

# Bonnyville Centralized High School

4808 49th Street  
Bonnyville, Alberta T9N 2J7  
<http://bonnyvillecentralizedhigh.ca>  
Phone: 780-826-3366  
email: bchs@nlsd.ab.ca



**Student Handbook  
2023 - 2024**

## **Table of Contents**

<b>WELCOME TO BCHS FROM THE ADMIN TEAM</b>	<b>3</b>
<b>STAFF LIST</b>	<b>4</b>
<b>BELL SCHEDULE FOR 2023 - 2024</b>	<b>5</b>
<b>SCHOOL WEEK</b>	<b>5</b>
<b>VISITORS TO THE SCHOOL</b>	<b>5</b>
<b>GUESTS</b>	<b>5</b>
<b>EXPECTATIONS OF STUDENTS AT BCHS</b>	<b>6</b>
<b>EDUCATION ACT, PART 3 SECTION 31- REQUIREMENTS FOR STUDENTS' CONDUCT</b>	<b>6</b>
<b>SCHOOL WIDE EXPECTATIONS</b>	<b>7</b>
<b>STUDENT DRESS</b>	<b>7</b>
<b>ATTENDANCE POLICY</b>	<b>8</b>
<b>LATE TO SCHOOL</b>	<b>9</b>
<b>ASSESSMENT AND EVALUATION OF STUDENT LEARNING</b>	<b>9</b>
<b>HOMEWORK</b>	<b>9</b>
<b>PLAGIARISM AND/OR CHEATING</b>	<b>10</b>
<b>CELL PHONE POLICY</b>	<b>10</b>
<b>EMERGENCY EARLY DISMISSAL</b>	<b>11</b>
<b>BCHS CREDIT ENROLMENT POLICY</b>	<b>11</b>
<b>COURSE CHANGES AND DROPPING COURSES</b>	<b>12</b>
<b>ALBERTA HIGH SCHOOL DIPLOMA GRADUATION REQUIREMENTS</b>	<b>12</b>
<b>GRADUATION CEREMONIES</b>	<b>14</b>
<b>CAREER INFORMATION AND COUNSELING</b>	<b>15</b>
<b>EXTRA-CURRICULAR OPPORTUNITIES</b>	<b>15</b>
<b>PICTURES</b>	<b>16</b>
<b>EVACUATION DRILLS/LOCK-DOWN DRILLS</b>	<b>16</b>
<b>SMOKING</b>	<b>16</b>
<b>ALCOHOL/DRUG/SOLVENT ABUSE</b>	<b>17</b>
<b>ALLERGIES, MEDICATION AT SCHOOL</b>	<b>17</b>
<b>USE OF SCHOOL PHONES</b>	<b>17</b>
<b>STUDENT LOCKERS</b>	<b>17</b>
<b>VANDALISM AND/OR ACCIDENTAL BREAKAGE</b>	<b>18</b>
<b>FIELD TRIPS</b>	<b>18</b>
<b>STUDENT PARKING</b>	<b>18</b>
<b>STUDENTS 18 OR OVER</b>	<b>18</b>
<b>NORTHERN LIGHTS SCHOOL DIVISION NO. 69 REGULATIONS AND POLICIES</b>	<b>18</b>

## **Welcome from the BCHS Admin Team**

We know you are as excited as we are to have a great year of learning together. Our learning spaces and staff will give us the opportunity to offer exciting opportunities for our students in addition to our core programming.

Our goal is to ensure that all students are healthy, happy and safe during their time at BCHS so they may learn as much as they can. We will help each student set goals and challenge them to grow as learners throughout the year, and we will work diligently to make a difference each and every day to help improve student learning.

Parents /Guardians are an integral part of a student's success in junior and senior high school and we look forward to working with our parents to help our students have a successful learning experience at BCHS.

Whether you are a new parent to the school, or a long serving school parent, we would like to encourage you to get involved in the BCHS Parent Council. It's a great way to stay informed and to be involved in your child's education.

Please refer to the Student Handbook for answers to many of the common questions students and parents have about learning at BCHS.

It's going to be a great year, and we hope that you are as excited about it as we are.

Welcome Home.

