

# ***SWAN HILLS SCHOOL JUNIOR AND SENIOR HIGH STUDENT HANDBOOK***

*2025 - 2026*



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## SWAN HILLS SCHOOL MOTTO

“TOGETHER WE CAN; TOGETHER WE WILL”

## SWAN HILLS SCHOOL MISSION STATEMENT

“Together, we will provide a diverse education to attain achievement, develop strong work ethic, and foster compassion.”

## SWAN HILLS SCHOOL PHILOSOPHY

The school's motto, “Together We Can; Together We Will” speaks to the program model that is in place at the school. We have committed ourselves to work as a team of staff, students, and parents to provide the best opportunities for our students and children. We ensure a high standard of personalized instruction for all children. Swan Hills School provides excellent programs for students by providing differentiated instruction with a focus on the students' learning styles and abilities. The school has established an instructional support team of inclusive education lead teachers, program assistants, counselors and an administration team that works closely with the parents, students, community, and outside agencies to ensure that all the needs of the students are met.

## SWAN HILLS SCHOOL GOALS

1. To maximize individual student achievements and performance.
2. Focus on the development of the whole child.
3. To provide a safe and caring environment.
4. Achieve staff excellence and wellness.
5. Support and encourage parent and community involvement.
6. Foster respect for the global environment.

## BELL SCHEDULE

Junior/Senior High
Block 1 - 8:30 - 9:45 a.m.
<i>Break - 5 minutes</i>
Block 2 - 9:50 -11:05 a.m.
<i>Break - 5 minutes</i>
Block 3 - 11:10 - 12:25 p.m.
<i>Lunch - 12:25 p.m . - 1:07 p.m.</i>
Block 4 - 1:07 p.m - 2:22 p.m.
<i>Break - 5 minutes</i>
Block 5 - 2:27 p.m. - 3:42 p.m.

## SCHOOL PHOTOGRAPHS

School photographs will be taken on **Tuesday, September 23, 2025**. All students' pictures will be taken for school records. Order forms will be sent home for any parents/guardians interested in purchasing photo packages. Re-takes and class photos will be held on **Tuesday, October 28, 2025**

## STUDENT EXPECTATIONS

### **Student Expectations at Swan Hills School:**

1. Maintain a 'hands-off' policy on school property that includes no play fighting/rough play or inappropriate touching of any kind.
2. Respect school and others' property.
3. Respect and listen to all adults in the building.
4. Behave in an appropriate manner that respects others' diversity. This includes not using inappropriate language including racial/sexual slurs or threatening others.
5. Act in a safe manner by not bringing to school or using any dangerous, unsafe, illegal or threatening items.
6. Wear appropriate clothing according to the school dress code.

**Swan Hills School has a no tolerance policy for violence and/or discrimination including but not limited to, racism, gender, religion, ethnicity and/or sexual orientation.**

**The Education Act sets out the legal parameters that govern the education of students in Alberta. This Education Act highlights the roles and responsibilities of parents, students, teachers, principals and school councils.**

## STUDENT CODE OF CONDUCT

*(Reference AP 50-09)*

1. Gross misconduct, willful disobedience or flagrant disrespect will result in immediate discipline that may include suspension from school.
2. Violation of the following regulations will result in suspension. Students under suspension will not be allowed to attend or participate in any school-sponsored activities.
  - a. The use or possession of drugs or alcohol on the school premises or being found under the influence of alcohol or drugs is strictly prohibited.
  - b. Possession or use of cigarettes, chewing tobacco, or vapes/vape products on school premises (school yard and building) is prohibited.
  - c. Any illegal activity.

Additional guidelines for student behavior:

1. The use of profanity is prohibited (i.e. swearing, inappropriate gestures, etc.).
2. Students are expected to conduct themselves appropriately and respect our 'hands off' policy
3. Students are requested to respect school property. Students who cause willful damage to school property will be disciplined and assessed repair costs.
4. Students will not be called from class to answer the telephone except in emergencies. Messages may be left at the office.
5. Students are requested to refrain from littering, and could be asked to clear and clean areas they have used.
6. Students are to refrain from loitering in hallways or bathrooms.
7. Eating in either gymnasium is not allowed.
8. Please note that lockers are the property of the school division and are subject to search or repossession if a student is suspected to be in possession of unauthorized, illegal, stolen substances or items.

