



HOME OF THE NOMADS

Welcome To Peace River High School!

Student Handbook 2017-2018

Grades 9, 10, 11, 12

At Peace High we are:

P-roud

R-espectful

H-onourable

S-uccessful

Our Vision: Preparing Individual Citizens for Tomorrow.

Our Mission: Peace River High School, Experience the Success!

Student Name : _____
Home Room Teacher : _____
Home Rm # : _____



Home of the Nomads!

Contents

EDUCATION PROGRAM:	3
PROJECT PEACE.....	5
CODE OF CONDUCT (Section 12 of the School Act).....	5
GENERAL EXPECTATIONS.....	6
ATTENDANCE AND PUNCTUALITY	7
STUDENT MARK AND WORK UPDATES	9
ALBERTA HIGH SCHOOL DIPLOMA REQUIREMENTS	10
SPECIAL PROJECTS	11
CHALLENGING A COURSE	12
REPORT CARDS	12
HIGH SCHOOL GRADUATION POLICY.....	13
.....	15
PARKING PRIVILEGES	15
RECYCLING PROGRAM.....	15
PRSDNET STUDENT USE AGREEMENT	16
STUDENT PERSONAL COMPUTERS	19
LOCKERS AND LOCKS	19
SCHOOL FEES	19
SCHOOL NEWSLETTERS	20
STUDENT AND STAFF SAFETY	20
PLAGIARISM POLICY	21
EXTRACURRICULAR PARTICIPATION.....	23
AWARDS PROGRAM	28
CLASS TIMES 2017-2018.....	33
PEACE RIVER HIGH SCHOOL STAFF 2017-2018.....	34

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Trudy Plaizier	Art/ / English LA/ Visual Communications Teacher	PlaizieT@prsd.ab.ca
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Most staff email addresses are formatted as up to 7 letters of the last name then the first initial @prsd.ab.ca. For example owensm@prsd.ab.ca

PEACE RIVER HIGH SCHOOL STAFF 2017-2018

Teacher	Role	Email
Mark Owens	Principal/RAP/PE/Health	OwensM@prsd.ab.ca
James Pobuda	Vice Principal/ Math.	PobudaJ@prsd.ab.ca
Kevin Bauman	IA/ Vis Com/Robotics	BaumanK@prsd.ab.ca
Michel Belanger	French Language Arts Teacher	Belangem@prsd.ab.ca
Dave Cambridge	Grade 9 options/health	cambridd@prsd.ab.ca +
Rama Castelino	Math Teacher	Castelinr@prsd.ab.ca
Sue Cloake-Millar	Library/Technology Information Specialist	MillarS@prsd.ab.ca
Holly Crumpton	FNMI Liaison, English and Math	crumptoh@prsd.ab.ca
Natasha Directo	Office Manager	directon@prsd.ab.ca
Jessica Dube	English LA/Drama Teacher	dubej@prsd.ab.ca
Jen Favreau	Social St/Et.Soc/FLA	FavreauJ@prsd.ab.ca
Hayden Gust	Math/Math 9	gusth@prsd.ab.ca
Jhenelle Galve	Education Assistant	galvej@prsd.ab.ca
Janice Holmstrom	Accounts Manger	Holmstrj@prsd.ab.ca
Lori Knoblauch	Math/Science/ Fr Sec Language Teacher	Knoblalo@prsd.ab.ca
Mark Ladd	Sciences/Woods Teacher	LaddM@prsd.ab.ca
David Lawrence	English/Social St./Psychology Teacher	LawrencD@prsd.ab.ca

This handbook covers the "basic need to know" information. If you run into any difficulty or just want to talk to someone, please remember that we have an open door policy and we always have time for students, no matter how busy we may appear to be! Your challenge is to become involved in your studies and in other activities at Peace High.