Sincerely,

Mr. Mark Centazzo  
Mr. Michael Straile

**Administration**

Principal: Mark Centazzo  
Assistant Principal: Michael Straile  
Administrative Assistant: Lynda Lauzon, Kim Breen

**Teachers**

Nicole Baker	Humanities, Drama
Kim Breen (Instructor)	Cosmetology
Chris Eliason	Humanities and PE
Lesley Ann Etter	Math, Flexible Programing
Nicole Friesen	Social Studies, Art
Lorelei Gertz-Cummins	Art, Language Arts, Life Skills
Dawn Holmes	Science, Math, Human Sciences
Julie Hutchison	Socials, Student Services Teacher
Tyson Jordan	Science and Math
Greg King	Science and Math,
Stephen Kozina	Math, PE, Fitness
Jody Serner	Industrial Ed, Social Studies,
Michael Straile, Michael	Career Transitions, PE, Social Studies
Samantha Mayer	PE and Language Arts
Jennifer Vermillion	Math, Science
Kelly Shyry	English
Bethany Olson	Social, English, Math

**Student Assistants**

Ashley Adams  
Lindsay Swetman  
Mark O'Connell  
Patricia Riopel

**Librarian /Career Counselor**

Kim Buchta

**Special Education Coordinator**

Julie Hutchison

**Student Advocacy Counselor**

Jenn Perepelitza

*\*During the course of a school year, policies are sometimes revised, added or deleted. Any revisions to policies during the school year will be posted on our website which can be accessed at <http://bonnyvillecentralizedhigh.ca> . The information contained within this handbook is specifically for students, and parents or guardians of students attending Bonnyville Centralized High School.*

#### BELL SCHEDULE FOR 2023 - 2024

<b>BLOCK 1</b>	<b>8:46-10:11</b>
Break	10:11-10:18
<b>BLOCK 2</b>	<b>10:18 -11:43</b>
Lunch	11:43 -12:23
<b>BLOCK 3</b>	<b>12:23 -1:48</b>
Break	1:48 - 1:55
<b>BLOCK 4</b>	<b>1:55 -3:20</b>

#### SCHOOL WEEK

The Northern Lights Public Schools calendar includes Family Fridays. Family Fridays are occasional Fridays when students do not have to attend school. The regular school day (class time) is extended to accommodate these days when students are not in school. Parents and students can access calendar information at [www.nlpsab.ca](http://www.nlpsab.ca) or <http://bonnyvillecentralizedhigh.ca> .

#### VISITORS TO THE SCHOOL

Please be advised that **schools are NOT public buildings**. They are private and owned by the School Board, and thus are not open to anyone without specific business to do with the school. In an effort to ensure the safety of all students and staff of Bonnyville Centralized High School, **we require ALL visitors to the school to use the main entrance and to make their presence and business known to an adult working in the general office. Guests MUST sign in.** Visitors to the school must follow all AHS public health orders active at the time. Office administration will determine whether the guest can proceed further into the school. People who are in the building without having followed appropriate procedures will be asked to leave and may be charged with trespassing. *A visitor is anyone who is not in the building as a student of BCHS, scheduled parent volunteer, or employee of Northern Lights School Public Schools.*

*All doors to the building will be locked during class time. The only doors that will remain open are the main entrance doors on the east side of the building.*

#### GUESTS

BCHS prides itself on being a welcoming and inviting place to be. At the same time, our focus is to assist our students in learning to the best of their ability. This is a workplace for our students and staff. We do not allow students from other schools, cousins, or other relatives and friends visiting from other places to spend the day.

## EXPECTATIONS OF STUDENTS AT BCHS

We, at BCHS, encourage and ask our students to embody:

- Respect
- Integrity
- Kindness
- Responsibility

## REQUIREMENTS FOR STUDENTS' CONDUCT

A student, as a partner in education, has the responsibility to:

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- (d) respect the rights of others in the school,
- (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- (f) comply with the rules of the school and the policies of the board,
- (g) cooperate with everyone authorized by the board to provide education programs and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.

## STUDENT APPEALS

As a student, you have the right to appeal, if necessary. See Northern Lights Public Schools Student Appeals flowchart online and [Administrative Procedure #380](#) for more information

## SCHOOL WIDE EXPECTATIONS

In our school, **every choice a student makes must serve to enhance their own or others' learning and the learning environment.** Students are expected to:

- show courtesy and respect to each other and to the adults in the classroom, during breaks, at assemblies, and at all school functions
- treat school property (desks, chairs, walls, lockers, etc.) with care and respect; report any vandalism or damage to school property to the office or to the classroom teacher as soon as it is discovered. Lockers are to be kept clean - no use of tape or sticky materials of any kind
- complete homework assignments on time and to work with teachers for accommodations if necessary
- keep the school neat and clean. Clean wet, muddy or dirty footwear on the mats at the entrances and/or carry soiled items to your locker
- move to all classes, activities and buses in a safe and orderly manner

