines should be communicated to a school administrator by the parent/guardian.

Assessment and Reporting update

Report Cards and Parent/Advisor Conferences

Each semester will have an Advisor Contact week, Parent-Teacher interviews, a mid-term report card and a semester end report card. All report cards are available on PowerSchool <https://ps.lethsd.ab.ca>

| Report Card | Semester 1 | Semester 2 |
|--------------------|-------------------|-------------------|
| | | |

| | | |
|--|-----------------------------|--------------------|
| Advisor Home Contact | October 5-14 | March 6-15 |
| | | |
| Midterm | November 9 | April 13 |
| | | |
| Parent/Teacher Conferences (book online appointments) | October 20 (evening) and 21 | March 16 (evening) |
| | | |
| Semester end | January 30 | June 30 |
| | | |
| | | |

Academic Integrity/Malpractice Guidelines & Expectations

It is important that the work students are credited for at Winston Churchill High School is indeed their work and has been created under acceptable conditions with the use of appropriate resources. With this basic principle in mind, the following is intended to provide all members of the school community with the information needed to ensure individuals do not engage in activities that bring into question their academic integrity.

Violations and Consequences

Violations of any of the rules, expectations or definitions included in this document will result in academic disciplinary measures that may include, but are not limited to: reduction in marks awarded, removal from the course(s) in which the violation(s) occurred or recommendation for expulsion from Winston Churchill High School. Issues of Academic Malpractice concerning International Baccalaureate students will also be dealt with in accordance to the Guidelines set forth by the International Baccalaureate Organization in their publication, "Academic Honesty" (August 2009, updated July 2011). Disciplinary measures may include but are not limited to: a reduction in marks, removal from course(s) in which the violation(s) occurred, removal from the International Baccalaureate Program or recommendation for expulsion from Winston Churchill High School.

Testing Misconduct/Malpractice

During any examination/test session at Winston Churchill High School, students may face consequences as stated above for violation of examination/testing rules. Testing Misconduct/Malpractice includes, but is not limited to:

- Accessing an examination, parts of an examination or information about an examination prior to the examination session.
- Violating the regulations and expectations regarding electronic devices and testing situations described above.
- Referring to, looking through or working on any examination or examination section other than during the timed testing period for that examination session.
- Using any prohibited aids.
- Leaving the examination room without permission.

- Attempting to remove from the testing room any part of the examination or notes related to the examination.
- Copying from another student or a published work.
- Attempting to give or receive assistance, or otherwise communicate through any means with another person about the examination during the writing session.
- Attempting to write an examination for another person.
- Creating a disturbance during the examination session.
- Using testing accommodations that have not been approved.

Credit Recovery

All students should be provided every possible opportunity to experience academic success. It is acknowledged that for some students, there are barriers to success due to situations beyond their control or through poor choice, resulting in unsuccessful completion of course requirements to receive a passing grade. In cases where students have shown they are capable of successful completion of courses through sufficient engagement in significant portions of the course, a Credit Recovery plan could serve as an alternative to repeating the entire course. The Credit Recovery Program is not intended to grant a student course credit when they have not displayed adequate levels of capable achievement.

The Credit Recovery Program is in place to assist students in overcoming barriers to their success and to supply an opportunity to remain on track for timely graduation. For many students, this opportunity may serve to keep them more engaged in actively pursuing their diploma requirements, as well as removing the punitive nature of failing courses due to their inability to respond to components of the course while other areas display acceptable achievement. The Credit Recovery Program will be available for any 3 to 5 credit course. CTS modules will continue to be available to students to achieve a passing grade once the assessment components for the module have been successfully completed.

