

SCHOOL HANDBOOK 2019/2020



“Growing to Excellence”

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MISSION STATEMENT

“We engage learners through meaningful and challenging experiences, preparing them to understand, adapt and successfully contribute to our changing global community.”

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WELCOME TO BEISEKER COMMUNITY SCHOOL

At Beiseker Community School we strive to do our best for students to be successful and achieve their goals while at the same time having a true sense of belonging within our school community.

We remain true to our history as a one-room schoolhouse, in which you would find an adult caring deeply for the personal needs of each of her students. We purposefully reflect on the unique nature of the learning that takes place in the community school setting. As BCS has grown throughout the years, our ties to the community have developed, our programs have become more varied, and the supports we offer our students more encompassing.

To this end, we focus on the following key elements to support our students' growth and learning.

We are:

Committed to academic achievement and the development of lifelong learners.

A safe and caring school where students feel a sense of belonging and acceptance.

Focused on personalized learning, ensuring each student's learning path is individual while at the same time making learning opportunities authentic and relevant to their life.

Developing specific thinking and learning skills in students to lead successful lives in this modern age.

A school culture of leadership and character education to create active and contributing members of society.

Collaborative and value opportunities for meaningful conversation and input from everyone in our school community.

We strive daily to create the greatest learning environment possible for our students and our staff is highly dedicated and committed to this end. All we do is centred on what is best for our students.

Mr. Barry Anderson
Principal

Ms. Kristina Rentz
Assistant Principal

OUR PRIMARY GOALS

These primary goals are common to all Rocky View Schools and are outlined in the division's 4-year plan (4YP). They support and complement the mission statement.

Learners are successful
Learners are engaged
Learners are supported

Beiseker Community School Bell Times

Monday – Thursday

Start Time 8:43 am
Lunch Break 12:03 pm – 12:43 pm
Dismissal 3:25pm

Friday

Start Time 8:43 am
Lunch Break 11:49 am – 12:31pm
Early Dismissal 1:34 pm

Kindergarten

Monday-Thursday
8:43 am – 12:03pm

EXPECTATIONS & RESPONSIBILITIES

To create and maintain a positive and productive learning environment we need co-operation from school, students and parents. The guiding principles that we expect everyone to observe are:

**RESPECT
RESPONSIBILITY
READINESS**

More specifically:

1. Look after and care for our school
2. Use appropriate language at all times
3. Utilize our class time effectively
4. Arrive on time with all necessary materials
4. Respect yourself, others around you and the learning environment in the classroom

Students are to maintain respect for the school as a working environment. They are to avoid inappropriate displays of emotion, follow the school dress code and conduct themselves in a respectful manner.

Students who make the choice not to be positive, respectful, or reasonable will receive logical consequences that may include: suspension of some or all privileges, confiscation of restricted items, suspension from extra and co-curricular activities or events, an in-school suspension from class or all classes, out of school suspension, withdrawal from a class or school, or expulsion from school. **This process will be escalated for repeated or very serious offences such as use or possession of drugs, alcohol, cannabis, tobacco products, vaping products, weapons (including knives), fighting, theft, vandalism, harassment or use of profanity.**

SMOKING POLICY

Smoking is not permitted in the school or on any part of the school grounds at any time. It is unlawful for students under 18 years of age to use or possess any tobacco products. Students involved in tobacco use at school will be suspended. This includes possession or use of any vaping products or e-cigarettes.

HIGH SCHOOL HOURS OF INSTRUCTION

Students should not arrive at the school prior to 8:30 am. Please refer to bell times on our website.

SCHOOL CALENDAR

Please refer to Google Calendar on our website for the calendar of events for the school year.

REGISTRATION

We require ALL students to have a completed registration form, along with proof of residency. A copy of each new student's birth certificate is required. Rural families are required to supply their complete **911 address (eg. 123456 R or T 123)** along with the range road. Town students require a complete street address. New students should attach last year's report card to the registration form.