- refrain from the use of profane or abusive language, put downs, harassing behaviors and language, and roughhousing. Violent motions of any kind are unacceptable;
- attend school regularly and comply with the school rules
- obey and abide by the law
- respect the property of others and to take only those things they are authorized to use
- come into classes promptly, prepared, and ready to work

## STUDENT DRESS

Parents and students are encouraged to assist staff in maintaining a dress code conducive to the promotion of a positive learning environment in the school. Generally speaking, **clothing is expected to be tasteful and considerate of others' sensibilities**. What is appropriate at the beach, at home, and in other private/public situations is not necessarily appropriate in school. In most instances, people have a choice about whether they want to be somewhere or be exposed to something. Students, on the other hand, are required to attend school, so we all need to consider values which may be more conservative than our own when dressing for school.

- clothing with signs, words, symbols etc., which support, suggest, or advertise, alcohol, tobacco, drugs and/or which are sexually suggestive, cruel, racist, derogatory or profane in nature cannot be worn in school or on/during school related activities (eg., SKIN industries clothing, beer slogans, "I'm with stupid shirts" etc.);
- undergarments must not be visible and garments must cover appropriately clothing should be in good repair.
- garments must cover appropriately
- outdoor apparel should be removed indoors and placed in lockers. (discretion of the teacher in the classroom applies to hats and coats);
- clean, non-marking, dry footwear must be worn indoors.
- footwear for physical education should be free of any dirt, gravel or sand, which would cause damage to the hardwood floor in the gym.
- Students whose clothing is deemed to be inappropriate will be asked to correct the situation by
  - changing into other, more appropriate clothing they may have at school;
  - turning clothing inside out;
  - putting on a change of clothes provided temporarily by the school;
  - getting a change of clothes from home (with parent's permission);
  - borrowing something provided by a friend or staff member;
  - covering up with a sweater or other article of clothing.

Students who demonstrate repeated disregard for the expectations can expect disciplinary action.

## BCHS Attendance Policy

**Rationale:** One of the most effective ways to support student success is to ensure that students attend school regularly and punctually. This is a shared responsibility between the parents/guardian, the student and the school.

**Parent Responsibility:** It is the parents'/guardians' responsibility to ensure that their child is at school every day unless the student must be absent due to illness, religious holiday, family member death or illness, or unavoidable circumstances. It is the parent's responsibility to inform the school regarding their child's absence. If this does not occur within three days, the student's absence will remain recorded as an "unexcused" absence.

**Parent Right:** The parent has the right to be informed by the school when their child is absent.

**Teacher Responsibility:** It is the teacher's responsibility to record and monitor the attendance of students in his/her/their class. It is the teacher's responsibility to inform the parent and the office regarding specific student absences from their class according to the guidelines below. It is the teacher's responsibility to provide appropriate and reasonable access to school work for students who have been absent.

**Teacher Right:** It is the teacher's right to expect students to attend promptly and regularly.

**Student Responsibility:** It is the student's responsibility to be in class on time and ready to learn. When a student has been absent it is his/her/their responsibility to ask the teacher for missed work, and to arrange a time for help, if needed.

**Student Right:** It is the student's right to have the opportunity to learn and to receive help and missed work following an excused absence.

### **Steps for Absenteeism Interventions**

**Step 1:** Following the **second** unexcused absence, the teacher will have a conversation with the student about the importance of attendance and to inquire into the unexcused absences. The teacher will record this meeting in the electronic records system (log entry in PowerSchool).

**Step 2:** Following **four** unexcused absences, the teacher will contact parent/guardian by phone or email, and record this information in the electronic records system.

**Step 3:** Following **six** unexcused absences, the teacher will record this information electronically and inform the administration of the absences. The administrator will meet with the student and place the student on an attendance agreement for a fixed period of time.

**Step 4:** If the terms of the contract are not fulfilled, the student may be subject to disciplinary action which may include suspension, withdrawal from affected classes, an additional attendance contract and/or withdrawal from the semester.

Recommendations may also be made to have the superintendent's office involved, or help may be requested from the provincial attendance board.

This school policy is in line with both provincial policy from the Education Act and district policy from Northern Lights Public Schools:

Part 3 Section 31(a)

A student has the responsibility to attend school regularly and punctually.

and NLPS Reference [Administrative Procedure #330](#)

Regular attendance at school is essential if educational benefit is to be maximized. Responsibility for maintaining acceptable attendance rests with the parent and/or the student.

The school has a responsibility to keep the student and parent regularly informed of attendance requirements and status.

Procedures utilized in connection with student attendance shall be in accordance with the laws of natural justice. The main purpose for pursuing attendance problems must be with the intent of improving attendance and encouraging students to remain in school. The Division has recourse to the Provincial Attendance Board.

