



Calgary Board  
of Education

Crescent Heights  
High School

## **CRESCENT HEIGHTS HIGH SCHOOL**

1019 - 1 Street N.W.

Calgary, Alberta T2M 2S2

Telephone: 403-276-5521 FAX: 403-777-7349

Home page: <http://schools.cbe.ab.ca/b815/>



## **CRESCENT HEIGHTS HIGH SCHOOL HANDBOOK for SUCCESS**

**2018-2019**

**Principal:**

**Mr. Mike Wilson**

**Assistant Principals:**

**Mr. P. Kerber (A-G)**

**Mr. T. Kitchen (H-O)**

**Ms. L. Lailey (P-Z)**



## CHHS 2018 – 2019 Timetable

Times	Monday	Tuesday	Wednesday	Thursday	Times - Friday	Friday
7:45 – 8:45	"J Block Classes" Refer to Individual Timetables				7:45 – 8:45	
8:32-		Tutorials	Tutorials			
8:54	Warning Bell				8:54	Warning Bell
8:55 – 10:25	1	2	1	2	8:55 – 9:45	1
10:28– 11:58	2	1	2	1	9:47 – 10:37	2
11:58 12:29	Lunch				10:39 – 11:29	3
12:27	Warning Bell				11:31- 12:21	4
12:31 – 2:01	3	4	3	4	12:21- 12:55	<b>Staff Individual Time</b>
2:04 – 3:34	4	3	4	3	1:00- 2:30	<b>Professional Learning Time</b>



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## I. WELCOME TO CRESCENT HEIGHTS HIGH SCHOOL

### ***Principal's Message***

Crescent Heights High School is a diverse student-centered community. A long tradition of excellence is nurtured through the emphasis on academic rigor, character, citizenship, and life-long learning. A wide-ranging extracurricular program of athletics, clubs, and other activities is offered to all students as an extension to their learning experiences. Students are encouraged to 'get involved' and enjoy the school community by participating in the many opportunities provided.

The programs of choice currently offered at Crescent Heights are designed to meet the diverse learning needs of our students. Programming selections include: Advanced Placement, Knowledge and Employability, Fine Arts, Career and Technology, International Students, and English Language Learners.

Our facility is a wireless Internet building that includes seven computer learning centres, two modern gymnasiums, an updated fitness centre, technical shops for metal, cabinet, photography and automotive centers, a multi-functional theatre, band and choral centres, well-equipped science labs, a food studies lab, fashion and design studies rooms, and a two story Learning Commons. The Student Centre/Cafeteria is the hub of our school where students gather to study and socialize.

#### **School Philosophy**

The Crescent Heights High School community is dedicated to the belief that all students, provided with a supportive inclusive environment, will strive for excellence and experience success both as learners and citizens. We acknowledge our students must be prepared for the world they live in today and the world they will encounter in their future. CHHS, as an effective school, grounds its work on the principles of rigor, relevance, and relationships.<sup>1</sup>

1. Rigor: all students need to be challenged academically.
2. Relevance: courses and tasks must relate to student interests and the real world.
3. Relationships: all students need adult advocates who will mentor, guide, and challenge them to reach their potential.

Students and parents are encouraged to use the information contained in the Student Handbook for Success to assist them in making informed decisions about their high school education to assure they provide themselves with every opportunity for success.

### ***School Philosophy***

Crescent Heights High School is committed to the philosophy of developing the knowledge, skills and positive attitudes of individuals so that they will become self-confident, capable of setting goals, making informed choices and acting in ways that will improve their own lives and the life of the community. Our school philosophy is founded on the belief that if students are given the right kinds of academic and extra-curricular opportunities, they will strive for excellence and experience success.

School Motto - Crescit Eundo - "We progress as we go"

School Mascot - "Cowboy Sam"

School Slogan - "Building on Tradition, Working for the Future"

School Colours - Navy & White with Red Trim

Crescent is a school steeped in tradition: the original colours assigned to the school in 1928 were navy and cardinal red. Our team colours have evolved to navy and white with red trim.

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<sup>1</sup> McNulty, R.J., Guaglia, R. J. (2007). Rigor, Relevance and Relationships. *The School Administrator* v64 n8, 18-23.



## ALBERTA HIGH SCHOOL DIPLOMA 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/or specific courses.

100 CREDITS including the following:

ENGLISH LANGUAGE ARTS – 30 LEVEL (English Language Arts 30-1, 30-2)  
SOCIAL STUDIES – 30 LEVEL (Social Studies 30-1 or 30-2)  
MATHEMATICS – 20 LEVEL (Mathematics 20-1, 20-2 or 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:

Career and Technology Studies (CTS)  
Fine Arts  
Second Languages  
Physical Education 20 and/or 30  
Locally developed/acquired and locally  
authorized courses in CTS, fine arts,  
second languages, or Knowledge and  
Employability courses  
Knowledge and Employability  
Registered Apprenticeship Program

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

See your counselor if you have concerns about meeting these requirements.



## CRESCENT HEIGHTS HIGH SCHOOL GRADE 12 CLOSING CEREMONIES

To participate in Closing Ceremonies, students must complete a minimum of 80 credits towards their Alberta High School Diploma by June of their Grade 12 year. It is expected that all academic requirements will be met with the completion of Summer School or Distant Learning courses. If necessary, a written plan or confirmation of enrollment in courses outside of CHHS must be submitted by students to Administration prior to the Closing Ceremony.

