

The HRH Student Handbook

Complete Version

2018 - 2019

Holy Redeemer Catholic

Jr./Sr. High School

4912 – 12 Avenue Edson, Alberta T7E 1S7

Phone (780)723-7437 Fax (780)723-7463

<http://www.holyredeemerhigh.ca/>

OFFICE HOURS 8:15 – 4:15

Prayer for Redemptorist

O God, we thank you for the blessings

You have given us in Christ our Redeemer.

Let your Spirit overshadow your people

Making your gentle invitation heard in many hearts.

Lord of the harvest,

Bless the Redemptorist family with many vocations,

So that those in greatest need will experience

the good news of Redemption.

May your love grow among us

and your kingdom come.

We ask this through Christ our Lord.

Amen.

Mother of Perpetual Help, pray for us.

St. Alphonsus and all our saints, pray for us.

Administration

Mr. Bill McGowan

Mrs. Diane Williams

Principal

Assistant Principal

Teachers

Mr. Michael Bachinsky

Mr. Brian Davison

Mrs. Sandy Fedorak

Mr. Patrick Fogarty

Mrs. Becky Gantz

Mrs. Andy Hallett

Mrs. Dana Jumaga

Ms. Melanie MacDonald-Winsor

Mrs. Alison Minelli

Ms. Kim Nahimiak

Mrs. Julie Rothwell

Mrs. Brandy Schutz

Mrs. Debbie Smith

Mr. Peter Taylor

Mrs. Billie Jo Tobin

Mr. Paul Tobin

Mrs. Danielle Unger

Ms. Samantha Volk

Ms. Laura Webb

Support Staff

Mrs. Jane Arndt

Mrs. Roxie Bretzer

School Secretary

Mrs. Christine Chase

Mrs. Leanne Clark

Ms. Denise Gauchier

Mrs. Jennifer Jensen

Mrs. Heather Rorke

Mrs. Margaret Shack

School Finance

Maintenance

Mr. Paul Andre

Custodians

Mr. Jon Harris

Mr. Rodel Gravides

Ms. Jennifer Rauch

BOARD MISSION STATEMENT:

The Mission of Living Waters Catholic Schools is to educate for academic excellence within a Catholic faith environment.

We will accomplish this through appropriate student programming, exemplary staff performance, meaningful stakeholder involvement and accountability for outcomes.

This mission will be supported by the roles and commitment of parish, family and community.

WELCOME TO HOLY REDEEMER JR./SR. HIGH SCHOOL

We would like to welcome all new and returning students and staff. We look forward to another year of accomplishments – intellectually, physically, socially and spiritually. When we work together there is nothing which cannot be accomplished.

Our School strives to be an authentic, Catholic, collaborative community. We will encourage students to pursue academic excellence, develop spiritual well-being, participate in physical activity and contribute positively to the Holy Redeemer community. We look forward to an exciting year with students, their parents and the Sacred Heart Parish Community. To assist in this, we have prepared this handbook to serve as an introduction to the operation of Holy Redeemer Jr./Sr. High School. Your comments and suggestions on this handbook would be greatly appreciated so that we may improve future editions.

Enjoy your year at HRH!
Go Rebels!

The Staff at HRH School

HOLY REDEEMER MISSION

WE WILL PROVIDE AN ENVIRONMENT IN WHICH STUDENTS HAVE THE OPPORTUNITY TO:

- ✠ Maximize their academic achievement
- ✠ Grow in our Catholic faith and cultivate a Catholic lifestyle
- ✠ Experience respectful community relationships and fellowship





MAXIMIZING ACADEMIC ACHIEVEMENT

EXPECTATIONS

The goal of Holy Redeemer staff is to provide the opportunity and guidance for students to obtain an excellent education.

The goal of Holy Redeemer students is to seize this opportunity and put forth the necessary effort to achieve their best.

The goal of Holy Redeemer parents is to assist the students in achieving excellence in their education. Working together as a team is the most effective way to ensure success.

PROCEDURES USED IN STUDENT EVALUATION

At the beginning of each course each student will receive a copy of the course outline. These outlines will contain:

- (a) statement of course objective(s)
- (b) a description of the criteria used in evaluation
- (c) a weighting formula which will be used in calculation of final marks.

