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Calgary Board
of Education

James Fowler High School



Student Handbook

2018-2019

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School calendar please refer to James Fowler Website www.cbe.ab.ca/b825 for updated information
General School Information

Transportation-Calgary Transit

Schedules and maps are available in the Main Office and on-line at www.calgarytransit.com. Calgary Transit determines the number of buses and routes based on ridership and available resources. Calgary Transit "youth" passes must be purchased by the student or parent from a local vendor (e.g. Macs, Co-op, 7-Eleven etc). **Information about the 2018-19 rebate program will be available in September 2018. Please keep all of your passes and receipts as they will be required for a rebate.**

Student Parking

There are two student parking lots: one at the west end of 37th Avenue and the other facing the athletic field in the lot accessible off 3rd Street. All students wishing to park in these lots must purchase a parking tag from the Business Office for a cost of \$40.00. Students are not permitted to park in any other lots, including visitor spots. City of Calgary Parking Control Officers will issue tickets to vehicles parked outside of the designated student parking lots and to vehicles in which the parking tag is not visible on the rear-view mirror. Vehicles may be towed at owner's cost if you park at an unauthorized area.

Lockers

A school locker and a lock are distributed to each student for storing school related materials. The lock and locker are the property of the school. Each student is responsible to keep his/her locker clean and to remove all contents when requested to do so. School officials reserve the right to inspect lockers at any time.

Lockers will be distributed during TA class on the first day of school. Students are expected to remove all items from their lockers on or before locker clean out. Any items not claimed by the end of the school year will be disposed or donated to charity, where appropriate. Students will be charged \$6.50 for a broken or missing lock. Personal locks are not allowed. Students are required to keep their lockers clean, unmarked, and free of materials (pictures, writing, etc.) that others may reasonably find offensive. While the school attempts to keep the lockers secure and in good repair, James Fowler High School assumes no responsibility for items lost or stolen from lockers or P.E. tote boxes. It is best not to bring valuable items to school.

Lockers, tote boxes, and all school property used by students is owned by the Calgary Board of Education and are subject to search by the school administration when needed.

Lost and Found

The Lost and Found bins are located in the Main Foyer by the gym. Valuable items like cell phone and wallets etc will be kept in the main office. Periodically, items not claimed from the lost and found are given to local charities or discarded.

Main 4th Street Entrance

The main entrance to James Fowler is on 4th Street N.W. This is a public entrance used by visitors to the school. Students are not permitted to gather or loiter in front of the school. This includes the main stairs as well as the ramp leading from the sidewalk. Students are not permitted to use the northwest entrance located on 4th Street and 40th Avenue as this is where visitor parking is located.

Student Centre on the 2/F

The Student Centre at James Fowler is a multi-purpose area. Before school and during the lunch hour it serves as a meeting place and cafeteria for students. During class time, it serves as a quiet area for students with spares to work on assignments or to study. Students are expected to be engaged in quiet study or working on assignments. Card playing is not allowed.

Student Dress Code

Students are expected to dress in a way that is appropriate for school. Accessories such as bandanas, gloves and arm bands that can be associated with negative groups are not appropriate at school. Similarly, any accessories that represent a risk to student safety, such as neck collars and chains, are not to be worn at school. Clothing, which others might reasonably find offensive, in poor taste or distracting because it is suggestive in nature, too revealing or correlated with negative or slang language is not appropriate to wear at school.

School Resource Officer (SRO)

The Calgary Police Service stations a Constable at James Fowler to serve as a School Resource Officer (SRO). Besides providing positive public relations, our SRO is engaged in crime prevention and investigation, and acts as a legal and personal resource for students. The SRO office is located in room 218B in the English hallway. Our SRO can be contacted by attending his office or by attending the Main Office should he be outside of the school. To provide tips anonymously, please contact crime stoppers by phone 1-800-222-8477, by email <http://www.calgarycrimestoppers.org/> or text by sending the keyword TIPS to 274637.

Public Health Nurse/ALEX Bus

The school nurse is available once every week usually Wednesday afternoons at the school. Confidential counselling on health issues is available to all students and families. The nurse's room is at room 2237B in the ELL hallway. The Alex Bus brings health care directly to our students by visiting our school on Monday afternoons. Staff on the bus use a holistic, compassionate approach to provide physical, emotional, psychological and social support for our students. If you need to discuss with the nurse or staff on Alex Bus for any questions or concerns regarding physical, emotional or social health, please contact Student Services to make an appointment.

Daily Bulletin

The Main Office issues a daily student bulletin of announcements and activities, which is read in class. It is also posted electronically on the Fowler Internal Home Page and also displayed on hallway monitors. This is the main communication link between the school and students; it is important that students listen to or read the bulletin each day.

Learning Commons

Students at James Fowler will find the Learning Commons a valuable environment for quiet study, research, reading and small group collaboration. Teachers book their classes to use the space and our print and digital resources. The Learning Commons is open for student use in the mornings before classes at 8:30 and after school until 4:30 daily (2:30 on Fridays).