## LATE TO SCHOOL

Students arriving late, after the start of class, will go to their class, politely knock on the door and enter in as least disruptive a way as possible. Only the main entrance doors will be unlocked during the school day and so students arriving late will have to enter through these doors.

Parents will be contacted if lateness becomes a regular occurrence. As with attendance, teachers and/or administration will contact home through the automated message system, the parent access website, to solicit your support and intervention with this concern if necessary. Lateness may be dealt with using the same interventions and disciplinary action as poor attendance, should it become habitual.

## ASSESSMENT AND EVALUATION OF STUDENT LEARNING

Please see Northern Lights Public Schools Administrative Procedure #240 for a detailed policy on assessment. BCHS must follow the guidelines laid out in this policy.

Tests, quizzes, exams, projects, assignments, homework and other types of assessments and evaluations are all a part of the education process. They keep students aware of their progress in learning, and allow teachers to diagnose needs (*assessment for learning*) as well as assess knowledge, comprehension, application, analysis, synthesis and evaluation of curricular outcomes (*assessment of learning*). **Students are expected to write tests, quizzes and exams on the days they are scheduled and to hand in assignments in a timely manner.** Students who must miss an exam for *acceptable* reasons (illness, medical appointments, dental appointments, religious holy day) **MUST** make arrangements with the appropriate teacher for an alternative writing date and parents are expected to contact the school to explain the absence. **We expect that parents and students will make alternative arrangements ahead of time for all absences from exams, with the exception of sudden illness.**

**Please note that vacations, personal appointments, car maintenance, and other such appointments are not acceptable reasons to miss classes or exams** and make-up opportunities will typically NOT be provided for these types of absences. In the event that a student is sick on the day of an exam, parents are expected to contact the school as soon as possible to advise the teacher of the situation and make alternative arrangements. Parents and students may check marks on PowerSchool (<http://powerschool.nlsd.ab.ca/public>).

## HOMEWORK

Homework is a part of the learning process and students are expected to complete assignments in a timely manner. Students at all grade levels should expect to spend time outside of school hours to review, prepare and complete class assignments. Parents of students who are not

completing assignments will be contacted and a plan for completing homework will be developed. This may include the use of the HOMEWORK ROOM (Schedule to be determined), or other arrangements developed by the student, teacher and parents.

### **PLAGIARISM AND/OR CHEATING**

Plagiarism is theft of intellectual property and will not be tolerated in Bonnyville Centralized High School. Students who plagiarize or cheat can expect disciplinary action to occur. At minimum a student who plagiarizes or cheats will be given a zero on the specific assignment, project or test in question. The student will still be required to meet the learning outcomes of the course. (Plagiarism and cheating include, but are not limited to, using other people's homework answers and claiming them as your own; using AI technology (like ChatGPT) to create assignments that were expected to be completed by you and claiming them as your own; taking information from the internet or books without properly quoting and referencing it; recording, storing and/or sharing answers in/through electronic devices such as calculators, handheld computers, telephones; and, using signals to communicate answers during an exam or individual work times).

### **BCHS Cell Phone and Electronic Device Acceptable Use Policy**

#### Background

At BCCHS, we recognize the potential that cell phones and electronic devices have as an aid to learning in the classroom. We encourage teachers to implement the use of technology (cell phones, electronic devices, etc.) when appropriate, into their lessons.

BCCHS is required to follow Administrative Procedures as laid out by Northern Lights School Division. Administrative Procedure # 140-1: Personal Communication and Recording Devices, is the basis for this School Policy. This policy is online under the Accountability - Policies and Procedures at [www.nlpsab.ca](http://www.nlpsab.ca) . Applicable sections are as follows:

***Students shall refrain from using cell phones in the classroom. Receiving or initiating phone calls or text messages; or, using technologies with integrated sound/video recording devices, for personal use or entertainment, is not permitted. Ringing or vibrating cell phones are notable disruptions to learning in the classroom. Classrooms are equipped with telephones and serious emergency calls from parents will be routed through the school system, or students will be called to the office to take the call. Please ensure that if you need to contact your child, you call the school at 780-826-3366, rather than calling your child while in class.***

***Any devices capable of storing information are not permitted in a testing area unless expressly indicated by the teacher, and, in the case of provincial examinations, approval for use by Alberta Education (eg: graphing calculators used for Math; CDs / CD players that have been approved as special education accommodations). It is the responsibility of students in possession of these devices to declare them in advance of any test administration, or face questions of academic dishonesty.***

Students may use their cell phones or electronic devices for personal use before school, during transition periods, at lunch or after school. Students are strongly encouraged to leave their cellular devices in their locker or vehicle; however if they do bring their device to class they are expected to turn their cell phones and electronic devices off when entering a classroom.