PROGRESS REPORTS/POWERSCHOOL

At the start of the school year each family will receive a login ID and password to access their child's course marks, attendance and timetable through our PowerSchool website. PowerSchool provides families with continuous reporting of student progress. Paper copies of progress reports will only be issued upon parental request.

Power School Website: <https://livingwaters.powerschool.com/public/>

STUDENT PLACEMENT (Grade 10 – 12)

Although credits are obtained in a course by achieving a final grade of 50%, students should obtain a final grade of at least 65% (grade 9) and 60% (grade 10) before registering in the next course in that sequence. We will register students in the appropriate level course unless a specific request is made by the parents. Appointments should be made with the counsellor to discuss requests for alternate placement.

HOMEWORK

Homework will be provided on a regular basis in all core courses in order to complement in-class instruction.

Homework consists of special assignments as well as regular review of class notes. The time spent each day on homework varies per student and per grade level.

Students are expected to complete assignments when given and hand them in when they are due. In the event of absence, the student is responsible for finding out about any missed work, and for providing a valid reason, as defined under the School Act, before missed assignments or tests are allowed.

Students must realize that most teachers give a certain percentage of the student's report card mark for assignments. Failure to do regular homework could result in the student receiving a mark lower than what he/she is capable of achieving. Please sign up for your teachers Remind class to stay on top of all homework assignments.

DISTANCE EDUCATION COURSES

Distance Education courses are available to student to complement course offerings at HRH. Courses where classroom instruction is offered are not available via Distance Education unless there is a timetable conflict or another valid reason (principal approval required). Courses not offered at HRH, but available through Distance Education are open for students to take. Students can take the courses through our division's. Across the Waters Outreach school. The only cost is a textbook deposit, which is fully refunded upon return of the textbook book. A teacher is available by technology from 9:30-4:00 pm each day. Alternatively, students can take courses through ADLC. All students will be required to make a deposit to cover the cost of tuition for any Distance Education course taken through ADLC and once the course has been completed, the deposit will be refunded, less the cost of \$3.00/credit.

EXAMS

Every student is required to write all exams in his/her subject areas as stated in the course outline or as mandated by Alberta Education.

A timetable of mid-term and final exams will be made available to all students during the latter part of each semester.

Students must write their exams on the scheduled dates. If a student is excusably absent (as defined by the School Act) on the date of the scheduled exam, he/she must make a reasonable effort to notify the school prior to the scheduled writing of the exam.

All excusable absences will be treated on an individual basis, and where possible, an alternative writing time will be arranged by the school. Students who are inexcusably absent from exams or who are excusably absent but have not attempted to contact the school, will receive a mark of zero percent (0%) on the exam missed, and no alternative writing time will be arranged.

EXAM RULES

Items Not Allowed In the Examination Room

The following materials are **not** allowed in the examination room:

Print Materials

- Students may not bring any papers, notes of any kind, or books into the examination room.
- Text books being returned must be placed at the front of the room before taking a seat.

Electronic Devices, Tools, and Materials

Students may not bring any headsets, digital audio players, cell phones, pagers, or other electronic devices into the examination room. No hand-held electronic dictionaries and no electronic or paper templates and/or graphic organizers are allowed. **Also no wearable tech, like smart watches.**

- If such items are brought into the exam room, they must be given to the supervising teacher and may be picked up again upon leaving the exam room.

Unauthorized Materials in the Examination Room

- Any student **in possession of** materials **not** allowed in an examination room may have his/her mark invalidated.

Materials not to be removed from the Examination Room

- Students may **not** remove any examinations or other examination materials from the examination room.

Discussion and Sharing

- Students may not discuss the examination with the supervising examiner unless the examination booklet is incomplete or illegible.
- Students may raise their hand to ask for clarification if a question appears to be unclearly worded or if information appears to be missing.
- Students may not talk, whisper, or exchange information or examination writing tools and materials with another student.