Procedures: Students can sign out 3 books at a time for a 3 week period. Extremely overdue books will result in students' computer accounts being disabled. Text books are signed out with your classroom teacher, textbooks for online classes will not be issued- students must get these from the online provider. In addition, all text books from prior courses must be handed in or lost ones paid for before students will be permitted to sign out books for their new courses.

General Expectations: Students on spare and flex periods may use the Learning Commons for their own learning needs providing they are wearing their ID cards and have a timetable. All students not accompanied by their teacher must sign in when using the Learning Commons either from their classroom or on spare. In the interest of maintaining the condition of our space and collection, food and beverages, with the exception of a water bottle with a screw top are not permitted in the Learning Commons.

Resources: The Learning Commons provides a wealth of learning resources, including a networked computer lab with access to the Internet, Microsoft Office, and a variety of other programs – as well as an extensive reference collection (print and digital), fiction, non-fiction, and magazines.

In addition, the Alberta Learning On-Line Reference Centre (ORC) provides access to a variety of excellent databases that are ideal for academic research and homework projects. This subscription database is available at home with the from <http://www.learnalberta.ca/login.aspx>
user ID: LA06
password: 4105

The data base for Electronic Reference Books – Gale Virtual Reference Library is accessible at: <http://infotrac.galegroup.com/itweb/calg16212>. We have added numerous titles to our reference collection to complement the current high school curriculum, please make use of these excellent resources!

Login: calg16212
password: calg_log

Printing is available at the Learning Commons; all printing is automatically deducted from your printing account. Each student receives 100 pages of printing each semester. This includes all printing, for classes and personal use. We also have a student photo copier in the Learning Commons which students can log in and use. Prints made on the photocopier are also deducted from the 100 page allowance. The Learning Commons has a colour printer and students must pay 50¢ per page. For colour printing, please check with the Learning Commons staff.

Career Centre

A full-time Career Practitioner, Ms.Nancy Blevins, provides the following services:

- career exploration
- career research tools
- interview techniques
- job hunting techniques
- occupational information
- post-secondary information
- resume writing
- student job postings
- volunteer opportunities
- workshops

Drop in or set up an appointment at your convenience. To access the website, go to the Fowler Home Page at www.cbe.ab.ca/b825 and follow the link to the Career Centre.

Student Services

Sometimes you just need to talk to someone! At James Fowler, our student services staff provides confidential education, career and personal counseling to students. Examples include:

- Assistance with educational planning, career development and goal setting
- Assistance with academic difficulties or concerns
- Assistance with personal difficulties that affect your performance and development at school or elsewhere
- Information on financial support, awards and scholarships

Requirements for Alberta High School Diploma

To obtain an Alberta High School Diploma, a student must earn 100 credits, including:

- English Language Arts [English 30-1 or 30-2];
- Social Studies [Social Studies 30-1 or Social Studies 30-2];
- Mathematics [Mathematics 20-2, 20-1, or 20-3];
- Science [Science 20 or 24, or Biology 20, or Chemistry 20, or Physics 20];
- Physical Education [Physical Education 10];
- Career and Life Management [CALM 20]
- 10 credits in any 30-level courses [excluding English and Social Studies]; and
- 10 credits in CTS, Fine Arts, Second Languages courses, Physical Education 20 and/or 30

Requirements for a Certificate Of School Completion

To obtain a Certificate of Achievement, a student must earn 80 credits including:

- English Language Arts [English 20-2 or 30-4];
- Mathematics [Mathematics 10-3 or 20-4];
- Science [Science 14 or 20-4];
- Social Studies [Social Studies 10-2 or 20-4];
- Physical Education [Physical Education 10 ~ 3 credits]
- Career and Life Management [CALM 20 ~ 3 credits];
- 5 credits in 30 level CTS, 30 level Knowledge and Employability Workplace; 30 level Work Experience; 30 level Green Certificate; or 5 credits in a 30 level Registered Apprenticeship Program course.

Unsupervised Off-Site Activities

On occasion, off-site activities may be assigned that are unsupervised. For instance, assignments or homework projects may encourage students to visit a location such as a public library or other location that is away from the school. Due to the nature and scope of these activities, the teacher cannot supervise students, nor can any security check or other pre-screening by the CBE take place.

Parents are encouraged to participate in such activities by discussing the assignment with their child and providing safe transportation and appropriate supervision during the activity. The CBE does not arrange transportation to and from out-of-school unsupervised activities.

James Fowler School Policies

Lanyard and Identification Policy

In order to maintain the safety and security of all students and discourage trespassers, JFHS has a mandatory lanyard and ID policy. All students, staff and visitors will be provided with, and are required to wear a lanyard with a ID card on them at ALL times while in the school and on school property. The ID must be visible at all times. On the back of each ID card will be a print out of each student's timetable. It is the student's responsibility to ensure that they have their ID and lanyard on and visible at all times. Students who forget their lanyard and ID should immediately go to the Learning Commons and purchase a replacement lanyard and ID tag for \$5. If students are identified by a staff member to have no ID and lanyard, they will be given a school suspension for the remainder of the day and be sent home. There is no exception to this rule.