### 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, 10-3 OR 20-4  
SOCIAL STUDIES 10-2 OR 20-4  
PHYSICAL EDUCATION 10 (3 CREDITS)  
CAREER AND LIFE MANAGEMENT (3  
CREDITS)

5 CREDITS IN

30 level Knowledge and Employability  
occupational course, or  
30 level Career and Technology Studies (CTS), or  
30 level locally developed course with an  
occupational focus

AND 5 CREDITS IN

30 level Knowledge and Employability Workplace  
Practicum course or 30 level Work Experience  
Course or 30 level Green Certificate or Special Projects or  
30 level Registered Apprenticeship Program (RAP) course

See your counselor if you have concerns about meeting these requirements.

## CRESCENT HEIGHTS HIGH SCHOOL GRADE 12 CLOSING CEREMONIES

To participate in Closing Ceremonies, students must complete a minimum of 65 credits towards their Alberta Certificate of High School Achievement requirements by June of their Grade 12 year. It is expected that all requirements will be met with the completion of Summer School or Distant Learning courses. If necessary, a written plan or confirmation of enrollment in courses outside of CHHS must be submitted by students to Administration prior to the Closing Ceremony.

### General Information

This Handbook for Success is provided for the use of students and their parents(s)/legal guardian(s). It is expected that students will review the policies and procedures outlined here with their parent(s)/legal guardian(s) and sign and return the form included with your summer package to the school in early September.

For further information on any of these matters, students and parents are invited to come to the school office or telephone 403-276-5521.



## ***School Personnel – as of date of printing***

### **Administration**

Mr. Mike Wilson	Principal
Mr. P. Kerber (A-G)	Assistant Principal
Mr. T. Kitchen (H-O)	Assistant Principal
Ms. L. Lailey (P-Z)	Assistant Principal

### **Learning Leaders**

Mr. M. Baum	Co-Athletic Director
Ms. R. Clarke-Smith	English/Professional Development
Ms. A. De Mara	Fine and Performing Arts
Ms. K. Demassi	Flex
Ms. M. Hayden-Isaac	E.L.L.
Ms. J. Hooper	Second Languages & Communications
Ms. N. Laplante	Mathematics
Mr. S. MacNeill	AP & Student Acknowledgement & Recognition
Ms. J. Moar	Guidance/Student Services
Mr. S. Posavec	Social Studies
Mr. D. Pugh	Science and Technology
Mr. K. Rose	Physical Education
Mr. O. Sandblom	Science
Mr. A. Sayer	Health and Wellness
Mrs. J. Sayer	Co-Athletic Director
Mr. S. Wiebe	CTS

### **Support Staff**

Mrs. S. Lamb	Administrative Assistant
Mr. M. Parvez	Facilities Manager
Mrs. J. Ma	Business Manager

## **Office Hours**

The school office and switchboard are open from 8:00 a.m. to 4:00 p.m. Monday through Thursday, and Fridays from 8:00 a.m. to 2:30 p.m.

## **Homerooms**

Students will be assigned to groups by grade. All students will participate in a mentorship program called Crescent PRIDE that will also serve as their homerooms. Students will remain with their specific Pride teachers for the duration of their time at Crescent Heights High School.

## **Semestering**

Students can expect their courses to be equally divided between two semesters. Semester I runs from September to January; Semester II runs from February to June. This provides the greatest flexibility possible for student programming. Exceptions are the band, choral and senior sports medicine programs which run all year.

## **Returning Grade 12s**

All Calgary High Schools are committed to offering high school students six semesters of schooling to complete their High School Diploma. Students, under exceptional circumstance, are allowed to return for a 4<sup>th</sup> year if they have an approved 4-year program at the discretion of the school Principal.



## II. EXPECTATIONS OF STUDENTS

The outlined expectations are intended to encourage a safe and fair learning environment for students. We want to promote a school culture where students are committed to learning. For this reason, students will not be allowed to leave classes to purchase snacks or beverages.

### Student I.D.

All students will be issued student ID and will be required to present it upon the request of school officials. For example, when signing out library books or text books.

### Trespassing

Visitors must report to the main office to obtain permission to be on the premises. Persons who are unlawfully on the premises will be charged with trespassing under the School Act of Alberta.

***CBE schools are closed campuses and we strongly suggest that you discourage your friends from visiting you during school hours. Classes will not be disrupted unless there is a legitimate emergency. It is our expectation that Crescent students will not trespass at other school campuses during the school day.***

Crescent Heights High School students who are found to have invited persons to the campus who are not current students may face possible disciplinary action.

### Attendance Policy

Our school's primary focus is ongoing support for students while developing strategies for success.

Crescent teachers have a strong sense of professional accountability for program success. They set appropriate expectations for student performance, and provide quality learning experiences in support of student learning. Our teachers believe that all students are capable of being successful.

**We believe** those students who graduate from CHHS will be:

- self-directed learners
- effective communicators
- collaborative team players
- critical/creative thinkers

Our **attendance policy** is based upon the belief that students will become responsible, participatory citizens and will value life-long learning when their uniqueness is respected. Therefore, we expect that students will have a good attitude, good attendance, and good effort. We encourage them to come and learn, be positive contributors and be respectful. At Crescent, we treat others in the way we wish to be treated.