Students not following the rules or not fulfilling their responsibilities, as a student and citizen of the school, may be removed from activities as determined by the principal.

## **STUDENT DISCIPLINE**

*(Reference AP 50-10)*

Pembina Hills School Division and Swan Hills School are committed to providing a welcoming, caring, respectful and safe learning and working environment that respects diversity and fosters a sense of belonging. Each student and staff member within the Division has the right to learn and work in facilities that promote equality of opportunity, dignity and respect.

Ensuring that Swan Hills School provides a welcoming, caring, respectful and safe learning and working environment is the responsibility of the school principal. Consequences, disciplinary actions and/or restitution may be required and is at the sole discretion of the principal in consultation with school staff. If parents have a concern with any staff decision, they can utilize the School Dispute Resolution (*Reference AP 20-03*) to address their concerns.

### **Minor Misbehavior:**

Each teacher will create their own classroom expectations along with appropriate consequences. When minor misbehavior is repeated or escalates, teachers will contact parents. Students will be referred to the office for consequences. Repeated office referrals for minor classroom behavior will result in consequences which may include in-school suspension, restitution, etc.

### **Serious/Severe Misconduct:**

Serious or severe misconduct may include hands-on, defiance/refusal, theft/break and enter, coercion, vandalism/damaging school properties, harassment/bullying, possessing a weapon or unsafe behavior, swearing at/name-calling towards staff, fighting, threats or violence, drug/alcohol/vape possession and/or intoxication. These behaviors may result in more serious consequences such as out-of-school suspensions, loss of extra curricular privileges, etc. Progressive behavior interventions may be necessary (i.e. referral to addictions counseling, behavior plans, alternative programming, referral to Student Services, etc.).

## DISCRIMINATION, HARASSMENT, BULLYING AND VIOLENCE

*(Reference AP 20-20)*

Swan Hills School does not tolerate harassment/bullying in any form. All members of the school community are committed to ensuring a safe and caring environment which promotes personal growth and positive self-esteem for all.

Discrimination, harassment, bullying and violence can be expressed or communicated in any form, such as:

- threats, intimidation, or verbal abuse
- unwelcome remarks or jokes about subjects such as your race, religion, disability or age, sexual orientation or identity
- displaying sexist, racist or other offensive pictures or posters
- sexually or discriminatory suggestive remarks or gestures
- unnecessary physical contact, such as touching, patting, pinching or punching
- physical assault, including sexual assault
- intimidating hallway behavior
- the use of digital technologies to discriminate, harass, bully or to encourage violence

What do we do to prevent harassment/bullying at Swan Hills School?

As a school community, we will not allow cases of harassment/bullying to go unreported; we will speak up, even at risk to ourselves.

This requires **staff** to:

- a) be role models in word and action at all times
- b) be observant of signs of distress or suspected incidents of bullying
- c) educate students on what bullying/harassment is and strategies to help support students.
- d) make efforts to remove occasions for harassment/bullying by active patrolling during supervision days
- e) arrive at class on time and move promptly between lessons
- f) take steps to help victims and remove sources of distress without placing the victim at further risk
- g) report suspected incidents to the appropriate staff member such as homeroom teacher, counselor, administrator who will follow the designated procedures.