Locked Doors

To ensure the safety and security of staff and students, all exterior doors except the 4th Street main entrance and the main office doors off the north west parking lot are locked daily at 9:30 a.m. and remain locked for the remainder of the day.

Academic Programming

REQUIRED COURSE LOADS: Students who take a full schedule of courses are more likely to earn a High School Diploma (100 credits) or Certificate of Achievement (80 credits) within three years.

To set the stage for success, students at James Fowler High School strive for more than the minimum number of credits. In most cases, students can earn 113 credits as they are required to register as follows:

Grade 10–8 courses

Grade 11 –7.5 courses

Grade 12 – 7 courses

It is important to note that students who are registered as part time students (2 courses per semester) are not allowed to be on school property during school hours when they are not in class.

Attendance Policy

At James Fowler High School, we believe that excellent attendance is key to a successful high school experience. Absenteeism negatively affects students' academic progress at school. Students who do not attend regularly miss daily instruction and develop gaps in their learning.

Both the Alberta School Act and the Calgary Board of Education Administrative Regulation 6020 – Attendance of Students, reinforce the expectation that our students “attend school regularly and punctually.” It is the responsibility of parents/guardians to endeavor to ensure compliance with this requirement and the responsibility of schools to ensure that parents/guardians are informed promptly when the attendance is not satisfactory.

Excused Absences and Lates

Parents are required to telephone the school each day their child is unable to attend. An ‘excused’ absence will then be recorded in the school record system. Under the School Act of Alberta, an absence can be excused only if the student is unable to attend due to (1) illness, (2) unavoidable cause, or (3) a religious holiday observed by the family. It is important for students to understand that this does not excuse them from the work that they miss and they are responsible for working with their teachers to complete missed work immediately upon their return.

Extended Absences

Students who anticipate being absent for an extended period are to bring a note from their parent/guardian and book an appointment to meet with their Assistant Principal. An ‘Extended Absence’ form is circulated to their teachers for feedback and the form is sent home for the parents to peruse the feedback, sign and return to the school.

Attendance and Late Concerns

After 5 unexcused absences or 5 unexcused lates in any course:

- The classroom Teacher will contact the home and inform parents/guardians that there is an attendance concern
- The classroom Teacher will discuss the attendance concern with the student
- The classroom Teacher will email the student’s Teacher Advisor, Assistant Principal and Counselor informing them that there is an attendance concern and that the home has been contacted
- The classroom Teacher will enter calls home and contact with student or parent in Activity Tracker
- The classroom Teacher will assign a Period 5 requiring students to make up missed class time. Period 5 will be open three days per week to offer flexibility for students’ schedules

After 10 excused (called in by parents/guardians) or unexcused absences or 10 lates in any course:

- The classroom Teacher will contact the home and inform parents/guardians that their son or daughter’s attendance has not improved and that they have referred the student to their Assistant Principal
- The classroom Teacher will continue to discuss the attendance problem with the student
- The classroom Teacher will email the student’s Teacher Advisor, Assistant Principal and Counselor informing them
- The classroom Teacher will enter calls home and contact with student or parent in Activity Tracker for student’s attendance has not improved. The Assistant Principal may suspend the student.
- The Assistant Principal will meet with the student, contact the home and may create an Attendance Improvement Plan.
- The Assistant Principal will send a letter home documenting the attendance concern.

After 15 excused (called in by parents/guardians) or unexcused absences or 15 lates in any course:

- The classroom Teacher will contact the home and inform parents/guardians that their child is not attending regularly and continue to discuss the attendance problem with the student.
- The classroom Teacher will email the student’s Teacher Advisor, Assistant Principal and Counselor informing them that the student’s attendance has not improved and that the home has been contacted. The Assistant Principal may suspend the student.
- The classroom Teacher will enter calls home and contact with student or parent in Activity Tracker.

- The Teacher Advisor and Assistant Principal will meet with the student, parents/guardians and/or the counsellor to create an 'Attendance Improvement Plan'. Course withdrawal or program withdrawal may be recommended.

If the absenteeism and lates continue:

- every 5 classes the Teacher will continue the above process - contact with the home, discussion with the student, and an email to the student's Assistant Principal and Counselor.

Truancy/Skipping

Any student found truant or 'skipping' classes will be referred to the student's Assistant Principal. The Assistant Principal will contact the home and a suspension may result. A parent meeting with the student and the Assistant Principal may be requested.