**We believe:**

- Expectations should be clear to parents, students, and teachers both in the classroom and the school;
- Respect for social responsibilities and respect for self and others is paramount
- Our focus should be on proactive problem solving
- Consequences should be fair and should respect personal dignity
- Disciplinary actions are designed to remediate inappropriate behaviors
- Students need to know our expectations and the discipline process

### Attendance Guidelines

Students and their parents/legal guardians are responsible for the students' attendance. Students are requested, as a matter of courtesy, to advise teachers of the reasons for any absences. A note or phone call from a parent/guardian to the school office (403-276-5521 press 1) explaining absences is expected. It is **vital** that the student's *full name* and the *dates of absences* be printed on notes or given when phoning the school (please clearly spell out your child's first and last name). Students under the age of 18 may not call in to excuse their own absences. Students eighteen years of age are reminded that regular attendance in all classes remains an expectation.



## Students who must leave the school and missing classes are required to:

- Go to the office to sign out.
- Students may contact a parent/legal guardian in the office (if under age 18). Please be aware that *office phones* are **only** for this purpose.
- If a parent/legal guardian can't be reached, a note should be brought to show teachers and a phone call to the Absence Line is required to excuse the absence. Only one note is required for all teachers to initial and pass on to the main office for recording and filing.

Students leaving without signing out will be considered truant for the time missed.

## Attendance Procedures

Our **procedure** for dealing with attendance issues will consist of the following steps:

### 1. Teacher/Student Meeting (prior to 5 absences)

- The teacher will review a copy of this policy with the student and direct him or her to take it home to be reviewed with a parent or guardian.

### 2. Parent Contacted by Teacher (6-10 absences)

This brings the most significant others into the remediation process.

- The teacher will contact the parent and affirm that information regarding the students' attendance and progress has been received.
- Teachers may wish to involve school-based and CBE specialists to help students build the skills necessary for success e.g.: guidance counselors, instructional resource personnel, and student resource group.

### 3. Administrative or Guidance Referral #1 (10 absences)

In this initial meeting with the student, they may:

- review interventions with teacher and outcomes
- discuss situation with student
- outline potential consequences
- develop proactive action plan for resolution
- contact parent, keep them informed (i.e. weekly attendance review)
- monitor student progress

### 4. Referral #2 (15 absences)

In this second meeting, if attempts at remediation have not improved the student's attendance, an administrator will: Take action to bring an abrupt change to the student's behavior by discussing with the student's parent/guardian the future of the student in the class. Possible outcomes of this meeting may include:

- Attendance Improvement Plan
- daily attendance monitoring
- home supported leave
- class withdrawal

### 5. Follow-up referral(s)

In the event that the student does not comply with the expectations of the school (after 3 more absences since reinstatement), and upon the recommendation of the classroom teacher, he or she may be withdrawn from the class, and further actions may be initiated in consultation with parents/legal guardians and a school administrator. These possibilities include:

- Transitioning to the world of work
- Discovering Choices
- home/alternative education
- distance learning
- Alberta Health Services, special counseling
- return to school next semester



- counseled withdrawal from CHHS
- Alberta Health Services support

In any event, a letter confirming consequences will be sent home to parents and a meeting will be held with parents.

## Lates

1. On or before the fourth late, the teacher shall discuss lates with the student expressing concern, expectations and future action.
2. On the sixth late, teachers shall contact the home by phone to inform parents/legal guardians of the student lates, and to discuss the effect of these on student achievement. The teacher should express concern about the consequences of lates.
3. If the pattern of lateness continues, a referral specifying the dates late shall be sent to the appropriate administrator. The administrator will attempt to help rectify the inappropriate behavior.

## Truancy

Truancy is the act or instance of staying out of school or class without permission and is unacceptable at any time. Students who are truant can be referred to the appropriate administrator.

## Course Withdrawals & Assignment of Final Marks

It is understood that CBE high schools are committed to making the most effective use of available educational resources. The master timetable and student timetables are created on the basis of individual student course requests. Thus, students are expected to fulfil the commitment to attend and make every effort to do the work required to be successful in each course in which they are enrolled.

In exceptional circumstances, the school administration and the student may agree at some time that it would be appropriate for the student to be withdrawn from the class. This will be done in consultation with the teacher, parent, student, guidance counsellor and administrator. Until the process is completed, the student is expected to continue to attend class.

It is the responsibility of students and parent(s)/guardian(s) to notify the school that they have registered in online learning opportunities. School administration and councillors reserve the right to maintain current academic programming to ensure full-time student status. It is important that academic programming considerations be done in collaboration with school administration and Student Services.

## Extended Absences and Requests for Student Leave

During the school year, students and their parents/legal guardians often request permission to leave school for an extended period of time. Many reasons are given for these requests and each situation is reviewed on a case by case basis.

Requests for an extended leave from school will only be considered if **each step in the process outlined by the school is followed**. All applications must be completed two (2) weeks prior to the beginning of the intended leave.

### IMPORTANT INFORMATION AND EXPECTATIONS FOR PARENTS, STUDENTS AND STAFF

1. **Extended absences at any time during the school year jeopardize a student's opportunity for success.**
2. **Scheduling family vacations and lengthy departures to international locales during the school year are not educationally sound and are not recommended. The school year is designed to provide timely breaks from instruction and family activities should be planned with these breaks in mind.**
3. Teachers are not obligated to provide course work, assignments and assessments, and customized learning programs for students who are away from school during an extended absence.