We must have an alternate contact telephone number for all students in case an emergency arises and we must notify someone to take responsibility for your child.

KINDERGARTEN

If your child is about to enter Kindergarten, we offer a 475-hour program, 4 mornings a week, Monday - Thursday and follow the regular school calendar.

Students entering Kindergarten **MUST** attain the age of **FIVE by February 28, 2019**

Students entering Grade 1 **MUST** attain the age of **SIX by December 31, 2018**

Welcome to Kindergarten (WTK) information sessions are held each year in the first week of June.

STUDENT FEES

All fees are to be paid to the school by October 31st. Fees are to be paid online through Cashnet. The link is on our school website. <https://rockyview.schoolcashonline.com/>

Grade 12 students need to have all outstanding fees paid before being eligible for participation in the Saturday evening graduation celebration.

School Supplies: Kindergarten to Grade 4 supplies are provided to students. Grade 5 to 12 supplies are not provided by the school, required supply list are posted on the school website.

Optional Course Fees: These fees are assessed to cover the cost of consumable materials per course. These fees are set out on our website. These fees can be waived if a Waiver Application (Form AF 5105-A) has been completed with a copy of the GST credit notice setting out the names of the dependent children.

Optional Program Fees: These fees are assessed to cover the cost of consumable materials per course. These fees are set out on our website and cannot be waived.

Lockers: Are issued to students at the beginning of Grade 7 (unless they are new to the school). Students will be held responsible for their locker condition and may be assessed a fee for damages incurred while the locker was assigned to them. Locks are purchased from the school – personal locks are not allowed.

Extra-Curricular Activity Fees: Each activity may have an additional fee. Each coach/activity coordinator will present a budget to parents prior to the student becoming directly involved in the activity. We will endeavour to let the parents know in advance all related costs for an activity. If sports fees are not made or arrangements not made to pay in installments, this may result in ineligibility to participate in other sports during the course of the school year.

Field trips: Field trips may have an additional fee. Due to the unstructured environment of field trips, serious concerns regarding behaviour prior to a field trip may result in conditions being imposed in order to participate, including possible removal of the child from participating in the trip.

School Insurance: Rocky View Schools will provide accident insurance for all students who may incur a personal injury during school hours or school activities. Additional health and dental insurance is available at a minimal rate.

Grad Cap & Gown: All graduating students are required to pay for their cap and gown rental fee.

GOOD COMMUNICATION IS THE KEY

We have found through experience that when all stakeholders involved in the education of your children are communicating with each other, all problems or concerns are soon addressed or prevented. All of our classroom teachers offer an open invitation for you to call us at the school to discuss your child or concerns.

- **Newsletters:** The school will issue a newsletter once a month to keep parents and students informed of various activities and programs.
- **PowerSchool:** Is a secure website where you and your child can see a current standing of academic achievement, marks on individual assignments and attendance. Contact the school office for access.
- **Social Media and Blog:** Beiseker Community School communicates through various social media (Facebook and Twitter) and a school blog, please contact the office for details on how to follow our school events.
- **Report Cards and Interviews: Parents of students from Grade K-12 are asked to check PowerSchool regularly throughout the school year in order to monitor their child's progress**

K-8

Report cards will be issued three times throughout the school year.

Scheduled student-led conferences (K-6)/interviews (7-8) will be held over four evenings scheduled during the school year.

Grades 9-12

Report cards will be issued at the end of each semester.

Interviews for Grade 9-12 will be held four evenings each semester. Achievement progress can be monitored as often as needed using the PowerSchool parent portal, as well, positive phone calls will be made by your child's focus block teacher. That said, if you have concerns and/or wish to speak to classroom teachers face to face, please contact them directly to make arrangements to speak to them.

- **A Parent Bulletin Board** Please refer to our display board in front of the school for upcoming events.
- **School Website:** Newsletters, annual reports, School Council minutes, various links and current contact information will be posted regularly: <http://beiseker.rockyview.ab.ca>

PARENT INVOLVEMENT/SCHOOL COUNCIL

Parents are encouraged to participate in our school. Everyone is welcome to share time, ideas, activities and skills. Please contact the school office if you are interested in volunteering. Your assistance is greatly appreciated!