As cell phone and electronic device use has become more and more prevalent amongst students, we are seeing that these devices are becoming increasingly distracting to students during class time and are interfering with students' learning. We are also experiencing a significant increase in

the use of cell phones and electronic devices to cheat on exams and other assessments. With this, **headphones, earbuds or other listening devices will not be permitted while instruction is happening.**

At Bonnyville Centralized High School we believe that it is part of our responsibility to teach students to manage their cell phone and electronic device use. So, to assist students in managing their cell phone and electronic device use so that cell phones and electronic devices do not interfere with the learning environment of the classroom, we require that students adhere to the following guidelines:

1. Upon entering class, students shall turn off their cell phone and/or electronic devices and store them out of sight (pocket, backpack, etc.) This includes the removal of ear buds and other similar devices.
2. During class, students will only use cell phones and electronic devices to complete assignments that are related to the instructional lesson or any other approved activity WITH teacher permission.
3. Students will not record still or moving images or voices of students or the teacher without the permission of the teacher.
4. During ALL assessments (exams and quizzes), cell phones and electronic devices will be turned off and stored out of sight or in the teacher designated location in the classroom. Cell phones and electronic devices must remain so stored until ALL assessments have been collected.
5. For obvious privacy reasons, students are not permitted to have cell phones and other electronic devices out in the Phys Ed. Locker room at any time.

If a student refuses to comply with any part of this policy, it will be dealt with as defiance, and become a disciplinary matter that may be referred to the office.

\*\*\*\* The school is **NOT** responsible for any damage or loss of cell phones or other electronic devices because students are making a choice to bring their devices to school. They may leave their devices in their lockers if they do not wish to have them as a possible distraction in the classroom. If they choose to bring them to class, students must comply with the above policy. \*\*\*\*

We ask that parents support the school's efforts to provide a positive, safe and consistent learning environment, by refraining from texting or calling their children at school during class time. In an emergency, the office can contact your child to relay a message.

#### **EMERGENCY EARLY DISMISSAL**

All parents are asked to have an up to date emergency contact list in the event of an emergency dismissal necessitated by inclement weather, fire, water cut-off, illness or other unforeseen events; and, to make sure that students are aware of these arrangements. At times, students become ill suddenly, and with both parents working it is essential to know who to call if the student needs to be picked up and taken home.

#### **BCHS CREDIT ENROLMENT POLICY**

It is the intention of the school to provide a broad education for the students who attend; therefore, our philosophy is that students attending high school should be enrolled in as many courses as possible throughout their four years in BCHS. To that end, BCHS has a credit enrollment policy which governs the expectations of student enrollment in BCHS.

- Grade 9 - Students in Grade 9 are to be enrolled in classes for the entire day - no spares.
- Grade 10 - Students in Grade 10 will be enrolled in 40 credits or more per year - no spares
- Grade 11 - Students in Grade 11 will be enrolled in 40 credits or more per year
- Grade 12 - Students in Grade 12 will be enrolled in sufficient courses to be eligible for graduation and, as much as possible, preparation for post secondary plans.

A spare will only be part of a student’s schedule through consultation with and the approval of the school administration. Any spares will be based on a student’s overall education program, graduation requirements and possible future post-secondary path. It is our intention that all students will take the opportunity to explore the variety of courses offered at BCHS and maximize their learning opportunities.

### **COURSE CHANGES AND DROPPING COURSES**

Students are expected to have selected their courses prior to the beginning of the school year; however, changes are sometimes necessary as a result of schedule conflicts, failed courses, or summer school successes.

**ALL COURSE CHANGES FOR SEMESTER 1 ARE TO BE COMPLETED BEFORE THE END OF THE SECOND WEEK OF SCHOOL (September 15, 2022).**

**ALL COURSE CHANGES FOR SEMESTER 2 ARE TO BE COMPLETED BEFORE FEBRUARY 9, 2023.**

Students who wish to drop a course and replace it with another, after the second week, must justify their position to an administrator, as well as supply support from their teacher and parents to indicate that this is in the student’s best interests. Whether or not a student will be allowed to drop a course is decided by an assistant principal or the principal only.