4. Students are expected to check with their teachers so that they will know what course content is to be covered and what important assignments, tests and assessments will be missed.
5. **Should the request for leave extend beyond 20 instructional days, students will not be able to demonstrate mastery of learning outcomes and may not receive credits for courses in which they are enrolled. Students in this situation will be withdrawn for the current semester and will be directed to other educational alternatives upon return to Calgary. At that time, a possible return to Crescent Heights High School for the next semester is to be discussed with the student's supervising administrator.**
6. By signing off on the request for extended leave, the school is merely acknowledging the student's absence from school and the reasons for the absence. The school is not condoning or giving permission to be absent for an extended period.
7. All final exams are to be written on the date that they are scheduled. Students will not be given an opportunity to re-write a final exam if it is missed while away on extended leave.
8. Students who face significant extenuating circumstances due to acute personal, medical or family crisis should inquire about being provided with a School Supported Leave. This possibility is to be discussed with the student's supervising administrator.

### Assessment Practices and Calculation of Course Marks

1. Course outlines indicate the basis for how a final course mark is calculated. Course outlines set out the weighting for various components of the course, and the portion of the mark that is assigned to different types of course work and assessments such as assignments, labs, projects, tests, quizzes, essays and final exams.
2. Course outlines also indicate department and teacher expectations for the timely completion of course work and what is expected of students and their parents when deadlines for assignments have not been met and tests have been missed.
3. At Crescent Heights every effort is made to ensure that students are given an opportunity to demonstrate what they know and what they can do. Students should assume responsibility and initiate conversations with their teachers about what they can do when they are falling behind in their course work.

### Final Examinations

Final examinations are a critical component of the assessment of student learning. A significant portion of a student's final mark is determined by their performance on final exams. Students and their parents need to understand the following expectations about final examinations:

1. Rules and Expectations for all exams are clearly communicated to students and their parents through PRIDE, the school website, and school newsletter.
2. Students are expected to write their final exams when they are scheduled. The exam schedule is posted by the mid-way point of each semester.
3. ***All final exams are to be written on the date that they are scheduled. Students will not be given an opportunity to re-write a final exam if it is missed while away on extended leave.*** Students who miss a non-diploma exam will be assigned a mark of zero.
4. Re-scheduling non-diploma exams or other accommodations will **ONLY** be considered if an emergency or extenuating circumstance exists. These cases will be reviewed by the administrator responsible for examinations.
4. Regulations for the administration of diploma exams and provincial achievement tests are set out by Alberta Education. Issues arising about diploma exams and provincial achievement tests will be referred to Alberta Education.



## Mark Appeal Procedures

1. Students must discuss a disputed mark on a test, assignment or a final grade with the teacher prior to seeking an appeal and must inform the teacher of their intention to appeal.
2. If the mark remains in dispute, the next level of appeal is to the Learning Leader (within 2 days) who will implement their curriculum area's appeal procedure.
3. If the situation is still unresolved, an appeal should be made to the principal. The principal will review the evaluation, wherever possible consulting with the teacher.
4. Following the investigation, the principal shall report the findings to the student and advise the teacher of the actions taken.
5. A student who disputes the final course grade should consult with the subject teacher no later than the designated Mark Appeals Day. (Final marks are to be posted prior to the Appeal Day).

## Student Spares

It is advised that all students maintain a full program to maximize their educational opportunities. Students requesting spares must do so with great care. Students with spares will be expected to be in the library or Student Centre. Students on spare should conduct themselves in a way that ensures an ideal learning environment for all students. Spares must be approved by the student's guidance counselor and administrator. Spares are not permitted for Grade 10 students. Grade 11 students are permitted one spare if they have passed all their Grade 10 courses, are carrying a heavy academic load and have approval of the administration. Grade 12 students must be enrolled in a minimum of three courses per semester. Students requesting an additional spare will be required, along with their parents, to sign a contract outlining expectations.

## Student Conduct

We, the staff and students of Crescent Heights, believe in putting learning first. To ensure student success, appropriate behavior within our learning community will be expected. Section 7 of the School Act states: "A student shall conduct himself/herself so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing his/her studies;
- (b) attend school regularly and punctually;
- (c) co-operate fully with everyone authorized by the board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to his/her teachers for his/her conduct; and
- (f) respect the rights of others".

***It is expected that students coming to Crescent Heights will conduct themselves in accordance with this act.***

## Defiant Behaviour

In order to create a safe and caring learning environment, students are expected to treat everyone respectfully. We at Crescent intend to respond to defiant behaviour with immediate disciplinary action in consultation with affected staff. Some examples of defiant behaviour are:

- Failing to give your name or produce an I.D. card when asked
- Refusing to state what class you should be in or produce a timetable
- Failing to report to the office when asked to do so
- Making disrespectful remarks or gestures towards staff who are speaking to you
- Walking away from staff who wish to speak to you
- Continuing to loiter when asked by staff to move along

Crescent Heights has a "**zero tolerance**" policy. Students will be effectively suspended for any of the following offences:

- Possession, use of, distribution of or active contact with illegal drugs or alcohol.



- Fighting and/or acts of violence in the school or neighbourhood.
- Possession of a weapon at school.
- Theft and/or extortion or any other criminal activity.
- Defacing or damaging school property.
- Acts of defiance or threats towards staff or other students in the form of abusive language or actions.
- Personal or sexual harassment.

