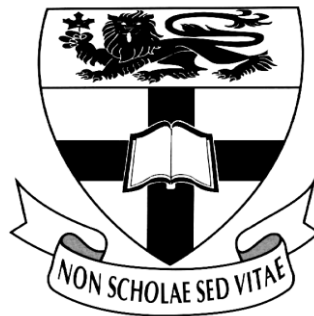


*Sir Winston Churchill  
High School*

**STUDENT HANDBOOK  
2017 – 2018**



***WE LEARN, NOT FOR SCHOOL, BUT FOR LIFE***

5220 Northland Drive NW

Calgary, Alberta T2L 2J6

Phone: 289-9241

Fax: 777-7309

School Website: <http://www.cbe.ab.ca/b857/>

or

[www.swchs.ca](http://www.swchs.ca)

School Email: [sirwinstonchurchill@cbe.ab.ca](mailto:sirwinstonchurchill@cbe.ab.ca)

Updated: July 13, 2017

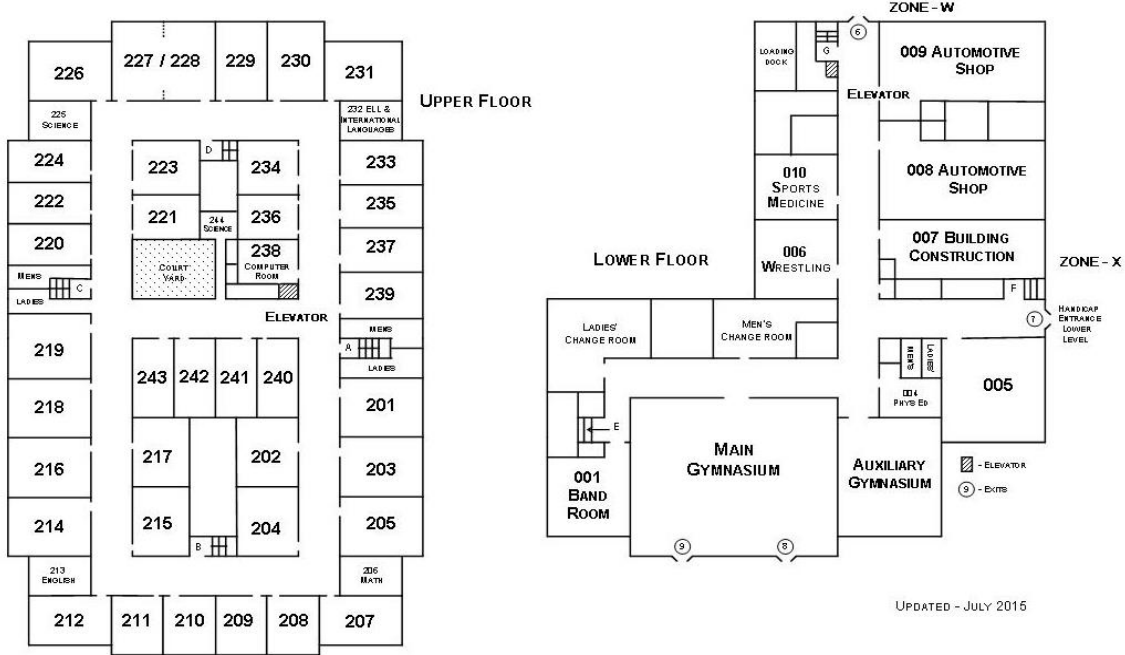
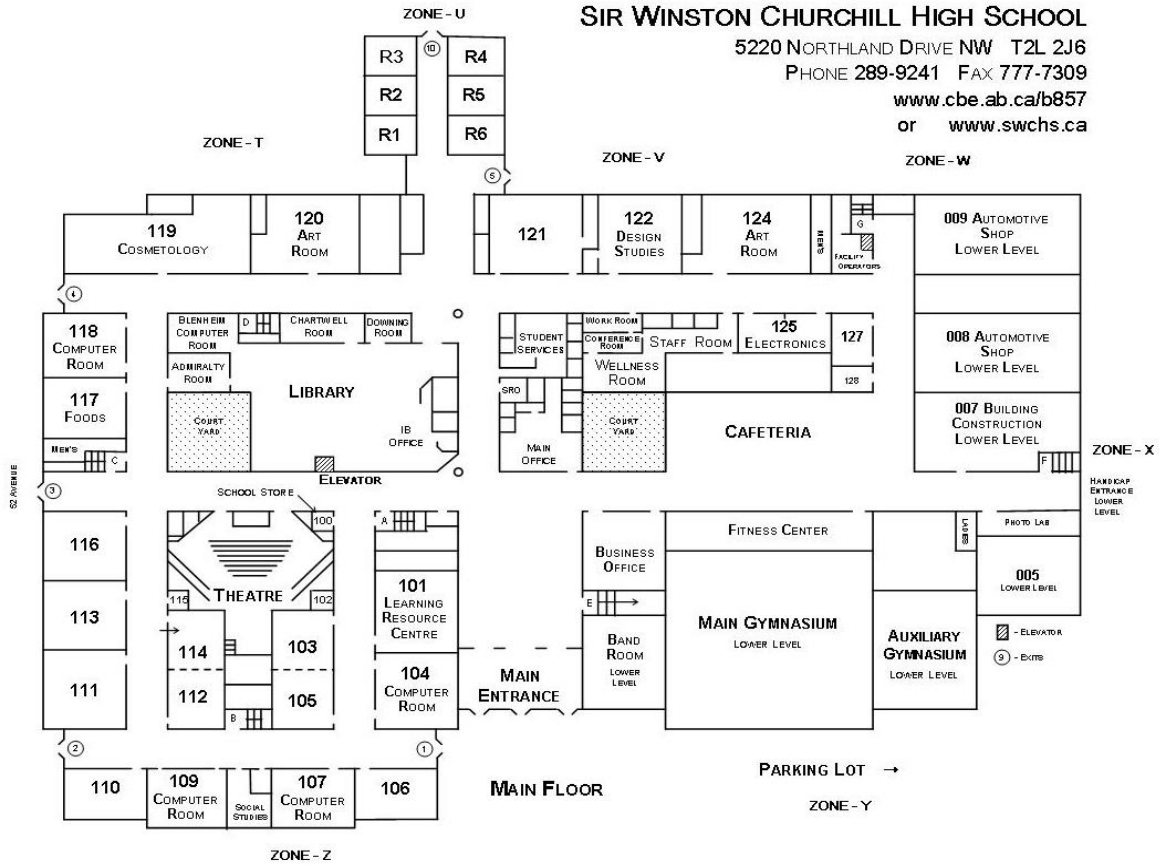
# SIR WINSTON CHURCHILL HIGH SCHOOL