Parents' Responsibility

While the school attempts to keep parents informed concerning student attendance and achievement (e.g. automated telephone notification of absences, Home Logic, regular report cards, Parent-Teacher Interviews, direct contact by telephone or letter from teachers and administrators), parents are requested to contact the school to report absences and to inquire when they have concerns regarding attendance or achievement. Parents are asked to contact the school attendance line when their child is absent or late. Please call 403-230-4743 then press 1 for the attendance line and follow the instructions. Office personnel will then enter the information in to the computer. If parents/guardians have not called the school by 3:00 pm, a synervice message will go out during the evening indicating that classes have been missed. It indicates periods as follows:

Period 5	-	classes before school [music, art etc.]
Period 1	-	the first class of the day
Period 2	-	the class just before lunch
Period 6	-	classes at lunch [music, foods etc.]
Period 3	-	the class right after lunch
Period 4	-	the last class of the day
Period 7	-	classes after school [music, art etc.]
Period 8	-	TA [homeroom]

Parents are to contact their child's Teacher directly for any concerns related to individual classes and their child's Assistant Principal or Guidance Counsellor by telephone if they have any general concerns or questions regarding attendance or achievement. Finally, parents are asked to keep the school informed whenever they are aware of circumstances that might affect their child's learning.

Academic Integrity Policy

Academic honesty is an important part of the climate of integrity and fairness that exists at James Fowler. It is important that all members of the school community maintain high standards of integrity and that student's achievement reflects their own ability, knowledge, and skill.

Academic Honesty

Students act without academic honesty when they:

- Plagiarize – the unacknowledged use of another person's work and the presentation of that work, in whole or part, as one's own or assisting in the act of plagiarism by allowing one's work to be used in this fashion. This may include presenting the words or ideas of another as one's own or submission of the same work to more than one teacher without the teacher's consent.
- Obtain or provide unauthorized information concerning all or part of an assignment or examination prior to or during the examination, take an examination for another student or arrange for another person to take an exam in one's place.
- Alter or change test answers after submission for grading, alter or change grades after grades have been awarded or alter or change other academic records, making any other attempt to alter grades using means that have not been or would not be approved by your teacher.

- Use unauthorized materials including unauthorized electronic information or devices during an exam or assignment.
- Provide materials for another student to copy.
- Intentionally miss a quiz or test or submit an assignment late in order to obtain information or gain an advantage over other students.

School Response to Academic Dishonesty

When a student acts with academic dishonesty, a referral will be made to his or her Counselor. The following steps will be taken:

First Incident

- The teacher will meet with the student and discuss the circumstances of the academic dishonesty. Together, they will set a plan to prevent future acts of academic dishonesty;
- The teacher & Assistant Principal will ensure that the incident is recorded in the student's file. The teacher will notify all the student's Teachers and Assistant Principal that an entry has been entered into Activity Tracker;
- The Assistant Principal or the Teacher will contact the student's parent and discuss the incident;
- The Teacher will provide for the student to complete honestly the assignment or assessment and to receive an assessment of their work. The grade that is recorded will reflect the late submission policy in that course; and
- If the Assistant Principal feels it is warranted, the may result in a suspension.

Subsequent Incidents

- The Counselor will meet with the student and discuss the circumstances of the academic dishonesty. Together, they will set a plan to prevent future acts of academic dishonesty;
- The Counselor will refer the incident to the student's Assistant Principal;
- The Teacher will allow the student to complete the assignment or test honestly and to receive an assessment of their work. While they will find out what grade their work would have received, a grade of zero will be recorded for that item;
- A meeting will be arranged with the student, his or her parent and the Assistant Principal to discuss the incident in particular and academic honesty in particular;
- The Counselor will ensure that the incident is recorded in the student's file. The Counselor will notify all the student's Teachers and Assistant Principal that an entry has been entered into Activity Tracker;
- A letter will be given to the student's parent by the Assistant Principal, outlining the incident and clarifying the school's academic honesty policy; 6.The Teacher will provide for the student to complete honestly the assignment or assessment and to receive an assessment of their work. The grade that is recorded will reflect the late submission policy in that course; and
- The Assistant Principal will oversee a program of progressive discipline when a student continues to act with academic dishonesty. This program may include:
 - Suspension; An instruction to all staff to include a description of the student's academic dishonesty in all letters of reference;
 - Removal from school teams or extra-curricular clubs; and
 - Mandatory attendance in special workshops directed at encouraging academic honesty.

Timetable Changes

Changes to student timetables will be accommodated in special circumstances when there is space in the receiving class. To request a change, students must book an appointment with their Counselor. Students are required to follow their current schedule until their requested changes have been approved. Student requests for timetable changes will not be considered after the Schedule Change Deadline each semester.

Course drops must be approved by an Assistant Principal and will not be considered because of poor marks or poor attendance. Failing grades will be recorded on official transcripts. The deadlines for student initiated course drops are:

- Semester I - September 18th

- Term II only - November 13th
- Semester II - February 10th
- Term IV only - April 21st

Grades and Appeals

Students will be given an outline for each course they take. This outline will provide a clear explanation of the Teacher's marks policy, including how grades are calculated and what that Teacher's practice is concerning missed assignments or examinations. A student who wishes to appeal a grade, either because of an apparent oversight or because the process described in the course outline seems not to have been followed, must first discuss the situation with the teacher. If a resolution is not possible, the matter is taken to the appropriate Learning Leader. Should this fail to bring resolution, an appeal can be made to the Principal, who is the final authority for all mark appeals.