EDUCATION PROGRAM:

Peace River High's Regular Instructional Program includes a full range of academic core, non-academic and options/complementary courses in single grade classrooms to meet the education to meet the diverse needs of students in grades 9 through 12. We offer the greatest variety of options in the Peace Region, allowing us to meet the diverse learning and interests of our students and the community. Students in our school are able to use wireless devices over our building's system. Our courses include semester classes in the following areas:

- Fine Arts- Art, Drama
- CTS courses in – Photography, Fashion Studies, Forensics, Information Processing, Financial Management, Legal Studies, Tourism, Forestry, Mechanics, Fabrication, Construction, Mechanics, Cosmetology, Power Engineering, Design, Drafting, Visual Communications, Robotics, Natural Resources
- General Music
- Second language- French Immersion
- Off Campus – Work Experience, Registered Apprenticeship (RAP) and Green Certificate , Summer Work Experience
- Knowledge & Employability
- English Language Arts
- Mathematics

- Science, Biology, Chemistry, Physics
- Social Studies
- CALM (Career and Life Management)
- Physical Education
- Sports Performance

Grade 9 Core Support Courses – Woods, Metals, Cosmetology Sewing, Science Fair, Art, Spanish Second Language, Computer Production, ELA-Foundations, Drama, Creative Writing, Critical Thinking, Science Fair, officiating, guitar, and Sports Performance.



Our Library has resources which allow students to access current print and electronic materials for research or recreational reading. Classroom teachers have students access the library for assignments and students are free to use the resources before school, during lunch, after school or during study time.

Our student services program is staffed by a part-time special education teacher and several education assistants who help students within their regular classrooms.

Our student gathering area (SGA) is used for students to sit in during lunch or during breaks.

Our First Nation Metis and Inuit (FNMI) program is staffed by a part-time teacher who helps students with their educational program and other aspects of the FNMI program.

Our career guidance program is staffed by a half time teacher who helps students with timetabling, career information and post-secondary applications and scholarships. About one quarter of our grades 12s regularly qualify for Rutherford Scholarships.

CLASS TIMES 2017-2018

Peace High School Bell Times

Regular Class Days

Monday	Tuesday	Wednesday	Thursday	Friday
A	A	A	A	A
8:55 - 10:07	8:55 - 10:07	8:55 - 10:07	8:55 - 10:07	8:55 - 10:07
10:07-10:12 Break	10:07-10:12 Break	10:07-10:12 Break	10:07-10:12 Break	10:07-10:12 Break
SUCCESS	B	SUCCESS	B	SUCCESS
10:12 - 10:59	10:12 - 11:24	10:12 - 10:59	10:12 - 11:24	10:12 - 10:59
10:59-11:04 Break		10:59-11:04 Break		10:59-11:04 Break
B	LUNCH	B	LUNCH	B
11:04 - 12:16	11:24 - 12:09	11:04 - 12:16	11:24 - 12:09	11:04 - 12:16
LUNCH	C	LUNCH	C	LUNCH
	12:09 - 1:21		12:09 - 1:21	
12:16 - 1:01	1:21-1:26 Break	12:16 - 1:01	1:21-1:26 Break	12:16 - 1:01
C	SUCCESS	C	SUCCESS	C
1:01 - 2:13	1:26 - 2:13	1:01 - 2:13	1:26 - 2:13	1:01 - 2:13
2:13-2:18 break	2:13-2:18 break	2:13-2:18 break	2:13-2:18 break	2:13-2:18 break
D	D	D	D	D
2:18 - 3:30	2:18 - 3:30	2:18 - 3:30	2:18 - 3:30	2:18 - 3:30

2017-2018 PEACE HIGH SCHOOL YEAR CALENDAR

28- School office open to the public 31 - System PD Day	AUGUST '17 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30											SEPTEMBER '17 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								1 - Staff Meeting/PO Day 4 - Labour Day 5 - First Day for Students 21 - Open House 25- PD Day/No School 26-27- School Pictures
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6 - Day in Lieu PTI 9 - Transfusing Day 11- Picture Retakes/Parent Teacher Interviews 23- ATA PD Day	OCTOBER '17 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31												NOVEMBER '17 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									3- Report Cards Go Home 11 - Remembrance Day (in Lieu) 15- Parent Teacher Interviews
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1-First Day of Second Semester 2-Semester 1 Final Report Cards Go Home 16 -Non-Operational Day 19 - Family Day	FEBRUARY '18 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28											MARCH '18 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								8-9- Teacher's Convention 12 - Site Based PD/Staff Meeting Day 21-Parent Teacher Interviews 30-Good Friday
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2- Easter Monday 3-6- Easter Break 9 - Students Back 13-Report Cards Go Home 23 - Site Based PD/Staff Meeting Day 25-Parent Teacher Interviews	APRIL '18 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30													MAY '18 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										3-Registration Night for 2018/2019 School Year 18 - Day in Lieu PTI 21 - Victoria Day
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Our extracurricular program includes opportunities for students to participate in Student's Union, Interact, Yearbook, volunteering for community projects and sports. Sports include grade nine teams and also grade ten through twelve boys and girls teams in volleyball, basketball, badminton, cross country, track and field, football, cheer squad and rugby. Depending upon the yearly interest we also have golf and curling teams.



