

Student Handbook



2023 - 2024

School Contact Information

4630 12 Ave
Edson, Alberta
T7E 1S7
P: (780) 723-6035
F: (780) 723-6274

www.parklandcomposite.gypsd.ca

**This handbook has been prepared for the use of both parents and students. The contents provide general information about our school, our programs, and our policies. Complete Administrative Procedures are located on the GYPSD website.*

Principal's Message

Welcome to Parkland Composite High School. Our dual-track high school supports both English and French Immersion instruction and boasts strong academic, arts, CTS, and athletics programs.

Our Administration team, which includes Assistant Principals Mrs. Kristin Basaraba, Mrs. Michelle Downing, Mr. Ryan Hall, and Mrs. Shyla Locke, looks forward to working with the students, parents and guardians, and staff of PCHS to foster a learning environment for all students that is welcoming, safe, caring, respectful, and inclusive.

I look forward to an exciting year of learning!

Steven Ripkens

Principal

Parkland Composite High School Vision

Every member of our learning community will have the knowledge and skills to define and pursue success.

Parkland Composite High School Staff

Principal: Steven Ripkens

Assistant Principals: Kristin Basaraba, Michelle Downing, Ryan Hall, Shyla Locke

Administrative Assistants: Angela McKinnon

Inclusive Education / Learning Support: Michelle Downing, Lindsey Gohmann

Family School Liaison (FSLC): Miranda Keyes

Wellness Navigator: Delaney Ueland

Teachers

Kevin Andersen
Lyssa Bencz
Nicole Berube
Mike Biehler
Tania Biehler
Samantha Bunes
Danette Dickson
Kevin Dye
Alex Giovos
Dylan Gullason
Jeffrey Jin
Art Koop
Carmen Leggett
Samantha Leggett
Scott Mitchell
Nola Preville
Laura Roome
Barb Shepherd
Dwayne Shepherd
Erica Smith
Matt Smith
Sean Sommerfeld
Lincoln Untereiner
Kandel Vick
Andrew Visser
Wanita Willcott

Educational Assistants

Trish Day (*Librarian*)
Rose Dyck
Crystal Fossheim
Allison Husch
Diane Jardine
Tara MacKay
Emi Ogloza
Sam Olson
Shelley Rechner

Bell Schedule 23/24

8:30 AM	Warning Bell
8:35 AM - 10:00 AM	Block 1
10:00 AM - 10:10 AM	Break
10:10 AM - 11:35 AM	Block 2
11:35 AM - 12:15 PM	Lunch
12:15 PM - 1:40 PM	Block 3
1:40 PM - 1:50 PM	Break
1:50 PM - 3:15 PM	Block 4

Office Hours: 8:00 a.m. – 4:00 p.m.

Student Code of Conduct

This code of conduct is intended to create a school culture that is a welcoming, caring, respectful, safe, and inclusive learning environment. Failure to meet the standards in this code of conduct may result in disciplinary action that may include exclusion from school activities, suspension from one or more classes, or expulsion from school.

Appropriate behaviour is essential to learning and growing and is based upon mutual respect for the rights of others and the property of others. Students are expected to display responsible behaviour and take responsibility for their actions. Above all students are to respect the rights of others. As a school, we aim to treat every student as an individual, and as such, inappropriate behaviour will be dealt with on a case-by-case basis. Discriminatory behaviour as set out in the Alberta Human Rights act (racial, ethnic, sexual, etc.) is not acceptable.

These ideas can only be achieved through agreement on everyone's part. Since schools are expected to act "*in loco parentis*" (in the place of parents) parental cooperation is of the utmost importance.

Student Rights

All members of the school community have the right to learn and work in an environment free of discrimination, prejudice, and harassment. This right is protected under the *Canadian Charter of Rights and Freedoms*, *Alberta Human Rights Act*, and *Alberta School Act*. These rights will be valued, maintained, and enforced so that all members work together in an atmosphere of mutual respect. The Division will not tolerate harassment, bullying, or discrimination on the basis of a person's actual or perceived sexual orientation, gender identity, or gender expression.

Safe and Caring School Initiative – GYPSD Threat Assessment Program

Grande Yellowhead Public School Division provides a safe and caring learning environment in all of the division's schools. Part of this commitment involves being prepared to handle emergency situations appropriately and efficiently.