### **Profanity**

Use of appropriate language is expected at Crescent Heights High School. Failure to do so may result in suspension or community service hours.

### **Student Dress**

**It is recognized that there is a diversity of opinion in society as to what constitutes suitable dress for school activities. In addition, standards of dress may differ somewhat among schools, depending on the varying standards of communities.**

#### Standards

1(1) The principal or designate is encouraged to co-operate with parents and students in the development of standards of dress and grooming.

(2) The criteria to be used should include standards which will encourage:

- (a) the cleanliness, neatness, and generally positive attitudes;
- (b) appropriateness for the particular activity; and
- (c) safety in all activities.

(3) The principal or designate is responsible for ensuring that standards of dress and grooming are developed using the following guidelines for all students:

- (a) appropriate clothing suitable for indoor wear,
- (b) suitable footwear,
- (c) special physical education clothing as required,
- (d) special protective clothing in shops as required,
- (e) hair that is neat and well-groomed and does not represent a hazard in work areas, and
- (f) appropriate make up.

(4) Students may wear faith-based jewellery, objects and articles of clothing at school and during school sponsored activities, as long as they are worn discretely, do not have a proselytising message, and meet the standards of this regulation.

### **School Transportation**

The City of Calgary Transit (CT) System provides direct bus service for most students living east of Deerfoot Trail and north of Country Hills Boulevard. Using this enhanced service is a student privilege. Because school policies regarding responsible behaviour extend to transportation to and from school, a student's privilege may be revoked if his or her behaviour on the bus is deemed to put the safety and security of the bus at risk. Please help us maintain a positive working relationship with CT.

Bus Route information is available through the Calgary Transit website at [www.calgarytransit.com](http://www.calgarytransit.com) > School Services > Crescent Heights or by phoning CT at 403-262-1000. Complaints about service and inquiries about lost items can also be directed to CT at 403- 262-1000. Messages regarding lost items can also be left at 403-268-1600.

Bus passes are purchased by the students from various vendors throughout the city. Parents are advised to hold onto receipts for bus passes for income tax purposes.



## Smoking Policy

***Students are not allowed to smoke in the school, on the school grounds or across the street on 1<sup>st</sup> Street between 9<sup>th</sup> and 11<sup>th</sup> Avenues or along 11<sup>th</sup> Avenue at any time in accordance with the Prevention of Youth Tobacco Use Act and City Bylaw 57m92.*** We encourage students to be considerate of the people in the Crescent community with whom we are neighbours. Students should also be aware that they are not allowed to use e-cigarettes or vaporizers in the areas that are defined above. Continued violations of the smoking policy will lead to suspension. The Calgary Police Service may also issue fines for those students who are under age.

## Gambling

Any form of gambling, such as card playing, dice rolling, game betting, and games of chance, for the purpose of achieving financial gain is strictly prohibited and may result in disciplinary action.

## School Security: Lockdown Drills, Fire Drills and Emergency Preparedness

The safety of students and staff is a primary concern for our school. Throughout the school year a number of drills are held to ensure that there is a high level of readiness for responding to emergency situations. Students must follow all directions closely.

## Digital Citizenship and The Learner Accessible Wireless Network (LAWN)

A wireless student network for internet access using student owned personal electronic devices is available at Crescent Heights High School. Access will be on a voluntary basis. The focus of this project is on student learning and places responsibility on students for appropriate use and behaviour. This project represents a significant opportunity for students to personalize their learning by choosing with their parents and teachers appropriate technology to support their learning needs.

Students must understand that the use of electronic devices at school must contribute to and enhance possibilities for learning. Students who misuse or who are unable to fulfil these expectations will have their access to the LAWN removed. **The use of electronic devices at school must not interfere with the day-to-day operations of the school and cannot interfere with student learning.**

**As with any personal belongings that a student brings to school, the school cannot be responsible for electronic devices that are lost, stolen or damaged.**

## Prohibited Activities on Computers in the School's Computer Lab

CBE AR1062 sets out very clear guidelines and expectations to ensure responsible and appropriate use of Calgary Board of Education electronic information and resources. There are certain activities that are prohibited in the computer lab. They are:

- Intentionally wasting limited resources such as:
  - \* playing games or visiting Internet game sites
  - \* participating in "chat" unless it is teacher directed
  - \* downloading of any software
  - \* installing software on any network computer
  - \* printing without paying for the copies unless approved by the teacher supervisor
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers or computer networks
- Violating copyright laws
- Using other people's passwords or accounts
- Trespassing in other people's folders, work, or files
- Employing the CBE network for commercial purposes

***Students involved in prohibited activities on our network will have their network privileges suspended.***



### III. COMMUNICATIONS

#### PowerSchool Parent Portal

The Calgary Board of Education is transitioning from Homelogic to PowerSchool as the primary student information program. Information will be sent out to families providing details on how to access student marks and attendance as soon as it is available.

#### Release of Student Information

The Calgary Board of Education directs all schools to follow certain guidelines when dealing with inquiries about students.

- \* Messages will not be passed along to students unless there is a family emergency
- \* Employees answering the phone will not confirm if a child is resident in the school
- \* Only parents with whom a student resides should be contacting the school.

Your consideration of these guidelines will be greatly appreciated.