PROJECT PEACE

The Peace River High School is one of the schools that receive services from this initiative. The school has access to a multidisciplinary team of professionals. The project team works in partnership with community agencies to increase awareness and assist students to access services. This project is housed in the school and funded by the Alberta Mental Health Board in partnership with Alberta Education.

CODE OF CONDUCT

(Section 12 of the School Act)



A student shall conduct him/herself so as to reasonably comply with the code of conduct:

- Be diligent in pursuing his/her studies
- Attend school regularly and punctually.
- Co-operate fully with everyone authorized by the school board to provide education programs and other services.
- Comply with the rules of the school.
- Account to his/her teachers for his/her conduct.
- Respect the rights of others.

GENERAL EXPECTATIONS

As in any learning institution, students are expected to conform to reasonable social graces:

- 1) Students are expected to be **on time, with appropriate materials and to be actively** participating in classes including actively listening and focusing on class instruction and work.
- 2) School work is expected to be done well and on time. Reassessment opportunities are provided if the student shows that he/she has engaged in learning activities that increase the likelihood of success.
- 3) Students must respect the rights of others.
- 4) Students should behave in a responsible and respectful manner in and out of class.
- 5) Students are expected to remove their hats when requested.
- 6) Student should respect the property of the school and other people recognizing that all must share the school.
- 7) Students are expected to wear clean and appropriate clothing for a work environment.
- 8) Muddy footwear must either be cleaned or removed upon entering the school building.
- 9) Food and drink are not to be brought into the instructional rooms unless special provisions have been made with the respective teacher. No food or drink is allowed in the computer lab or near the laptop computers.
- 10) Each student is responsible for the clean-up of his/her personal lunch residue.
- 11) Students should keep their lockers clean and free of perishables.
- 12) Students must wear clean, indoor running shoes (that do not mark the floor) in the gym.

- Larry Pratt scholarship for a grade 12 student attending post-secondary education programs in any medical field or music field.
- Marc Hinchey Memorial Peace Keeper Bursary for a grade 12 student for friendship.
- Merit Contractors Association Certificate of Achievement and Cash Award of \$100 for the top grade 12 Industrial Education Student.
- Mighty Peace Petroleum Association \$750 scholarship and matching NADC bursary to a grade 12 student who is accepted into an Alberta post-secondary institute in a science related field.
- Most Improved Grade 12 Award, the Linda Laliberte Trophy and \$100 Sponsored by Shell Canada. This award is named after a former Peace River High School Teacher. The recipient is judged by the staff to have shown improvement in attitude, behaviour and class work compared to his/her grade 11 year.
- Outstanding Grade 12 student presented by Peace River High School and a \$250 cheque from the Peace Country COOP to an exemplary student that displays exceptional effort in obtaining good grades, community and extra-curricular involvement over their three years at PRHS. They are then nominated for the Premier's Citizenship Award
- Peace River Construction Association \$500 for a grade 12 student going into construction trades
- Peace Valley Inns, \$500 Achievement in Mathematics and matching NADC bursary.
- Valedictorian \$500 Award based on School Division Highest Average Criteria sponsored by Baytex Energy
- Outstanding Grade 12 Athletes, male and female



- Most Improved Grade 11, plaque and \$100 Sponsored by Shell Canada. This student is judged by the staff to have shown an improvement in attitude; behaviour and class work in grade 11 when compared to his/her grade 10 year.
- Passing of the Torch Award. A "Spirit of Peace High Transfer" from the grade 12 class to a grade 10 or 11 student. Criteria: Grade 10 or 11 student who exhibits an attitude of excellence toward their courses of study (with an average greater than or equal to 65 %); active involvement in school activities; involved in the community for example by working, volunteering in the community, etc. Sponsored by Peace High School Council.
- Ryan Towers Grade 12, Male Sportsmanship and Most Congenial Athlete Award.