Options for students receiving <50% in a class include:

- **Credit Recovery** – a student that has displayed the ability to be successful in the course but fell short on expectations in portions of the course may be given the opportunity to redo those components within a defined time period. Students who successfully complete the identified areas with a revised final grade of at least 50% will receive credit for the course with an updated mark submission.
- **Re-stream** – students may choose to be re-streamed to a lower level course in the area of study for the next grade level. Students that achieve a minimum final grade of 40% will have this option. This opportunity is available for Social Studies, English, Mathematics and the Sciences.
- **Repeat** – students that have not displayed sufficient success in their course work and fall below 40% will be required to repeat the course. To be considered for a Credit Recovery opportunity, a student, or an advisor in consultation with the student, will submit an application to administration for consideration. The application must include a detailed progress report from the teacher. Applications will be reviewed by the Administration with consideration given to the progress report and the student attendance profile for the class in question. If a Credit Recovery plan is appropriate, Administration will meet with the student and/or Advisor and the classroom teacher to develop a success plan and timeline for completion. Final approval for a Credit Recovery opportunity will come from the Principal with the Advisor communicating the decision to the parents/guardians of the student.

I² Time

I²T stands for Individual, Instruction Time

This time will be scheduled in the timetable to provide students with additional opportunity for learning, catch up on missed assignments and receive individual instruction on specific concepts.

If students maintain and perform to a satisfactory level in class, they may be given the opportunity to pursue individual learning goals outside the regular classroom environment. Teachers of each class have full discretion on setting the standards for I²T standards daily. Parents and students can expect the following implementation for I² Time.

- Teachers may ask the entire class to stay and work on specific projects, labs, essays etc. at any time.

Special Opportunities

International Baccalaureate

Winston Churchill is pleased to offer students the International Baccalaureate program of studies. Churchill is the first, and only high school in Southern Alberta authorized to offer this prestigious curriculum. The IB Diploma Program is a rigorous, pre-university program of study that meets the needs of highly motivated and academically gifted secondary school students. Students wishing to undertake a partial IB program should consider the IB Certificate Program. Parents interested in learning more about the International Baccalaureate are invited to contact the IB Program Coordinator – Tara Orser.

Skills Development

We believe that every child is an individual who learns and grows at levels and ways unique to themselves. We recognize children not by labels and codes but by identifying strengths and celebrating challenges.

At Winston Churchill High School, it is our philosophy that our school provide an inclusive community environment, encourage independence and responsibility, and preparation for the transition to adulthood for all students. Inclusion is offered to the maximum extent possible without compromising the needs of the individual student. We place great emphasis on the importance of being independent, responsible citizens of our school and community. Our students are encouraged to become as independent as they can be in order to maximize their self-worth and dignity. We recognize that transitions are critical, and work with the student, their families and community agencies to

ensure that their dreams and goals are being acknowledged when they transition to adulthood.

Knowledge and Employability

Like all learners, students who are enrolled in Knowledge and Employability courses have their strengths and diverse learning needs. Alberta Education has set out specific enrollment criteria and possible learning indicators to assist in determining the appropriateness of Knowledge and Employability courses for individual Alberta students. Students in these courses could be eligible for an Alberta Education Certificate of High School Achievement. Knowledge and Employability courses are available to students in grades 9 through 12 who meet our enrollment criteria. The courses provide students with opportunities to experience success and become well-prepared for employment, further post-secondary studies, engaged citizenship, and life-long learning. The attitudes, skills, knowledge, and workplace competencies found within the various core and occupational Knowledge and Employability courses are aligned with other grade-level programs of study. They are intended to maximize opportunities for student success and to support high school completion.

Knowledge and Employability courses assist students in:

- transitioning from school to the workplace and community
- preparing for ethical citizenship
- gaining recognition, respect, and value from employers
- attaining access to continuing education opportunities

Knowledge and Employability courses also promote student skills, abilities, and work ethics, including:
academic and occupational skills of a standard determined by the workplace to be necessary for success

- practical applications through on- and off-campus experiences and/or community partnerships
- career development skills, including career exploration and the development of a career-focused portfolio
- interpersonal skills that support the development of respect and cooperation

Student Services

Advisor System

Upon entering WCHS a student is assigned a teacher/advisor who will help the student to plan his/her academic program and to develop short and long-term goals. The advisor also monitors the student's progress and attendance on a daily basis and functions as the primary link between home and school. For most issues at the school the advisor is the first contact for parents. The advisor is a constant in the life of the student over his/her four years of high school. Consequently, the advisor program is a key part of the Churchill experience.