HIGH SCHOOL GRADUATION

Graduation is a celebration of the school, the community, and the graduates' families as well as the achievement of each graduate. Holy Redeemer is proud of its tradition of making the graduation ceremony a family celebration. The school provides graduation advisors to assist the students with the numerous decisions that have to be made to properly organize the celebration.

The following conditions must be met in order for a student to participate in the graduation ceremony:

- a) be enrolled in grade 12 at HRH;
- b) be enrolled in 30 credits in HRH or be in a position to accumulate 105 total credits;
- c) complete graduation requirements, as listed below or the requirements of the Certificate of Achievement, through courses available at HRH.
- d) *successful completion of Religion 15, 25 and 35.*
- e) Student must be in good standing
- f) All school fees must be paid in full

NOTE: Students in Special Programs must have completed or be successfully completing their program on the final report of the graduation semester. Students who previously resided outside of the province will be evaluated on an individual basis.

Graduation Requirements:

Shown below are the minimum requirements for the Alberta High School Diploma:

100 credits including:

- ❖ English 30-1 or English 30-2
- ❖ Social 30-1 or Social 30-2
- ❖ Math 20-1, Math 20-2, Math 20-3, Math 24
- ❖ Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20
- ❖ Physical Education 10, CALM 20
- ❖ 10 credits in CTS, Second Languages, Fine Arts, PEd 20/30 or RAP
- ❖ Minimum of 10 credits at the 30 level in addition to English and Social

For more details refer to our Senior High Registration Handbook or the Alberta Learning website: www.learning.gov.ab.ca. Also www.myblueprints.ca which is a site all HRH students will have access too.

AWARDS

A variety of student awards and scholarships are available. Students are encouraged to contact the Guidance Counsellor for a full description of the scholarships and deadlines that must be applied for. All other awards are presented at a formal awards ceremony in early October.

Attendance Procedure & Policy

Regular attendance of all students is essential to the individual, the classroom community and the school as a whole. Responsibility for regular attendance rests with the students and the parents.

If your son/daughter is away from school for any reason, please send a note or call the school (at any time – we have an answering machine).

Parents/Guardians of any student who is absent without a known reason will be contacted.

Holy Redeemer uses **"EXCUSED"** to identify classes missed while students attend field trips or other school related functions. All other absences may be "explained", but not "excused", by parental telephone calls or notes. These explanations for illnesses or appointments will be recorded and shared with teachers so that they may make appropriate decisions about missed exams or assignments.

Other Parent Approved Absences

On occasion, students are absent from school to accompany their parents on vacations or other family outings. Some students are able to cope with such absences better than others. Parents must consider the child's ability to maintain an academic standard in spite of the absence.

In recognition that students are absent for such reasons, the following regulations apply:

1. The onus is on the parents to inform the school in advance.
2. The onus is on the student to complete, within a time designated by the teacher, assignments, tests, notes, and so on missed during his/her absence from school.

Inexcusable Absences:

In the case of inexcusable absences:

- a) The parent(s)/guardian(s) will be contacted.
- b) **Any assignments, quizzes, tests, etc. missed due to the absence will be given a grade of zero.**
- c) The student will complete community service hours or a detention in lieu of time missed.

We will closely monitor students who are absent **20%** or more of a class. The matter will be discussed with each student in the hope of improving attendance. Parents/guardians will be contacted where improved attendance does not occur and means will be determined to improve attendance or find alternate arrangements (student could be removed from the class being missed).

Late to class will be handled by each teacher. Habitual lateness will be referred to the office and considered under our attendance policy.

CURRICULUM RELATED FIELD TRIPS

The school provides field trips that enhance the learning opportunities for our students and are considered to be an integral part of the instructional program. As such, students are expected to attend all curriculum related field trips provided by the school. Any absence from such field trips will be dealt with in accordance with our Attendance Policy.

EXPECTATIONS FOR GRADE 7 – 12 PHYSICAL EDUCATION

CLEAN INDOOR SHOES ARE REQUIRED

Evaluation in Physical Education is based in large part on participation in activity. All students are required to change into appropriate attire for physical education classes and participate in all activities. Appropriate attire includes T-shirt or sweatshirt, gym shorts or sweats (cut-offs and walking shorts are not acceptable), gym socks and non-marking gym shoes. If the activities are of a different nature (for example: skating) students are expected to dress in a suitable manner.