5220 NORTHLAND DRIVE NW T2L 2J6

PHONE 289-9241 FAX 777-7309

www.cbe.ab.ca/b857

or www.swchs.ca



UPDATED - JULY 2015

# STUDENT HANDBOOK 2017 – 2018

## TABLE OF CONTENTS

<b>WELCOME TO CHURCHILL</b>	<b>2</b>	<b>Security Searches</b>	<b>9</b>
<b>Key Personnel</b>	<b>2</b>	<b>Signing Out Procedures</b>	<b>9</b>
<b>Administration Team</b>	<b>2</b>	<b>Skateboards, Inline Skates and Scooters</b>	<b>9</b>
<b>Learning Leaders</b>	<b>2</b>	<b>Smoking</b>	<b>9</b>
<b>Guidance / Student Services</b>	<b>2</b>	<b>Snowballs / Water Balloons</b>	<b>9</b>
<b>Administrative Support</b>	<b>2</b>	<b>Spares</b>	<b>9</b>
		<b>Transfer Requests</b>	<b>10</b>
<b>SCHOOL SUPPORT CENTRES</b>	<b>3</b>	<b>Transportation – Calgary Transit</b>	<b>10</b>
<b>The Learning Resource Centre</b>	<b>3</b>	<b>Transportation – School Activities</b>	<b>10</b>
<b>The SWC Library as 21<sup>st</sup> Century Learning Centre</b>	<b>3</b>	<b>Visual Identification (Visual ID)</b>	<b>10</b>
<b>Signing out Resources</b>	<b>3</b>	<b>Withdrawals</b>	<b>10</b>
<b>Library Website</b>	<b>3</b>	<b>Work Experience Periods</b>	<b>10</b>
<b>Printing</b>	<b>3</b>		
<b>Electronic Resources</b>	<b>3</b>	<b>MAKING THE GRADE</b>	<b>10</b>
<b>Computers</b>	<b>3</b>	<b>Alberta High School Diploma Requirements</b>	<b>11</b>
<b>GENERAL INFORMATION</b>	<b>4</b>	<b>Course Challenges</b>	<b>11</b>
<b>Absence Reporting Line</b>	<b>4</b>	<b>Course Prerequisites</b>	<b>11</b>
<b>Attendance</b>	<b>4</b>	<b>ELL/ESL Support</b>	<b>11</b>
<b>Automated Phone System and Email Notification</b>	<b>4</b>	<b>Final Examinations</b>	<b>11</b>
<b>Calculators</b>	<b>4</b>	<b>Graduation</b>	<b>11</b>
<b>Card Playing</b>	<b>4</b>	<b>Guidance / Student Services – Information Sessions</b>	<b>11</b>
<b>Cell Phones and Other Electronic Devices</b>	<b>4</b>	<b>Mark Appeals</b>	<b>12</b>
<b>Closed Campus</b>	<b>4</b>	<b>MyPass - Government of Alberta, Department of Education</b>	<b>12</b>
<b>Communication</b>	<b>5</b>		
<b>Computer and Technology Services - D2L</b>	<b>5</b>	<b>SCHOLARSHIPS</b>	<b>12</b>
<b>Computer Access</b>	<b>5</b>	<b>Alexander Rutherford Scholarships</b>	<b>12</b>
<b>Email Accounts - Students</b>	<b>5</b>	<b>Career and Technology Scholarships</b>	<b>12</b>
<b>Computer Resources</b>	<b>6</b>	<b>Industry &amp; Private Sponsor Scholarships</b>	<b>12</b>
<b>Dress Expectations</b>	<b>6</b>	<b>Post-Secondary Scholarships</b>	<b>12</b>
<b>Elevators</b>	<b>6</b>		
<b>Exam Device Policy</b>	<b>6</b>	<b>LIFE BEYOND THE CLASSROOM</b>	<b>12</b>
<b>Extended Leave</b>	<b>6</b>	<b>Activities</b>	<b>12</b>
<b>Food Services</b>	<b>7</b>	<b>Athletics</b>	<b>13</b>
<b>Independent Students</b>	<b>7</b>		
<b>Lockers</b>	<b>7</b>	<b>CODE OF CONDUCT</b>	<b>13</b>
<b>Lost and Found</b>	<b>7</b>	<b>Academic Integrity</b>	<b>13</b>
<b>Media Coverage</b>	<b>7</b>	<b>Discipline</b>	<b>13</b>
<b>Neighbourhood Relations</b>	<b>8</b>	<b>Expectations</b>	<b>13</b>
<b>Off-Campus Activities</b>	<b>8</b>	<b>Specific School Rules</b>	<b>13</b>
<b>Office Hours</b>	<b>8</b>	<b>Unacceptable Student Behaviour</b>	<b>14</b>
<b>Parent / Student / Teacher Conferences</b>	<b>8</b>	<b>Unresolved Issues</b>	<b>14</b>
<b>Parking</b>	<b>8</b>	<b>Violence, Weapons, and Criminal Offences</b>	<b>14</b>
<b>Report Cards</b>	<b>8</b>		
<b>School Council</b>	<b>9</b>	<b>Time Table</b>	<b>15</b>
<b>School Photos</b>	<b>9</b>		
<b>Security Cameras</b>	<b>9</b>		

## WELCOME TO CHURCHILL



Churchill

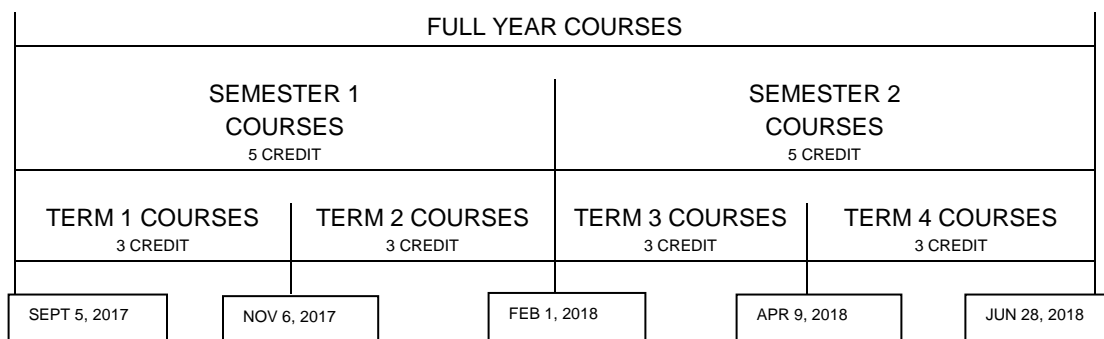
Sir Winston Churchill has been acclaimed as one of the greatest statesmen in world history. He was the courageous and inspiring Prime Minister of Great Britain during World War II. Beside his great political contributions, Churchill was an author, painter, soldier, and noted speaker. It is a privilege to be part of a school named in his honour.