Administration of Medication

If the principal has approved the request by a parent/guardian for the administration of medications, then the following guidelines shall be implemented for the handling of the medications:

1. All medication, whether prescription or non-prescription, should be brought in to the school office by the parent/guardian and signed in at the office by the school secretary or administrator.
2. All medication should be brought to school in the original containers in one unit doses. This will ensure that no school personnel will be responsible for measuring out medication or cutting pills into parts. Liquid medication should be administered using a dropper or medicine spoon to ensure accurate administration.
3. All attempts should be made to ensure that the medication is handled by as few persons as possible.
4. Medical/Personal Care Request and Authorization Forms (or copies) and all related medications should be kept in a secure, locked and clean location in the school office, classroom or area where medication is administered.
5. Staff dispensing medication shall complete Form - 504.1.3.2 - Daily Record of Medication/ Personal Care Administered each time the medication is given to the student.
6. It is the parent's responsibility to notify the school of any changes to the original prescription or personal care plan. In the event of changes to a prescription, the school must be provided with a new pharmacy label with any change in the prescription. If the principal feels that the change is significant, a new Form- 504.1.3.1 - Medication/Personal Care Request and Authorization, signed by the parent and the physician, may be required.
7. Procedures for safe return or disposal of unused medications should be provided for in consultation with the parent(s).
8. Non-prescription drugs such as acetaminophen (eg. aspirins), cold remedies and inhalants shall not be administered to students without the written permission of the parent/guardian. As an exception to this, at the discretion of the principal, non-prescription remedies may be administered

to a student, providing that verbal/ telephone permission from the parent/guardian is received, and two listeners hear the verbal permission. Details including date, time, type of medication and dosage must be documented in this situation.

Counselling Team

The Counseling Team consists of a group of caring individuals who are trained to work with students who need assistance with academic advisement; social/emotional matters; mental health issues; career and post-secondary advisement; and students who require community assistance from complimentary services through Alberta Health Services and Lethbridge City Police. We also have First Nations Metis and Inuit Liaisons that will assist FMNI students in achieving school success.

Teacher Counselor:

Leads and coordinates our counseling department. Meets with any students who require assistance. This person handles academic advising, registration of new and incoming students, and referral to community and district programs, social and emotional issues that arise for students during the school day. The Teacher Counselor is a certified teacher with additional training in meeting student Social/Emotional needs.

Family School Liaison Counselor:

Meets with students who have mental health issues, social emotional issues, and personal circumstances that make it difficult to manage school. This person handles Threat Assessments, and works closely with community agencies, parents and students to provide strategies for managing personal issues that can interfere with school success.

Career Practitioner:

This counselor meets with students to advise on Post-Secondary and work place opportunities, makes classroom presentations on how to make career and post-secondary decisions, and researches opportunities that are shared with students and parents. Also oversees collecting information for work experience within the school.

First Nations Metis and Inuit Liaison Workers:

There are two people that offer service to our FNMI students. They offer cultural experiences, opportunities, and work with students and families to encourage school success.

School Resource Officers:

There are two officers that work within the school that offer preventative programming, and deal with individual matters of concern to the school, students and community. They are members of the school district ALERT program.

School Health Nurses:

Offer presentations in classes, and conduct immunization clinics within the school.

Alberta Health Services Addictions Counselor:

A Counsellor is available one half/day per week to meet with students who have identified issues with addictive substances or behaviours.

The counseling teams works together to offer information and support about making positive lifestyle choices. Regular on-campus sessions are available from Alberta Health Services, Social Services, post-secondary institutions, employers, legal and police services, and many more. Student may make appointments with any of the above-mentioned individuals, or walk into our Wellness Centre at any time to ask for assistance.