Growing in Our Catholic Faith & Lifestyle

COMPULSORY RELIGIOUS STUDIES AT ALL GRADE LEVELS

Holy Redeemer Jr./Sr. High School is a Catholic school and as such, has a prime mandate in the formation of students based on gospel values. While this manifests itself in all that we do through our daily interaction with students, staff, and parents, formal religious studies are compulsory at all grade levels. At the high school level, these courses (Religious Studies 15, 25 and 35) are all credited and are applied towards the graduation diploma. Permission forms will not be sent home to attend liturgies or other celebrations at the church. Dates will be announced and sent home with students. The students will be walking to and from the church.

EUCCHARISTIC AND LITURGICAL CELEBRATIONS

Eucharistic and Liturgical Celebrations are held periodically throughout the school year to promote a Catholic lifestyle. HRH students are expected to attend all celebrations and to demonstrate a respect for the significance of such celebrations. Students are encouraged to plan and participate in these celebrations.

GUIDANCE AND COUNSELLING

"Guidance is an educational undertaking designed to help students gain a better understanding of themselves, the opportunities available to them and their social responsibilities." The Guidance Counsellor offers the following services to students: educational programming, academic, vocational, and referrals to other non-school agencies. Students may make appointments directly with the Counsellor or through the office. An appointment must be approved by the teacher of the class missed. Students are expected to catch up on missed material. We have also added My Blueprints software to assist students with life goals, career and educational planning.

Personal Counselling is a contracted service through Dr. Jim Canniff.

✚ Building the HRH Community

EXTRA-CURRICULAR PROGRAMS

HRH offers a wide variety of extra-curricular activities to provide an opportunity for students' social development and a healthy alliance between the academic program and other school related activities.

ATHLETIC AND EXTRACURRICULAR REQUIREMENTS

Balancing Academics and Extracurricular

All staff support the philosophy that academic pursuits are paramount in the school setting. The school also recognizes that a strong extra curricular program is an integral part of the school setting and contributes to the overall development of participating students.

Eligibility and Participation Requirements

PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES CONTRIBUTES TO A STUDENT'S DEVELOPMENT AS A BALANCED INDIVIDUAL. STUDENTS MUST REMEMBER THAT THEIR PRIMARY COMMITMENT IS TO SUCCESSFUL ACHIEVEMENT IN ACADEMICS. STUDENTS MUST ALSO MAKE A COMMITMENT TO THE TEAM OR GROUP AND PARTICIPATE TO THE BEST OF THEIR ABILITY WITHOUT JEOPARDIZING THEIR ACADEMIC PROGRAM.

Each student who participates in any extra curricular activity must meet the following criteria:

1. ***Be a respectable representative of the school.*
2. ***Maintain a minimum 50% average in each course in which they are currently registered.*
3. ***Make arrangements to complete class work and homework assignments that may be missed as a result of attendance at activities.*
4. ***Make arrangements to complete additional assignments and/or attend extra-help sessions (if offered) if the student experiences difficulty in a course.*
5. ***A student will not be permitted to participate in activities on a day when the student is absent from school unless arrangements have been made prior to being absent or an emergency has occurred.*
6. ***Special circumstances can be reviewed by the administration in consultation with teachers, coaches and parents.*

**** THESE ITEMS ARE CURRENTLY UNDER REVIEW BY THE ATHLETIC DEPARTMENT. ****

7. ALL students are required to attend Thursday Block (CRM) sessions (Liturgies, Ketchup, CYOA and guest speakers)/Teacher Advisor Groups as these are NOT spares. ALL students are required to attend Teacher Advisor Group Friday Block. Chronic lateness or

absences during these blocks will result in students being ineligible to participate on sports teams, drama or attend extra-curricular activities.

8. Any student interested in participating in any extra-curricular activities at Holy Redeemer MUST be enrolled (and attend) at least 80% of their courses with Holy Redeemer (this includes Work Experience and RAP). Students choosing to enroll in courses outside of Living Waters will be ineligible to participate if their Holy Redeemer course load falls below the specified percentage.