Awards Presented at a June Ceremony for Sports Awards:

- Sport's Awards and Trophies or Plaques for outstanding work.
 - Girls' Volleyball
 - Boys' Volleyball
 - Girls' Basketball
 - Boys' Basketball
 - Boy's and Girl's Football
 - Golf
 - Provincial Badminton Competition
 - Provincial Track and Field Competition
- Outstanding Athletes, male and female for each grade.



Awards Presented at Graduation Ceremony:

- Carolyn Pruyser Memorial Friendship Award from the Class of '83, Presented to a grade 12 student who is always "there" for the other students.
- James Bowman HandyMan Scholarship for Grade 12 student entering an apprenticeship trade.
- Kudu Industries Scholarships – 2 for \$500 each for a Grade 12 student entering an oil or science related field.

- 13) Students in shop class and in science labs must wear proper footwear and safe clothing (no baggy or loose clothing) and follow all safety procedures as outlined by the teacher.
- 14) Students need to use cell phones and personal devices responsibly at the school. During classes they are used in different situations for educational use, but if used inappropriately students will be have them removed for the remainder of the class. If there is continued misuse of these devices students will not be allowed to have them in the classroom.. Parents are asked to contact the office to contact their child during class time and not to text or call the student's cell phone during class time.
- 15) There is no-smoking on School Property.
- 16) If a student is being picked up by a parent during school time, the student is to remain in class and the parent is asked to come to the office and the office will call the student from class.
- 17) The following are serious infractions for which ZERO TOLERANCE shall be exercised in the enforcement of disciplinary action:
 - a) Fighting and all other forms of persistent acts of abuse against another person (bullying).
 - b) Substance abuse.
 - c) Flagrant acts of vulgarity.
 - d) Vandalism.
 - e) Theft.



Please refer to Administrative Procedure 352: Student Harassment and Bullying for procedures in place in regards to bullying and harassment.

ATTENDANCE AND PUNCTUALITY



There is overwhelming evidence that suggests that there is a positive correlation between academic achievement and regular attendance. Therefore, it is definitely in the best interest of all students to attend classes on a regular basis. Regular attendance also helps

to develop a responsible attitude, which will pay big dividends in the "real world of work". For these very significant reasons, we firmly encourage all students to make a conscientious effort to attend classes regularly.

Student Responsibility: Student attendance shall be monitored daily and on a block-by-block basis. The following expectations and procedures shall be in effect. Students are expected to be in class on time. If students are late, they should proceed to their class where their teacher will have procedures to be followed when a student is late.

If the school is not notified prior to a student's absence, parents will be notified of the absence via our automated phone system. The home will be called on the evening of the missed classes between 6:00 pm and 9:00 pm. Parent Responsibility: Parents are asked to phone the school that evening or before 8:15 am the next day and leave a message or send a note with their child to clear up the absence. The note should be handed into the office as soon as the student arrives at school before the first buzzer. Please remember that the phone call home is done automatically with an absence and that sometimes mistakes can be made, and if there are any concerns or questions about the absence please contact the school to get more information.

Regular attendance and punctuality are more than just an expectation. They are to be considered as part of our Student Behaviour Code and habitual failure to comply with these ground rules will lead to disciplinary actions.

Students who anticipate having problems with regular attendance or punctuality are encouraged to seek assistance and/or counseling from teachers and administrators. Let's work on it before it becomes a problem.

- Honour & Honourable Mention Awards: Each reporting period has an Honours (Minimum of 80%) and Honourable Mention (75%-79%) list. These recipients are determined at the time the report cards are printed. Changes to marks after the report cards are printed do not change these lists.
- Nomads awards are presented to students who add that little extra effort into our school community. These students and staff members go above and beyond what is expected to help out to make our school experience that much better.
- The semester Awards are based on Final Blended marks. These students who achieve honours may also be eligible for a Rutherford Scholarship. Semester One Honours and Honourable Mentions for Final marks of Semester One are presented at the end of Semester One.