This requires **students** to:

refuse to be involved in any harassment/bullying situations. If you are present when harassment/bullying occurs:

- a) if appropriate, take some form of preventative action such as making it clear to the perpetrator that his or her actions are unwelcome;
- b) report the incident or suspected incident and help break down the code of secrecy.
- c) document your case. Keep a written record of the incidents, including times, places and witnesses

The school recommends that **parents**:

- a) watch for signs of distress in their child, eg. unwillingness to attend school, a pattern of headaches, missing equipment, requests for extra money, damaged clothes or bruising;
- b) take an active interest in your child's social life and acquaintances;
- c) advise your child to tell a staff member about the incident. If possible, allow him/her to report and deal with the problem his/herself. He/she can gain much respect through taking the initiative and dealing with the problem without parental involvement. \* inform the school if harassment/bullying is suspected;
- d) keep a written record (who, what, when, where, why, how);
- e) do not encourage your child to retaliate;
- f) communicate to your child that parental involvement, if necessary, will be appropriate for the situation;
- g) be willing to attend interviews at the school if your child is involved in a harassment/bullying incident and have a collaborative, solution-focused mindset in searching for resolution
- h) be willing to inform the school of any cases of suspected bullying even if your own child is not directly affected.

When staff, students, and parents work together, we create a welcoming, caring, respectful and safe learning environment at Swan Hills School!

### **DRESS CODE**

Every student attending Swan Hills School must dress appropriately and respectfully for a learning/work environment. The purpose of a dress code at Swan Hills School is to support a learning environment and to provide a means of helping students learn a skill which is often required for gaining and keeping employment. Swan Hills School provides education for kindergarten to grade 12, and we must consider parent, student, and societal perceptions of what may be appropriate for various ages.

- 1. Students may not wear clothing that displays offensive material such as; Profanity, Obscene Gestures, Discrimination, Sexual Reference, Anti-social Values, or Promotion of Alcohol or Drugs.
- 2. Transparent clothing is not acceptable and underwear should not be shown.
- 3. Teachers and administrators are responsible for carrying out this policy at school. Students may be asked to reverse, cover, or change clothing or may be sent home to change if necessary. Parents may also be notified of inappropriate dress.
- 4. Parents are responsible for monitoring what their children are wearing to school, ensuring that it is appropriate and providing alternate clothing when requested by the school.

### **SMOKING/VAPING**

*(Reference AP 50-12)*

Students and adults are prohibited from smoking or vaping within any Pembina Hills School Division buildings and on any Pembina Hills School Division grounds.

## **BUS RULES**

*(Reference AP 70-105)*

The Transportation Department wishes to ensure that all students enjoy a safe and trouble free ride. All students are expected to behave in a reasonable and responsible manner, and will follow the driver's directions while the bus is enroute. Students are responsible by law to the driver and the principal for their behavior.

REMEMBER: School bus transportation is a privilege – not a right.

*When possible, please advise your bus driver when students will not be on the bus.*

### **BEHAVIORAL EXPECTATIONS ON BUS**

Safe behavior on the bus requires that:

1. Students remain quietly in their assigned seats.
2. Arms, legs, head and/or other objects are to be kept inside the bus.
3. Playing on electronic devices is prohibited, however, students may use headphones at reasonable volume levels.
4. Students are expected to respect property and the dignity and space of others.

Disruptive behavior causes driver distraction and creates a safety hazard. Violations may be reported to the Principal and appropriate action taken (i.e. seating plan, removal of privileges, etc.).

### **ATTENDANCE EXPECTATIONS**

*(Reference AP 50-06)*

As provincially legislated, children between the ages of 6 years (as of September 1) and 16 are required to attend school. Additionally, students over 16 registered at Swan Hills School are expected to attend school. Generally, students are free to leave during the noon break unless restrictions have been enforced by a staff member or parent. Students must conduct themselves appropriately in the community if they choose to leave the school during school hours.

Regular class attendance is a highly significant factor in student achievement. Significant absences are likely to have a detrimental effect on the student's success. Excessive absences do not only affect the student, they also interfere with the flow of teaching and learning in the classroom. Swan Hills School strongly encourages students to attend school regularly.

### **ATTENDANCE POLICY AND PROCEDURES**

Students are expected to be in class on time on a daily basis. Repeated refusal to comply with this policy may result in disciplinary action that may include withdrawal from courses or school, a failing mark assigned, and/or suspension.

1. The responsibility for regular attendance rests with the student and the student's parents/guardians. Student absences that occur without any notification may result in the recording of an unexcused absence. The school will inform parents daily if students are not in attendance.
2. Parents/Guardians have the responsibility to notify the school in advance of any absences to ensure consideration is given to any upcoming assignments or exams.
3. Students who are absent for exams and assignments are responsible for contacting their teacher(s) on the first day back and for making arrangements to complete work missed.

