



MISSION STATEMENT

EW Pratt High School endeavours to prepare students who will:

- honour and respect First Nations, Metis and Inuit culture and traditions
- demonstrate leadership in civic, social and environmental concerns
- engage in 21st century learning
- balance academic, athletic and creative endeavours
- progress in a positive and focused school environment
- develop and have respect for self and others
- advocate for their diverse learning needs
- demonstrate a commitment to lifelong learning
- develop career awareness to make informed decisions
- demonstrate social and emotional awareness and competence

PRINCIPAL'S WELCOME MESSAGE

It is with great pleasure that I welcome you to our school after an extended school closure that stretched from the required quarantine right through regular summer holidays! Here at EW Pratt School, we believe that all students can succeed, anchored on our character-building acronym, CHARGERS: Caring, Hard-working, Achieving, Respectful, Generous, Enthusiastic, Resilient, and Safe. Our collective efforts have borne the fruit of labour that maintains a positive reputation in our community.

Of course, our dedicated staff members are what makes EW Pratt a successful school. Already in the short time I have worked with the staff, I recognize a passion and an energy for helping students that exceeds what I have ever seen in a Secondary school. You will find that there is at least one adult go-to person for any need you may have. I am sure you will be as pleased to work with them as I am!

I look forward to getting to know you all over the course of this academic year. Despite the pandemic requirements that have our school year starting with face masks and physical

distancing, I know we can overcome the challenges and continue to work on personal relationships with each other. We will make a point to be socially connected although our bodies are physically distant and our faces, partially covered. This year will go down in history as the year we mastered resilience, so I welcome you to join the challenge!

Sincerely,

Mrs. Etta Viens

PROGRAMS AND SERVICES

HOURS OF OPERATION

The school office will generally be open from 8:00 am to 4:00 pm, Monday through Friday. We encourage you to contact us at 780-523-3813 during these hours if you have any concerns.

Classes begin at 8:35 am each day and are dismissed at 3:20 pm. Lunch hour is from 12:05-1:05 pm.

BELL SCHEDULE 2020/21 - EWP		
MONDAY - FRIDAY		
Warning Bell	8:32	
Block 1	8:35 – 10:00	85 minutes
Class Transition	10:00-10:05	5 minutes
Block 2	10:05-11:30	85 minutes
Lunch Break	11:30-12:30	60 minutes
Block 3	12:30 - 1:55	85 minutes
Class Transition	1:55-2:00	5 minutes
Block 4	2:00-3:25	85 minutes

School Re-Entry Procedure Changes

There are many changes that need to be implemented this year due to our need to keep students, families and staff safe. Our school has adopted practices as required by Alberta Health Services, designed to ensure that our environment is as safe as possible. Many of these changes to procedure will be introduced to students in the first day or two of school. The following are some very specific instructions for students as they arrive on the first day of school:

1. Each Grade will have their own day to attend over the first three days: Grade 12's only will attend on Monday, August 31, Grade 11's only will attend on Tuesday, Sept. 1, Grade 10's only will attend on Wednesday, Sept. 2. All students will attend on all days beginning on Thursday, Sept 3.
2. Students need to come prepared (rain or shine) to remain outside for a short while, and to move to their Period 1 class groups, in the grassy area to the North of our staff parking area.
3. Period 1 teachers will lead students into the school, demonstrating proper sanitation, mask wearing and movement procedures on the way to classrooms.
4. Students will get name tags, timetables and Personal Protective Equipment (PPE) during their period 1 class.

Parents and visitors to the school will only be allowed access if they have an appointment booked prior to their arrival.

You can also check out our [school re-entry handbook](#) on our website.

WELLNESS COACH

Our wellness coach Chelsea Bembridge is available for personal and group coaching sessions every day. Time management, stress busting strategies, personal concerns, and communication support are key areas of support offered.

CAREER COACHES

Students are encouraged to drop in or make an appointment to access materials and/or support from Kenneth Janzen or Katrina Jolie. Should you need help scheduling classes and planning graduation paths, post-Secondary calendars and application procedures, occupational research, resume writing, labour market information and job search skills - Career Coaches can help!

The Career Coaches also organize several career and post-secondary events throughout the year. A listing of these and other post-secondary events and deadlines is updated regularly and posted on the

website. Student volunteerism has become an important aspect of the career portfolio and students are encouraged to sign up to become ambassadors for these events.

INDIGENOUS SUPPORT SERVICES

We have one Indigenous Support Coach assigned to the various communities that are part of the Pratt family. Corrine Goulet is our primary coach and is available to liaise between communities and the school, and help the staff integrate culture and traditional teachings into the curriculum and daily school life.

LEARNING COMMONS SERVICES

The Learning Commons is open daily from 8:00 am to 4:00 pm and is available to both classes and individual students for research, independent study and reading. Our Learning Commons features a large book collection available in print and online, plus a variety of spaces to work and learn in. Technology is available for research, to complete dual credit and ADLC courses and to access Google Classroom. Certified teachers will be assigned to the Learning Commons to assist students with course-work during all five blocks of the school day.