Learning Commons

The Winston Churchill Learning Commons makes available a wide range of books, magazines, and educational movies, as well as extensive access to online research sites and creative media opportunities. Our library catalogue and online resources can be accessed from any computer in the school, or by logging onto www.destiny.lethsd.ab.ca from your home computer or laptop.

Churchill's library endeavors to create a balance between a quiet study area and a classroom research facility. In addition, the library provides a public forum for students to display works of art, and explore their creative writing skills. Through our library, the card catalogues at both the University of Lethbridge and the Lethbridge Public Library are also accessible.

Questions? Drop by and see us.

Hours of operation:

Monday to Thursday: 7:30 a.m. to 3:30 p.m.

Friday: 7:30 a.m. to 12:30 p.m.

Textbook Centre

The Textbook Centre is the location for centralized distribution and return of textbooks. All classroom textbooks and library reading materials are bar coded and students must use their Student ID Card in order to 'check-out' school books. The centre is open during regular school hours, Monday through Friday.

PowerSchool

WCHS believes in improving communication between home and school. Our online tool and app, PowerSchool (ps.lethsd.ab.ca) provides current grade, timetables and attendance information. Parents can sign up by going to our web page, under parent information.

Students and parents are provided with a username and password to help them track academic achievement. The website also will provide individualized access to student timetables for students in the event that they lose their paper copy of their timetable.

Automated Telephone Calling System

At Churchill we believe that communication between the school and home is an important factor in a student's academic success. For this reason we use an automated phone system which will enable us to contact the home when a student misses a class. The automated phone system is intended to complement the communication between the school and the home. Parents are encouraged to discuss attendance and academic concerns with their child's advisor. No phone calls will be placed when a student is late for a class.

This system will also be used occasionally to provide general information and will be used in the rare event of an unforeseen school closure. If you do not wish to receive communication with regard to your child's attendance, please advise the school in writing so that we might make the necessary modifications to our telephone communication system.

Cafeteria

The school cafeteria provides a short order, hot and cold meal service at reasonable prices. Snack items are also available. The cafeteria hours are:

Monday to Thursday 7:00 am to 2:30 pm
Friday 7:00 am to 12:00 noon

Fitness Centre

The Fitness Centre is open on a changing schedule for students to use including lunch time, I2Time and after school. The schedule will be posted at the fitness centre. Students need to be changed out in appropriate clothing to access the facility.

Vending Machines

Churchill owns three beverage and one food product vending machines, each stocked with healthy choices. All proceeds of these machines go directly back to student programming.

Textbook Rental

Students will be provided with all necessary textbooks for classroom instruction under the rental fee structure. Students will be charged for lost or damaged books.

Students must return all rental books and materials by the end of each semester.

In most cases students may hand in their books just before they arrive to write final exams in each course. For courses without final exams, students should return books to the textbook center by the last day of regular classes each semester. Students should make early arrangements with the Business Manager to pay for lost textbooks.

If a student withdraws from a course during the semester, he/she is responsible for immediately returning all books and materials to the textbook center.

Lockers

On payment of the general instructional fee, all students will be issued with a locker and combination lock that they will rent for the year. Parents and students should note that lockers are provided as a service, and School

District No. 51 policy authorizes school officials to enter lockers at any time. Students are not permitted to change lockers/locks without permission from the Administration office. Students should contact the office if they lose their combination number or experience other difficulties with their lockers. At year-end, damage or graffiti on lockers will be charged.

Insurance

It is strongly recommended that students, particularly those involved in athletic programs and those enrolled in Physical Education, obtain personal insurance. Forms are available from advisors at the beginning of the fall semester.

The school does not carry insurance to cover personal loss, property damage, injuries, or ambulance services resulting from the co-curricular program or as a consequence of injuries incurred in physical education or other school-related activities.

Policies and Procedures

Attending for Success

We recognize how important attendance in class is to student success. Working with students and parents, we will monitor student attendance and work with students and parents when concerns arise.