Failure to meet any of the criteria will result in removal from team games or extracurricular activities until all criteria are once again being satisfied. For sports teams, the student should continue to attend team practices.

STUDENT COUNCIL

The Student Representative Council includes all students of Holy Redeemer High. The elected Council works with staff advisors and is responsible for organizing activities for the students throughout the year. This Council is elected by the students in June.

SCHOOL DANCES

Dances are held to promote student well-being, and a sense of belonging to the school. Funds raised from school dances aid in the operation of other activities sponsored by the Students' Union. All dances are of the semi-closed variety. Only students of HRH and their approved guests may attend. Each student is permitted to receive school dance passes for up to two guests. The guest list must be approved by school Administration prior to the dance passes being issued. Students who have been suspended from school will be ineligible to attend the dance immediately following suspension.

STUDENT RESPONSIBILITIES

It is expected that student behaviour will contribute to a positive learning environment. To this end students shall comply with Section 12 of the School Act which states:

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

- (A) **be diligent in pursuing his/her studies;**
- (B) **attend school regularly and punctually;**

- (C) **co-operate fully with everyone authorized by the board to provide education programs and other services;**
- (D) **comply with the rules of the school;**
- (E) **account to his teachers for his conduct;**
- (F) **respect the rights of others.**
- (G) **Refrain from, report, and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means.**
- (H) **Positively contribute to the student's school and community.**

Students who do not comply with this section of the Act put themselves in the position of risking the loss of their privileges. For a more comprehensive account of Student Code of Contact please refer the Administrative Procedure 350 on the Living Waters Catholic Regional Division #42 Website (<http://www.livingwaters.ab.ca/>) and The Alberta School Act (<http://www.ap.alberta.ca/documents/Acts/s03.pdf>)

POLICIES AND PROCEDURES RELATING TO GENERAL STUDENT RESPONSIBILITY AND DISCIPLINE.

STUDENT'S ROLE

Rights and Responsibilities of Students:

1. **I have a right to an education.**

It is my responsibility to listen, to learn, to practice, to complete school assignments and to graciously accept extra assistance when necessary. I will not disturb, disrupt or interfere with the instruction of my teachers and/or the learning of fellow classmates.

2. **I have a right to happiness and to be treated with dignity and respect in the school.**

It is my responsibility to treat others with honor and polite consideration. I will not laugh at, tease, ridicule or put down other students, staff or adults.

3. **I have a right to hear and be heard in this school.**

It is my responsibility to help maintain a calm, peaceful and quiet school. I will not interrupt, shout or make loud noises when others are speaking.

4. **I have a right to be safe and secure in this school.**

It is my responsibility not to threaten, push, pinch, hit, kick, spit at, hurt or verbally abuse the feelings of others.

5. I have a right to free expression in learning about myself and others.

It is my responsibility to learn about myself and others in this school. I am free to express my feelings and opinions as long as I am not rude or disrespectful, or disturb the order of the school and/or personal and public property.

6. I have a right to be myself in this school.

It is my responsibility to respect others as individuals and not to treat them unfairly because they think or act differently than I do.

7. I have a right to privacy and to my own personal space.

It is my responsibility to respect the personal property of others and to accept their right to privacy.

8. I have a right to assistance and support in learning self-control.

It is my responsibility to practice self-control and ask for assistance when necessary. I expect to be corrected when I abuse the rights of others, as they shall be corrected if my rights are abused. No one will silently stand by and witness the violation of personal rights. **Bullying will not be tolerated at Holy Redeemer.**

Inappropriate displays of affection on the part of couples is deemed unacceptable. The school is a public facility and students must respect the rights of all others in the building and on the grounds.

9. I have a responsibility to promote awareness and understanding of bullying and its consequences in the school community.

Bullying" means repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear, or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation.

10. I have the right to form student organizations.

These organizations must be approved by the Principal and must foster a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

SUSPENSIONS

School is a place to learn skills, knowledge, self-discipline, and reasonable behaviour. Students may be suspended from class and/or school for:

1. Behaviour infringing on the learning rights of others.
 - (a) Physical or verbal abuse of others.
 - (b) Continuous disruptive behaviour in the classroom.