### **ALBERTA HIGH SCHOOL DIPLOMA GRADUATION REQUIREMENTS**

The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and specific courses. At BCHS we work hard to ensure that you have the correct courses and number of credits to graduate; however, the ultimate responsibility for ensuring accuracy rests with the student and his or her parents/guardians. In order to graduate a student must have:

The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.
100 CREDITS including the following:
<b>ENGLISH LANGUAGE ARTS – 30 LEVEL</b> (English Language Arts 30-1 or 30-2)
<b>SOCIAL STUDIES – 30 LEVEL</b> (Social Studies 30-1 or 30-2)
<b>MATHEMATICS – 20 LEVEL</b>

(Pure Mathematics 20, Applied Mathematics 20 or Mathematics 24) (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)
<b>SCIENCE – 20 LEVEL</b> (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)
<b>PHYSICAL EDUCATION 10 (3 CREDITS)</b>
<b>CAREER AND LIFE MANAGEMENT (3 CREDITS)</b>
<b>10 CREDITS IN ANY COMBINATION FROM:</b> <ul style="list-style-type: none"> <li>• Career and Technology Studies (CTS)</li> <li>• Fine Arts</li> <li>• Second Languages</li> <li>• Physical Education 20 and/or 30</li> <li>• Locally developed/acquired and locally authorized courses in CTS, fine arts, second languages, Knowledge and Employability occupational courses or IOP occupational courses</li> <li>• Knowledge and Employability courses</li> <li>• Registered Apprenticeship Program courses</li> </ul>
<b>10 CREDITS IN ANY 30-LEVEL COURSE</b> (IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE) These courses may include: <ul style="list-style-type: none"> <li>• 30-level locally developed/acquired and locally authorized courses</li> <li>• Advanced level (3000 series) in Career and Technology Studies courses</li> <li>• 30-level Work Experience courses</li>   <li>• 30-level Knowledge and Employability courses</li> <li>• 30-level Registered Apprenticeship Program courses</li> <li>• 30-level Green Certificate Specialization courses</li> <li>• Special Projects 30</li> </ul>

**ALBERTA KNOWLEDGE AND EMPLOYABILITY (K&E) CERTIFICATE OF HIGH SCHOOL ACHIEVEMENT REQUIREMENTS**

The requirements indicated in this chart are the minimum requirements for a student to attain a Certificate of High School Achievement. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

80 credits including the following:
English Language Arts 20-2 or 30-4
Mathematics 10-3 or 20-4
Science 14 or 20-4
Social Studies 10-2 or 20-4

Physical Education 10 (3 credits)		
Career and Life Management (3 credits)		
5 credits in: <ul style="list-style-type: none"> <li>• 30-level Knowledge and Employability occupational course, or</li> <li>• Advanced level (3000 series) in Career and Technology Studies courses,<sup>4</sup> or</li> <li>• 30-level locally developed course with an occupational focus</li> </ul> And	O r	5 credits in: <ul style="list-style-type: none"> <li>• 30-level Registered Apprenticeship Program (RAP) course<sup>7</sup></li> </ul>
5 credits in: <ul style="list-style-type: none"> <li>• 30-level Knowledge and Employability Workplace Practicum course, or</li> <li>• 30-level Work Experience course,<sup>5</sup> or</li> <li>• 30-level Green Certificate course,<sup>6</sup> or</li> <li>• Special Projects 30</li> </ul>		

1 To qualify for a Certificate of High School Achievement, students must successfully complete a minimum of one academic Knowledge and Employability course or be identified as a Knowledge and Employability student (710 code) within the 12 months previous to the awarding of the Certificate.

2 See information on exemption from the physical education requirement.

3 See information on exemption from the CALM requirement.

4 Courses that are identified using a post-secondary institution (PSI) course code may be used to meet the certificate requirement of “5 credits in Advanced level (3000 series) in Career and Technology Studies courses.”

5 Students may earn a maximum of 30 credits in Work Experience, but only 15 credits may be used to meet the 80-credit requirement for the Certificate of High School Achievement. Refer to the Off-campus Education Handbook for additional information.

6 See additional Green Certificate information.

7 Refer to the Off-campus Education Handbook for additional information.

- Only 5 high school credits for external learning may be used to meet the 80-credit requirement for the Certificate of High School Achievement.

## GRADUATION CEREMONIES

Grade 12 graduation ceremonies are held each year close to the end of June. The ceremony is held in the school gymnasium or a location within Bonnyville and organized by school staff.

Parents may or may not choose to fundraise and organize other activities for graduating students; for example a dinner and dance. Please note that no alcohol can be present at any function associated with the school in any way.

Graduation Class president is voted on by students and any graduating student wishing to be considered for this position must be in good standing.

Graduation Class valedictorian is selected by BCHS administration based on their academic performance in their grade 12 (30 level) courses.