Study Periods [spares]

Students in grades 11 or 12 may have study periods (spares) included in their schedule. Student timetables are attached to the back of student ID cards. ID cards must be presented upon request to any James Fowler staff member.

Study Periods should be used for achievement oriented activities. Students with a scheduled study period are expected to spend the time quietly completing assignments or studying in the library or student centre. Students must remain in the school during study periods. Any student leaving school property during class time must sign out at the office. No card playing is allowed during study periods.

Returning Grade 12 Students

Students are generally expected to complete their high school education in six semesters. However, the Calgary Board of Education does make exceptional provision for students to request a fourth year of high school. The criteria for this request are stated in Administrative Regulation 6093, which reads:

- The purpose of a fourth year of high school is to complete a program of studies or to meet exceptional needs and circumstances;
- a fourth year of high school education is not for the purpose of upgrading;
- For students who have not reached the age of 19 by September 1st for current school year, the Principal may determine that the student has demonstrated commitment and responsibility by attending class regularly, successfully completing most course and planning a courses load to meet or exceed the expectations of the school;
- and the student has complied with the school code of conduct.

Students can apply by filling in a 'Returning 12 Application Form'. These forms are available in Student Services from April and due in May 2018.

Technology - Use and Privileges

Security

Security of our computer network is a high priority, as it plays an important role in maintaining stability and reliability. Students are required to report any security problems on the JFHSnet, CBEnet or the Internet to a staff member. Any student found knowingly compromising the security of the computer network will be subject to disciplinary measures including suspension from school. Privately owned systems (PDA, iPods, laptops etc.) can be connected to the CBE network. All environments are monitored by the CBE.

Inappropriate Use

School technology resources are to be used to increase student achievement and help students learn and develop in positive ways. Students are expected to be respectful of all school equipment and use appropriate language in all postings and communications while using computers at James Fowler. While using technology at James Fowler students are not permitted to:

- Harm or destroy data of other users;
- Intentionally waste network resources by playing games, or by downloading software or restricted files;
- Be involved in gambling or gaming;
- Visit or view inappropriate websites;

- Provide personal information;
- Use Hotmail, chat or other electronic mail besides their CBE Student Mail;
- Plagiarize material;
- Connect or download files from personal websites;
- Send or display inappropriate messages or pictures;
- Allow others to use their account;
- Use the computer to communicate inappropriately with others; or
- Physically damage any hardware.

Any misuse of the James Fowler computer network will result in strict disciplinary action which may include suspension from the network and/or suspension from school.

Graduation Activities

CBE Administrative Regulation 3041

“To emphasize the importance of graduation from high school and to recognize the achievement of those about to attain this goal, the Board directs that closing exercises be held in each of the senior high schools in the late spring each year.”

Class of 2019

In order to participate in the Closing Exercises and Banquet, students must be in a program that will lead to the full graduation requirements by the end of June. For example, students in a program leading to an Alberta High School Diploma will be required to be in a program that will lead to their having at least 100 credits by the end of June. Any course in which they have a grade below 50% at the second reporting period, or which is withdrawn prior to the Closing Exercises will not count towards this requirement.

Students with exceptional circumstances will have the opportunity to submit a re-assessment form to their Guidance Counselor and/or the Assistant Principal in charge of Graduation. Each case will be assessed on an individual basis. Students who obtain a Certificate of School Completion may also participate in the Closing Exercises and Banquet.

Personal Property

Students are strongly discouraged from bringing any personal belongings to school that are not directly necessary for their studies. In particular, cellular telephones, iPods and cameras are often lost by students and prove to be tempting targets for thieves. While the school administration and our resource officer will discuss personal property losses with students, the school expresses no responsibility to conduct an investigation of circumstances surrounding these losses. In bringing non-essential personal property to school, students accept all associated risks.

Confiscated Materials

In accordance with CBE Administrative Regulation 6014, school staff who find a student's use or possession of an item to be interfering with instruction or with the safe and orderly conduct of school, may confiscate the item. This includes cell phones and iPods.

Confiscated drugs, alcohol, tobacco or weapons will be given to the School Resource Office. Other items will be sent to the Main Office, registered and will be available to the owner at the end of the school day. Students must present valid school identification before an item will be returned.

Student Searches

In accordance with CBE Administrative Regulation 6014, Administrators who have reasonable grounds to believe that there has been a breach of school rules or discipline, or that there is a threat to school welfare or safety, may conduct a search of the following:

Students;

School desks, lockers, tote boxes, and school storage areas used by students;

Items belonging to students that are on school property (including backpacks, clothing, and purses); and

Files stored on school computer resources.

Independent Students

The School Act defines an Independent Student as a student who is

- 18 years of age or older, or
- 16 years of age or older and
 - ✓ who is living independently, or
 - ✓ who is a party to an agreement under section 57.2 of the Child, Youth and Family Enhancement Act

The School Act goes on to say an Independent Student is entitled to exercise all the rights and powers and receive all the benefits and is subject to all the obligations that the student's parent/guardian is entitled to exercise or receive or is subject to, and the Independent Student's parents shall not exercise those rights, receive those benefits or be subject to those obligations.