Internet access, including email, is available on Chromebooks. Two student printing stations are accessible for black and white or color needs. Books normally circulate for a two-week period.

EFFECTIVE BEHAVIOR SUPPORTS (EBS)

At EW Pratt we strive to reward positive behaviors and recognize the strengths in our students. To that end we have established the CHARGERS character building program that acknowledges students for their contributions to the school community and their own achievement. The attributes we focus on are Caring, Hard Work, Achievement, Resiliency, Giving, Enthusiasm, Respect and Safety.

PRAIRIE VIEW OUTREACH (PVO)

High school courses are offered through the Prairie View Outreach school which is partnered with EWP and located adjacent to High Prairie Elementary. This provides students with the opportunity to complete their High school diploma in a more personalized and intimate classroom setting using distance education materials and supported by certified teachers. PVO is ideal for students who have a unique timetable issue, want to take extra courses to fast track graduation, struggle to attend school every day and fall behind on work, or who simply do not enjoy large classes and need more one on one attention.

CREDIT LOADS

Grade 10 students: must be enrolled in a full schedule, with NO SPARES and are NOT allowed to take Grade 11 courses without admin approval and teacher recommendation from prerequisite course teacher (with the exception of CALM 20 and some CTS courses).

Grade 11 students: must be enrolled in a full schedule and may take ONE grade 12 course if approved by the Career Coaches and administration. English 30-1 is offered to Grade 12 students ONLY. Grade 11 students MAY APPLY to the principal for a spare based on a heavy course load of core courses. (For example 3+ core academic courses in a semester). Spares may or may not be granted to Grade 11s on a case by case basis.

Grade 12 students: must complete at least 15 credits for each semester they are registered in unless they have met all graduation requirements in semester one.

COMMENCEMENT

In order to take part in the commencement ceremony, students must have the potential to graduate with either a high school diploma, certificate of achievement or certificate of completion.

The following requirements MUST be met:

1. registered in enough courses to meet a minimum of 100 credits by the end of Semester 2 for a high school diploma OR 80 credits for a certificate of achievement.
2. have completed, or be registered in, the necessary courses to fulfill the diploma or certificate requirements.
3. if using Distance Learning/We Connect, one half of the course must be completed and submitted by April

AND

4. have a minimum mark of 50% (second semester mid-term report card) in any compulsory course to meet graduation requirements. It is the student's responsibility to ensure that these requirements have been met by the deadline (usually end of March).

STUDENT LEADERSHIP

The Students' Council has evolved into the EW Pratt Student Leadership Club, a group which oversees and coordinates all the leadership, spirit, and fundraising activities in the school. The following groups are represented: School Spirit, High School Redesign, School Communication (Assemblies and Announcements). The club meets biweekly or as needed.

EXTRA-CURRICULAR PROGRAMS & ELIGIBILITY

Interscholastic sports, intramurals, clubs and service groups are a part of the extra-curricular program offered at Pratt. Administration recognizes and supports a well organized and supervised extracurricular program and we encourage students to get involved. The school is primarily a learning

institution and therefore classes must receive the highest priority. The following regulations reflect this priority!

A. A student must normally be registered in a minimum of 15 credits in the semester(s) in which the activity is taking place. (Correspondence and Alternative Courses IF APPROVED may be included.)

B. If a student is absent from school on the day of an event, he/she may not be eligible to participate in the event (except in very special cases).

C. Students are to follow the regulations of the school, either at or away from school, while participating in a school-organized event.

D. Because students are representing their school and the community, their behaviour should be beyond reproach.

E. Students should give careful consideration to their academic course load before participating in one or more extra-curricular activities as all student athletes must be PASSING ALL COURSES and maintaining 85% ATTENDANCE.

FEE SCHEDULE

Fashion Studies - \$35

Foods - \$35

Art - \$25

Industrial Arts (Shop) - \$35

Athletics - Teams will charge fees according to expected number of trips and costs which may include registration fees, hotels, bussing and uniforms. Costs range from \$150 - \$600 depending on the sport and amount of travel. Fundraising opportunities are available to reduce out of pocket costs.

PICTURES

School pictures will be taken at the beginning of the school year and are MANDATORY for all students. You do NOT have to purchase a package, but the school administration needs photos of students for our files and computer system.

- Students will be photographed on a "proof program" and will receive a proof order form containing 5 different images to order from.
- The proof order form will arrive at the school approximately 10 days after picture day.
- Orders must be returned to the school by the due date indicated.
- Retake date will be posted on Facebook and School Website
- Upon receipt of your proof, if a retake is required, you must check the retake box on the proof order form and return it to the school on or before retake photo day.

- If it is your first time getting your photo taken you will follow the instructions as stated in the initial photo session.