#### **PROCEDURES FOR ATTENDANCE IN CLASS:**

- The classroom teacher will discuss attendance expectations with their students at the beginning of each semester.
- Teachers will record all absences for every class in PowerSchool.
- The following procedure will be enforced for absences:

**Step 1** - More than 4 unexcused absences in a month, or 10% of the school year, or the teacher is concerned even if absences are excused.

**Step 2** - 14 absences in the last 6 months - An administrator will contact the student's parents

**Step 3** - 20 absences in the last 6 months - An administrator will write a letter to the parents and make a referral to the Student and Family Advocate

**Step 4** - Lack of success with previous steps Wraparound meeting of student, parent, school administrator, IELT, Student and Family Advocate, and any additional people identified by the school or the family.

- Development of a written plan

**Step 5** - Lack of success with previous steps

- Student and Family Advocate contacts Alberta Education's [Office of Student Attendance and Re-engagement](#)

**Step 6** - Lack of success with previous steps

- Assistant Superintendent of Student Services makes a referral to the provincial Attendance Board
- Assistant Superintendent of Student Services makes a referral to the provincial Attendance Board

#### **PROCEDURES FOR LATES IN CLASS:**

- The classroom teacher will discuss late expectations with their students at the beginning of each semester.
- Teachers will record all lates for every class in PowerSchool.
- For junior high students, lates will be tracked by administration monthly. After every 5 lates in a month, students will be responsible for making up 30 minutes of lost instructional time.
- For high school students, lates can significantly impact student progress and may result in a less than satisfactory outcome for the course.

## ***PERMISSION to leave school during SCHOOL HOURS***

For a junior high student to leave the building during instructional hours, the school must receive a note, phone call or email from a parent or guardian explaining the need and reason for such an absence.

## **LEARNING DEVICES AND INTERNET USAGE**

*(Reference AP 80-01/AP 80-05)*

To ensure the best educational experience when using a device and accessing the Internet, the following practices and guidelines (which comply with the Pembina Hills Technology Acceptable Use Agreement included in the annual enrolment verification), will be followed by the staff and students of Swan Hills School.

All students have access to a school assigned device and the computer network facilities at Swan Hills School. Students must read and follow the "Technology Acceptable Use Agreement." Students and parents must sign the form prior to receiving their device annually.

In particular, the following rules apply to all accounts on the system:

- a. Students are not to access another student's account.
- b. Internet access is a privilege that is available to all students for approved educational and research purposes only.
- c. Students accessing inappropriate sites and/or content may lose their Internet privileges.
- d. Chat sites and social media are prohibited.
- e. Students should not store school devices in their lockers as this increases the risk of damage.
- f. Students will return their school device to the cart and plug it in at the end of each day. The student is responsible for the device's charger and must accompany the device when returned. If the charger is lost, the student is responsible to replace it or assume the cost of the replacement. Students are also responsible for having devices charged and ready for classes.
- g. Students will NOT take devices home without parental permission. *Please contact the office to complete the appropriate form.* IF a device is permitted to leave the building, the condition of the device MUST be recorded by office staff when the device leaves AND returns to the building. The device must be returned to the school each day as it will be needed for learning purposes.
- h. Student devices may be serviced and/or replaced if the issue is a manufacturer concern or not the fault of the student (determined by IT and administration).
- i. The students will be responsible for the replacement cost of a school owned device if it is damaged or lost. Costs will be added to student fees on PowerSchool.
- j. Chromebooks are subject to regular inspection and inventory. Violations will be dealt with accordingly, and privileges may be suspended and/or removed (see AP 80-05).

**Note:** Students using their own computers must follow the same in-school rules. Using one's own device does not exempt the user from following policy.

Students are expected to be responsible digital citizens. Swan Hills School reserves the right to inspect and review computer files if it has reasonable cause to suspect that a student or employee is using the computer for illicit or illegal purposes, or for purposes in violation of the policy. The school authorities may conduct such inspection when deemed necessary, without notice, without consent, and without a search warrant.