Sir Winston Churchill High School is a place where choice and challenge abound. Our vision is to create “*competent, caring, productive, and responsible young adults, living successfully in a democratic society.*” The school motto is:

*“NON SCHOLAE SED VITAE” – We learn, not for school, but for life.*

The school colours are red, white, and blue. Interscholastic teams are called “*Bulldogs.*”

Our high school year is organized in a double semester timetable. Within a semester there are complementary courses that are offered in term sections. In addition, we offer full year courses outside of the regular timetable: before and after school. Please see diagram below:



As a result of these varied courses, individual students receive unique timetables according to their specific course requests.

### Key Personnel

Beyond classroom teachers there are many key people who help students with their programs of studies and every day concerns.

#### Administration Team

Mr. Arvin Rajan	Principal
Mr. Tom Cusack	Assistant Principal (A-H)
Ms. Cheryl McKelvie	Assistant Principal (I - O)
Ms. Tammy Cave	Assistant Principal (P-Z)

#### Guidance / Student Services

Mr. Gary Oakes	Counsellor (A - F, plus I)
Ms. Kristen Murray	Counsellor (G – L, minus I)
Ms. Kim Alladin	Counsellor (M – R)
Mr. Mike Fullerton	Counsellor (S - Z)

#### Administrative Support

Mrs. Tina Hoare	Administrative Secretary
Mrs. Carrie Amatto	Business Manager
Mr. Bob Stirling	Facility Operator, First in Charge
Const. Kevin Courchesne	School Resource Officer

#### Learning Leaders

Ms. Sarah Williams	Athletic Director
Mr. Nathan Olbricht	Career Technology Studies
Ms. Gail McDonald	English
Ms. Karen Chan	ESL / ELL
Ms. Elaine Grozell	Fine Arts /
Ms. Kim Alladin	Guidance / Student Services
Ms. Leigh Breadner	Task Design and PD Activities
Mr. Brent Johnson	IB Coordinator
Mrs. Barbara Giannoutsos	International Languages
Mr. Gus Giannoutsos	Mathematics
Mr. Tim Clack	Physical Education
Ms. Anne Cousineau	Resource
Mr. Bob Ackerman	Social Science
Mr. David MacGregor	Student Studies
Mr. Kevin Larsen	Student Activities

## SCHOOL SUPPORT CENTRES

In order to assist students in their learning the following school support centres are available for students to access:

### **THE LEARNING RESOURCE CENTRE**

A range of services to enhance student success in all subjects is available through The Learning Resource Centre – Room 101. Students needing assistance with course work and assignments can drop by the Learning Resource Centre in the morning, at noon, or after school and receive help from a peer tutor, a parent volunteer, or the resource team. Individuals and small groups can get help with time management and study skills, exam preparation, academic skills, and learning strategies. Supplementary resources, practice exercises, and tests can be accessed in The Learning Resource Centre. Students should see their guidance counsellor or the resource teachers for information in planning for short-term or long-term learning assistance.

### **THE SWC LIBRARY AS 21<sup>ST</sup> CENTURY LEARNING CENTRE**

Hours of operation: Monday – Thursday 8:00 am – 3:45 pm and Friday 8:00 am – 2:00 pm

Churchill's School Development Plan is focused upon creating optimal learning environments that are responsive to all learners in the 21st Century. In an attempt to stay true to this goal the library provides the environment for this transformation, by integrating the new and old in a seamless physical and virtual space in which all formats can be assimilated and studied. The library has created a network of information, people and programs for learning within the school and beyond, offering students and staff the knowledge of resources that would aid them in having a successful year at Churchill. The library also has created a safe learning environment and more importantly, provided an atmosphere that is productive for student learning.

Although allowing some level of noise and talking in a group workspace area facilitates collaboration as well as a degree of socializing that contributes to the appeal of the library space. Students will need to observe the following expectations while using the library:

- Only bottled water is allowed in the library and at computer work stations. Food or open drinks are not allowed in the library or at the computer workstations.
- Students that have loud conversations or technology devices such as cell phones that disturb other learners in the library will be asked to leave.

#### **Signing out Resources**

Students require a current student ID card. Books can be borrowed for a three week period and renewed two times. Reference books can be borrowed overnight. Non-current magazines can be borrowed for a one week period.

#### **Library Website**

The library website can be accessed through the school website at <http://schools.cbe.ab.ca/b857/> - this is your portal to all the tools and references. It contains helpful guides and other information on services, resources, policies and doing research.

#### **Printing**

Computer printing and photocopying is available in the library. Also see - Computer & Technology Services

#### **Electronic Resources**

The library subscribes to nearly 100 electronic resources with access to full text articles, books, journals, and eBooks. These resources are available to students from home or anywhere over the internet. Please ask library staff for username and password information.

#### **Computers**

The library has over 80 computers, updated with the most recent software, in the open area for students to use for research and project work. Gaming is strictly prohibited. The library also offers one study room for quiet study or group work.

## GENERAL INFORMATION

### Absence Reporting Line

Parents or guardians are asked to phone the attendance line at **289-9241, option 1 prior to 1:00 pm** on the day of the absence. Please provide the following information:

Student's Name	Spell the last name	ID number
Reason for absence	Time of the absence	Who is calling
If missing a quiz or exam – the name of the teacher		

When a student is absent on the day of a scheduled evaluation, parents are requested to contact the teacher directly before the time of the scheduled examination or leave a message on the teacher's voicemail indicating the reason for the absence (289-9241).

### Attendance

There is a direct relationship between attendance and success in school. (CBE Policy 6020) If any problems arise, conversations between concerned parties need to happen.

- **Teacher / Student** – Any concerns of student attendance or tardiness will be discussed first with the student.
- **Teacher / Parent** – If a concerning pattern continues teachers will contact parents to discuss absences.
- **Teacher / Administration** – If attendance or tardiness continues to be unacceptable the student will be referred to their administrator.
- **Administration / Student / Parent** – Administrators will discuss the issues with students and parents. School administrators may suspend any student whose attendance or tardiness is problematic.
- **Parent / School** – In cases of prolonged absence from school due to medical problems or emergent situations, parents are requested to contact the school.