Our school uses the SafeArrival program to manage student attendance reporting. The Safe Arrival program reduces the time it takes to verify student attendance making it easier for you to report your child's absence and easier for staff to respond to unexplained student absences.

All student absences are considered unexcused until the parent of the student informs the school that the absence should be excused. The Safe Arrival program allows parents to report their child's absence quickly and conveniently in one of three ways:

1. Parents can log into a website, lethsd51.schoolconnects.com where an account can be set up to report absences.
2. If you have an Android or Apple device, you can also download the SafeArrival app. You can go to the Google Play store or the Apple App and search using the keyword "safearrival" (one word) to download the Synrevoice SafeArrival app. Use district code ???

3. Parents can call into an automated interactive telephone system via a toll free number (1-866-879-1041) through which absences can be reported.

Parents must report student absences prior to the end of the current school day, as well as future absences via the internet or telephone 24 hours a day, 7 days a week. This service allows parents to enter planned absences well in advance, reducing the chance that you forget to excuse it ahead of time.

Please do not contact the school directly to report an absence.

We are also using an automated notification system, to contact parents who have not reported their child absent. The automated notification system will contact parents at multiple contact numbers until one of the designated contacts is reached. In order to not receive these automated calls, all absences should be reported in advance.

Parents are encouraged to track daily attendance in the following manner:

- A phone call will be sent every day a student has an unexcused absence in any class.
- Parents can track attendance and grades on PowerSchool.

Intervention for prolonged unexcused absence will occur in order and in the following manner:

- Teachers of individual classes will make personal contact after a series of unexcused absences.
- Advisors will make contact when referred of attendance concern by individual teachers.
- Administration/counselling may organize a face to face meeting with parents once referred by advisors.
- Letter of concern regarding successful completion of course will be sent by administration.

By reporting your child absent in advance using the Safe Arrival, you will not receive a call.

Regardless of the method used to excuse the absence, it is important to recognize that the responsibility to excuse an absence lies solely with the parent.

Sign Out Policy

If a student must leave the school during the day because of illness or other reasons, the student will report to the office and sign out. The student will, at this time, attempt to contact a parent/guardian in cases of illness to let them know that they are leaving.

Absence due to school functions or field trips

The students will be given a form which must be completed by each teacher, signed by the parent/guardian and returned to their sponsoring teacher at least one week prior to the beginning of the field trip. The teacher will provide a list of students who will be excused for the duration. There is no need for parents to phone in to excuse these absences.

Absence due to extended holiday

Students who will be absent from school for a week or more are required to see their advisor to help make a plan with teachers to ensure that the learning process is not harmed.

Absence during final examinations

Students must write final examinations during the prescribed times. Students may be excused from exams only in cases of extreme circumstances. Illness during exams should be excused by a note from a doctor. Please contact Neil Langevin. (See the calendar of events for examination dates)

Bus Pass Policy

Students living more than 2.4 km from their boundary school are eligible to receive a city bus pass paid for by the school district. This is a provincial policy and we are not able to adjust this. Students not eligible for automatically receiving a bus pass may still purchase one from the school at the full cost set by the city.

Passes are distributed through the school office. The bus passes provided are "student" passes, usable only from 6 AM to 6 PM on school days. For an

additional cost, “student” bus passes may be upgraded to full “use any time” passes.

On-Time Expectations

Students are expected to be on time for all classes. Failure to be in class on time is not only a hindrance to the student, but also a disruption to the teacher and the class as a whole. Students who are persistently late may be referred to a school administrator. Parents can monitor lates by accessing PowerSchool.

Change of Address or Telephone

In order to keep up-to-date information about students, a Student Update Form needs to be complete for any change of address and/or telephone number, so that contact with the home can be made when necessary, as in the case of emergencies.