2. Behaviour exhibiting obvious disregard or disrespect for the school and the learning it provides.

- (a) Defiance and/or disrespect shown to school personnel and visitors.
- (b) Vulgar and abusive language or gestures.
- (c) Smoking in any place on school property.
- (d) Inexcusable absence from class.
- (e) Vandalism.

3. Behaviour which contravenes federal, provincial or local laws.

- (a) Possession and/or use of alcohol or prohibited substances.
- (b) Possession and/or use of a weapon.

4. These regulations cover students' behaviour:

- (a) on school property at any time
- (b) on buses used to transport students
- (c) during school hours at any place
- (d) at school co-curricular or extra-curricular activities at any time and at any place.

STUDENT ALCOHOL/DRUG ABUSE

The following regulations apply when the use and/or possession of prohibited substances is suspected or proven:

(a) Under The Influence

Where a student is apparently under the influence of alcohol or a prohibited substance, the student, after review of the student's previous conduct at school, may receive an in-school suspension, a temporary suspension from school, or a suspension from school with a recommendation for expulsion. Parents are notified.

(b) Use/Possession of Alcoholic Beverage or Prohibited Substances

Where any student is caught in possession of alcohol or a prohibited substance, the student will be suspended, there may be a recommendation for expulsion, and the RCMP may be notified. Parents are notified.

(c) Trafficking Prohibited Substances

Where any student is caught trafficking prohibited substances, the student will be suspended with a recommendation for expulsion for the remainder of the school year and the RCMP will be notified. Parents are notified.

Please refer to: Admin Procedure 354 available at:

<http://www.livingwaters.ab.ca/documents/general/Admin%20Procedures%20as%20of%20June%2011%202018.pdf>

SPARES

Grade 10 students at Holy Redeemer High are required to register in full timetables. Students in grade 11 and 12 may have a spare in their timetable and may leave the school at that time. If students remain in the school during a spare, they are required to use their time appropriately.

STUDENT DRESS AND APPEARANCE

Students at HRH helped to create this dress code. As part of the expectation of courtesy and respect, all students are required to adhere to reasonable standards in dressing. Clothes that students wear to school should be modest and appropriate for the school setting. Temporary revisions to the dress code are permitted at the discretion of the instructor for concerns of safety or academic integrity. In summary, students should dress in a manner that is appropriate for school activities with educational goals in mind.

If a student is wearing clothing that does not comply with the school dress code, then they will be warned by school staff that the clothing is inappropriate for a school setting. If the situation warrants, the student will be asked to change into alternative clothing and parents will be notified.

Guidelines:

- clothing must cover the chest, back, buttocks, and midriff
- no strapless shirts
- undergarments shall not be intentionally visible
- clothing with offensive / suggestive messages are not permitted

CLEAN SHOE POLICY

For health and safety reasons, students are expected to wear clean shoes at all times. **A PAIR OF CLEAN SHOES FOR THE GYM IS REQUIRED.** We all must work together to maintain the cleanliness of our school. Please change wet or muddy shoes on appropriate days. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE LOSS OF FOOTWEAR; IF EXPENSIVE FOOTWEAR IS BROUGHT TO THE SCHOOL IT IS RECOMMENDED IT BE PLACED IN THE STUDENT'S LOCKER.**

BICYCLES, ROLLER BLADES, SCOOTERS and SKATE BOARDS and LONG BOARDS

Bike/board racks will be available at the school. All bikesboards must be parked in the bike/board racks. Since the school does not accept responsibility for students' bicycles, it is essential that students lock their

bicycles securely to the bike racks. We strongly encourage students to wear helmets to and from school.

Skate/long boards, roller blades and scooters should not be used on school grounds.

SNOWBALLS

Absolutely NO snowball throwing at school.

CELL PHONES

Cell phone(s) must be turned off in classrooms or during special events at school (plays, liturgies, etc.). If a cell phone rings during class or a student is using their phone during class time, it will be taken by the teacher until the end of class. Students who habitually disregard this rule will be referred to the office. Habitual use by students will result in the cell phone being removed and a parent/guardian will be required to pick it up at the office.