SCHOOL COUNCIL

Each year we ask for parents of our students to assist the administration in reviewing and formulating school policy and assisting in fundraising. If your parents might be interested in being a part of this committee, which would act as a liaison between community and school, please have them contact the school. School Council meets once every two months for approximately 2 hours. It is hoped that this two-way communication should help our policies reflect the views of the community we serve. We sincerely hope your parents will consider taking part.

BREAKFAST/LUNCH PROGRAM - CANTEEN

There will be a free breakfast program for students who are bussed to school, starting at 8am and ending at 8:30am. Lunch is also provided on a cost-recovery basis. Students who stay in the school during lunch are required to eat in assigned rooms/areas. The canteen provides lunches and snacks for a reasonable cost, as well as free fresh fruit and other snacks throughout the week. We would ask all students to assist in keeping the eating areas clean.

BUSING

High Prairie School Division has developed extensive policies, which cover all facets of their school bus operation. Rural students and their parents should become familiar with these. Copies of the aforementioned policies are available online on the HPSD website.

In particular, given operational requirements regarding Covid 19, all students must abide by the assigned seating plan, and the need to wear a mask at all times.

In addition, if you have any concerns you may first contact your bus driver. You may also contact HPSD Transportation at 780-523-9508 or Northlands Transportation at 1-800-362-1360

Students at this age should realize the need for proper conduct conducive to the safe operation of the vehicle.

The bus driver is in full authority and his/her wishes must be respected. Students who do not comply with the direction given by the bus driver or to board policy may have their transportation privileges revoked.

SCHOOL CLOSURE

Once students have been conveyed to the school, the school will not be closed by the school administration until the regular school dismissal time or until it is deemed safe to allow school buses to depart for the home journey.

Decisions to close school because of inclement weather or other emergencies will be announced on radio stations, HPSD website and Facebook. It is the responsibility of parents to listen for school closures.

It is, of course, the responsibility of the parent to determine whether or not it is safe for their child/children to leave for school.

When school bus departures are delayed beyond the normal departure time due to unsafe conditions, an attempt will be made to alert parents by means of the telephone and/or radio broadcasts.

The bus driver on each route is responsible to advise the families on the route concerning delays or cancellations. The schools are required to process the radio announcements.

PROCEDURES, REGULATIONS AND POLICIES

RETURNING GRADE 12 (Grade 13) STUDENTS:

Students may return to EW Pratt High School ONLY under the following circumstances:

- a. a pre-arranged 4-year high school educational plan has been in effect, and
- b. funding and resources are available.
- c. Students with extenuating circumstances may be considered on an individual basis.
 - Returning students must make application to the Principal prior to August 31st to discuss the possibility of a program.
 - Returning students will be on higher accountability than other students for attendance and behaviour.

MATURE STUDENTS

Mature Students are those who are 19 years of age or older as of September 1st of the current school year. Mature students MAY be allowed to register at the school with permission of the principal. If accepted they may challenge any course without the prerequisite, challenge any diploma exam and if successful will receive credit for that course and all prerequisites as well. There may be a per credit fee payable to the HPSD for each course taken by a mature student.

ACCIDENTS

We ask that in case of an accident, minor or major, the student(s) involved report it to the supervising teacher or to the office. Our ability to respond to emergencies depends on the accuracy of our database. Please ensure all parent contact information is current.

STUDENT CONDUCT (GENERAL)

You are attending EW Pratt High School because you have definite educational goals. You should have reached a certain level of maturity and your behaviour should reflect this maturity. Staff are here to help you achieve your educational goals. You are expected to show respect for your teachers at all times and to be courteous and considerate to everyone. This includes the school building and grounds. Vandalism and littering will not be tolerated. We all need to take pride in our school and its appearance reflects that pride.

Students are accountable to school administration for their behavior both on the way to school and on the way home.

SCHOOL CODE OF CONDUCT

EW Pratt High School is committed to providing a safe and secure environment in which students may flourish and therefore will not condone any behaviours that endanger the moral or physical well-being of its students and staff. The high school will respond strongly and appropriately with respect to the following actions or behaviours on school property or in school-sponsored or related activities:

- The use, possession or sale of tobacco (incl chewing), alcohol, marijuana, vapourizers or illicit drugs;
- The possession or use of weapons or items which are intended to be used as a weapon; including laser pointers, pellet guns, paintball guns or guns or knives of any type;
- Any physical assault, threats of assault, intimidation, harassment or bullying;
- Any gang/youth group displaying a pattern of delinquent behaviour or disruptive activity;
- Any sexual, religious, ethnocultural and/or racial slurs, clothing or harassment;
- Any acts of vandalism on the physical facilities and the personal property of the student or staff;
- Any act of theft with regard to personal property of the student or staff on the physical facilities.
- Any behavior or dress that violates reasonable expectations of modesty (that is, streaking, mooning or pulling down trousers or shorts, too much exposed skin, bare midriffs, cleavage, pants too low, etc). Dress is that of a professional work environment.