The Freedom of Information and Protection of Privacy Act (FOLP Act) of Alberta requires the CBE to disclose information to students who are the age of majority and then only to others with the written consent of the Independent Students.

Students who turn 18 years old during the school year must be recognized and treated as an Independent Student from the date of their 18th birthday. Independent Students maintain all the responsibilities of an adult and cannot transfer these responsibilities to their parent/guardian(s). School must take instructions from the Independent Student for all matters, including but not limited to: consents and waivers, attendance, field trips, suspensions, damage to property, and emergency contacts.

Independent Students may elect to provide written consent to share the right to access information with their parent/guardian(s). This is done by having the Independent Student complete the Release of Independent Student Information form. This form allows the school to continue to share student information with the parent/guardian on matters such as report cards, attendance records, field trip details, suspension matters, course options, etc.

James Fowler High School Rules Expectations for Student Behaviour

James Fowler is a community of students, staff and families. We continue to maintain a strong sense of pride in our school. We ask that all members of the school community:

- Act in a way that promotes student learning;
- Demonstrate courtesy and respect for others; and
- Make a positive contribution to the James Fowler community.

Students who do not follow the appropriate code of conduct will be subject to progressive discipline action, which may result in suspension from school and/or a recommendation for expulsion.

Students who do not respect school property and vandalise equipment, desks, tables, and chairs will be subject to our progressive discipline action, which can include community service hours, payment for the cost of repair, suspension and/or a recommendation for expulsion. Please note that sitting on the tops of tables and counter tops could result in one of the above mentioned actions.

The School Act of Alberta

Section 12 of Part 1 of the School Act of Alberta reads:

“A student shall conduct himself so as to reasonably comply with the following code of conduct:

- be diligent in pursuing the student’s studies;
- attend school regularly and punctually;
- co-operate fully with everyone authorized by the board to provide educational programs and other services;
- comply with the rules of the school;
- account to the student’s teachers for the student’s conduct; and
- respect the rights of others.”

Section 27(1) of Part I of the School Act of Alberta reads, in part:

“No person shall:

- disturb or interrupt the proceedings of a school;
- loiter or trespass in a school building or on property owned by the Board.”

Scope of School Rules

Under CBE Administrative Regulation 6001, students may be held responsible and accountable by the school administration for their behaviour and conduct:

- while they are involved in school-sponsored or related activities;
- on school property;
- during lunch periods on or away from school property;
- while traveling to and from school; and
- beyond the hours of school operation if the behaviour or conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school.

Video Surveillance

Students and parents must be informed that, to maintain a safe and secure environment at school, James Fowler High School uses a number of surveillance cameras in and around the school.

- the video surveillance system will be used to record and may be used to monitor and record activity; and
- personal information collected by the video surveillance system may be disclosed for disciplinary, legal, legislative or law enforcement purposes or in accordance with a court order or the enforcement of a Calgary Board of Education administrative regulation.

Drugs and Alcohol

James Fowler High School is committed to creating a healthy environment for learning and teaching. The illegal possession and/or use of alcohol and drugs is incompatible with a healthy learning environment and with effective learning.

Students must not have active contact with, have possession of, and/or make use of alcohol or illegal drugs before, during or after the school day or in the context of any school activity. “Active contact” includes willingly and knowingly being in the company of others who are in possession of, or who are making use of, alcohol and/or illegal drugs. Any student found in contravention of this rule will be suspended from school and/or recommended for expulsion. The School Resource Officer will be involved.

Smoking/Electronic Cigarettes

In accordance with CBE Administrative Regulation 6001.9, smoking is not permitted anywhere on the property of James Fowler High School. Any student found smoking cigarettes or e-cigarettes on school property will be charged by our School Resource Officer under the Smoke-Free Places Act of Alberta and may be suspended from school.

Cellular Telephones

During Classes

Students must turn the power off on cellular telephones while in class. Students are not permitted to make or receive telephone calls, or to send or receive text messages during class, except with the special permission of their teacher. Students who wish to use their cellular telephones to listen to music during class time will do so only after receiving the permission of their teacher. Students must then follow any restrictions indicated by the teacher.

During Examinations

Students are not permitted to have a cellular telephone or other electronic communication device (e.g. pager, telephone-capable PDA, watches connected to the Internet) in their possession during an in-class or final examination.

Outside of Classes

Use of cellular telephones and other electronic devices [eg, iPods, cameras] outside of class must not interfere in any way with instruction or the safe and orderly operation of the school.

Consequences

Any teacher who finds a student using an electronic device in contravention of this rule will confiscate the device in accordance with CBE policy 6014 and the School Act of Alberta. A student who is found with any electronic devices during an examination may be disqualified from writing the examination and be assigned a grade of zero.