Together with our partners, the Royal Canadian Mounted Police, Alberta Child and Family Services Authority, and Alberta Mental Health, we have developed a plan to respond to all situations in which students may be demonstrating behaviours that pose a threat to themselves or others. Any student, parent, or staff member who becomes aware of a threat, or has reasonable grounds to believe that there is a potential risk to students, staff, or divisional property, shall notify the school principal and/or their designate. Threats may be but are not limited to, verbal, written, gestures, or internet postings. The division requires that all threats or threatening behaviours be treated seriously: all threats or threatening behaviour will be assessed and appropriate interventions and disciplinary actions taken. The purpose of this administrative procedure is to determine how best to support students so that their behaviour does not become harmful or destructive to themselves or others.

Parkland Composite High School students...

WILL

1. Respect yourself and the rights of others in the school.
2. Make sure your conduct contributes to a welcoming, caring, respectful, and safe learning environment in the school that respects the diversity and fosters a sense of belonging to others in your school.
3. Refrain from, report, and refuse to tolerate bullying or bullying behaviour, even if it happens outside of the school or school hours or electronically.
4. Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation, or other safety concerns in the school.
5. Act in ways that honour and appropriately represent you and your school.
6. Attend school regularly and punctually.
7. Be ready to learn, actively engage in, and diligently pursue your education.
8. Know and comply with the rules of your school and classroom.
9. Cooperate with all GYPSD staff.
10. Be accountable for your behaviour to your teachers.
11. Comply with all current and future sections of the Alberta Education Act.
12. Students will fully comply with The GYPSD Digital Citizenship Policy.

WILL NOT

1. Be in possession of obscene material or other questionable objects and materials. If in doubt concerning what is questionable, leave the item at home.
2. Be in possession of, use, sell, or distribute controlled / dangerous substances, alcohol, or drugs, on school premises, school buses, or at school functions.
3. Be in possession of any type of weapon or replica of a weapon or explosive or have a weapon or replica or explosive in their vehicle while in our parking lot.
4. Engage in any type of activity or behaviour that does not contribute to creating a welcoming, caring, respectful, and safe learning environment in the school that respects the diversity and fosters a sense of belonging of others in your school.

Froshing/Hazing

In keeping with the Safe and Caring Schools initiative, we will **not** tolerate any participation in froshing/hazing activities. Consequences will include immediate suspension for a period of up to five school days and will include the exclusion of a student from extracurricular activities, exclusion from participating in graduation ceremonies, expulsion from school and criminal charges. In addition, parents will be encouraged to pursue appropriate legal action through the R.C.M.P. Froshing is in contravention of the Criminal Code of Canada and can therefore result in criminal charges being laid whether the acts take place on or off the school grounds.

Smoking and Chewing Tobacco and Related Devices (E-cigs, Vapour, etc...)

Parkland Composite High School building and All GYPSD property are **tobacco-free** zones. This means that smoking or chewing tobacco is **not permitted**. This regulation also applies to all students involved in extracurricular activities for the duration of the activity, whether on school property or not. Transportation to and from that activity is deemed part of that activity. The use of any such device, E-CIGS, VAP, Vapour, or any other inhalant device, will be treated as it contains drugs or tobacco products. Anyone smoking or chewing tobacco in the school or on the school grounds will be subject to disciplinary procedures that may include suspension from school and a fine under the Youth Tobacco Use Act of \$115.

Dress Code

Students are expected to use good judgement in the choice of clothing worn at school which contributes to a welcoming, caring, respectful, and safe learning environment in the school, that respects the diversity and fosters a sense of belonging to others in your school. A student's attire should provide adequate coverage of the body, and clothing that advertises sexual topics, liquor, drug use, violence, racism, sexism, profane language or gestures, and related topics or that cause distress to students and staff is unacceptable. Students wearing such attire will be asked by the school authorities to change into something more appropriate and further disciplinary action may be considered.

Attendance

Section 31 of The Education Act states that the student has the responsibility to “attend school regularly and punctually”. Section 32 of The Education Act states that the parent has the responsibility to “ensure that the student attends school regularly”. Section 196 of The Education Act states that a teacher must “teach the courses and programs of study”, “encourage and foster learning in students”, and “regularly assess students”.

Failure to attend classes regularly will result in the student missing the teaching and assessment of key outcomes in the Program of Studies. Students are expected to attend their classes regularly in person, and communicate and plan with a teacher when they are absent.