The policy is intended to be a guideline, which will be used by EW Pratt High School in response to those students who violate this policy. Violators face suspension and or the possibility of expulsion.

NOTE: The criminal code defines words such as weapon, assault, gang, harassment, and vandalism.

STUDENT RESPONSIBILITIES

"Students shall behave so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing their duties
- (b) attend school **regularly** and **punctually**
- (c) cooperate fully with everyone authorized by the board to provide education programs and services, in accordance with the School Act
- (d) understand and comply with the rules of the school
- (e) be accountable for their conduct and behavior
- (f) respect the rights of others."

Section 12, School Act

The school is committed to providing an environment in which all individuals are treated with dignity and respect. Any form of verbal, psychological, physical or sexual harassment or bullying will NOT be tolerated within the school. The staff and administration are committed to responding to any form of harassment or bullying.

PROGRESSIVE DISCIPLINE POLICY

Students who do not adhere to the School Code of Conduct by fulfilling the student responsibilities may be subject to discipline of a progressive nature, meaning the consequences will increase as the behavior escalates or repeats. Discipline may skip steps if the severity of the infraction warrants it in the opinion of administration:

STEP 1: Staff member will talk to the student, identify the inappropriate behavior and the expected behavior. The student will have a chance to respond and give clarifying information in a respectful way. The student will be warned that the next step will be parent/guardian contact.

STEP 2: Staff member will make contact with the parent, preferably by phone or face to face, to advise them of inappropriate behavior by the student. The staff member will ask for suggestions on how to change the behavior. The parent will be given a chance to respond and give clarifying information in a respectful way, as well as talk to their son/daughter to gain more insight, then follow up with the staff member.

STEP 3: Staff member will refer the student to administration (Principal or Vice Principal) who will examine all pertinent information, contact the parent or guardian and develop a plan for the student to achieve success and display appropriate behaviors. There may be a behavior contract, attendance contract or other supports put in place at this stage.

STEP 4: In School Suspension - Student will receive school work and be given an isolated location to work, as well as separate breaks from the general student population. Students may skip the first three steps for direct defiance, repeated misbehavior in a single class or day, conflict with another student or staff, etc.

STEP 5: Out of School Suspension - Student will receive work and will be sent home as soon as possible from one to five days. Parents will be contacted as soon as possible and a copy of the suspension letter will be sent home and to the Deputy Superintendent. During the suspension the student will not be allowed on school property and will be suspended from the bus as well if a bus student. If a student requires more work they can phone or email the school to make arrangements. All students returning from an out of school suspension must come to the school with a parent or guardian on the day of their return to discuss the behavior that led to the suspension, school expectations and possible conditions. Students may skip the first four steps and go directly to this step for severe disrespect of students or staff, fighting, drug or alcohol possession or use, vandalism, weapon possession, bullying or other extreme acts.

STEP 6: Recommendation for Expulsion - Students will only be recommended for expulsion for extremely harmful behaviors and repeated harmful behaviors that show no signs of changed and are disruptive and detrimental to the safety and learning of staff and students. Examples would be: repeated bullying, repeated drug/alcohol violations, repeated fighting, gang activity, serious threats to the school population, selling drugs or alcohol in the school, etc. Students who are recommended for expulsion will go before the School Board who will hear the case and make the final decision. If a student is expelled they will not be allowed to attend any school in the HPSD for the remainder of the year and must apply to be reinstated the following year should they wish to attend.

EW PRATT ACADEMIC INTEGRITY POLICY

We at EW Pratt High School (EWP) believe Academic Integrity supports intellectual growth and creates a fair learning environment. Teachers and Administrators at EWP recognize that there are significant expectations and pressures to achieve academic excellence, this pressure can lead individuals to be dishonest and/or cheat. However, we firmly believe that cheating diminishes the value of education, damages the ethical character of the individual student and undermines the integrity of our school community. EWP Academic Integrity affirms that we value learning, and that we expect personal integrity and intellectual honesty.

WHAT IS ACADEMIC INTEGRITY?

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- Representing your work honestly and accurately
- Giving full credit to others who have helped you, or whose work you have incorporated into your own

WHAT IS CHEATING?

Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means.

Some examples of what cheating looks like:

- Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to present your work as his or her own
- Taking shortcuts (such as unauthorized use of study aids) that allow you to bypass steps of an assignment
- Using forbidden material to "help" during an exam, such as cheat sheets, graphing calculators, or cell phones.
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without express permission from your teacher(s).
- Altering corrections or scores with the intent of changing your grade.
- Misrepresenting yourself in any way to your teachers in regard to the work you have done, such as saying you've turned in an assignment when you did not, or that you've worked hours longer than you actually did to complete an assignment.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
- Missing class in order to avoid turning in an assignment or taking a test.
- Doing more or less than your share of a group project without permission from your teacher

APPEAL PROCEDURES

In accordance with the concept of "Fairness and Justice", any decision or consequence outlined by policy or procedure may be appealed. A teacher's, administrator's, principals or Board decision may be appealed to the next higher level of authority. The appeal should be made in writing to the next appropriate level. In all cases, a discussion with the individual(s) should take place in the hope that a satisfactory resolution of the issue could be made prior to any written appeal.