## PERSONAL ELECTRONIC DEVICES/CELL PHONE USAGE

**As per Ministerial Order (#014/2024), *Standards for the Use of Personal Mobile Devices and Social Media in Schools*, the use of personal media devices (cell phones, Smart watches, tablets, etc.) are NOT permitted during instructional/class time.**

- This applies to all areas on campus (i.e. hallways, gyms, bathrooms, etc.)
- Personal media devices must be turned OFF and not accessible to the student.
- All students, staff and parents must comply with the Ministerial order.
- Personal communication device usage during non-instructional time (breaks and lunch) is permitted; however, students must follow the Pembina Hills Technology Acceptable Use Agreement
- All social media sites have been disabled.

Policy violations are subject to the following consequences:

**1st offense:** device confiscated by the teacher for the remainder of the class.

**2nd offense:** device confiscated in the office until the end of the school day.

**3rd offense:** device may only be given back to parent or guardian after meeting with administration.

***\*Teachers will have a designated area where devices can be placed if brought to class.***

## CONVOCATION

Ticket prices are determined by the grad advisor. Please note that all outstanding school fees must be paid in full to pick up your tickets. If a graduate chooses not to attend the ceremony, please let the grad advisor know.

## GENERAL INFORMATION

### ACCIDENTS, INJURY AND ILLNESS

If a student becomes ill or injured while at school, the following procedures will be followed:

1. The student(s)' immediate needs are attended to by qualified school staff and/or certified First Aider.
2. A parent/guardian will be contacted if the nature of the illness or injury warrants notification; and a decision will be made on how to proceed.
3. If a parent/guardian cannot be reached, the student will be made as comfortable as possible at school. If injury or illness appears serious, students will be transported to the hospital emergency department.

### BICYCLES/MOTOR VEHICLES *(Reference AP 50-31)*

Bicycles must be walked on school grounds. Students are expected to park vehicles on the street in authorized locations. Motorized vehicles that are not registered or legally allowed to operate on public roads (including quads and skidoos) should not be on school property.

## **CREDIT RECOVERY**

Credit recovery involves learning and demonstrating proficiency in the areas of a course in which a student was unsuccessful, obtaining a passing grade, and recovering credits the student would have obtained from passing the course. Credit Recovery is not for students who were unsuccessful due to extreme absences or who demonstrated consistent lack of understanding or assignment submission throughout the majority of the course. This opportunity for students who may have been successful through most of a course but who experienced difficulties in a few sections, leading to failure of the course. Students will be identified at the end of each semester and it will be determined whether they are eligible for Credit Recovery.

Process for Credit Recovery:

- Teachers inform Admin of student failures.
- Within one month of completion of the course, the student will request the credit recovery process (for courses completed in June, the student has until the end of September)
- Admin determine eligibility for credit recovery (eg. section of course failed, leading to course failure). Students must meet criteria and do not choose to enter the program on their own.
- Admin meets with student to explain and offer opportunity.
- High School Completion (HSC): teacher contacts parents.
- HSC teacher contacts original teacher to identify area of recovery. The teacher may offer original classroom materials & keys or the HSC teacher will use Distance Education materials.
- The student completes all work assigned by the HSC teacher within the assigned time (typically a one month time frame), and assignments are assessed by the HSC teacher
- HSC teacher submits student marks to SHS office for a course correction.

A student who skips class frequently and who chooses not to submit assignments, either of which leading to failure, is not a candidate for credit recovery because the student has, most likely, performed poorly in all sections of the course or if their final mark was lower than 40%, is required to retake the course. CR has a student learn/relearn specific units/section of a failed course, those that the student failed and which led to course failure. Absences may have contributed to failure of this section of the course, but, regardless, the balance of the course must have been fairly solid. This is not an option for a student (or a teacher) who believes credit recovery is a quick way to get through a whole course.

Course challenge has a different structure from the Guide to Education.