The Beiseker Community School Council is an organization whose membership is composed of administration, parents, staff members, students and community members. It welcomes all parents to attend their meetings. Parents discuss school issues; provide advice on policy and procedures, and support school programs and special events. Meetings are held monthly throughout the school year. Meeting dates are listed in agendas, newsletters and on the school website and are usually held the third Tuesday of the month. Please see the School Council link for more information.

SAFE AND SECURE SCHOOL

The staff and administration support a safe and secure environment at Beiseker Community School. We require that **ALL VISITORS** to the school, including parents, **proceed directly to the office and check- in with the secretaries** to indicate the purpose of their visit. They will make the necessary contact with the teacher, classroom, or accompany and/or direct the visitor to the appropriate area of the school.

Any volunteers working in the school who are in direct contact with students are required to have a criminal record check and vulnerable sector check completed by the RCMP. A copy must be given to the school before the volunteering activities commence.

We strongly request parental cooperation in this endeavour to maintain security within the school, and to have knowledge of any visitors and their whereabouts while in the school. We will be routinely locking all of the student entrances (with the exception of the main front and high school) after the morning entry of the students. School personnel will be diligent in monitoring and supervising students while in our charge.

ACCIDENTS AND SCHOOL INFIRMARY

We expect a few accidents to occur during the school year. If medical attention is required, the teacher in charge will bring the student to the infirmary for care. In cases of serious injuries, the parents or guardians will be contacted.

Students who are unwell and unable to remain in class, or who have contracted a communicable disease, are required to be picked up from the school. Please ensure that all of the proper arrangements for your child have been made and that the school has current emergency contact information.

MEDICATION DISPENSING

If your child is to receive prescription medication of any kind, the school requires a medical form of instruction from the parent regarding the illness, medication and dispensing instructions. Medications will be kept in the office for dispensing. Aspirins, cough drops etc. are **not** distributed to students. If your child has a condition such as diabetes, epilepsy or severe allergies that conceivably might require emergency treatment, please be sure the school has current information.

CALGARY REGIONAL HEALTH AUTHORITY

Calgary Regional Health Authority provides health services to the Beiseker/Irricana area through their Airdrie office. The school nurse will be available for consultation regarding immunization, health information, and teacher support regarding health curriculum, communicable diseases or any other health related issue. Parents may contact the Airdrie office directly at (403) 912-8400 or leave a message at the school office for the school nurse to contact you. CRHA will require immunization records for all students new to the area. You will be notified of any upcoming immunizations required during the year. Permission forms will also be sent home to allow dental checkups to be done and the results will be sent home with the students. Please note communicable diseases and conditions such as measles or head lice must be reported.

CLOSURE OF SCHOOLS AND CANCELLATION OF BUS SERVICE

Ultimately, parents have the daily responsibility of determining whether or not it is safe for their children to go to school.

Rocky View Schools Policy states: "Once students **are being** conveyed to school, the school **will not** be closed until regular dismissal time. School buses shall be allowed to depart from the school only if it is deemed safe".

Should it be deemed unsafe to dismiss students at the usual time because of weather conditions, students may be kept at school until it is safe for the buses to depart, or until a parent/guardian is able to collect the student.

If there is an emergency or physical plant breakdown at the school during the day that necessitates the school being closed, all attempts will be made to hold the children at school. Should this not be feasible, they will be housed in another facility until the regular dismissal time.

Remember, school will not be closed once buses have started their routes.

Procedures:

Wind-chill of approximately **-40 C**

The school bus driver shall have the authority to cancel service for his/her route. It is the driver's responsibility to notify the parents.