LOCKERS AND LOCKS

All lockers must be kept locked at all times. The purpose of this procedure is:

1. to prevent theft from lockers
2. to prevent abuse of and vandalism of the lockers.
3. to maintain a respectable hallway appearance.
4. safety.

Lockers and locks will be assigned at the beginning of the school year. **Students will be given a school lock at the beginning of the year and this must be returned at the end of the year.** Students must use **ONLY** the locker(s) assigned them. Each student will be held responsible for the locker assigned, and any damage or defacement of the locker will be rectified by the students concerned. All lockers are the property of the school and may be checked by school personnel at anytime.

USE OF GYMNASIUM

It is expected that everyone using the physical education facilities and equipment will appreciate and respect them. The following procedures apply:

1. Only clean, non-marking running shoes will be permitted.
2. Food and drink are not permitted in the gymnasium.
3. All activities must have a staff supervisor present.

GUESTS TO SCHOOL

Parents are welcome to visit the school at any time. All visitors are asked to check in at the office. On an occasional basis when a student wishes to bring an out-of-town guest to school (i.e. cousin visiting for Spring Break), the host student must: introduce the guest to someone on the Administration Team, obtain permission from teachers for visiting student to attend classes, ensuring no disruption of normal school routine, obtain a visitor's pass from the office, signed by an Administrator.

Unregistered guests may be asked to leave the building.

STUDENTS LEAVING SCHOOL GROUNDS DURING CLASS TIME

All students who are required to leave a class during the school day **must provide notification** (note/phone call from a parent or guardian), **inform school personnel and sign out at the office prior to leaving.**

SCHOOL BUSING

Students requiring this service should contact GYPSD (723-4471). Students must follow all rules and regulations while riding the school bus.

STUDENT MEDICATION AND ADMINISTRATION OF MEDICAL TREATMENT

Under normal circumstances, staff will not administer medication to students. Parents must advise the office of serious medical needs providing a complete description of the condition, medical treatment symptoms, emergency contact numbers, and emergency procedures. A form is available at the office. A medical alert bulletin board is set up in the staffroom to provide this information on the event of an emergency. Parents who prefer to keep this information confidential are asked to discuss it with the school administrators.

The emergency contact numbers are very important. Your cooperation in keeping them up to date in our records is essential for the safety of your child.

†	<i>Time & Money</i>
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SCHOOL FEES FOR THE 2018/2019 SCHOOL YEAR

Grade 7 - 9	\$50.00
Grade 10-12	\$50.00
Distance Education Courses	\$3/credit + (Refundable Deposit)
Agriculture Sr High	\$10/semester
Art Jr High	\$5/term up to a total of \$20
Art Sr High	\$20 for a 3 credit course

	\$40 for a 5 credit course
Arts & Crafts Jr High	\$10/term
Cosmetology Sr High	\$35-\$65/ term
Fashion Jr High	\$10/term
Fashion Sr High	\$20/term
Foods Jr High	\$25/term
Foods Sr High	\$45/semester
IA Jr High	\$20/term
IA Sr High	\$45/semester
Music Jr High	\$10/term
Music Sr High	\$10/semester

Other fees to Enhnce Education	
Sr High Math/Physics study booklets	\$20/booklet/course

TEAM SPORTS FEES

Sr. Football	\$350.00
Cross Country – Jr Team	\$30.00
Cross Country – Sr Team	\$35.00
Volleyball – Jr A Teams	\$175.00
Volleyball – Jr B Teams	\$125.00
Volleyball – Jr C	\$50.00
Volleyball – Jr JV Teams	\$175.00
Volleyball – Sr Teams	\$185.00
Basketball - Senior Boys	\$350.00
Basketball – Senior Girls	\$350.00
Basketball JV Teams	\$330.00
Basketball – Jr A Teams	\$210.00
Basketball – Jr B Teams	\$130.00
Basketball – Jr C Teams	\$75.00
Badminton Jr Teams	\$20.00
Track & Field Jr./Sr.	\$25.00
Golf	\$50.00

Volleyball and basketball players must pay a \$100 deposit for uniforms. This deposit is returned when the uniform is returned.