## **EMERGENCY PROCEDURES**

Fire Drill, Shelter-In-Place, and Lockdown procedures are posted in each classroom. Students will be familiarized with the procedures to ensure the safety of all students and staff. The school will complete required practices of these procedures during the year.

## **EXTRA CURRICULAR ACTIVITIES AND TEAMS** *(AP 60-16 Extracurricular Activities, Supervision and Coaching)*

Comprehensive intramural and extracurricular sports programs are offered. Some programs are offered at no-cost, while others will cost to participate. The school competes with many other schools in such sports as basketball and volleyball where the activities take place outside of regular school hours.

Students committing to sports teams must read and sign the Grizzlies Athletic Contract (*see Swan Hills Athletic Handbook*).

We offer a wide variety of things to do at noon, afterschool and on weekends. The list below are some of the activities we have offered when volunteer coaches are available. Extracurricular school teams represent our school in many sports, and participation in such is regarded as a privilege. Interested students should check with their physical education teachers for specific information.

- Badminton
- Basketball
- Cross Country
- Curling
- Golf
- Soccer
- Volleyball
- Track & Field
- Travel Club
- Grad Committee

Students are responsible for any classroom work missed (test, homework, assignments, etc.) because of involvement in extracurricular activities. It is the student's responsibility to notify his/her teacher prior to missing a class for an extra-curricular activity. Missing classes on the day of a scheduled extra-curricular game may result in a student being prohibited from attending and playing in the game. Students must pay the student fee each year in order to take part in extracurricular activities, and/or are expected to participate in related fundraising activities. If the cost of the activity is deemed prohibitive, the parents are encouraged to contact the principal to make alternate arrangements. Students may be prohibited from participating in extracurricular activities if they do not maintain acceptable academic and behavioral standards (at the discretion of teachers and/or administration).

#### **FIELD TRIPS, EXCURSIONS, NATIONAL AND INTERNATIONAL TOURS** (*Reference AP 60-03*)

Written parental consent must be obtained for all students who are involved in school-authorized activities requiring them to leave school property. The appropriate forms **MUST BE** completed via PowerSchool Parent Portal and fees paid by the assigned date. After this date, the form is no longer available in the Parent Portal for completion. Field trips are a privilege, not a right; the supervising staff member, in consultation with administration, may recommend students not participate due to Student Code of Conduct (AP 50-09) violations. Student behavior will determine eligibility.

#### **LATE/MISSED TESTS AND ASSIGNMENTS** (*Reference AP 60-10*)

Testing and assignments are essential to complete student assessment and evaluation. It is the responsibility of a student who misses a test or assignment to discuss his/her absence with the teacher before the absence

when possible or immediately upon return. Major tests and assignments are communicated to the students by the teacher. Policies for late assignments are communicated to students in course outlines and fall within the guidelines of AP-60-10.

## **LIBRARY**

Students using the library are requested to be prompt in the return of textbooks, borrowed books, devices and to adhere to library regulations. Continued negligence in return of these items may result in the suspension of library privileges. All materials are due back prior to summer vacation. Should a student fail to return the borrowed books or other items, replacement costs will be charged and added to student fees at the end of each school year.

## **LOCKERS** (*Reference AP 50-19*)

Each student is assigned a locker and a lock for his/her use during the year. Lockers should be locked at all times. We have extensive community use of the school on evenings and weekends and cannot guarantee the security of student belongings. The school is not liable for content and students are responsible for contents. Students may not exchange lockers without office staff approval. Lockers must be kept in acceptable condition and shall not impact the cleanliness of the school (i.e. fruit flies, mice, items creating a safety hazard, etc.). As the locker is the property of the school division, the school reserves the right to search and/or repossess locker(s) in cases of emergency and disciplinary investigations without notice.

## **OVERDUE/LATE ASSIGNMENTS**

Teacher will communicate expectations in course outlines at the beginning of the course. All grade calculations will be in accordance with AP-60-10. Please refer to this policy for specifics.