Fair Notice of Threat/Risk Assessment

We believe in creating safe and caring environments for students and staff. Any incident where someone engages in behaviour which threatens or appears to threaten the safety of others will be investigated. Administrators can implement a “Risk Assessment” for behaviours that are worrisome including writing or drawings with violent themes; references to or involvement in violent activity at school; or an increased interest in activities that are deemed as dangerous to the safety of others. A “Threat Assessment” is implemented when a student threatens to kill or injure others, brings a weapon to school, or makes direct verbal or written violent threats to others. The Threat/Risk Assessment regulations are outlined in Policy 504.9 available in the School District Policy Handbook available on the Lethbridge School District website.

Lack of Student Success

Many different and often complex factors influence school success. There are a variety of individual situations that require a clear understanding of individual circumstances. The following list outlines some of the presenting situations that contribute to lack of school success.

- Failure to meet course requirements due to lack of engagement, poor attendance, lack of attention to course assignments and tests.
- Behaviours in class and in the school that prevent learning.

- Habits that prevent regular school attendance and attention to academics.
- Unhealthy lifestyle choices.
- Conflicting demands on student time (work, living situations, social emotional issues, peer conflict)

Efforts are made to communicate presenting issues to parents and students early and often to avoid school failure. There are several points of intervention used universally with all students:

Universal School Interventions

- A school system phone message calls the home of every student, when unexcused absences are recorded.
- Teacher phone calls and e-mails to parents are ongoing when there are emergent issues in individual classes.
- Advisor contacting homes is scheduled for every student 2 times/year, once in October and once in April.
- Parents and students are able to monitor progress daily through PowerSchool.

Individual Interventions

- Students can be referred to in-school support services including counseling, SAIC, Learning Support and administration.
- Testing and further diagnostic measures are available through the school and district to provide more information as to what could be causing lack of success.
- Admin/Counseling meetings are held weekly to communicate and organize interventions for students.
- Consultative meetings with parents, administration, teachers, district and community representatives are organized to problem solve and develop plans for success.

Withdrawal from School

A student who is considering withdrawal from school should consult with their advisor and parents. If after consultation the student wishes to withdraw, they should complete the following steps:

1. Obtain a Withdrawal Form from the Main Office.
2. Obtain the signature of their advisor and an administrator.
3. Return all library materials and obtain the signature of the librarian.

4. Return all learning materials to the Textbook Centre and obtain signatures from the Textbook Centre assistant. Payment must be made for lost books.
5. After emptying their locker, the student should take the completed Withdrawal Form and lock to the General Office.
7. Items left in lockers will be retained for a period of 30 days, as required by Board policy. After this period they will be donated to charity.

Student Behaviour and Discipline

The essential expectation for student behaviour is that students conduct themselves in a mature, responsible manner at all times. Behaviour which infringes on a student's right to learn, or threatens the general welfare of others or the school will not be accepted. In addition, excessive public displays of affection are not appropriate for a school environment.

These expectations for acceptable behaviour apply, not only to normal activities during the school day, but also to co-curricular activities that may take place outside the school or the school day.

The school discipline policy is based on the principle that the home and the school share responsibility for teaching appropriate behaviour. Working together, we can help students develop accountability, responsibility, respect for others, and most important, respect for themselves.

In all discipline matters, the principal shall have the final decision. Students/Parents, however, will always have the right to be heard and to appeal a decision, first to the principal, and subsequently to the Superintendent of Schools and the Board of Trustees. This is in accordance with Lethbridge School District #51 Board Policies 500.1, 502.1, 502.2, 502.3, and 502.4. For complete policy details please see the Lethbridge School District No. 51 website at: www.lethsd.ab.ca

Alcohol, Drugs, Tobacco and Electronic Smoking Products

The following are prohibited on school property and at authorized student activities:

- possession and/or use of alcohol;
- possession and/or use of illicit drugs;
- use of tobacco and/or electronic smoking products;

- and inappropriate use of prescription and non-prescription medication.