Trespassing

All visitors to James Fowler must report directly to the Main Office. Only those with legitimate school business will be given permission to remain on school property with a visitor tag. Any person who remains on school property without permission may be charged with trespassing under section 27 of the School Act. Currently, the sentence for a conviction is not more than \$1,000.00.

James Fowler students should know that all schools in the CBE are 'closed' campuses. They must report directly to the Main Office of any other school they may visit, including schools they previously attended.

Skateboards, Scooters, In-line Skates and Bicycle

Students are not permitted to use these modes of transportation while on school property. Students who use these to travel from home to school must carry or walk with them once they arrive. Bicycles should be locked outside of the school building; the others must be carried directly to lockers, where they must remain until immediately before the student leaves school.

Expectations on Calgary Transit Buses

When travelling to and from school, students are expected to abide by all expectations for student behaviour that are adhered to within the school. We ask that all members of the school community demonstrate courtesy and respect for others and make a positive contribution to the James Fowler community. Students who do not follow the appropriate code of conduct will be subject to progressive discipline action, which may result in the termination of bus use privileges, suspension from the school and/or a recommendation of expulsion.

Emergency Procedures

Fire Alarm

All Students

When a fire alarm sounds, all students must:

- follow the direction of all staff without question;
- exit the school orderly and quickly through the nearest safe exit;
- join a class outside of the school - report to that teacher and remain with that group until you receive direction from the teacher.

Students Not In Class

Exit the building through the nearest safe exit and report to any of the teachers assembled outside of that exit. Remain with this teacher until the signal sounds to call students back into the school.

Lockdown

A lockdown is a response to what the school administration would view as being a very serious threat to student safety. The threat may come from inside or outside of the school. In the event of a lockdown, students must follow the direction of all staff members immediately and without question.

Announcement of a Lockdown

- An Administrator will announce over the PA system that we are moving to lockdown procedures;
- If the threat is outside of the school, the bell will ring three times. This alerts students to enter the school through the main entrance.
- If the threat is inside the school, the bell will ring outside continuously during the lockdown. This alerts student not to enter the school.

Under the supervision of a teacher

- Your Teacher will close and lock the classroom door and instruct students to move to the safest location in the room;
- Everyone in the room must remain quiet. No sounds from inside the room should be heard from the hallway.

In the school, but not in class:

- If staff members are in your area, they will direct you to secure locations. Follow their instructions immediately and without question;
- If there are no staff members in your area: and
 - ✓ you see an available secure place, go to that place and remain there until an announcement is made that the lockdown is over;
 - ✓ you do not see an available secure place, and the lockdown announcement said that the threat is inside the school, leave the school through the nearest exit;
 - ✓ you do not see an available secure place, and the lockdown announcement said that the threat is outside the school, go directly to the library.

Threat outside the building:

- Immediately enter the building through the 4th Street Main Entrance and follow the direction of staff towards a secure location.

Threat inside the building:

- If you see a staff member, join him or her immediately. You will be escorted to Centre Street Church at 3900 2nd Street, N.E. for the duration of the lockdown;
- If you do not see a staff member, and you know where Centre Street Church is, proceed directly to the Church; and
- If you do not see a staff member, and you do not know where Centre Street Church is, move well away from school property and contact your parents to arrange for transportation home. Do not go to the strip mall.

Once you are in a secure area

- Everyone in the room must remain quiet. No sounds from inside the room should be heard from the hallway;
- Follow the directions of your Teacher immediately and without question;
- Cellular phones or any other communication device must be turned off during a lockdown. Staff members will confiscate any communication device that they suspect is being used; and
- Remain in your location until an announcement is made that the lockdown is over.

Lockdown Drills

From time to time, we will practice our lockdown procedures. Announcements will always be made before the drill, notifying students and teachers that we are having a drill – that there is not an emergency. Although students will know that they are participating in a drill, they are required to follow Teachers' directions as though the lockdown was real. Students who do not cooperate fully during a drill will be referred directly to their Assistant Principal for appropriate discipline.

Falcons in the Know and on the Go!

TEAM Leadership

The TEAM Leadership is committed to providing enjoyable and exciting activities in the school year in an effort to encourage all students to be involved within their school. Students are encouraged to develop their own leadership skills and take risks by organizing and implementing programs and special events during the school year. Made up of representatives from grades 10 to 12, meetings will be scheduled outside of the regular timetable at lunch during the week. It is our goal to motivate the student body with activities that both entertain and raise awareness for school and community spirit.

- Fine Arts
- Fowler has some great fine arts opportunities.
- Fine Arts Gala
- Art Exhibits
- Art Club
- Dance productions
- Band trips
- Theatre Calgary, ATP field trips, Children's Theatre, Evening /Matinee performances
- Concerts for: Feeder schools, "Harris House", Fall, Winter & Spring events
- Dance Team
- Music Awards Night
- Honor band & music camp

School Clubs

Students have the opportunity to participate in many clubs at James Fowler. All students are encouraged to join at least one club. This year's list includes:

- ACL Leadership Club
- Badminton Club
- J-Fly Dance Club
- Gay-Straight Alliance (GSA)
- Graduation Committee
- Model United Nations
- Photography & Animated Club
- Social Justice Club
- Volunteer Club
- Yearbook Club

Athletic

Fowler offers the entire range of interscholastic teams, which participate at both junior and senior levels in competition with other schools.