### Automated Phone System and Email Notification

In order to maintain good communication between the school and home we use an automated phone system and email notification system to inform parents about unexplained absences. If parents have questions about the absences, please contact the main office during regular school hours.

### Calculators

Students in Math 10, Math 10 Candidate, Math 20-1, Math 20-2, Math 30-1 and Math 30-2 require a graphing calculator. We instruct with, and recommend, the Texas Instrument Ti83, Ti83 Plus, Ti84 Plus or Ti-Nspire. Students in Math 10-3, 20-3 or 30-3 do not require a scientific calculator or graphing calculator.

### Card Playing

Card playing and games of chance are not allowed at Sir Winston Churchill High School.

### Cell Phones and Other Electronic Devices

Cell phones and other electronic devices can have tremendous positive impact on learning, ranging from research to collaboration to planning. They can also be a tremendous distraction to learning. Our goal is to **develop responsible use** practices by teaching cell phone etiquette.

**Before School** – Students can use all devices in public areas until the warning bell at 8:40 am.

**Lunch** – Students can use their devices freely in public areas from the time they leave their classes until the first bell of the afternoon classes at 12:20

**After School** – Student can use their devices immediately after school once outside their classroom.

**During Spares** – Students can use their devices in the cafeteria providing that they are used **NONVERBALLY** (no phone conversations) and they are not to be a distraction to others.

**Goal** – The goal is to allow for learning use and reasonable personal use in keeping with principles of Digital Citizenship.

### Closed Campus

Only Sir Winston Churchill High School students are welcome on our school's campus during school hours. All students and staff must be identifiable as members of the SWC community by **carrying visual identification** at all times. All doors, with the exception of the front doors, **will be locked 15 minutes** after the commencement of classes. Sir Winston Churchill High

School students are not welcome at other school campuses without previous appointments.

## Communication

Because of the large size of the school many different forms of communication happen.

- **The Churchillian** – Students can access the Churchillian on the school's website and on the school monitors.
- **School Monitors** – Eight communication monitors can be found on the main floor that advertise daily news, upcoming events, results from sporting events, and other school related activities throughout the day. Please read these screens regularly to keep informed.
- **School Sign** – Most major events and important dates are advertised on the sign in front of the school (Northland Drive). Watch for announcements.
- **SWC Website** – Provides current information on all programs of studies and current news. <http://www.cbe.ab.ca/b857/>

## Computer and Technology Services - D2L

Calgary Board of Education schools use a variety of technology tools to support the personalization of learning for each student. Currently our school uses Brightspace, by Desire2Learn (D2L), a learning platform available to all our staff and students. It is a secure, password-protected environment for collaboration, communication, organization and assessment. Parents can create an account through the Calgary Board of Education using registered email account. Please visit [www.cbe.ab.ca](http://www.cbe.ab.ca)

In order to enjoy access to the many computer resources at Sir Winston Churchill, students must complete two exercises.

1. All new students to Sir Winston Churchill are required to review the **Acceptable Use Policy for Networked Information Resources (AUP)**.
2. Students are to complete an online **Web Awareness** activity.

Then, each student is given a printing account which has \$10.00 worth of printing. This is enough for 200 sheets of normal black and white printing. Colour printing is available in the library as well, but cost \$0.30 per copy. Should students require additional printing; accounts can be reloaded at the business office.

Although not a complete list, the following items promote and support responsible digital citizenship:

1. No gaming whatsoever unless for educational purposes under supervision and with consent of a teacher.
2. Students must not download and/or install programs or other applications on school computers.
3. Students are not to tamper with either hardware or computer settings.
4. Students are allowed to use personal memory storage devices.
5. Students are to keep their passwords secure and personal. No student is to log in and allow another access to their account, nor shall another student use an account that is not theirs.
6. Any attempt to engage in hacking, cracking, password stealing, accessing secure network areas or other actions which compromise the school or CBE network is a serious matter, and will result in significant consequences.
7. Students are not to visit websites that are of an inappropriate nature for school use.
8. Students are not to post personal information, pictures, videos or commentary about themselves or other CBE students and staff.
9. Students are not to record any audio or visual instruction or activities in the building unless requested to do so by a teacher.
10. Students are not to take pictures of others or instructional materials (example: exams) unless given permission to do so.

All violations of the guidelines in the above will be documented and kept on record. Consequences will depend on the nature of the offence but could include, in order of severity: supervised internet access only, temporary suspension of school network privileges, long-term expulsion from the network, and the subsequent removal from courses that require internet access, suspension from school, expulsion from school or even possible legal action.

## Computer Access

Students automatically receive an account when registered. To access your new account your user name would be your 9 digit student ID number and your password would be your birth day typed as YYYYMMDD. Once you have accessed your account you **must** change your password. If your previous school was with the CBE you should have the same long-in information.

## Email Accounts - Students

Students receive an Email account when registered. After you have created your own password you can access your CBE Email account through Google. If you have any difficulties, please see the main office.

## Email Accounts - Staff

Staff email addresses can be found on the school website.

## Computer Resources

Students can access computers before and after school and at lunch, or during a spare provided a class has not booked them. All computers come with a large range of software applications as well as high speed internet.

Computer Labs (classroom or club use only)		Computers Accessible to Students
Room 104	Room 122	Library Red Area
Room 107	Room 241	Library Blue Area
Room 109	Room 238 (Language Lab)	Learning Resource Room (101)
Room 118	Blenheim Room	

## Dress Expectations

Students are expected to support standards of dress and grooming which reflect the school's purpose as a *place of learning* and a *place of work*. Students should be sensitive to the values and expectations of the community and should strive to offend no one by their dress. The following guidelines should be observed.

- **Appropriateness for specific activities** - Special dress may be required in physical education, laboratory, or shop programs.
- **Appropriateness for the school setting** - Clothing must not display inappropriate or offensive language, slogans, or messages.
- **Modesty** - Brief, beach-style, or revealing clothing is inappropriate. Tops must cover the waist; shorts and skirts should be of an appropriately modest length.
- **Safety and Health** - Shoes must be worn at all times; outdoor clothing should not be worn in class; safety equipment must be worn as required in certain classes.

Students whose dress is inappropriate will be expected to change their clothing, and may be asked to go home, before returning to class. (CBE Policy 6010)

## Elevators

The use of the elevators is restricted to those unable to use the stairs. Permission for elevator use must be obtained from the office.