ATTENDANCE

Student engagement and attendance is critical to school success. Students are expected to be in class on time every day unless excused by a parent or guardian, who has communicated the reason for the absence with the office. Staff at E.W. Pratt will make every effort to support students who struggle with attendance issues, whatever the reason. We understand that there are many challenges that may get in the way of regular attendance - we are here to work with families to ensure student success in their high school program. **Staff phone calls home are not punitive - they are designed to**

better understand student and family circumstances, and to try to find supports that will lead to a successful school year.

Attendance/Engagement Monitoring and Interventions (engagement refers to the level of effort and involvement that the student is putting into class work):

- 3 **unexcused** absences - student will meet with a **connected staff member** (a staff member with a positive relationship with the student) for a discussion regarding challenges that are preventing them from attending class. Parents are contacted by involved staff members. Staff will add Maplewood comments describing attendance difficulties.
- 6 **unexcused** absences - admin contact with student and parent. A letter will be sent to parents regarding attendance issues, asking for parent involvement and support, to work with their child and the school to address attendance difficulties.
- 9 **unexcused** absences - admin contact with student and parent. A second attendance letter will be sent and further discussions with parents and the student will take place to examine any possible supports. In the event that attendance and student engagement in a course continues to be a concern, the possibility of course withdrawal will be discussed.

If absences and/or lack of engagement continues, school administration will make further parent contact to notify the student and parent of the need to withdraw from the course. Options for continuing student education through other models will be discussed at this time (ADLC, Outreach, etc.).

Note: Students who leave school without permission (skipping) or who are chronically late, may be subject to disciplinary action up to and including an in or out of school suspension.

WITHDRAWAL PROCEDURES

1. Parents must first meet with the Administration (Vice Principal or Principal)
2. Students must complete a withdrawal form.
3. Students must clear their locker, return textbooks, and settle all accounts.
4. Students remain on the school register and may access Wellness, Indigenous and Career counseling services, as well as meet with administration, on an appointment basis.

TRANSPORTATION TO SCHOOL ACTIVITIES OUTSIDE THE SCHOOL

Students are **NOT** to drive themselves unless they have written permission from a parent submitted to the principal. Students **CAN NOT** drive any other student in a vehicle unless that student's parent/guardian gives written permission to do so. The school **CAN NOT** arrange for students to drive other students for school activities. This is strictly the parents' prerogative. For liability reasons, the importance of this policy cannot be overstated.

DRESS REGULATIONS

All students are expected to adhere to reasonable standards of taste in dress and grooming and in keeping with the building's function. Student dress and grooming shall not disrupt, interfere with, disturb, or detract from school activities. Any message broadcasted by words and images printed on clothing must uphold school rules and values.

SMOKING

Consistent with Board Policy, no smoking is allowed on the school grounds or in the immediate vicinity of the school. This includes any form of a water vapour cigarette and marijuana.

It should be noted that it is illegal for anyone under 18 to smoke or be in possession of any tobacco or marijuana/THC product.

FAILURE TO FOLLOW THIS POLICY MAY RESULT IN SUSPENSION FROM SCHOOL.

STUDENT PARKING LOT

EWP and HPSD are **NOT** responsible for any damage to vehicles in the parking lot.

Parking for our students continues to be a challenge at EW Pratt High School. The school has one parking area for students in the front of the building. **Students are not allowed to park in staff or visitor parking at any time.**

PARKING LOT RULES:

- The speed limit is 15 km/h.
- Students are expected to drive in a safe and responsible manner.
- Students are expected to yield to bus drivers, and pedestrians.
- Students may not park in staff parking, visitor parking, or fire lanes.
- Students are to use the parking lot as an arrival and departure point only; students are not to loiter in the parking lot or sit in vehicles during the school day.
- The parking lot is part of school property so appropriate school behaviour as outlined in the Student Handbook applies.

ANNOUNCEMENTS

The deadline for submitting announcements to the Office is 8:15 am from Monday through Friday.

LOCKERS

In general, each student in grades 10, 11 and 12 will be assigned a locker. In the case of the 2020/21 school year, we will not issue lockers until such time that we are able to manage student movement in a way that protects students and staff from Covid 19 transmission.

Students will be issued a lock. Lockers are to be kept clean and tidy or this privilege may be withdrawn.

While the student does have a degree of privacy with the locker, impromptu locker searches may be conducted to maintain the integrity and safety of the school environment.

CHANGE ROOMS in the school are not secured and students should NEVER leave valuables in the change rooms at any time.

PUBLIC RELATIONS

We would ask that all students assist in making all visitors to our school welcome. A friendly smile or an offer of assistance leaves those who visit with a positive feeling about our school.