#### Report Cards

Student marks are reported on an on-going basis throughout each semester. Parents and students can access the students' progress through the computer-based program Home Logic. Additionally, two reports with teacher comments are provided each semester in the format of report cards. The dates are included on the school calendar. Teachers will assign marks to the degree of accuracy which they think the evaluation warrants. Following the practice of Alberta Education and diploma exam assessment, please note a final course mark of 48% will be rounded to 50%.

Since student report cards are now available on-line, we have noticed a significant decline in students picking up report cards. This year a phone/email message will go out to homes indicating when report cards will be available through PowerSchool Parent Portal. Parents and students can then access and print report cards from home.

#### Student-Teacher-Parent Conferences

Interviews with teachers are scheduled to give parents an opportunity to meet teachers and discuss student progress early in each semester. Since conferences will not follow the mid-term report cards, parents/legal guardians are welcome to contact the school to arrange interviews with the administration or teachers.

#### Newsletter

A newsletter will be sent home in August with information about activities, programs and student/teacher/parent conference dates. Current information about school activities may be accessed on the school website at <http://schools.cbe.ab.ca/b815/>.

#### Daily Bulletin

The office issues a daily bulletin of announcements and activities, which are read during the communication period and posted on the school's website.

#### Crescent Heights High School Website <http://schools.cbe.ab.ca/b815/>

The school's website is where you can read about Crescent news and events, find out about extra-curricular sports and activities, and connect with valuable resources through the "Students" button on the main page. We encourage you to make a habit of checking it often.

Crescent Heights Twitter Account @CrescentCowboys



## Television Bulletin

Crescent Heights High School employs a closed circuit television network to provide timely information to students, parents, and community stakeholders. There are multiple displays that are available throughout the building.

## IV. SCHOOLCOUNCIL

### School Council

The School Council is composed of parents, and administrators. Parents and other community members may express interest in (or concern about) the operation of our school through the School Council. It works to develop and support the goals of Crescent Heights High School.

## V. CRESCENT HEIGHTS SERVICES

### Student Services

The Guidance office is open from Monday to Thursday 8:30 a.m. to 4:00 p.m. Friday 8:30 a.m. to 3:00 p.m. and counsellors are available before/after school and at lunch to see students on a "drop-in" basis.

Counsellors are pleased to assist students in a wide variety of areas. Parents are invited to discuss any matter pertaining to their child by calling Student Services at 403-276-5521 extension 2168. Our Guidance Secretary will be able to assist or direct you to the appropriate counselor to help support your child. Services include **personal, educational and career counselling, information and referral services**. Personal counselling assists students experiencing personal difficulties that interfere with their academics.

Educational counselling is provided to assist students with high school course selection and in making post-secondary or career exploration plans. Extensive post-secondary information is available to students online, in Student Services, and in the Career Centre. Information and referral services are available for financial assistance, loans, scholarships and bursaries, and to social and community agencies and business associations.

### Instructional Resource Teachers

Crescent Heights High School provides support to students experiencing academic difficulty. Resource teachers can assist teachers and students to develop strategies to meet the specific needs of individuals. Resource teachers are also involved in the creation of Individualized Program Plans (IPPs) which help build an awareness of the learning process in order to help students become more positive and active independent learners. Referrals may be made by students, parents, teachers or counsellors.

### School Nurse

A public health nurse is available at the school on a routine basis. The nurse strives to promote the physical, emotional and social well-being of the school community through a variety of preventive and protective health programs. Services offered by the public health nurse within the school community include control of communicable disease; health education (resource person); health promotion and referral and consultation regarding health issues.

### Crescent PRIDE

The 2018-2019 school year sees Crescent Heights High School continuing with an important mentoring program. Students in Grades 10 through 12 will be enrolled in a Crescent PRIDE homeroom. All students will meet in their Crescent PRIDE homerooms once or twice per month throughout the year. Crescent PRIDE homeroom teachers will assist students and their parents in a variety of ways. The program is based on building strong teacher-student relationships, cultivating a sense of belonging, and advocating for individual student needs. The program will act as an important vehicle for promoting school events and



activities beyond the classroom. Important information about our school will be communicated during the weekly meetings. Teacher advisors will monitor attendance and serve as an important link with parents and guardians. The Crescent PRIDE Program will also support students in planning their school program, setting goals, and exploring Career Pathways.

## Learning Commons

The Learning Commons Teacher and Library Assistant are available to assist students during the following hours; Monday-Thursday 8:30 a.m. – 3:45 p.m. and Friday 8:30 a.m. - 2:13 p.m. After school Supervision of the Learning Commons may be available throughout the semester.

Students are welcome to use the Learning Commons for research, reading, studying and homework, before and after school and during lunch.

The Learning Commons houses four computer labs, several on-line library databases and the Digital Calgary Herald. Passwords are available from the Learning Commons staff. Printers and a copier are also available. Magazines, videos, multimedia equipment as well as a fiction and non-fiction collection.

Students may access the automated card catalogue from home or any computer in the school by choosing the Learning Commons tab on the Crescent Height's webpage.

The regular loan period is 3 weeks. Reference materials, videos and magazines are available for overnight loan unless by special request. Students are required to produce their I.D. cards in order to check out materials.

## E.L.L. Support

An English Language Learner (E.L.L.) Program is offered at beginning, intermediate and advanced levels of English language development. There are also transitional classes in Science, Social Studies and Math. E.L.L. students select other courses according to language proficiency, academic experience and personal interest. A network of support is available in the school.