Awards Presented at the June Awards Ceremony:



- All grades (9, 10, 11, 12) Subject Award for each section of each course to the student who best exemplifies a positive attitude, attendance and achievement. \$50 draws sponsored by local businesses.
- Betty Murphy Congenial Female Athlete Award.
- Colleen Pratt Hayes scholarship for a grade 12 student entering into the business or commerce program at Grande Prairie Regional College
- Kimberly Boychuk Award in Art
- Most Improved Grade 9, plaque and \$100 Sponsored by Shell Canada. This student is judged by the staff to have shown a notable improvement in attitude, behaviour and class work since September.
- Most Improved Grade 10, plaque and \$100 Sponsored by Shell Canada. This student is judged by the staff to have shown a notable improvement in attitude, behaviour and class work since September.

associated speak to the coordinator/coach. There are both boys and girls football teams.

Nomads Rugby

Peace High's Girls and Boys Rugby teams are open to females and males in grades 9 through 12. The fee is approximately \$200 per season. The rugby zone extends from Cold Lake through Grande Prairie and Peace River.

Nomads Track & Field

Registration/ fees are approximately \$50.00 per season, depending on how far an athlete makes it in the competitions (i.e. zone, regional, and provincial). This is a very short season that lasts from mid-April until the beginning of June with practices after school, three times per week.

Nomads Volleyball

We have both men's and ladies' teams. The season runs from the beginning of September until the end of November. League games are one night a week. The volleyball teams attend five tournaments as well as hosting a 40-team tournament in the beginning of November. Fees are determined annually. We also organize fund-raisers such as bottle drives and raffles to help offset some of the expenses.

AWARDS PROGRAM



Peace River High School annually recognizes student achievement in curricular, co-curricular and extra-curricular areas. The school, Student's Union, School Council, Peace area clubs and businesses sponsor awards. The high school counsellor continually updates Peace High's website with information on scholarships.

Awards Presented at Assemblies during the Year

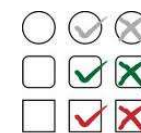
Expectations:

- In order to be successful, students are expected to have all their work done completely and on time. Failure to do so will result in students spending time in class at lunch completing the required work. Students are expected to be in class with all their class materials before the buzzer that starts the class rings.
- If a student has an appointment and needs to leave the school, they are expected to sign out at the office and sign back in when they return. The parent is still expected to notify the school of the student's absence.

Absences:

- If a student has 10 or more unexcused absences from a class, then the parent/guardian will be informed by the office.
- If a student has 20 or more unexcused absences, then the absences will be reviewed with the parent/guardian and the student may be withdrawn from class if they are in grades 10 – 12.

STUDENT MARK AND WORK UPDATES



- Teachers use a program called Home Logic to record marks and are able to print up to date marks for students.
- Some teachers will be posting class work and due date information on the school division and school's new website which will be up and running near the beginning of the school year. Current student marks may be reviewed on the school website using a secure password which will be provided to parents.

ALBERTA HIGH SCHOOL DIPLOMA REQUIREMENTS

Students are responsible to be knowledgeable of the requirements to complete an Alberta High School Diploma and to be knowledgeable of their own program after each semester towards the completion of the Alberta High School Diploma.



Diploma Requirements

To attain an Alberta High School Diploma, a student must

- Earn a minimum of 100 credits
- Successfully complete the requirements of the following courses:
 - English 30-1 or 30-2
 - Social Studies 30-1 or 30-2
 - Mathematics 20-1, 20-2 or 20-3
 - Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20
- Complete and meet the standards of the following:
 - Physical Education 10 (3 credits), Career and Life Management (3 credits) and
 - a minimum of 10 credits from the following courses;
 - Fine Arts (Art, Drama, Music) or
 - CTS or
 - Second Language or
 - Physical Education 20 and 30
- In addition to English 30-1/30-2 and Social 30-1/30-2 a student must earn 10 additional credits from any combination of:
 - Any recognized 30 level course
 - 30 level Off-Campus course
 - -3000 series (Advanced level) CTS courses

- Health Summer Internship through Careers

Nomads Badminton

There are 3–6 Saturday tournaments generally held in March and April. Fees to cover tournaments and T-Shirts are to be determined.