All students wishing to participate in the **graduation ceremony** at the school must meet the following criteria:

1. All requirements for an Alberta High School Diploma, or Certificate of High School Completion must be in place;
2. Be registered at BCHS in their grade 12 year or have a strong association with BCHS (at the discretion of BCHS admin team) and in attendance at BOS.
3. Have discussed graduation and been approved to graduate by Mr. Centazzo or Mr. Straile by June 1<sup>st</sup> of the given graduation year, have a minimum of 50% and be in a reasonable position to pass all courses by year end;
4. Must be members in good standing of the BCHS Students' Association;
5. Must have paid for and wear a cap and gown;
6. Have all outstanding fees paid in full;
7. Recognize and respect that the graduation ceremony is for everyone who has met the criteria for a high school diploma and dress and act appropriately.

**Bonnyville Centralized High School requires the following:**

**Students do not automatically qualify to graduate.** Students must apply to take part in the graduation ceremony. This application form must be completed and submitted to the office in order for students to qualify for participation in graduation ceremonies

#### **CAREER INFORMATION AND COUNSELING**

BCHS endeavors to provide accurate and timely career counseling and information to our students through the use of various community organizations and resources, presentations from various post-secondary institutions, and information posted in the school. While we do our best to provide accurate and timely information, **it is the responsibility of the individual student and parents to ensure that the correct prerequisites and information for a desired post-secondary program or workplace are in place.**

#### **EXTRA-CURRICULAR OPPORTUNITIES**

During the school year, students can get involved in a host of activities in addition to their academic studies. We encourage all students to participate in one or more of the extracurricular programs. With active participation and support from staff and parents, an extracurricular activity can have a tremendously positive influence on a student's learning and life. Activities include, but are not limited to, the following:

- o Performing Arts (Musical Theater)
- o Basketball
- o Badminton
- o Cross Country Run
- o Curling
- o Football

- o Golf
- o Handball
- o Student leadership
- o Rugby
- o Environmental Club
- o D&D Club
- o SASS
- o Mountain Biking
- o ESports
- o Santa's Elves
- o Track & Field
- o Volleyball
- o Outdoor Pursuits
- o Others which occur from year to year

Best of luck to all students as they choose activities of interest to them during the school year.

Any extra curricular activities will be conducted with regard to AHS public health orders.

### PICTURES

Each year, Bonnyville Centralized High School has a professional photography company take pictures of the students and staff in our school. These pictures are used for the following purposes and come to the school in the form of individual photos and digital files:

- to provide parents and students with the opportunity to purchase school pictures of the student;
- to create composite pictures of students in the school for displays in hallways;
- to create a yearbook (hardcopy, or digital), if desired, for purchase by students, parents and staff within Bonnyville Centralized High School and Northern Lights School Division.
- to provide a database which interfaces with our student information system and allows us to put student's pictures on report cards;
- to provide a database which allows us to create/print a class composite with grade and students' names on it for staff identification of students in the school, for substitute teacher identification of students in a class;

\*Candid photos are taken throughout the school year, which are used for newspaper articles and newsletters, school/division social media, and memory books. You will find a place to sign for consent in the registration forms you fill in each year as well as a check sheet in your handbook packages which are distributed on the first day of school.

### EVACUATION DRILLS/LOCK-DOWN DRILLS

Evacuation drills and lockdown drills are executed in the school at various times during the school year. Students are expected to know the routines and exits involved and are required to exit the building in a calm, orderly manner. No student is allowed back into the building without permission. **Students are expected to remain with their class during drills and real emergency situations so that everyone can be accounted for and to follow the directions given by the school staff.**

### SMOKING

BCHS is a smoke free school and students are not allowed to smoke on the property, or on school activities. By law, students under the age of 18 are not allowed to smoke in

public/visible areas. Students witnessed smoking on school property will be issued a warning for the first offense, for additional infractions there will be subsequent consequences.

**Special Note:** E-Cigarettes/Vaporizers are not permitted on school property; chewing tobacco is not permitted on school property. Use of these products may result in a recommendation for suspension or expulsion.

#### **ALCOHOL/DRUG/SOLVENT ABUSE**

Students suspected of being under the influence of alcohol and/or illicit drugs at school or at any school activity will automatically be suspended from school, may be recommended for addictions counseling and/or may be recommended for expulsion. Bloodshot eyes, the odor of marijuana, slurred speech, and erratic/unusual behavior are just a few examples of things that might cause a student to be suspected of substance abuse. NO alcohol or illicit drugs are allowed anywhere on school property; this includes inside vehicles on school property.