If students are going to be away from school due to illness, appointments, etc, **please phone the school (780-723-6035)**. *Your help in speeding up this process is greatly appreciated.*

If a student does not meet this expectation, PCHS will work with the parent and student to ensure the student meets their responsibilities as outlined in The Education Act. The teacher will make contact with the parent and student to develop a plan to improve the student’s attendance. If this plan is not successful, the teacher will inform school administration and can call a *Success Planning Meeting*.

Success Plan Meeting

The solutions agreed upon in the Success Planning meeting will be based on the **individual circumstances and supporting student success**. This may include:

- An attendance plan/contract
- An alternate schedule
- An alternate assessment plan
- Another type of support based on the students’ individual needs

Contacting Students

Parents who wish to contact students at school should call and talk to the secretary at (780) 723-6035. Unless it is an emergency, a message will be passed on to students at the next break. If parents wish to contact students directly, please do so at a designated break to minimize classroom interruptions.

Minimum Enrollment Policy

Parkland educational programming is designed to ensure that students are able to qualify for an Alberta High School Diploma after 3 years or 6 semesters of high school. Students who meet the expectations set out below will enable themselves to graduate after 3 years.

Grade 9 Must have a full timetable.

Grade 10 Must have a full timetable.

Grade 11 Must have a full timetable.

Students meeting MINIMUM credit count at the end of semester 1 may be eligible for an academic spare. See Career and Academic Advisors for more information.

Grade 12 Grade 12 students must be enrolled in at least enough credits to be granted a high school diploma by the end of their Grade 12 year.

Notwithstanding this, students are strongly encouraged to enrol in more than the minimum requirements for graduation.

ACES / Life Skills Students will move from grade to grade on a yearly basis, with programming individualized for students.

Use of Personal Electronics, Cellphones and Other Technology

Student use of electronic devices such as cellphones, smart watches, iPads, iPods, or any other personal devices in the classroom is with the permission of individual teachers. Teachers will provide clear expectations for day-to-day use and exceptions to the daily routine. During any exam, unless otherwise directed by the teacher or administrator, these devices are **not** to be used, nor should they be in the student's possession. (Please refer to the Exam Policy for more information.)

If a student is found to be using such a device in a classroom where they are not permitted, or in a way that threatens student or staff safety or privacy, the device may be confiscated by school staff and returned to the student or parent at the end of the day. Further disciplinary action may be considered on a case-by-case basis. A student's refusal to cooperate with a teacher's instructions may be considered defiance.

iPods, phones, etc. are **not** acceptable devices for completing student work. Students are expected to use larger devices, such as tablets, Chromebooks, laptops, etc. If your student does not have a device, please speak to the school administration to make arrangements to access one.

Recording of Classroom Activities

Recording of classroom activities and lessons **must** only be done with the consent of the teacher.

Lockers

Lockers are owned by the Grande Yellowhead Public School Division and assigned to students through the office. It is the students' responsibility to keep their locker clean and free from pictures, stickers, etc. The locker agreement you sign allows Grande Yellowhead Public School Division or its designates to conduct locker searches at any time.

All lockers are required to have **school** locks on them. School locks are rented from PCHS for a nonrefundable fee of \$5.00. Grande Yellowhead will not be responsible for items lost or stolen from lockers. Any locker found with a non-school lock on it will have it removed at the owner's expense and replaced with a school lock.

Gymnasium Locker Rooms

Gymnasium locker rooms are **not** secure. Students are warned not to leave any money or valuables unattended in these locker rooms while participating in Physical Education classes.

Participation in School Activities

We believe Student Activities are an integral part of the educational experience. Student activities support a positive school climate by involving, recognizing, and celebrating students at Parkland Composite High School. Co-curricular and Extra-Curricular activities and programs provide students with opportunities that develop character, socialization, and personal life skills.

School Photographs

Parkland contracts a photographer from Lifetouch Photography to take student identification photos and picture packages. All students are required to have a photo taken for school identification purposes. There is no charge for this service. Individual colour photo packages are available as an option for students at their expense. A graduation photo sitting time will be provided for graduates with packages available for purchase at the students' expense.

Parking

Grande Yellowhead has no obligation to provide parking for those who choose to drive to school. The division provides a limited number of parking spaces for use by students and teachers. Parking is allowed only in designated areas. Improperly parked or driven vehicles may be ticketed and/or removed at the owner's expense. The student code of conduct extends to all school grounds including parking areas - this includes smoking and vaping.