Fall:

Junior Football
 Senior Football
 Girls Soccer
 Cross Country Running
 Junior Boys/Girls Volleyball
 Senior Boys Volleyball
 Senior Girls Volleyball

Winter/Spring:

Junior Boys/Girls Basketball
 Senior Boys Basketball
 Senior Girls Basketball
 Badminton
 Track and Field
 Swimming
 Boys Soccer
 Boys Rugby
 Girls Rugby

Special Events

Throughout the year, a number of special events are held for students. Assemblies, pep rallies, graduation, awards night, special days, dinners and guest presentations are held to motivate, recognize and honour student achievement. Plan to get involved in as many of these events as you can.

Bell Schedule 2018-2019

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	TIME	FRIDAY
8:40-8:55 Block 6	Tutorial Time	Tutorial Time	Tutorial Time	Tutorial Time	8:00 – 9:00	Meeting time for Staff
9:00 – 10:25	Period 1	Period 2	Period 1	Period 2	9:00 – 9:55	Period 1
10:30 – 11:55	Period 2	Period 1	Period 2	Period 1	10:00 – 10:35	TA
11:55 – 12:40	Lunch				10:40 – 11:35	Period 2
					11:35 – 11:45	Break
12:45 – 2:10	Period 3	Period 4	Period 3	Period 4	11:50 – 12:45	Period3
2:15 - 3:40	Period 4	Period 3	Period 4	Period 3	12:50 – 1:45	Period 4

Important Dates 2018-2019 School Year

Aug 27	Fast Tack Reg & Photos	Feb 4	Semester Two Begins
Aug 28	Fast Tack Reg & Photos	Feb 14-15	Teachers Convention No Classes
Aug 29	Teachers In	Feb 18	Family Day Holiday
Sept 3	Labour Day Holiday	Feb 28	Modified Timetable Dismissal at 12:15
Sept 4	Grade 10 First Day of School / Welcome BBQ/ Lifetouch/ Dismissal 2:30		IPP, Registrations, Graduation Requirements 1-4 ELL Registration 6:00 to 8:00 pm
Sept 5	All Students return / Lifetouch Grade 11/12 Assembly	March 1	Non-Instructional Day No Classes
Sept 13	Lead Parent Night 6:30pm	March 13	Career Fair / Interim Report Cards
Sept 20	Grade 10 Open House/Parent Night	March 14	Hosting Horizon Leadership Conference
Sept 21	Non-Instructional Day / No Classes IPP Day	March 21	Parent Teacher Interview 2:00 to 4:00 and 5:00 to 8:00 Dismissal 12:15/ Last Day Of School Before Spring Break
Oct 5	Post-Secondary Fair 11:45-1:45	March 22	Non-Instructional Day No Classes
Oct 8	Thanksgiving Day Holiday	April 1	Classes Resume
Oct 11	Lifetouch Retakes	April 3	Trade Fair 6:30 to 8:00 pm
Oct 16	Interim Report Cards	April 10-12	Valedictorian Speech's
Oct 26	Non-Instructional Day No Classes	April 15	Valedictorian Speech's Finalist
Nov 5	Term Two Begins	April 16-18	Grad Auditions
Nov 9	Remembrance Day Assembly	April 18	Report Cards Go Home
Nov 15	Report Cards Go Home	April 19	Good Friday No School
Nov 22	Grade 9 Tours/ Open House No Classes	April 22	Non-Instructional Day No Classes
Nov 23	Non-Instructional Day No Classes	May 13	Musical Theater
Nov 27	Dance Show Matinee	May 14-16	Musical Treater Evening
Nov 28-29	Dance Show Evening	May 17	Non-Instructional Day No Classes
Dec 5	Harris House Luncheon/ Aboriginal Dinner	May 20	Victoria Day Holiday
Dec 6	Winter Concert 7:00pm	May 21	Grad Rehearsal Period 1 Block 2
Dec 7	Non-Instructional Day No Classes	May 23	Grad Ceremony No Classes 2:30 pm
Dec 12-11	Drama Show	May 24	Grad Banquet in the Evening
Dec 14	Grad Assembly During TA	May 29	Spring Concert
Dec 21	Last Day of School before Winter Break Winter Assemblies/ Early Dismissal 12:15	May 30	Academic Awards
		June 4	Athletics Awards
Jan 7	Classes Resume	June 7	Year End Grade 12 BBQ/ Locker Clean out
Jan 31	Organizational Day No Classes	June 11	Last Day of Classes
Feb 1	Non-Instructional Day No Classes	June 27	Report Cards pick up 8:30 to 12:00pm
		June 28	Non-Instructional Day No Classes