## Exam Device Policy

Students **MUST NOT** have a cell phone or other electronic device on their person during a major assessment in any of their classes. Though teachers will have their own methods to ensure that this policy is followed, it is ultimately the student's responsibility to confirm that their devices are **both TURNED OFF and NOT ON THEIR PERSON** during a major assessment.

Students, who are discovered with a cell phone or electronic device on their person during a major assessment, even if it is turned off, **will have that test invalidated and a mark of zero assessed**. This policy is in keeping with Learn Alberta's policy regarding diploma exam administration, and it will be enforced at Sir Winston Churchill High School for all major tests.

## Extended Leave

Extended leaves will not be considered during the time of scheduled final examinations. Please refer to the section of this hand book – **FINAL EXAMINATIONS** – regarding absences at these times.

There may be occasions during other school months when students will be away from school for **more than three** consecutive days. Parents anticipating the absence of a student from school for more than three days (other than for illness) should complete a **Request for Personal Extended Leave** form and have it returned to the school at least *two weeks* prior to the commencement of the extended leave. In order to protect evaluation integrity, missed evaluations during this time will not be given other than on the scheduled date. Teachers will exercise their professional discretion in allowing students to make-up any missed assignments, tests or quizzes. Such instances will be made on a case by case basis depending on the circumstances surrounding the leave. Alternatives may include: a parallel evaluation, or an alternate assignment. Based on the information provided by the school and with full knowledge, the decision to proceed with the leave is the responsibility of the students and parents.



## Food Services

The cafeteria provides hot and cold meals from Monday to Thursday between the hours of 8:00 am and 4:00 pm. The cafeteria may be open for food service on Friday from 8:00 am to 2:00 pm. Students using the cafeteria are welcome to bring their own lunches and are expected to look after their tables and deposit all waste materials in the receptacles.

Vending machines are located in the cafeteria, near Stairwell B and in the gymnasium hallway.

## Independent Students

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

- i) 18 years of age or older, or
- ii) 16 years of age or older and
  - a) Who is living independently, or
  - b) Who is part 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* (FOIP 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 Student.

Students who turn 18 years old during the school year must be recognized and treated as an Independent Student from the date of the 18th birthday. Independent Students maintain all the responsibilities of an adult and cannot transfer these responsibilities to their parent/guardian(s). Schools 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.

A *Notification Letter* of the changes in rights and responsibilities of Independent Students should be sent to the parent/guardian(s) of the student the month prior to the student turning 18 years old.

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.

The principal must ensure that the student is recognized in the Student Information System (SIRS) as an Independent Student. On the government tab in student demographics, an enrolment entry of Independent Student – 121, must be added. The school Key User and/or School Data Assistant will have documentation from SIRS to explain how to make this change. Independent Students should also advise the school if they wish to have any changes made to their emergency contacts.

The only exception to the above is if a guardian or trustee has been appointed for the student under the *Adult Guardianship and Trusteeship Act*. In this situation, the adult student does not need to give written consent as the guardian or trustee would have the rights, powers and duties. In addition, International Students may not be classified as Independent Students. All Information of International Students is to be released to their custodial guardians. (CBE Policy 6000)

## Lockers

Due to the limited availability of lockers, each student shares a locker with another student.

Since lockers are a permanent part of the building, students are expected to keep them in good, useable condition. It should be understood that lockers are the property of the Calgary Board of Education and periodic inspections may be made by school administration. Students are not permitted to use personal locks on school lockers or move from their assigned locker.

## Lost and Found

Students are advised not to leave valuables or money in their lockers, PE change rooms or any place where they are not fully secured. We recommend that you leave valuables at home. All lost and found articles are to be turned into the Business Office. **The school does not assume responsibility for lost or stolen articles.**

## Media Coverage

From time to time, we receive requests from mass media representatives (newspapers, magazines, radio stations, television stations, or web sites) to come onto school property to report on and/or photograph/record an aspect of the school or its programs. These may, thereafter, be digitally manipulated, published, broadcast, re-broadcast or sold to other media outlets.

Media requests will be carefully considered before being approved by the principal. Schools may cooperate with the media, within reason, to encourage celebration of school achievements and share information with others. However, we recognize that there are instances where parents may not wish their child to be recorded. In such cases, school staff will involve that child in other activities during the media's attendance.

In cases where the media wish to interview, photograph, or profile students in the school, the principal will seek parental written consent in advance of each media request. If parental consent is absent, no such interview will take place.

The Calgary Board of Education (CBE) cannot prevent media outlets from photographing students from vantage points beyond our control, such as outside the school or across the street from the school. Nor can the CBE prevent the media from interviewing students at these locations. If this is a concern, parents should discuss the matter with their child to alert them to this possibility.

Similarly, parents and the media may take recordings of children at public events in the school or off-site. In such instances, your child's image or voice or a digital manipulation of the image or audio may be recorded, broadcast or published. Once the photograph or recording has been taken, the CBE cannot restrict or limit subsequent publication or re-broadcast.

### **Neighbourhood Relations**

It is important that the school maintain a good relationship with the residents and business people in the area. To this end, we request that students not congregate in or around business establishments; nor should students trespass or litter private property or the school grounds.

### **Off-Campus Activities**

Students will occasionally be asked to participate in off-campus school activities. It is the student's responsibility to inform the teachers whose classes will be missed, at least a week in advance, of the upcoming absence. At that time, work likely to be missed can be negotiated with each teacher.

School Board policy requires that the teacher in charge must have received a signed **Acknowledgement of Risk** form from each student participating in an off-campus activity.

### **Office Hours**

Main Office:	Monday to Thursday	7:45 am to 3:30 pm
	Friday	7:45 am to 1:45 pm
Business Office:	Monday to Thursday	7:45 am to 3:30 pm
	Friday	7:45 am to 1:45 pm
Student Services Office	Monday to Thursday	8:00 am to 3:30 pm
	Friday	8:00 am to 1:45 pm

### **Parent / Student / Teacher Conferences**

Early each semester teachers will send home an interim report card, indicating initial student progress. Following each interim report card a parent / student / teacher conference will be held. No appointments are necessary.

**Semester One                      Thursday, October 19, 2017 – 1:30 – 4:30 pm and 5:30 – 8:00 pm**

**Semester Two                      Thursday, March 22, 2018 – 2:00 to 4:00 pm and 5:00 to 7:30 pm**

Parents or guardians requiring further information about their child's progress are invited to contact the teaching staff, guidance counsellors, or administration at any time during the school year.