## Exam Flex Time

Successful high school completion is the primary goal at Crescent Heights High School. In an effort to facilitate successful course completion students have been provided with a Flex learning period, aligned with the current January and June exam periods, in which they can complete assignments, or look to improve their performance in relation to the course learning outcomes. Student and teacher, with school administration support when required, will negotiate the learning tasks to be completed, as well as the manner in which these are to be assessed.

## School Resource Officer

A member of the Calgary Police Service is assigned to CHHS to assist students in a variety of ways. These services can include legal advice, classroom presentations on numerous topics, and personal one-on-one counselling. Rather than an enforcement agent, this officer's main role is to assist students and to improve police and school communication.

## Telephone

There is a phone located in the main office for student use on an as need basis. The office will relay only **URGENT** messages from a parent to the student. The school phone number is 403-276-5521.

## Lockers

The school does not assume responsibility for items lost or stolen out of lockers or tote-boxes. If a student finds that the locker is not working properly, it should be emptied immediately and the problem reported to the Business Office. **LOCKER COMBINATIONS SHOULD NOT BE DISCLOSED TO OTHERS.** As the co-owner of all lockers, the school reserves the right to enter lockers in case of emergency.

## Student Searches

Where circumstances warrant, students, school lockers, storage areas assigned to students, and articles and objects belonging to or used by students on school board premises and/or on field trips or CBE sponsored activities may be subject to a search. The principal or a designate in the presence of another CBE employee



will conduct the search.

### Student Parking

Student parking is very limited at Crescent Heights, is by parking pass only, and is restricted to the Northwest parking lot. It does not include either the Community Centre parking or that associated with the Curling Club. Parking passes will be distributed to students who apply. All students making application for a parking pass must present a valid Class 5 Alberta Driver's license and have paid all of their school fees. Parking in the Northwest parking lot without a parking pass is not permitted and will result in vehicles being ticketed and/or towed. Students must be sure not to block the fire lanes, which are clearly signed. Students must comply with the regulations that are set out in the Student Parking Application. Failure to comply with these regulations will result in the parking pass being revoked.

### Cafeteria

The cafeteria, operated by Coco Brooks, is open from 8:00 a.m. to 4:00 p.m. Monday through Thursday and 8:00 a.m. to 2:30 p.m. on Fridays. We expect students to cooperate with the cafeteria staff and supervisors. Students are required to dispose of refuse in the garbage containers and properly arrange chairs when leaving. Failure to do so could result in the student being required to do community service.

### Lost And Found

Always report and inquire at the school office about lost articles.

### Community Resources

AADAC Youth Services Centre	403-297-4664
Career Hotline	1-800-661-3753
Centre for Suicide Prevention	403-266-4357
Child Abuse Hotline	1-800-387-KIDS (5437)
Child Protection Intake & Emergency After Hours	403-297-2995
Distress Centre: Crisis & Addictions Line (24 Hour)	403-266-HELP (4357)
Teen Line	403-266-TEEN (8336)
Hire A Student	1-800-935-5555
Sexual Assault Centre	403-237-5888
WOOD'S: Crisis Counseling (24 Hour)	403-299-9699
Eastside Counseling	403-299-9696
Youth Shelter	403-509-2323

## VI. STUDENT ACTIVITIES

Some activities, such as choral/performing arts and band concerts are connected to involvement in a specific curriculum area. Performances will be promoted through the newsletter and around the school.

The student Leadership Group organizes various events during the school year such as Welcome Week, Urban Cowboy Day, and the Calgary Board of Education's Traditional Pow-wow. Students are encouraged to take an active role in the activities offered at Crescent.

### Student Council

Student Council is an elected body with student representation from all grades. The purpose of Student Council is to provide a voice for students within the Crescent Heights High School community. Representatives attend weekly meetings and facilitate a wide range of activities associated with our school. With growing student engagement, Student Council strives to highlight and support the academic and extra-curricular achievements of our students.



## Interschool Athletic Fees

Information will be posted on our website when it becomes available.

### Athletic - Seasons of Play 2018-2019

<b>Sport</b>	<b>First Day of Practice</b>	<b>First Day of Regular Season</b>
Senior Boys Football	August 29	September
Girls Soccer	September	September
Cross Country	September	September
Junior Boys Football	September 1	September
Volleyball	September	September
Swimming	October	December
Wrestling	November	November
Basketball	November	December
Badminton	February	April
Rugby	March	April
Track and Field	March February (Pole Vault)	April
Field Hockey	March	April
Boys Soccer	March	April