Persons under the influence of alcohol or drugs are prohibited from being on school property or participating in authorized student activities. Students who contravene this policy shall be subject to discipline by school administration and/or the police.

Students who contravene this policy shall be made aware of the support services available through internal and/or external agencies. District employees shall co-operate with law enforcement agencies in matters related to the possession and/or trafficking of controlled substances on school property or at authorized student activities. District employees' cooperation shall be in accordance with appropriate statutes and in compliance with in loco parentis.

Dress

Students should dress in a manner appropriate for school. Clothing which is overly revealing, or which displays unacceptable language or images will be considered inappropriate for a school setting. Through the School Act, school personnel are given the authority to determine the acceptability of student dress. Students with unacceptable dress will be asked to change, or sent home.

Expectations of students when not in class

Students are encouraged to utilize the Learning Commons for individual study when not in a scheduled class. Students may also lounge in the cafeteria during their spare time. Students are not to be in the hallways during class time. As well students are not to congregate in the parking lot at any time.

Use of Technology

Technology can be a powerful tool to enhance learning, enabling students to access information and collaborate with others across the school, community, and the internet. We believe that all students, staff and parents must be good digital citizens by following standards of acceptable use when using either school owned technology (software, hardware, internet) or their own personal electronic devices.

Students will have access to data storage, internet access, email and other related software. A robust wireless network is available. All internet traffic at the school is filtered at the district level. Internet use can be real-time monitored for anyone logged onto the school district computer network. Users should not expect that files stored on school computers will always be private and are subject to review by school and system administrators. Students are responsible for good behaviour while using school computers or wireless network, just as they are in a classroom or school hallway.

RESPONSIBLE USE OF TECHNOLOGY

This Responsible Use of Technology summarizes the responsibilities of Churchill students using the school computer network. The network includes all computers or computer related equipment and applications, the local area network, and access to the Internet.

Guiding Principles for Network Use

1. Appropriate Use

The network is intended for educational activities and must not be used for purposes that are inappropriate, illegal or unethical.

2. Privacy and Personal Safety

Activities involving the network will protect the privacy of personal information and the personal safety of students.

3. Security of systems and information

Activities involving the network shall not compromise the security and integrity of data and information stored on district or school computer systems

4. Efficiency

Students must not give out their last name, address, photo, or phone number when using the network. Students must cite electronic references and comply with Canadian copyright law. They must not plagiarize the work of others. Students must only access educationally appropriate websites. A student should notify the teacher immediately if he or she accidentally accesses inappropriate material on the network or receives a message that may be inappropriate.

Students may not use vulgar, obscene or derogatory language or graphics while utilizing the internet. They may not engage in threats, personal attacks, harass another person, or post private information about another person. Students must not buy or sell products or services through the network.

Students must not attempt to compromise any computer or the network.

Consequences of Inappropriate Use

Students failing to follow these guidelines may lose their usage privileges for network and school devices and may be subject to further disciplinary consequences.

Fire Drills and Lockdown Drills

A minimum of six fire drills and two lockdown drills are conducted each year. Drill response is monitored closely to ensure that procedures and practices protect the safety of students and staff. The school has a Crisis Response Plan in place, should the need arise.

Motor Vehicle Use and Parking

Students are to operate their vehicles in a safe, responsible manner at all times, both on school grounds and in the vicinity of the school. Authority to govern such use is included in the School Act of Alberta. Students who use their vehicles to transport themselves and/or others on *school-sanctioned activities* must submit a waiver form signed by a parent. Parents of passengers must also complete a waiver form before this passenger may accompany a student-driver. These forms may be obtained from the office. A limited amount of student parking is available in front of the school and in the east parking lot. Students are cautioned not to park in staff designated parking spaces facing the building in the west parking lot and any space with a plug in.