### **Parking**

Student parking on school property is available on a limited basis. All student vehicles parked on school property must display a Sir Winston Churchill High School parking permit. Permits will be available in early September. Student must apply online prior to September 12. Parking priority will be given to grade 12 student applicants. Students who park on school property without a permit will be ticketed and / or towed by the Calgary Parking Authority. **Students are not to be parking in local mall parking lots.**

### **Report Cards**

The school year is divided into two semesters for the purpose of reporting grades in five credit courses and four terms for reporting grades in three credit courses. Each semester will provide two report cards covering student progress to date in

semester and term courses. The dates for report card distribution are as follows:

**Semester One**

- |                |                               |  |
|----------------|-------------------------------|--|
| <b>Term 1:</b> | <b>Tuesday, Sept. 6, 2017</b> | <b>Friday, Nov. 6, 2017</b>                            |
|                | - Interim Report              | October 18, 2017 – Marks will be posted - location TBA |
|                | - First report                | Approximately November 13, 2017                        |
| <b>Term 2:</b> | <b>Monday, Nov. 6, 2017</b>   | <b>Friday, Jan. 31, 2018</b>                           |
|                | - Final report                | Approximately February 1, 2018                         |

**Semester Two**

- |                |                               |  |
|----------------|-------------------------------|--|
| <b>Term 3:</b> | <b>Monday, Feb. 1, 2018</b>   | <b>Friday, April 4, 2018</b>                         |
|                | - Interim Report              | March 21, 2018 – Marks will be posted - location TBA |
|                | - First report                | Approximately April 16, 2018                         |
| <b>Term 4:</b> | <b>Monday, April 09, 2018</b> | <b>Thursday, June 29, 2018</b>                       |
|                | - Final report                | Wednesday, June 29, 2018                             |

**Note:** Final marks are always posted and are available to students, parents or guardians upon completion of the course.

**School Council**

The School Council works on behalf of all Sir Winston Churchill High School parents. It provides liaison with the Board of Trustees, Home and School Association, Calgary Inter-school Council, and Sir Winston Churchill students and teachers. All Sir Winston Churchill High School parents are encouraged to participate. Meetings are usually held the first Wednesday evening of the month.

**School Photos**

All students must have their photos taken upon registration. Those students who wish to purchase optional packages may do so according to instructions received in the August information package.

**Security Cameras**

Security cameras are situated throughout the school building and grounds. Cameras are monitored by administration. (CBE Policy 1066)

**Security Searches**

From time to time, in order to maintain a safe environment for students, a search of student and / or school property may need to be conducted.

**Signing Out Procedures**

Students, who are required to leave for medical or dental appointments or for any other legitimate purpose, must first sign out at the office. Students who become ill should report to the office as soon as possible; they must not remain unattended. These absences still need to be confirmed / authorized by a parent or guardian.

**Skateboards, Inline Skates and Scooters**

These items are a safety concern. Calgary Board of Education prohibits the use of these items on school property.

**Smoking**

Smoking is not permitted on school property, which includes the building, all the entrances to the school, all school walkways, parking lots, and grounds. Students under the age of 18, who are smoking, may be subject to a fine by the Calgary Police Services. (CBE Policy 6001.9)

**Snowballs / Water Balloons**

Students are expected to respect others and refrain from throwing snowballs, water balloons, etc. This type of activity could result in suspension from school.

**Spares**

Student spares must be spent in quiet study in the library or in the cafeteria or front foyer. Hallways must be kept clear when classes are in session. Students leaving the building during spares assume responsibility for their safety while out of the school.

### Transfer Requests

All students requesting a transfer from one Calgary Board of Education high school to another must complete an **Application for Transfer** form.

### Transportation – Calgary Transit

Calgary Transit "Youth" bus passes will be sold through independent outlets of Calgary Transit such as Co-op, Safeway, 7-11, Mac's, etc. For further information, please contact the Calgary Board of Education's Transportation Department.

### Transportation – School Activities

It is policy at Sir Winston Churchill High School that students travel to and from school sponsored activities as a class. When the teacher has arranged for travel by public transit or school bus, all students are expected to comply.

### Visual Identification (Visual ID)

The safety and security of our students and staff is of paramount importance to us. Part of our protocol is that we require all students and staff to carry visual identification while in the building. With such a large population, this practice assists us in more readily detecting people who do not belong here and may pose a threat

Student photo ID cards will be **INITIALLY ISSUED AT NO COST** to all students at registration. Visual ID will be required for: admittance to classes, school activities, exams, sporting events, checking out library books and subject textbooks, purchasing grad tickets, securing grad gowns, and picking up yearbooks and refund cheques. They may also be required to verify student status on Calgary Transit. Students **without their visual ID MAY BE SENT HOME** (at the discretion of the administration). Lost ID cards will need to be immediately replaced at a charge to the students.

Loaner temporary identification tags are available on an occasional basis. Students who repeatedly leave their identification at home will be sent home to get them or offered the opportunity to purchase a new one. (CBE Policy 6031)

### Withdrawals

Any student leaving Sir Winston Churchill High School during the school year must complete a **Withdrawal / Exit** form. Refund cheques are processed when all textbooks, library books, student ID cards, and classroom materials are returned and the withdrawal form is complete.

### Work Experience Periods

Work experience periods are to be used to complete pre-requisite on-line classes at the start of the semester. Upon completion, students are not expected to be loitering in the school during this class time.

## MAKING THE GRADE

Sir Winston Churchill High School is 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. The required minimum course load is:

- Grade 10 – 8 full courses
- Grade 11 – 7 full courses
- Grade 12 – 6 full courses (3 per semester)

Student program requests often exceed this minimum course load. Funding for high school education is dependent on students' commitment to completion of their program as requested. Students are expected to fulfil their commitment to attend and do the work required to be successful in each course in which they have been granted a placement.

Only in exceptional circumstances, with administration and parent involvement, will a student be permitted to withdraw from any class.

The following procedures will guide student programming:

1. Grade 10 students will not be permitted to drop courses.
2. Grade 11 and grade 12 students:
  - a. Once the school term begins, students will only be allowed to drop courses if the minimum course load for the grade level is being met.
  - b. Students who fail (or drop) a course will not be permitted to take the same course for a second time in the same school year.

- c. It is expected that students that fail or drop the same course twice at SWC will complete the course in an alternative manner.