School Council

A School Council (parents, teachers, principals, staff, and students) seeks to work together to promote the well-being and effectiveness of the entire school community and thereby to enhance student learning. A school council is a means to facilitate cooperation among all the concerned participants in the local school (source: *School Councils Handbook*, 1999, Alberta Education). Parkland Composite High School's School Council meetings will be held once a month and will be posted on the Parkland Composite website calendar. We encourage everyone to attend.

Pacer Success Centre (PSC)

The *Pacer Success Centre* is Parkland Composite High School's revitalization of a Learning Commons. We collaboratively support students in discovering their future with Advisors, Independent Education, Work Experience, and Library Services.

The Pacer Success Centre is a program for students who have timetable conflicts or who are able to learn better in an out-of-classroom setting and have the self-discipline to manage self-paced distance-learning coursework. Students are allowed into this program only if an assessment indicates that there is a likelihood of success. Classes are timetabled into the student's schedule. Independent virtual learning utilizes the Hapara Platform to deliver and assess course material.

PSC teachers are available to support students at our on-campus and off-campus locations, as well as online via Google Meet.

Career and Academic Advisors

The PSC Career and Academic Advisors work with students in our Pacer Success Center. Their goal is to work with kids to provide advice, obtain information, and provide support for students in high school and those planning for post-secondary. They process timetable changes, provide guidance with scholarship applications, and work to ensure that the student's high school planning supports their life after high school.

Annually, Advisors will provide a fall Post-Secondary Fair and a spring Career Fair for students. Students and parents are urged to take advantage of this opportunity to explore post-secondary options and to discuss them with the institution's representatives present at the time. You can stay up to date with future Pacer Success Center events through Parkland Composite's webpage or Facebook.

Work Experience and RAP

Work Experience 15-25-35 and the Registered Apprenticeship Program are separate courses for credit that provide hands-on experience at job sites as an integral part of a planned school program. This programming is part of Parkland's Off-Campus Education Program. Students can use up to 15 credits of Work Experience and/or up to 15 credits of RAP towards graduation.

Please speak to the PSC Career and Academic Advising team for more information regarding any of the above programming.

Family School Liaison Counsellor (FSLC)

The role of the Family School Liaison Counsellor (FSLC) is multi-faceted and includes working with students and their families, school administration, teachers, staff, and community agencies. The FSLC provides supportive counselling for students and implements skill-based interventions such as problem-solving techniques, social skills, communication skills, self-awareness, mental health, grief and loss, positive coping skills, etc. The FSLC advocates for children and youth, provides crisis intervention, and connects students and families with community support and agencies when appropriate. Maintaining confidentiality and privacy is critical and maintained with the student and/or family. If safety concerns arise, the FSLC is obligated to respond and report to the appropriate authorities if necessary. When required, the FSLC also conducts Violent Threat Risk Assessments (VTRA) and Suicide Risk Assessments at the discretion of the administrator to ensure the safety and well-being of all students.

Referrals to the FSLC program are prioritized based on the student's level of need and determined by the administrative team. If you are interested in additional support, please contact an administrator or FSLC to begin the referral process.

Reporting Academic Progress – PowerSchool Online

PowerSchool is an internet-based program (also available as an App on your mobile device) that allows parents and students to check marks and attendance online at any time. PowerSchool is updated by teachers regularly to report student progress in their courses.

Teachers will address performance concerns through direct telephone, email, or personal contact with parents. We request that parents reciprocate by contacting the teachers if they have questions or concerns regarding their student's progress.

Families that do not have PowerSchool access can reach out to School Administration to gain access.

PCHS Score Code Legend

PowerSchool Code	Definition	Possible Example
NHI	Not Handed In Counts as a zero until assessment is turned in AND assessed.	A student does not turn in an assessment which the teacher still requires completed.
EX	Exempt Does not impact a student's grade.	A student was excused from minor assessments due to illness.
UA	Unable to Assess Counts as a zero. Either click on the code to see a comment, or contact the teacher for more information.	Academic dishonesty. A student turns in an assignment at the end of a semester without giving a teacher sufficient time to assess the work.

Student Awards

Yearly recognition of outstanding student achievement in academics and athletics takes place at the fall Awards ceremony. In addition to in-house scholarships and bursaries, community supporters of education both corporate and private make a large number of awards possible. Questions about bursaries and scholarships available to Parkland students should be directed to the Career and Academic Advising team.