In the event of school closure due to inclement weather, the decision will be made before the buses have started their routes. Please listen to the following radio/tv stations that will broadcast this information:

Global News Morning Edition, CBC Radio, CHFM, Lite 96, 660News, JACK FM, QR77, Country 105 FM, CKMX 1060, CJAY92, VIBE 98.5, AIR 106 (Airdrie), and CITY TV.

School closures will also be posted on the website and recorded on the Transportation Information Line at: 403-945-4138 (late line)

INDOOR RECESS

When the combined temperature and wind chill is greater than -22 as stated by The Weather Network (Beiseker), students will be kept in from outdoor recess.

LOST AND FOUND

The school is not responsible for lost articles, but does attempt to help in their recovery by:

- Providing lost/found containers that are located on the top and bottom floors of the west wing of the school.
- Small valuable articles that are turned into the office are kept in a secure location until claimed.

To minimize the number of items that are lost and help us return property to the rightful owner please make sure that:

- All belongings are clearly labeled.
- When you find something, turn it into the office immediately.
- When you lose something, please contact the office and write out an announcement. Please be sure to check all the places you have been, and the lost/found containers before reporting an item as lost.

- **Do not bring valuables to school.** We will not be responsible for their care or loss

STUDENT ATTENDANCE

Section 12 of the School Act of Alberta specifies that students are expected to attend regularly and punctually. The School Act supports the suspension of students whose attendance is not regular and punctual. (Irregular attendance can result in high school students being denied credits for their class.)

Beiseker Community School takes the following steps to support student attendance:

- Maintaining high levels of attendance at school is essential to learning success and student academic development over time.
- At Beiseker Community School, we monitor attendance regularly and are in contact with the families of students who are absent more than 15% in a given month (excused or unexcused).
- The student's focus block (7-12) or homeroom teacher (K-6) will call to discuss reasons for excessive absences, and ways we may be able to support at the school level.
- Should excessive absences continue for greater than one month, discussions with the Student Support Team may occur to offer additional supports or discuss attendance strategies; this may include placing the student on academic probation and/or developing an attendance plan.
- **All students are required to sign-in at the office if they are late for a class.**

Parents are required to call the school if their children are absent at (403) 947-3883. The school has a policy to contact parents if students are absent at the beginning of the school day or after lunch using an automated phone and e-mail system.

ACADEMIC EXPECTATIONS

ACADEMIC COMPLETION

Beiseker Community School follows the following process in regard to assignment submission:

- Assignments are due on dates assigned by the teacher.
- Should a student require extra time to complete an assignment, they must request an extension up to the due date. Extension time will be up to 48 hours from the original due date.
- Assignments not submitted within the 48-hour extension will require a phone call or email from a parent explaining the circumstances before the assignment will be accepted and marked.
- If an assignment is missing on the due date, teachers will assign a 'placeholder' grade of zero to reflect that the assignment has not been handed in.
- Should work be returned to classes before a student has submitted their work, they may be required to complete a different version of the assignment.
- An assignment handed in that is not of sufficient quality may need to be redone in order to be assessed.

GENERAL ACADEMIC EXPECTATIONS

- Students and parents are expected to check progress in classes regularly using PowerSchool and/or Google Classroom.
- If, after reasonable attempts have been made to collect late assignments (phone calls and/or e-mails home, PowerSchool notification, study hall referral, tutorials, adapted programming, administrative referral) a zero may be assigned.
- **Grade 9, 10 and 11 students will carry a full timetable** and are required to be at school all the time.
- Students who are participating in our extra-curricular programs are expected to maintain passing grades in all subjects and consistent attendance at school. Failure to do so may result in suspension and/or removal from extra-curricular activities.
- **Missed exam policy**
 - If exam is missed, students are expected to write the test the day of their return.
 - Rewrite will be done in Focus Block the following day and will be written in the room the teacher gave the exam. If a quieter space is required, student may go to the office to write. If more time is needed, student will be added to the Homework Room to finish writing at lunch.