It is also important that we maintain a positive relationship with residents and businesses in the area. Please refrain from disposing garbage in and around the school which includes 50th Street.

ELECTRONIC SURVEILLANCE

All students, staff, and parents should be aware that EW Pratt High School is equipped with security cameras around the outside of the building, the parking lots, some hallways, and in the common areas of the school. This security further enhances our ability to maintain a safe and caring environment.

DO NOT leave valuables in change rooms or vehicles.

OFFICE TELEPHONE USE AND MESSAGES

The main office phones are NOT for student use unless it is at lunch or after school and is for communication with parents and guardians. Students are also reminded that messages will only be taken for emergencies.

ELECTRONIC DEVICES and CELL PHONES

The use of cell phones, smart watches, CD or MP3 players, and any other electronic devices are permitted but they must be put away and MUTED during class time unless given specific permission from the teacher to use them for an educational purpose or for learning support. Specifically, we should see no texting, browsing, games, social media, YouTube, sports, or movies during instructional time.

Devices capable of capturing, transmitting, or storing images or recording and storing audio may NOT be operated in bathrooms, dressing rooms, or other areas where there is a reasonable expectation of privacy.

Under NO circumstances shall any video, picture capturing or audio recording device be used in any classroom without the express consent of the teacher and school administration. Special consideration shall be given to protect the privacy of students in the classroom if such permission is granted. Operation of any electronic device is prohibited in testing situations or where testing materials are present.

Items in violation of the policy will be:

- On the first offense, the item will be confiscated and released to the student at the end of the period.
- On the second offense, the item will be confiscated and released to the student at the end of the school day.
- On the third and subsequent offense, the item will be confiscated and released only to the parent.

STUDY PERIODS

Grade 10 students will not have spares. Grade 11 students may have up to one spare per semester if they are registered in three core courses each semester, and need the extra study time. Grade 11 and 12 students with spares may leave the building if they so desire if they have the parental consent form signed and returned to the school. All students on spares who remain in the school may only be in the Learning Commons or supervised by a staff member in a classroom or the office area.

Students are not to congregate in the hallways and/or bother other classes in progress or they will lose the privilege of remaining in the building during their spare, and may be required to pick up an elective course in place of the spare.

HOOR ZERO PROCEDURES

The divisional policy requires that we conduct planned evacuations of the building and emergency procedures during the year. We do ask for your cooperation during these practices. Your teachers will make you aware of procedures.

HIGH SCHOOL COMPLETION REQUIREMENTS

To attain an **Alberta High School Diploma**, a student must:

ALBERTA HIGH SCHOOL DIPLOMA: GRADUATION REQUIREMENTS (ENGLISH)
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:
ENGLISH LANGUAGE ARTS – 30 LEVEL (English Language Arts 30-1 or 30-2)
SOCIAL STUDIES – 30 LEVEL (Social Studies 30-1 or 30-2)
MATHEMATICS – 20 LEVEL (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)
SCIENCE – 20 LEVEL (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)
PHYSICAL EDUCATION 10 (3 CREDITS)
CAREER AND LIFE MANAGEMENT (3 CREDITS)
10 CREDITS IN ANY COMBINATION FROM <ul style="list-style-type: none">● Career and Technology Studies (CTS) courses● Fine Arts courses● Second Languages courses● Physical Education 20 and/or 30● Knowledge and Employability courses● Registered Apprenticeship Program courses● Locally developed courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses

10 CREDITS IN ANY 30-LEVEL COURSE

(IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE)

These courses may include

- 30-level locally developed courses
- Advanced level (3000 series) in Career and Technology Studies courses
- 30-level Work Experience courses
- 30-level Knowledge and Employability courses
- 30-level Registered Apprenticeship Program courses
- 30-level Green Certificate Specialization courses
- Special Projects 30

To attain an **Alberta High School Certificate of Achievement**, a student must complete:

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"> • 30-level Knowledge and Employability occupational course, or • 30-level Career and Technology Studies (CTS) course, or • 30-level locally developed course with an occupational focus
AND 5 CREDITS IN
<ul style="list-style-type: none"> • 30-level Knowledge and Employability Workplace Practicum course, or • 30-level Work Experience course, or • 30-level Green Certificate course, or • Special Projects 30
OR
5 CREDITS IN
<ul style="list-style-type: none"> • 30-level Registered Apprenticeship Program (RAP) course

DIPLOMA EXAMINATIONS PROGRAM & REGULATIONS

Provincial diploma examinations are in place for the following courses: English 30-1 & 30-2, Social Studies 30-1 & 30-2, Mathematics 30-1 & 30-2, Science 30, Biology 30, Chemistry 30, Physics 30, French Language Arts 30 and French Social Studies 30. These examinations will be course-specific, based on the required content of each of these courses.

To receive credit in these courses, students will be required to write the provincial diploma examinations.