High School Graduation

As listed within the *Alberta Guide to Education*, students are required to meet specific minimum requirements to attain an Alberta High School Diploma. Below is an excerpt from the *Guide to Education*, which outlines the courses required to achieve a diploma in Alberta:

ALBERTA HIGH SCHOOL DIPLOMA: GRADUATION REQUIREMENTS (ENGLISH)
<p>The requirements indicated in this chart are the <u>minimum</u> requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.</p>
<p>100 CREDITS including the following:</p>
<p>ENGLISH LANGUAGE ARTS – 30 LEVEL (English Language Arts 30-1 or 30-2)</p>
<p>SOCIAL STUDIES – 30 LEVEL (Social Studies 30-1 or 30-2)</p>
<p>MATHEMATICS – 20 LEVEL (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)</p>
<p>SCIENCE – 20 LEVEL ¹ (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)</p>
<p>PHYSICAL EDUCATION 10 (3 CREDITS) ²</p>
<p>CAREER AND LIFE MANAGEMENT (3 CREDITS) ³</p>
<p style="text-align: center;">10 CREDITS IN ANY COMBINATION FROM:</p> <ul style="list-style-type: none"> • Career and Technology Studies (CTS) courses • Fine Arts courses • Second Languages ⁴ courses • Physical Education 20 and/or 30 • Knowledge and Employability courses • Registered Apprenticeship Program courses • Locally developed/acquired and authorized courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses ⁵
<p style="text-align: center;">10 credits in any 30-level course (in addition to a 30-level english language arts And a 30-level social studies course as specified above) ⁶</p> <p>These courses may include:</p> <ul style="list-style-type: none"> • 30-level locally developed/acquired and authorized courses • Advanced level (3000 series) in Career and Technology Studies courses • 30-level Work Experience courses ⁷ • 30-level Knowledge and Employability courses • 30-level Registered Apprenticeship Program courses • 30-level Green Certificate Specialization courses • Special Projects 30

(continued)

- ❶ The science requirement—Science 20 or 24, Biology 20, Chemistry 20 or Physics 20—may also be met with the 10-credit combination of Science 14 and Science 10.
- ❷ See information on exemption from the physical education requirement.
- ❸ See information on exemption from the CALM requirement.
- ❹ Students may earn any number of credits in the study of second languages, but only a maximum of 25 language credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.
- ❺ Integrated Occupational Program (IOP) occupational courses may be used in place of Knowledge and Employability occupational courses to fulfill this requirement.
- ❻ 30-level English language arts or 30-level social studies courses from a different course sequence may not be used to meet the 30-level course requirement.
- ❼ Students may earn a maximum of 30 credits in Work Experience, but only 15 credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.

Further Notes:

- For 30-level courses that have a diploma examination, the final course mark consists of a blend of the school-awarded mark (70%) and the diploma examination mark (30%).
- For more information, students in Francophone programs should consult the Alberta High School Diploma Requirements (Francophone).
- Mature students should consult the Mature Students section for applicable requirements.

https://education.alberta.ca/media/3272731/guide_to_ed_2016.pdf

Note: Some students may be on an alternative Certificate of Achievement program pathway, of which requirements may differ. You can speak to a Career and Academic Advisor for further information.

At PCHS, we celebrate exemplary student achievement in a number of ways. Parkland Grade 12 certificates presented at the June Graduation acknowledge outstanding student performance in both Completion of the French Immersion Program and the Registered Apprenticeship Program.

PCHS Grade 12 Graduation

Graduation at Parkland involves two components. The first component is the Commencement Ceremony, hosted by PCHS. The second component is the evening celebration, hosted by the Grad Parent Committee.

In order for a student to participate in the **PCHS Grad Commencement Ceremony**, students must meet the criteria set out below by **May 1st**.

1. The student must have completed, or be registered to complete, sufficient credits and the required courses prescribed by Alberta Education to obtain an **Alberta High School Diploma** or a **Certificate of Achievement** (*see previous page for requirements*).
 - a. Students using correspondence courses to meet the requirements of Section 1 must be registered in their courses prior to **May 1** and the student's Academic Advisor/School Administration must be satisfied that the courses can reasonably be completed and assessed by the end of June.
 - b. Prior to **May 1**, students using Work Experience for their graduation requirements must have their paperwork and sufficient hours completed in order for Academic Advisors to recommend that the student will meet the required number of credits to graduate by the end of June.
2. The student must have been enrolled at Parkland for at least one full semester in their Grade 12 year. Special circumstances may be considered by the Administration. If this applies to you please consult an Academic Advisor/School Administrator.
3. Students must maintain good conduct throughout their graduation year, adhering to the rules set forth in this student handbook and the Student Code of Conduct. Students who breach these rules will not be permitted to participate in the Commencement Ceremony.
 - a. A student whose conduct has resulted in a removal from the Commencement Ceremony may elect to appear before a Disciplinary Committee to request permission to participate. The committee will include School Administration and a member of the Academic Advisory team.
4. Students should ensure that they have no outstanding fees owed to the school.
5. A list of eligible students will be compiled by the school. Administration and/or an Academic Advisor will contact those students whose graduation may be in doubt to work out a Graduation Plan.
 - a. Students who are placed on a Graduation Plan will be expected to meet all requirements of their plan prior to being placed on the graduation list. These may include, but are not limited to: course registrations, assignment/module completion, grades, and/or deadlines/timelines.