### **Alberta High School Diploma Requirements**

After six semesters of high school, students must meet the following requirements in order to graduate:

1. Obtain a minimum of 100 credits
2. Complete and meet the standards of the following courses:
  - English 30-1 or English 30-2 or French 30
  - Social Studies 30-1 or 30-2
  - Math 20-1, Math 20-2 or Math 20-3
  - Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20 (or Science 10 and any other 5-credit science course)
3. Complete and meet the standards of the following:
  - Physical Education 10 (3 credits)
  - Career and Life Management (CALM) 20 (3 credits)
  - 10 credits from:
    - Career and Technology Studies (CTS) or
    - Fine Arts or
    - International Languages or
    - Physical Education 20 and / or 30
  - 10 credits, in any combination from any 30 level courses (including locally developed), in addition to English 30-1 or English 30-2 and Social Studies 30-1 or 30-2

\*For specific information on what constitutes International Languages, Fine Arts, and CTS, see your counsellor.

\*Knowledge and Employability Program - Students interested in this alternative program must meet with their guidance counsellor to determine programming.

### **Course Challenges**

Students should see the appropriate Learning Leader.

### **Course Prerequisites**

A minimum mark of 50% is required to proceed to the subsequent course at the same subject level. However, in most cases a significantly higher grade is recommended to achieve success at the next level in the sequence of courses.

### **ELL/ESL Support**

ELL/ESL students who desire extra language assistance must attend morning subject tutorials on a regular basis as recommended by their subject area teachers. Additional support is available in the Learning Resource Centre before school, during the lunch hour, and after school. Students who do not access extra time support throughout each of the semesters will be denied extra time support for final exams and Alberta Education diploma exams.

### **Final Examinations**

School based common final exams and Alberta Education Diploma exams will be scheduled during the last two weeks of each semester. **These examinations are compulsory and all students are required to write them.** Please see the Exam Device Policy under the General Information.

The **school based common final examinations** can only be written on the scheduled date as per exam schedules published at the end of each semester. Teachers, in consultation with administration, may exempt a student from writing the final exam when extenuating circumstances such as critical illness or bereavement warrant it.

The **Alberta Education Diploma examinations** cannot be rescheduled but arrangements may be made to write the exam at the next sitting for the exam. The exam schedule will be posted on the school website close to the Parent Teacher Interviews in October and March.

### **Graduation**

In order to be eligible to participate in the graduation exercises as a member of the graduating class, a student must be enrolled in a program of studies, which upon completion by August 2018, satisfies the requirements of an Alberta High School Diploma and be a citizen of good standing.

### **Guidance / Student Services – Information Sessions**

Orientation sessions for grade 10 and new students are held early in the fall term to acquaint them with the counsellors and

their services. Sessions for grade 11 and 12 students are conducted early in the year to provide students with important program, post-secondary, and scholarship information.

### Mark Appeals

- 1) Final course marks will be made available to students at the end of each semester. A student who disputes the final course mark should consult with the subject teacher on the assigned Mark Appeal Day in each semester.
- 2) If there is further concern, the student should appeal the mark to the subject learning leader who will be available on the designated Mark Appeal Day.
- 3) If the mark remains in dispute, the third level of appeal must be made in writing to the principal outlining the basis of any remaining concerns or grounds for the appeal. This must be submitted by the end of the school day following Mark Appeal Day.
- 4) The principal shall review the evaluation and report the findings to the student and the subject teacher in writing within two weeks of receipt of the appeal.
- 5) There will be a separate Mark Appeal Day for Diploma Examination courses because the teacher awarded marks must be submitted to Alberta Education before the Diploma Exams are written. Students have until the end of the day of posting to initiate the appeal process.

### MyPass - Government of Alberta, Department of Education

Students view their diploma exam marks, their detailed academic report and order official transcripts through the Government of Alberta, Department of Education's MyPass program. In order to sign up you will need your Alberta Student Number, a personal email address and the mailing address on file. We recommend that you sign up during your grade 10 year.

## SCHOLARSHIPS

### Alexander Rutherford Scholarships

These provincial scholarships are presented to students who achieve an average of 75% or higher in five selected subjects in grades 10, 11, and / or 12. Students normally apply in April of their grade 12 year. Upon graduation and registration in post-secondary education, a sum of money, ranging from \$300 to \$2500, is mailed to the student.

### Career and Technology Scholarships

CTS scholarships are awarded on the basis of the number of CTS modules completed and the marks achieved in these CTS modules. To be eligible to apply for this award, students must have earned a minimum of 20 credits with a minimum 70% average in Career & Technology Studies. Five of the twenty credits must be at the advanced level. The number of CTS scholarships varies each year according to the number of grade 12 students registered.

### Industry & Private Sponsor Scholarships

There is a wide range of scholarships available to students. If the applications are received by the school, these will be advertised. Students are welcome to peruse scholarship applications, which are kept in the scholarship file cabinet in the student services area. Relevant scholarships and information about scholarships are presented to each grade level twice yearly, once in the fall and once in the early spring.

### Post-Secondary Scholarships

Scholarship information for university, college or technical schools is available in student services beginning in the fall of a student's grade 12 year.

## LIFE BEYOND THE CLASSROOM

### Activities

Blood Donor Clinics  
Christian Life Club  
Churchill Chronicle  
Citizens of Churchill  
Climbing Club

Debate / Speech Club  
Drama Productions  
Garden Club  
GSA  
Graduation Committee

Model United Nations  
Math Club  
Muslim Youth Club  
Robotics Club  
Science Fair

Science / Math Contests  
Student Leadership  
Yearbook  
Youth Volunteer Corps

## Athletics

Badminton Team	Field Hockey Jr & Sr Girls	Soccer Boys	Volleyball Jr & Sr Girls
Basketball Jr & Sr Boys	Football Jr & Sr Boys	Soccer Girls	Volleyball Jr & Sr Boys
Basketball Jr & Sr Girls	Rugby Girls	Swim & Dive	Wrestling Boys & Girls
Cross Country	Rugby Jr & Sr Boys	Track & Field	

## CODE OF CONDUCT

At Sir Winston Churchill High School we are committed to our mission statement, “*Non Scholae Sed Vitae*” or “*We learn, not for school, but for life.*” We believe that a well-ordered learning environment and high academic expectations are required to support this goal. All members of Sir Winston Churchill’s school community are expected to demonstrate responsibility and behave in a respectful manner. Behavioural expectations and discipline practices are expected to be fair, objective, consistent, and reasonable and be in accordance with Calgary Board of Education policies and the Alberta School Act.

### Academic Integrity

In academic endeavours, it is expected that students will act in ways consistent with the principles of academic integrity and not take credit for the works and / or ideas generated by others. Students who knowingly misrepresent the work of others as their own will be deemed to have committed a theft of intellectual property. Similarly students who allow their work to be copied are also guilty of misrepresenting the work of others. Sir Winston Churchill has acquired the program *Turnitin* which helps students and teachers chart the authenticity of written works.