LATES

Pursuant to Section 12 of the School Act, students may be suspended from classes or school for excessive, unexcused tardiness. It is reasonable to expect each student to be on time for each class period. Repeated lateness is a sign of disrespect and is discourteous to the rest of the students in the class. In addition, being punctual is a habit to be encouraged, especially for the world of work. As well, students are not allowed to leave the building during class time or between classes.

All students are required to sign-in at the office if they are late for a class.

PERMISSION TO LEAVE THE SCHOOL

Parents are required to advise the school office when taking students out of the school during the school day. **All**

Grade 9 - 12 students are required to sign out at the office if they are leaving the school during the school day for any reason.

LUNCH POLICY

Grade 1-6 students will stay at school to eat lunch unless they have a note from their parent(s) or guardian to go to their home over the noon hour. This note must be shown to the homeroom teacher whereby the student is then responsible for signing out and then back into the school. A note giving permission to go home for lunch for the whole year is acceptable (and must be submitted to the office), but each time a student does go home in this case, he/she needs to notify the teacher and follow sign out procedures.

Grade 7-12 students are allowed to go “uptown” during lunch time. It is imperative that students who do leave school grounds for lunch be back on time for afternoon classes. Students who are late on a regular basis may have the privilege revoked.

EXTENDED LEAVE

It is the expectation of the School Board that instruction, including time set aside for exams, continues to the end of the term. Since leave from school prior to the completion of the term may jeopardize the student's final standing in the course, the school takes the position that extended leaves are to be avoided if at all possible.

Homework assignments are not required to be provided for extended absences as students miss the instruction and teachers adjust assignments as learning progresses. Depending on the grade, students may access assignments through the PowerSchool portal and/or online (Google and/or the school website). Contact your child’s teacher for further information.

Students absent for extended periods of time are likely to have assignments, projects and exams missing which will affect their overall progress and report card. Parents are asked to consider extended holidays during school time carefully as **teachers are not able to compensate for lost time**. Homework and other academic assignments play a vital role in the learning process. Special arrangements will be made to work on incomplete assignments if they become a concern.

GYM CLOTHING

Changing into gym strip is required of all students in Grades 6-12 physical education classes. Students must change into regular dress for return to class.

SCHOOL DRESS

School Board Policy requires that: "All students conform to reasonable standards of dress and grooming. Extreme styles or obscene styles are unacceptable in our schools". Students not conforming to these standards may be asked to change their attire before being admitted to class. More specifically, this includes offensive or inappropriate words, phrases and pictures on clothing including content that may be prejudicial, racist, sexual or promoting the use of alcohol or other drugs. Shoes must be worn at all times. Students are asked to dress appropriately for school just like anyone would dress for work.

ROLLER BLADES, SKATEBOARDS & SCOOTERS

Supervision of these items is not possible under most circumstances and therefore roller blades, skateboards and scooters must not be ridden on school property.

ONE TO ONE COMPUTING POLICY GRADE 5-12

Students will need to have an internet capable PC, Chromebook or Mac with at least a screen and keyboard. We recommend a durable computer with a small form factor (smaller screen size) as they are less expensive, resilient, and fully capable of doing everything that the students will need for their academics. Smartphones, iPods, and mp3 players will no longer be acceptable as a “BYOD” device. It is imperative that students bring their device to school fully charged and ready to use each day.

For those students that do not have access to an internet-ready PC, Chromebook or Mac device, the school will lend a computer to them daily at no charge to the student. The student will need to pick up the computer first thing in the morning and then return it at the end of the day and they will not have the right to take them home. All computers will be checked by our school tech at the end of each school day and any damage would be charged to the student. Students will still be required to have a RVS Responsible Use and On-Going Consent Agreement on file here at the school as well as a BCS daily use waiver for the 2018/19 school year.

TECH/CELL PHONE POLICY

All students must have RVS Responsible Use and On-Going Consent Agreement on file. The use of technology in the school, whether it is student or RVS owned is a privilege and students who abuse this right may lose permissions to use digital technology in the school.