- Late assignments can be accepted until the last class day three weeks prior to the end of Semester 1 and 2, provided the submitted assignment(s) is demonstrative of student learning. For year-long courses, tasks assigned in the first five months of the course will be accepted until the last class day three weeks prior to the end of semester 1. Tasks assigned in the last five months of the school year will be accepted until the last class day three weeks prior to the end of semester 2. Assignments submitted at this point will be assessed and assigned a grade no greater than 50%.
- With 3 outstanding assignments, students may be required to attend the School Completion program or may not be eligible for extracurricular activities until in good standing. Students attending the School Completion Program may be required to complete missing assignments during their Options' classes, lunch breaks, or other designated times. Students will be assigned work spaces for this purpose.
- Missing assignments will be assigned zeroes in Powerschool, accompanied by the "missing" notation. Missing assignments may be submitted for marks and zeroes will be replaced by a mark provided the assignment is received on or before the semester deadline.

## **PARENT-TEACHER INTERVIEWS**

The opportunity for Parent-Teacher-Student Interviews are communicated to parents during Progress Reports. These conferences involving the teacher, parent, and student are productive in assisting student progress. Parents may arrange an interview at any time during the school year by contacting the teacher.

**PLAGIARISM** *(Reference AP 60-10)*

Research for essays, assignments, and projects is an important part of learning. Our students learn proper procedures for citing the work of others and are honest about the work they submit under their own name. Students are strongly encouraged to work with their teacher to ensure that the work that they have submitted is honest and reflects the student's best efforts and learning.

When it is clear that a student has not been academically honest, teachers and school administration view the results as a serious matter, with progressively severe consequences, including notification of parents and a resubmission of the assignment in question.

**POWERSCHOOL...STUDENT INFORMATION SYSTEM**

Because our student information system is internet based, it is possible to view your child's attendance and performance record in the comfort of your own home on a regular basis. Upon registration, parents receive login information for the PowerSchool Parent Portal. For more information, please contact the school office. Students and parents are encouraged to access PowerSchool regularly.

**SCHOLARSHIPS**[Pembina Hills' Citizenship Award: \(\\$500\)](#)

Students will complete the PHPS Annual Grade 12 Citizenship Award Application Form and submit it to the Principal. Criteria and application are available on the Pembina Hills School Division website.

[Rutherford Scholarships: \(up to \\$2500\)](#)

Awarded to students beginning post-secondary studies in any area based on academic achievement in any one or all of Grades 10, 11 and 12. Students may apply when the final high school marks are available, and they are enrolled in full-time post-secondary studies. Eligibility and application forms are available on the Alberta Education website.

[ATA Local Scholarship \(\\$1000\)](#)

Students provide a letter to the principal indicating their strengths such as citizenship characteristics, post secondary plans, volunteerism, and academic achievement. The principal in conjunction with a school advisory team will choose the successful applicant.

**SCHOOL CLOSINGS** *(Reference AP 70-101)*

The Superintendent is responsible for the decision to close schools. Major radio stations and principals will be contacted for dissemination of the closing of the school. If school buses do not operate, schools will still remain open.

**SCHOOL MESSENGER**

Communication for parents is sent out via School Messenger. Please opt in to receive text messages via the school website.

**SCHOOL PROPERTY/VANDALISM** *(Reference AP 50-09)*

Payments for damage to school property, vandalism or loss of school property will be the responsibility of the student, based on replacement cost.

### **SCHOOL VISITORS** *(Reference AP 20-02)*

Visitors are required to report to the General Office to receive permission to be in the school. Persons unlawfully on the premises may be charged with trespassing under the Alberta School Act.

### **STUDENTS' COUNCIL**

Becoming an active member of the Students' Council is an effective way to learn the basic philosophy of participation in a democratic form of government. The main purpose is the promotion of student activities. Other aims include assistance in solving school problems, development of harmonious relations between students and staff members, and the development of habits of good citizenship.

### **SURVEILLANCE CAMERAS** *(Reference AP 30-40)*

Surveillance cameras have been installed in the school. They are for the protection and safety of staff, students and the property. The cameras function 24 hours a day, 7 days a week.

### **TELEPHONE**

Students may access office or classroom phones with permission from staff.