## CRESCENT HEIGHTS HIGH SCHOOL CALENDAR 2018-2019

Wednesday, Thursday, Friday	Aug 29, 30,31	Non-instruction days
Monday	September 3	Labour Day
Tuesday	September 4	First day of school for students – staggered entry
Thursday	September 20	High School Orientation Evening
Friday	September 21	Non-instruction day
Monday	October 8	Thanksgiving Day
Thursday	October 25	Parent Teacher Interviews
Friday	October 26	Non-instruction day
Tuesday	November 5	Term 2 Starts
Thursday	November 15	Grade 9 Tours & Open House Evening
Friday	November 23	Non-instruction day
Friday	December 7	Non-instruction day
Friday	December 21	Last day of classes-winter break
Monday	January 7	Classes resume
Monday	January 14	Final Exams and Instructional Flex time begins
Thursday	January 31	<b>Semester 2 starts</b>
Friday	February 1	Non-instruction day, Semester 1 Mark Appeals
Thursday, Friday	February 14,15	Teachers' Convention
Monday	February 18	Family Day
Friday	March 1	Non-instruction day
Thursday	March 21	Parent Teacher Interviews
Friday	March 22	Non-instruction day
Monday	April 1	Classes resume
Monday	April 15	Term 4 Starts
Friday	April 19	Good Friday
Monday	April 22	Non-instruction day
Friday	May 3	Instructional Flex Day
Friday	May 17	Non-instruction day
Monday	May 20	Victoria Day
Tuesday	June 4	Graduation Ceremony / No Classes
Tuesday	June 11	Early Dismissal & Gr 12 BBQ
Wednesday	June 12	Final Exams and Instructional Flex time begins
Thursday	June 27	Last day of school for students
Friday	June 28	Non-instruction day



## VII. SERVICE/CITIZENSHIP AWARDS

Within the area of student activities, Crescent has two separate awards recognising students who have participated in one or more activities/clubs. **SERVICE AWARDS** are presented to students who have made an extraordinary contribution in one area.

Students receiving **CITIZENSHIP AWARDS** have made an outstanding contribution to clubs/activities and their involvement has had an impact on the whole school directly or indirectly. Students or teachers may make nominations for both awards. These students are then honoured at a ceremony in June of the year of nomination.

## VIII. SCHOLARSHIPS AND BURSARIES

Crescent Heights is in the enviable position of having one of the most extensive school based scholarship programs in the Calgary Board of Education. Scholarship and bursary awards can be based on any combination of the following: academic achievement, school and community involvement, excellence in a specific class and/or financial need. Award applications become available as early as September, especially for Grade 12 students.

Crescent Heights Scholarship information is posted on the school's web site at <http://schools.cbe.ab.ca/b815/> then select Student Services > Scholarships. This web site contains specific Crescent Heights High School scholarship information, with links to other scholarship web sites. A "Tips" section provides helpful hints on how to apply for scholarships.

Awards are available at all Grade levels. Students should be aware that most Grade 12 scholarships are based on their academic achievement, extracurricular activities and community volunteerism in all three years of high school.

Grade 10, 11 and 12 award information sessions will be held in the fall and spring to inform students of these scholarships. (Announcements in Crescent PRIDE will inform students of scholarships as they become available throughout the year.)

## IX. HONOUR SOCIETY

Students who have achieved and maintained honours standing in each of their three years at Crescent, according to the criteria established by the school, will become members of the Honours Society.

## X. HONOUR CERTIFICATES

A certificate of merit is presented to those students who have achieved honours standing which requires an 80% average with no failing grades. All courses taken through the Calgary Board of Education will be considered. The honour student certificate will be based upon the previous year's courses and will only be presented to students who meet the schools expectation for a full course load.

## XI. INTELLECTUAL HONESTY POLICY

### **Introduction:**

*In our pursuit of integrity at Crescent Heights, teachers and students will acknowledge and respect the rights of creators. Credo: "We acknowledge the intellectual effort of an author, artist or photographer, just as we respect the ownership of the ideas of others during a test or an exam." Authentic learning occurs when students create and demonstrate their own knowledge.*

### **Teacher's Responsibility:**

- Students will be made aware of the Intellectual Honesty standards at Crescent Heights.
- Care and diligence will be exercised when planning a test environment.
- Students will be taught how to correctly reference and cite information.
- Intellectual dishonesty will be noted in a student's file



**Student's Responsibility:** To be intellectually honest a student must ...

**A. For tests or examinations:**

- refrain from copying another's answers;
- use only materials or equipment that has been approved for use during a test or exam;
- refrain from communication in any form to fellow students; and
- follow all posted directions and expectations.

**B. For papers or presentations:**

- create and submit for marks original work that has been completed through their own or their group's effort(s);and
- credit the creative and intellectual efforts of others.

**CONSEQUENCES OF INTELLECTUAL DISHONESTY:**

**A. Tests/examinations:**

Copying another's answers, sharing one's answers, bringing in copied information, or using electronic equipment inappropriately on a test or examination may result in one or more of the following:

- a mark of zero on that test or examination
- removal from course
- school suspension

The teacher will document the occurrence of such intellectual dishonesty in the Assistant Principal's working file. Cheating on a mid-term or final examination may result in a suspension by the Assistant Principal and possible withdrawal from the course. A failing grade for the course may be assigned.

**B. Assignments/presentations:**

**First Offence:** The teacher will present evidence of plagiarism or cheating, discuss it with the student and request an explanation. Depending upon the response from the student, and at the teacher's discretion, the assignment may be re-done or the mark awarded reduced. Course failure could occur as a result. The teacher will note the occurrence of intellectual dishonesty and it will be filed in the appropriate Assistant Principal's working file.

**Second Offence:** When the Assistant Principal notes plagiarism or cheating a second time, the student will be interviewed in the presence of teacher(s) who have noted the intellectual dishonesty. In most cases the student will receive a zero on the assignment. Parents will be notified and removal from the course is a possibility.

**Third Offence:** The student will be suspended. An interview with the appropriate administrator and parent will be necessary.