Students from Grade 10-12 are allowed to bring cell phones and small electronic devices to school but are not allowed to use them during instructional time unless permission is granted by the teacher. Students in Grades 7-9 may bring cell phones and small electronic devices to school; these devices may not enter the classroom and may not be used during class time. Grade 7-9 students may access and use their cell phones and electronic devices during non-instructional time such as: before school, noon hour, and after school. Grade 4-6 students may bring cell phones and small electronic devices to school but must leave them in lockers or backpacks (Grade 4) during instructional time.

CONTROLLED SUBSTANCES POLICY

The use of controlled substances is not permitted in the school or on any part of the school grounds at any time. It is unlawful for students of any age to use or possess any tobacco products, cannabis, other drugs or alcohol on school grounds. Students possessing or using a controlled substance at school will be suspended. This includes possession or use of any vaping products or e-cigarettes.

LEARNING COMMONS (Library)

Our Learning Commons (LC) is a centre for learning that supports the curriculum and offers a wide variety of

resource materials for students, staff and parents. All students at Beiseker Community School are encouraged to read on a daily basis! All students will be encouraged to sign out books appropriate to their reading level for their daily reading time. Students in elementary grades will have a weekly-designated library period. High School students may access the library for study and homework during spares and their lunch hour. Visit the Learning Commons webpage for a comprehensive list of links and resources for students.

YEARBOOK

We are very proud of the yearbook the school puts together each school year. They are available in early September for the previous year for \$20.00. Orders are taken in early June.

SCHOOL PICTURES, SCHOOL RINGS

All students will have their picture taken for school records and the yearbook. Individual packages will be available for students to purchase. Graduation photographs and rings will also be available for students to order.

BUSSING

All enquiries for bus transportation must be directed to the RVS Transportation Department. Grade 1 - Grade 12 students who ride a school bus must pay transportation fees to RVS. An invoice and information package will be mailed out to the parents in late August.

BEISEKER STUDENT SUPPORT

ACADEMIC ADVISING

The high school academic advisor, Ms. O'Handley, is available to discuss Grade 9-12 high school programming and post-secondary options. Her email is ohandley@rockyview.ab.ca if you wish to contact her.

CHILD DEVELOPMENT ADVISORY (CDA) & GUIDANCE COUNSELLOR

Ms. Ludwig is our CDA and works primarily with K-6 students for social/emotional development and support. Her email is lludwig@rockyview.ab.ca if you wish to contact her.

Mrs. Wiens is our Guidance Counsellor and works primarily with our 7-12 students for social/emotional development and support. Her email is awiens@rockyview.ab.ca if you wish to contact her.

HIGH SCHOOL ACADEMIC INFORMATION

HIGH SCHOOL DIPLOMA REQUIREMENTS

As students work toward an Alberta High School Diploma, their choice of courses should reflect their current level of achievement and career goals.

Minimum Alberta High School Diploma Requirements			
Credits	Grade 10	Grade 11	Grade 12
15	English 10-1 or 10-2	English 20-1 or 20-2	English 30-1 or 30-2
15	Social Studies 10-1 or 10-2	Social S. 20-1 or 20-2	Social S. 30-1 or 30-2
10	Math 10 Common	One of Math 20-1, 20-2 or 20-3	
10	Science 10 or Science 14	One of Science 20, Science 24, Chem 20, Biology 20 or Physics 20	
3	Phys Ed 10		
3		CALM 20	
56	Total Specified Credits		
44	Unspecified Credits	10 credits must be at the grade 12 level (in addition to the English and Social Studies completed) and 10 credits must be from Fine Arts, Physical Education 20/30, second languages, Career and Technology Studies, or locally developed courses.	
100	Total Credits		

PRE-REQUISITE POLICY FOR ENROLLING IN HIGH SCHOOL COURSES

A mark of 65% or higher is recommended for students who wish to continue in the next grade level of the same stream of courses (Math, Social, English, etc.). Students are always advised to meet graduation requirements before upgrading a course. Social and English should be upgraded in the Grade 12 year of studies.