### **TRANSPORTATION** *(Reference 70-120)*

Buses will be made available for school activities where possible under the present policy. Transportation fees will be assessed based on the nature and length of trip. When school buses are provided for transport to school functions, students shall not ride in private vehicles unless with a parent or another adult with parental and school permission.

## SENIOR HIGH PROGRAM

Diploma Requirements – 100 credits needed	Certificate Requirements – 80 credits needed
English Language Arts – 30-1 or 30-2	English Language Arts – 20-2 or 30-4
Social Studies – 30-1 or 30-2	Social Studies – 10-2 or 20-4
Mathematics – 20-1, 20-2 or 20-3	Mathematics – 10-3 or 20-4
Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20	Science 14 or 20-4
Physical Education – 3 credits	Physical Education – 3 credits
CALM – 3 credits	CALM – 3 credits
10 credits from the following: <ul style="list-style-type: none"> <li>- CTS courses</li> <li>- Fine Arts</li> <li>- Second Language</li> <li>- Physical Education 20 and/or 30</li> <li>- K &amp; E courses</li> <li>- RAP courses</li> <li>- Locally developed courses in CTS, fine arts, second languages or K &amp; E courses</li> </ul>	5 credits from the following: <ul style="list-style-type: none"> <li>- 30-level K &amp; E courses</li> <li>- 30-level CTS courses</li> <li>- 30-level locally developed courses with an occupational focus</li> </ul>
10 credits in any 30-level course in addition to English and Social Studies: <ul style="list-style-type: none"> <li>- 30-level locally developed courses</li> <li>- Advanced (3000 series) CTS courses</li> <li>- 30-level Work Experience</li> <li>- 30-level K &amp; E courses</li> <li>- 30-level RAP courses</li> <li>- 30-level Green Certificate courses</li> <li>- Special Projects 30</li> </ul>	5 credits from the following: <ul style="list-style-type: none"> <li>- 30-level K &amp; E workplace practicum courses</li> <li>- 30-level Work Experience</li> <li>- 30-level Green Certificate courses</li> <li>- Special Projects 30</li> </ul> Or 5 credits in RAP courses

### Course Load Requirements:

At Swan Hills School, the student course-load policy is as follows:

- Grade 10 students must take a full credit program requiring a minimum of 40 credits.
- Grade 11 students who have earned 30 credits or less by September must take a minimum of 40 credits.
- Grade 12 students who have earned 75 credits or less by September must be registered in 35 credits.

# AWARDS

In June of each year many distinctive awards are given to Swan Hills School students.

1. Valedictorian - awarded to the grade twelve student with the highest overall school mark average in the academic subjects. (30-1 route)
2. Honour Certificates by core subject
3. Overall Honours Certificates - awarded to the student with an overall average of 80% or higher in four core subjects (Language Arts, Social Studies, Math, Science)
4. Achievement Certificates - those with an average mark between 75% - 79%
5. Highest Academic Achievement - One student in each of grades seven - twelve
6. Grizzly Award - This award will be given to students who show outstanding effort, consistency, improvement, and/or perseverance throughout the school year
7. Attendance Awards perfect attendance (no absences)
8. Citizenship- awarded to students throughout the year who have demonstrated exceptional citizenship in the school and community
9. Governor General Award – awarded in the Fall
10. Girls Most Valuable Player - selected by Athletic Director in consultation with Coaches
11. Boys Most Valuable Player - selected by Athletic Director in consultation with Coaches
12. Girls Most Improved - selected by Athletic Director in consultation with Coaches
13. Boys Most Improved - selected by Athletic Director in consultation with Coaches
14. Girls Most Sportsmanlike - selected by Athletic Director in consultation with Coaches
15. Boys Most Sportsmanlike - selected by Athletic Director in consultation with Coaches
16. Student Who Contributed Most to Students' Union - selected by Swan Hills Students' Union members and advisors (Student Advisor)
17. Student Who Contributed Most to Student Life - selected by Swan Hills Students' Union members and advisors (Student Advisor)
18. Alfred Freckelton Memorial Math Award - Given to the one student in each of the junior and senior high with the highest math mark