Students who are found to misrepresent the work of others will be subject to disciplinary action. The consequences for such behaviour range from a withdrawal of credit for the work presented to suspension from school.

### Discipline

Discipline at Sir Winston Churchill is based upon principles of restorative justice. Disciplinary measures will be taken after consideration of: the nature of the incident, the effect of the incident or behaviour on others, the student’s previous conduct, the student’s willingness to accept responsibility for his / her actions, and the student’s educational needs. The intention of discipline is to promote student growth and learning. Parents will be contacted.

Disciplinary measures may include:

- a) required make-up time (tutorial)
- b) suspension from class
- c) supported leave from a class or the school
- d) restitution
- e) suspension from school
- f) recommendation for expulsion
- g) referral to the School Resource Officer (SRO) and possible criminal charges.

### Expectations

1. Students are responsible for attending regularly and punctually, being diligent in pursuing their studies and cooperating fully with all adults in the school.
2. Students are expected to treat classmates, teachers, support staff, school guests and school board property with respect.

### Specific School Rules

1. Students are expected to **attend every class, on time**, every day. Absenteeism will result in parental involvement and monitored attendance. Persistent attendance issues may result in disciplinary action.
2. Students registered in **work experience** are not to be in the school during those periods except under the direct supervision of their work experience teacher.
3. Students are expected to **use their time responsibly**. Students who have spares are expected to work quietly in the library, in the cafeteria, or be off campus. Students are not to be wandering the hallways during class time. Card playing / gambling is not permitted in the school.
4. Students are required to **carry their SWC ID card at all times**. Only Sir Winston Churchill students are welcome on campus during the regular school day.
5. Students are expected to **dress appropriately** for school. Any clothing that is too revealing or has obscene, suggestive, racial, drug related slogans, or gang related symbols and colours, is not permitted. Students, at all times, **must be recognizable**. Any clothing that restricts identification (i.e. hoodies covering the head) is not permitted.
6. The use of any tobacco product is not permitted at any time on Sir Winston Churchill property.

**Unacceptable Student Behaviour**

Unacceptable student behaviour means that, in the opinion of a teacher or administrator, a student has displayed an attitude of wilful, blatant or repeated refusal to act responsibly or respectfully. Specific examples of unacceptable student behaviour include:

- a) conduct injurious to the physical or mental well being of others
- b) vandalism, graffiti, and other acts of wilful damage to property
- c) use, possession of, distribution of, or active contact with illegal drugs or alcohol
- d) possession of, or active contact with a weapon, or likeness thereof
- e) threats, extortion, intimidation, harassment, bullying, cyber bullying
- f) conduct that endangers others
- g) use or display of obscene or abusive language
- h) theft
- i) physical aggression, example: assault
- j) hazing or initiation activities
- k) disruptive behaviour, wilful disobedience, or defiance of authority
- l) interfering with the orderly conduct of the school
- m) tampering with fire alarms and safety equipment, arson
- n) criminal activity
- o) contravention of school rules
- p) copying others' academic work, plagiarism or cheating, including internet

**Unresolved Issues**

If students or their parents have questions or concerns, they are asked to follow the procedures listed below:

1. The first contact is the person concerned (example: a teacher).
2. If a situation is not resolved through this discussion, students are asked to involve their parents or guardians with the teacher.
3. If the student, parents and teacher are unable to answer the question or resolve a concern, students and parents are invited to call either:
  - a. the learning leader for academic concerns
  - b. the student's guidance counsellor for personal, emotional, social concerns
  - c. the student's assistant principal for disciplinary, or safety and security concerns.

**Violence, Weapons, and Criminal Offences**

The Calgary Board of Education is committed to providing students and staff with a safe and secure learning environment. In keeping with this commitment, administrative staff, at all levels, are expected to respond firmly and decisively to behaviour which causes or threatens harm to persons or property.

For the purpose of this regulation, the following definitions apply:

- a. *Violence* - Any verbal, physical or on-line action taken which threatens or results in the inflicting of physical, emotional, or psychological distress or bodily harm.
- b. *Weapon* - Any object that is either designed, intended, or used to threaten or inflict bodily harm on a person. This includes an object which imitates a weapon.
- c. *Criminal Offence* - Action which contravenes the Criminal Code of Canada.

Unless valid reason exists for taking other action, as determined by staff as specified below, a student found responsible for a serious offence of the kind referenced above is to be:

- a. suspended by the principal;
- b. reported to the police by the principal;
- c. expelled by the Suspension Coordinator, CBE.

Unless valid reason exists for other action as determined by a Suspension Coordinator, students who have been expelled will not be considered for reinstatement during the school year in which the expulsion was imposed.

**Supporting Calgary Board of Education Administration Regulations**

<b>A.R. # 1066</b> Video Surveillance	<b>A.R. # 6001.9</b> Student Smoking
<b>A.R. # 4024</b> Smoke Free Environment	<b>A.R. # 6010</b> Standards of Dress & Grooming
<b>A.R. # 4027.2</b> Personal & Sexual Harassment	<b>A.R. # 6014</b> Student Searches
<b>A.R. # 4080</b> Workplace Violence	<b>A.R. # 6031</b> Safe & Secure School Environment
<b>A.R. # 6000</b> Independent Students	<b>A.R. # 6047</b> Vandalism & Damage to School
<b>A.R. # 6001</b> Student Discipline	<a href="http://www.cbe.ca/policies/adminregs.asp">http://www.cbe.ca/policies/adminregs.asp</a>



## TIME TABLE

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	CTS 700 BUS ARRIVAL 8:00 AM MONDAY – FRIDAY	
7:00 - 8:10 70 minutes	AM CLASS	AM CLASS	AM CLASS	AM CLASS	<b>FRIDAY</b>	
8:15 – 8:50 35 minutes	1 (tutorial)	2 (tutorial)	3 (tutorial)	4 (tutorial)	8:15 – 9:20 65 minutes	1
8:50 – 10:10 80 minutes	1	2	1	2	9:25 – 10:30 65 minutes	2
10:15 – 11:40 85 minutes	2	1	2	1	<b>BREAK</b> – 15 minutes	
11:40 – 12:25	<b>LUNCH</b> –45 minutes				10:45 – 11:50 65 minutes	3
12:25 – 1:45 80 minutes	3	4	3	4	11:55 – 1:00 65 minutes	4
1:50 – 3:10 80 minutes	4	3	4	3	OFFICE HOURS	
3:15 – 4:45 90 minutes	PM CLASS	PM CLASS	PM CLASS	PM CLASS	MON – THURS 7:45 – 3:30 FRIDAY 7:45 – 1:45	