The Graduation List will be finalized in early May.

Examination Procedures and Rules

In Parkland Composite examinations, students **are** permitted to have the following items:

1. Pen and/or Pencil, Eraser;
2. A clear plastic water bottle with the label removed (must be checked by supervisor);
3. A light snack in a clear wrapper; and
4. Other items specified by the teacher before the exam.
 - a. Calculator (Math and Science or specified by the teacher)
 - *The exam supervisor will reset all memory on the graphing calculators before and after every exam.*

Students are **not** to have or do the following:

1. Personal Electronic Devices (ie. cell phones, smart watches, etc). All personal electronic devices must be left in lockers or outside the exam room, unless specified in an ISP or by the teacher.
2. Binders, books, notes, packs, coats, hats, or other packages. These must be left in the front access area or in the students locker.

Students leaving valuables in the front area of the exam room do so at their own risk, as they have a locker to store such items.

Students may **not** leave the exam hall until at least one hour has elapsed or, in the case of PATs, until the time recommended by Alberta Education has elapsed and must remain seated.

Once students have left the exam **NO students shall be permitted to re-enter the room.** If a student needs to leave to use the restroom, they will do so under the supervision of a staff member.

STUDENTS WHO DISREGARD THESE POLICIES WILL HAVE THEIR EXAMINATION INVALIDATED AND RECEIVE A ZERO, AS PER ALBERTA EDUCATION POLICY.

Student Appeals

In the event that a student feels that an assigned mark is not correct, a reassessment of the mark must be discussed with the teacher and the student's parents within one week of the mark being assigned. The student must inform the teacher of the problem by the end of the day following receipt of the mark.

If the final grade in a course is being appealed, the request for a reassessment of the grade must be made within one week of receipt of the grade. This reassessment will be done only if there is reason to believe the calculations of the term work weightings were inaccurate.

In the event that the parent is not satisfied with the reassessment done by the teacher, a formal request for a review may be made in writing to the principal within two weeks of the student receiving the grade. The written appeal must contain the reason for the appeal.

If a major assignment or exam is reassessed, the reassessment mark will be recorded.

Academic Dishonesty and Plagiarism

Academic Dishonesty involves a student choosing to withhold valuable information for accurate assessment of his/her learning. It is a serious breach of trust between a student and the teacher. In order to determine if a student has achieved the competencies of a course, academic integrity is an essential expectation.

Academic dishonesty can include, but is not limited to the following behaviours:

- Cheating on an exam/quiz;
- Failing to hand in an exam/quiz during the testing period;
- Cutting and pasting from the internet;
- Handing in someone else's work;
- Copying answers from another student;
- Neglecting to provide proper citation for all sources; and/or
- Using an electronic translator for French assignments.

Plagiarism involves “(taking) the work/idea of someone else and passing it off as one's own work”.

Source: http://www.askoxford.com/concise_oed/plagiarize?view+uk

Plagiarism is dishonest, unacceptable and subject to penalty. Produce your own work and give credit to those whose work you have borrowed.

Students found to have plagiarized work or being dishonest with their academic work will face disciplinary action that may include; receiving a mark of zero on the assignment or test (until the work is resubmitted), a loss of exam exemption(s) and/or suspension.

The administration of the school will be involved and parents will be notified. Dishonest academic behaviour will be tracked by the school to help prevent this behaviour from reoccurring.

Edits, Revisions and Alterations

This document is a living document that must evolve with the ever-changing needs of our students at the school. If this document requires revision during a school session, fair notice will be given to students and to the School Council.

In the event that any part of this document is found to contravene relevant legislation or administrative procedure, the legislation or administrative procedure will have precedence. Only that part of the handbook which is in contravention will be impacted, and the remainder of the handbook will remain in full force and effect.