Students who are REWRITING Diploma exams MUST register in MyPass at least a week prior to writing and pay the rewrite fee (currently \$25) before they will be allowed to write the exam.

Students who are absent from Alberta Education Diploma exams receive an incomplete and must write the next scheduled government exams or may apply for an Alberta Education exemption.

There are many more regulations governing the issuance of the high school diploma and it is incumbent on each student to be familiar with these regulations. Further information can be found on the Alberta Education website

REPORTING RESULTS OF DIPLOMA EXAMS

Students who write diploma examinations will be provided with a statement of results showing three marks for each examination subject:

- A. the school-awarded mark (70% of final mark),
- B. the diploma examination mark (30% of final mark), and
- C. a final course mark based upon a 50/50 weighting of A & B

APPEAL PROCEDURES ON DIPLOMA EXAMS

Students may appeal their diploma examination mark by requesting that their examination be re-scored or by rewriting the examination at a subsequent administration.

COURSE PREREQUISITES & CHANGING PROGRAMS

A minimum mark of 50% is required in order to receive credit in a course. To proceed to a subsequent core course a student should obtain a 65% or higher (eg. English 10-1 to English 20-1). Our career counsellors and admin team work together to help students choose the programs and courses where they have the most success and that will prepare them for their chosen career path. We encourage both students and parents to meet with us at any time to discuss course options, graduation requirements, prerequisites and program recommendations.

CREDIT RECOVERY OPTIONS

Students who earn a final course mark between 45 and 50% will have the option to do additional work to earn the remaining 5% needed to earn a pass and credit for the course. Students must request this option from the course teacher and it must be approved by administration during the first week of school after the course mark is posted (First week of Feb or first week of Sept). Students will have TWO WEEKS after final mark posting (2nd week in Feb or 2nd week of Sept) to complete the required work and submit it to the course teacher for marking. Upon successful completion of the required work, the student will receive a mark of 50% in the course and be eligible to take the next course in the course sequence where applicable.

CHANGE OF LEVEL 30-1 & 30-2 PROCEDURES

On occasion there is educational value in changing a student's registration from a 30-1 level course to its 30-2 level counterpart. In Social Studies 30-2 and English 30-2, a concurrent registration process with timelines is necessary in order to ensure appropriate placements and adequate supply of exams.

The change in registration may take two forms:

A) STUDENT REMAINS IN EXISTING 30-1 LEVEL CLASSROOM:

Teacher/Student Discuss Change

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Teacher Recommends Change to Career Coach

Career Coach Initiates Paperwork

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Recommendation to Principal for Approval/Rejection

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Paperwork to School Office Assistant if Approved

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Inform Assistant Principal so proper exam can be ordered

Note: In this case, the change must be made by mid-November/mid-April date set by Alberta Education.

B) STUDENT RELOCATES TO 30-2 LEVEL CLASSROOM

A student MUST have a mark between 40-50% to make this request.

Teacher/Student Discuss Change

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Teacher Recommends Change to Career Coach

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Career Coach Consults Receiving Teacher for Approval/Rejection

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If Approved by Receiving Teacher Career Coach Initiates Paperwork

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Recommendation to Principal for Approval/Rejection

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Paperwork to School Office Assistant if Approved

↓

Inform Assistant Principal so proper exam can be ordered

Note: This process must be completed by made by mid-November/mid-April date set by Alberta Education.

COURSE WITHDRAWALS

Gr. 10 & 11 students CANNOT WITHDRAW from any course as they must have a full timetable except for extraordinary circumstances. In these cases parents and students are encouraged to meet with administration and career coaches to discuss the reasons and develop a plan. Grade 12s may withdraw from a course by mid-November for Semester One and Mid-April for Semester Two, if approved by the career coach and administration, along with parental consent if under 18 years of age.

COURSE CHANGES

Once students have registered in a particular program, they have contracted to complete the program. THEY MAY NEITHER ADD NOR DELETE COURSES WITHOUT PROPER AUTHORIZATION GIVEN BY THE PRINCIPAL/CAREER COACHES and PARENT/GUARDIAN.

During the **first two weeks of each semester**, students may adjust their program **BY SEEING THEIR CAREER COACH**. No administration approval is required for course changes at this time but ALL changes after two weeks MUST be approved by administration and will be done only under exceptional circumstances.

Students in Grades 12 may not withdraw from a 5 credit course under normal circumstances after November 15th for the first semester and April 15th for the second semester. If extenuating situations exist, this policy may be appealed to the principal.

Failure to attend classes in courses not officially dropped will result in parental contact, possible disciplinary action and all failing marks resulting from poor attendance will remain on the transcript.

EVALUATION AND REPORTING

FAIR AND JUST TREATMENT OF STUDENTS

To ensure that the rights of students are protected and the student evaluation practices followed, all policies and adopted procedures used, and judgments made, must be fair and just. Implicit in the meaning of 'fairness' and 'justness' are the following three basic principles:

- A. Objectivity - meaning impartiality and freedom from prejudice.
- B. Equity - meaning equal treatment of all concerned, unless special consideration is warranted in extenuating circumstances, ie. positive discrimination.