Co-Curricular Program

2016-2017 Students' Council Executive

President - Rachel Greeno

Vice President - Vivianna Lee

Secretary - Jessy O'Connor

Treasurer - Ross Oliver

Communications Chair - Roxy Kenney

Bulldog & Griffin Athletic Teams and School Clubs

Volleyball - Boys & Girls (Senior, Junior and grade 9)

Basketball - Boys & Girls (Senior, Junior and grade 9)

Football - Senior and Junior (grades 10, 11, 12)
Baseball - Senior and Junior (grades 10, 11, 12)
Rugby – Boys & Girls (Senior and Junior, grades 10, 11, 12)
Badminton - Mixed, Singles, Doubles (all grades)
Golf - Ladies and Men's (all grades)
Cross Country – All grades
Track & Field – All grades
Curling – All grades
Intramurals – All grades

Arts, Clubs, Committees

Interact

Interact works with its parent organization (Rotary International) to support students in pursuing to improve their community by setting one local and one global goal. Our group has a rich history that includes raising funds to build schools and provide clean water to communities in need overseas, as well as raising funds/collecting items for the local food bank and donating over \$20,000 to cancer research in the last 5 years.

French Café

On Mondays during the lunch block, you are welcome to join Elise and immerse yourself in the French culture through movies. Come with your lunch and spend the period discovering some great French movies. If you are taking French during the second semester and you want to make sure your French skill are not rusty, please join us.

First movie viewing starts on September 21st, featuring: Le petit Nicolas.

À bientôt

Wellness Club

Student driven club with a focus to learn about, practice, and promote all aspects of wellness within the school and greater north side Lethbridge community. Wellness club will focus not only on physical wellness (healthy food choices, exercise, etc.) but also social, emotional, psychological, intellectual, occupational, and environmental wellness.

Teachers & students in the past have:

- Attended conferences with other wellness leaders and groups
- Raised money and collected clothes to help donate to the homeless shelter
- Organized, prepared, and served meals at the soup kitchen

- Participated in beginner healthy physical activities
- Organized our annual wellness fair with a variety of community partners
- Served healthy snacks to students and teachers
- Partnered with the University of Lethbridge Nursing and Public health programs to have student nurses help our school community with their wellness needs
- Promoted the annual Color Run
- Partnered with our counselling department to hold stress and anxiety clinics
- Staff surprises in mailboxes
- random acts of kindness around the school
- wellness draws for prizes
- vending machine healthy initiatives
- winter walk with hot chocolate

Student Council

Student council membership is open to all students in grades 9-12. Student Council fosters school spirit by planning school assemblies and activities and supporting other school events. Student Council meets weekly during lunch. The Student Council executive is determined by electing grade 11 students in the spring to serve during their grade 12 year.

Ignition

Ignition is a club that organizes events such as the World Vision 30 Hour Famine and Operation Christmas Child. The club has a background in the Christian faith and will have guest speakers from this community from time to time. All meetings are open to people of all faiths though!

Human Rights Club

Students from all 4 grade levels are encourage to participate. Originally the group was associated with Amnesty International, however the students felt that they would like to able to have more autonomy over the choices of their activities and projects. The focus now is more diverse and driven by what human rights issues the students feel are most important to them as a group. Letter writing campaigns to government officials regarding humanitarian atrocities, school activities and functions that bring a greater school awareness to the social and economic inequalities are a major emphasis of the group.

GLOW UP

Gay Lesbian or Whomever United People or GLOW UP is Churchill's Gay Straight Alliance group. The group offers peer support to LBGTQ students and their allies. In addition, the group coordinates activities in the school to

educate about human rights, equality, and diversity in hopes of building a safe, tolerant and inclusive school environment for all students.

Special Events

Academic Awards Evening (October) Track & Field Meets

Pep Rallies, Fun Day, Colour Day, Orange and Blue Day

Tournaments – Basketball, Volleyball, Baseball

Hall of Fame Ceremony

Education Week

Orange and Blue Day

Graduation Convocation & Reception

Student Roundtable Discussions

School Dances

Major Productions

Drama Productions

One Act Play Festival

Christmas Music Concert

Kiwanis Music Festival

“Art’s Alive and Well”