Grade 9 students must achieve 60% or higher to enroll in an academic streamed course. Therefore, it is imperative Grade 9 students think about their future and focus on their learning during this critical year.

COURSE CHANGES/WITHDRAWALS AND REDESIGNATIONS

Once a student has registered in a particular program, that student has contracted to complete that program. During the first two weeks of each semester a student may adjust a program, but not thereafter without the approval of a parent and the principal. The guides for changes, withdrawals and designations are:

- High School students (Gr. 10, 11 & 12) may adjust their program the first two weeks of each semester, after consultation with the academic advisor or administration. After the first ten days of each semester, students may only withdraw from courses provided that a course withdrawal form is filled out and signed by: parents, the HS Advisor, subject-teacher, and principal.
- During the course of a semester, in consultation with the teacher, administration, and parents, a student may re-

designate a diploma course if all parties are in agreement. A course change form available at the office must be completed. An example of such a change would be re-designating your course from Social Studies 30-1 to Social Studies 30-2. Time deadlines limiting diploma course changes are set by the province and enforced by the school.

- Academic Standing
 - A student is considered in good academic standing when he/she is currently at grades 50% or above in all classes and attends class regularly (85% or more).
 - Students in good academic standing are eligible to participate in school sponsored activities and sports.
 - Should a student fall out of good academic standing, they may be placed on academic probation and temporarily suspended from participation in extra-curricular school activities until good standing is once again attained.

DISTANCE LEARNING (DL) THROUGH RVS WECONNECT

It is the position of Beiseker Community School to, if at all possible, run courses in a classroom setting. Occasionally, due to numbers and requested programs, students may be enrolled in a DL block in order to work on courses through digital means. Teachers on staff are available to help as well as the Distance Ed teachers. Students must receive approval from the principal prior to enrolment in distance education courses.

Students who are taking courses through DL must keep on top of their studies and use their time in DL responsibly. If there are concerns regarding behaviour, unexcused lates and/or absences, the student will be asked to make arrangements to make up lost time, just as is required in other classes. If administration becomes concerned regarding a student falling behind in his or her progress in a DL course, parents will be contacted, and arrangements will be made to work on catching up on course work before, during or after school.

FINAL EXAMINATIONS AND APPEALS

All students are expected to be present for ALL of their exams. The ONLY acceptable excuses for missing an exam are serious illness or family emergency. A medical certificate may be required to verify illness. Parents must contact administration if there are other reasons students may be absent from a final exam. Students who are absent from Diploma Exams may be required to write at the next Alberta Education writing session before a final mark is awarded.

There is a provision for comprehensive school based final examinations in all academic subjects. These will count up to 20% on diploma courses and 30% on non-diploma courses for the school-based mark. Alberta Learning requires students to write Diploma comprehensive examinations in Biology 30, Chemistry 30, English 30-1, English 30-2, Math 30-1, Math 30-2, Physics 30, Social Studies 30-1 and Social Studies 30-2. Each diploma exam counts for 30% of the final mark.

When students do not write final examinations, they usually receive a mark of zero on the final exam, unless there are extenuating circumstances. Students and parents may direct any appeals of the final grades to the school principal. The deadline for appeals for a semester one course mark is by the end of February 15. The deadline for appealing a semester two mark is July 15.

PERMANENT HONOUR ROLL CRITERIA 7-12

In an effort to recognize academic excellence BCS has established a permanent honor roll for Grade 7-12.

Permanent honor roll achievement is reached with an average of 80% or higher. Those students making permanent honor roll will have their names displayed on an achievement document that is framed and displayed in the main hallway. Criteria are the following:

Grade 7-9: Average of the 4 core academic subjects and combined options average.