C. Justice - implying the exact following of a standard of what is right and proper.

TEACHER EXPECTATIONS

Students of senior high schools shall receive from teachers in advance of instruction a clear statement of:

A. course objectives,

B. course content,

C. evaluation procedures with weightings assigned for various facets of required term work and the final examination, plus

D. other course expectations beyond those normally in place.

STUDENT ASSESSMENT (Formative and Summative)

Students will receive both formative (practice and teacher observation, not worth marks) and summative (final, handed in for marks) assessments throughout courses. They will be given every opportunity to master the content and show this mastery in multiple ways. If a student performs poorly on a specific summative assessment (excluding final exams), they will be given the chance to seek remediation (extra help, tutoring, study time) and be reassessed if they can demonstrate remediation has occurred. This may be in the form of a test "rewrite" or assignment resubmission or it could be one-on-one teacher interview/observation, exempting previous assessments in favor of a later unit test or final exam, or other methods the teacher determines would best favor the student and enhance mastery of the course outcomes. Students who perform better (earn a higher mark) on a unit test or final exam will have previous assessment marks exempted or replaced by the higher mark assuming that both assessments cover the same outcomes. For example, a student writes a chapter test and earns a mark of 45%, then asks for extra help and studies over the next week or two, writes the unit test and earns a 70% on it. In this case the 45% on chapter one would be changed to a 70% or exempted so it is not included in the mark calculation. This practice ensures we are assessing students' **CURRENT** understanding of a topic, rather than what they understood a few weeks or a few months ago.

MISSING ASSESSMENTS AND REWRITES

Students are expected to submit assignments within a reasonable amount of time and meet deadlines set by teachers unless there are extenuating circumstances. Assessments that are not handed in before the summative assessment for a particular unit will not be graded for marks. Instead more weight will be added to the unit assessment. Students are expected to write quizzes and tests on the

day it is scheduled by the teacher. If they are missing that day, they will be expected to write it the **next day they are back in school.**

Rewrites will be permitted for unit tests **WITHIN TWO WEEKS** of the original marked assessment being handed back to the student. This allows students ample time to seek extra help, remediation and have time to study and master the material. Rewrite tests will typically be a different version of the original test but should be of similar difficulty. This practice will ensure students are not leaving the bulk of their work until the end of the course and becoming overwhelmed by the volume of assignments, tests and rewrites they might have at that point. **The best learning occurs on a continuous, daily basis and we will continue to encourage students to work each day and submit work in a timely manner as will be expected in the outside world after high school.**

FINAL EXAMINATION

Students MAY be required to complete a final examination in their courses.

- A. The final examination normally shall encompass the total term work covered in a course.
- B. The weighting attached to the final examination shall be from 5-20 percent of a student's final standing with term work constituting the balance. No exam shall be weighted at more than 20% of the total course mark (with the exception of Diploma Exams).
- C. Graded final examinations shall be secured for a period of one year necessary for appeal purposes.
- D. All students are expected to be present for their final exams. The only acceptable excuse for missing a final exam is illness for which a medical certificate is required. Alternate writing dates must be arranged with the teacher and grade administrator.
- E. In accordance with the concept of 'Fairness and Justness', the school evaluation of individual students may be appealed. The deadline for appeals is March 1st, for the first semester and August 30th for the second semester. Deadlines for appeals of Diploma Exam results can be found on the Alberta Education website at www.education.alberta.ca
- G. There will be NO regularly scheduled classes during exam week. Students may come to school for extra help if pre-arranged with a teacher or use the Learning Commons as a quiet study space or they may choose to study at home.

REPORT CARDS

Two digital report cards will be issued each semester. The report cards will be emailed to students and parents before Parent Teacher Interviews. Report cards will not be mailed home. If you wish to have your report card mailed home please contact the school to arrange this courtesy. All student marks are available online using the Maplewood App or website so that students and parents can

monitor student progress on an ongoing basis. This can be accessed through the EW Pratt website under the "Student Achievement" tab.

HONOUR ROLL

Each semester EW Pratt High School establishes an Honour Roll to recognize the academic excellence of our students. The Honour Roll recognizes students who have achieved an average of 80% which is a weighted average and includes all courses in all programs taken in the semester. Students must be in at least one core course per semester (English, Math, Social, Science) to qualify. This does NOT include Diploma exam marks.

PRINCIPAL'S LIST

Each semester EW Pratt High School establishes a Principal's List to recognize the academic excellence of our students. The Principal's List recognizes students who have achieved an average of **80% in -1 CORE COURSES**. Students must be in a **minimum of two core courses** in that semester to qualify.

We hope that your experience with E.W Pratt High School is rewarding and memorable. Please do not hesitate to contact staff at the school with any questions or concerns.