#### **ALLERGIES, MEDICATION AT SCHOOL**

Division policy prohibits any teacher from administering medication to a student. If a student requires medication during the day, he/she/they must self administer the medicine. It is critical to the school to know if a student has any disabling conditions or allergies. Please ensure that such information is provided in the registration form, or through updates filled out each school year.

#### **USE OF SCHOOL PHONES**

Office and classroom phones are for the use of staff only, unless a student has been specifically instructed or permitted by a staff member to use a classroom/office phone to call parents. The exception to this is if students are ill. We want to ensure students' safety, so anyone who is sick and needs to call home can call from any phone as long as a staff member is there to assist and ensure that the school is aware of the student's situation. Everyone using school phones is expected to be polite and to use business appropriate tone and language when on the phone at school.

#### **STUDENT LOCKERS**

Lockers are available for student use. The school will provide a combination lock for the locker and the student can sign out a locker for their use. Students should refrain from sharing their locker or lock combinations with anyone. In the event that access to a student locker becomes necessary, if the user of the locker in question cannot be located, the lock will be removed. **Students will be responsible for the cost of replacing the lock if they do not return the lock at the end of the year.** Division Administrative Policy: 354 - Student Interrogations and Searches will be followed if access to a student locker becomes necessary. Students are forbidden to write on the insides or outsides of lockers or mark the lockers in any way, and will be charged for the expense of having someone remove graffiti or items. Any items hung inside lockers must be easy to remove (magnetic) and must not be offensive IN ANY WAY to anyone walking past the locker when it is open. Students who do not comply will be required to remove offensive materials and may lose the privilege of having a locker.

#### **VANDALISM AND/OR ACCIDENTAL BREAKAGE**

In the event that someone accidentally breaks or deliberately vandalizes school property, that person will be charged for the repair and/or replacement of that property.

## **FIELD TRIPS**

Occasionally, as part of an educational program, extra-curricular activity, or as part of a year end wind up, students will be invited to participate in a school or class field trip. Parents can expect that details of field trips will be provided to them prior to the trip's departure and that the details will include a risk assessment so that they can provide informed consent regarding their child/children's participation in the event. Parent permission forms are sent out prior to field trips and students **MUST** have a signed form in order to participate. Verbal permission cannot substitute for written permission. All rules which apply inside the school and school grounds also apply on field trips. Some trips may require an opt out slip if it is a school wide expectation.

## **STUDENT PARKING**

Students and parents park in the student parking lot on a first come, first served basis. The staff parking lot is reserved for staff. The lot is often crowded and drivers are asked to be extremely careful when moving in and out of the lot. Students who disrespect other students' vehicles by any means leave themselves open to losing their parking privileges. Additionally, we remind students to observe the school zone speeds whenever they are driving in the vicinity of the school. [Vehicles parked outside of the designated student parking spots are subject to towing.](#) The school will not be responsible for any costs associated with the towing.

## **STUDENTS 18 OR OVER**

It is the policy of our school to inform parents and/or guardians of the academic progress, behavior and attendance of their child. This includes students who are 18 or over who are living at home and/or being supported by their parents. Additionally, students who are 18 years of age or older are required to adhere to the same rules and regulations as all other students at all times. (e.g. an 18 year old student on a sports trip is not allowed to consume alcohol at any time during that trip.)

## **INDEPENDENT STUDENT STATUS**

As per Administrative Procedure 303., and under the School Act, students who are 18 years of age or older, or 16 years of age or older and living independently or who are a party to an agreement under the Child, Youth and Family Enhancement Act, are independent students. This status must be confirmed by the school administration.

## **NORTHERN LIGHTS PUBLIC SCHOOLS REGULATIONS AND POLICIES**

In addition to our school based policies, Northern Lights Public Schools has policies which govern student behavior at Bonnyville Centralized High School. Students are to familiarize themselves with these policies as well as those listed above. Pertinent policies can be located on the internet at [www.nlpsab.ca](http://www.nlpsab.ca)

*Student Conduct - Administrative Procedure 350*

*Student Alcohol/Drug/Solvent Use - Administrative Procedure 352*

*Dangerous Weapons - Administrative Procedure 353*

*Student Suspension/Expulsion - Administrative Procedure 357*

*General Appeals Concerning Student Matters - Administrative Procedure 380*

*Sexual Harassment (Non-discrimination) - Administrative Procedure 165*

*Emergency Closings - Inclement Weather - Administrative Procedure 13*

*Acceptable Computer Use - =ACCEPTABLE COMPUTER USE - Administrative Procedure 140*

*Personal Communication and Recording Devices - Administrative Procedure 141*