Grades 10 to 12: A student must have a minimum combined average based on five designated courses; see following link under (course requirements) for an example of these courses:

<http://www.studentaid.alberta.ca/scholarships/alberta-scholarships/rutherford-scholarship/>

VALEDICTORIAN CRITERIA

The criteria for the selection of valedictorian are:

Candidates must have a high academic standing, with an average no lower than 75% in gr 12, including: both Social 30-1 or 2 and English 30-1 or 30-2; 2 of: Math 30-1, Math 30-2, Math 31, Bio, Chemistry, Physics, Science, French 30 and one other 5 credit 30 level course (including options)

Candidates must be active members of school community (extra-curricular, sports, student council, etc.) and/or involved in the community at large

Candidates must possess and demonstrate a strong positive attitude during school

Candidates must have demonstrated exemplary behaviour for the last two school years

The selection process:

Candidates must be nominated by a classmate or teacher - nomination package can be picked up at the office.

Ms. O' Handley or designated staff member will review the nomination package to ensure minimum requirements are met.

Candidates will prepare a two-minute speech to introduce themselves and show the selection committee why they would be the best candidate for class valedictorian, focusing on the message that they want to present for the grad class.

A selection committee of administrators and teachers will review the candidates' speeches and select the class valedictorian.

GRADUATION ELIGIBILITY CRITERIA

In order for a student to be eligible to participate in the graduation ceremonies at this school, he/she must:

- have a minimum of 60 credits on the first day of the Grade 12 school year (to be registered as a grade twelve student for the first list in November).
- be in a position to complete all of the required courses by the end of the second semester in June (eg. Have completed at least English 10-2, so in the two remaining semesters could complete English 20-2 & 30-2 OR with only one semester remaining, a student already has English 20-2 and needs only to complete English 30-2).
- be currently enrolled in and attending Beiseker Community School with a passing mark in all courses required for graduation eligibility.
- be in good standing with all school & extra-curricular fees paid or waived in accordance with RVS policy (eligibility for Saturday evening's celebration).
- **Students must remain in good standing in regard to academic conduct and attendance in order to participate in graduation ceremonies. They may face removal from the graduation list if it is deemed by**

administration that academic achievement, attendance and/or conduct have shown to be in question. Students must be in a passing position (minimum 50%) by the April 30 deadline in order to participate.

- **Grade 12 students need to have all outstanding fees paid before being eligible for participation in the Saturday evening graduation celebration.**
- **Grad Cap & Gown:** All graduating students are required to pay for their cap and for the gown rental fee.

Deadline Dates

Feb. 28/19: Upon review of Semester 1 marks, the “list” is confirmed and ALL Grade 12 students are notified as to their eligibility

April 8/19: Eligibility review for graduation

Apr 29/19: **Grade 12 students are notified as to their graduation status.**

SCHOLARSHIPS AND AWARDS

There is a substantial amount of money available to students in the forms of scholarships and bursaries. Scholarships are available based on one or more combinations of academic standing, athletics, citizenship, community involvement, program and career choices, and some other criteria. These are in two groups as follows:

- private and government sponsored at the local, provincial and federal levels
- those sponsored by the Kathryn-Beiseker Scholarship Committee

For the first group (above), a listing all of the scholarships is available on the ALIS (Alberta Education) Students may contact the high school advisor for application forms.

The second group is only available to students from this school; these awards and their criteria are listed on the school website. Winners are determined according to the criteria indicated by the contributors and/or the Kathryn-Beiseker Scholarship Committee. The teachers and administration determine recipients for awards based solely upon academic achievement. Eligible candidates complete a resume and representatives for each scholarship meet to determine other award recipients. The awards evening is in October please refer to Google school calendar.

RUTHERFORD SCHOLARSHIP

The Alberta Heritage Trust Fund awards these scholarships to all Alberta students who meet the necessary criteria and who attend approved post-secondary institutions. This scholarship is available each year of high school (Grades 10, 11, 12). Specific criteria and application forms are available online.

Staff at BCS are compassionate and caring and are highly committed to giving our students every opportunity at success. We wish everyone a very successful school year!