Nomads Basketball

We have both men's and ladies' teams. This season runs from the beginning of December until the middle of March. League games are one night a week. Fees to be determined. We also organize fund-raisers such as bottle drives and raffles to help offset some of the expenses.

Nomads Cross Country Running

Peace High has a cross country- running team that starts up in September it consists of athletes in grades 9 -12. There two running practices a week after school. The major competition is the Zones meet, the end of October, in Eaglesham. The athletes in grades 10-12 can then qualify for the provincial meet which is the end of October.

The Drama Club

The Drama Club is organized on an annual basis depending upon numbers of interested students. Students are also encouraged to take part in the Community Peace Players productions in a variety of ways from acting to the technical aspects of productions.

Pioneers Football

Spring camp is in June; this will include two weeks of practice and two Saturdays of games. Fees for this are determined annually and include a camp T-shirt. The season runs from the end of August to mid-November. Practices are 4-5 times per week and include 6-10 games depending on the success of the season. For more information regarding football and the costs

annual basis. Sometimes other opportunities/workshops are made available to the school on a one time basis.

- The Rotary Club of Peace River sponsors different activities that reward students with trips to leadership and adventure activities that are hosted by Rotary clubs across Alberta and in Ottawa. An Interact group (youth branch of Rotary) meets weekly in the school, and is open to anyone 14-18 years of age. Opportunities for involvement in international and community projects are the group's business.)
- There are Alberta Learning Exchanges with Quebec, Germany and Japan (usually for grade 11's).
- An organization called Encounters Canada, supported by Heritage Canada and the Canadian Legion organizes 140 students from across Canada spend a week in Ottawa together, exploring the city and the specific area of interest.
- Areas of interest include Arts and Culture, Medicine and Health, Science and Technology, Sports and Fitness, Law, RCMP, Business and Entrepreneurship, Canadian Politics, Ecology and the Environment, International Affairs and Canada Remembers. The cost is \$625 but there are some subsidies available.
- There are several forums available to students, interested in Politics, in Edmonton and Ottawa. These are usually promoted in the social studies classes.
- Student looking to pursue an International Baccalaureate (IB) can apply by February of Grade 11 to the United World's Colleges program which includes a tuition scholarship.
- Students are also made aware of opportunities, available during the summer, to pursue their interests in:
 - Science and Technology - Shad Valley
 - the Environment - Junior Forest Rangers
 - the Arts- Arts Trek, Music Camps, Fine arts (Summer Scapes) Film and Video, Guitar camps
 - Science, Medicine and research-- WISEST and HYRS (grade 11)

SPECIAL PROJECTS

Students that are currently involved in activities that are educational in nature and project oriented (e.g. they have a beginning and ending point and have measurable results) may wish to apply for Special Project Credits. Alberta Education will not consider activities done as part of the normal co/extracurricular program (such as school teams, yearbook or student government)

If you wish your activity to be considered the following procedure is to be followed:

You must submit to the principal a clearly planned proposal that will include

- a description of the project
- the number of hours needed to complete the project
- a description of the project & expected results
- the evaluation process
- the expected completion date
- the name of supervisor, if off campus, and the teacher supervisor

Special project credits will be granted for 75 hours of work (3 credits) or 125 hours (5 credits). The student can gain a maximum of 15 credits over a high school career, but the project will have to be different each year. The principal will accept or reject the proposal, based on the initial request. Students are then responsible to submit a final project and report to the principal prior to the conclusion of the semester.

CHALLENGING A COURSE

Under Peace River S.D. #10's Course Challenge Policy 3.57, students at Peace River High School may initiate a course challenge by applying to the principal within the first two weeks of a semester or within the first two weeks of registering in the school.

REPORT CARDS

- Assessments follow the revised policies of the Peace River School Division
- Peace River High School has two reporting periods per semester for grades 9-12. Parents and students can ask teachers to print an unofficial 'mark strip' to update them on their progress. Current student marks may be reviewed on the school website using a secure password which will be provided to parents
- Course outlines contain the details of class expectations, time frame for units and evaluation processes for the course. Students are expected to write midterms and final exams during the scheduled times which are published on the school website.
- Report card marks are cumulative meaning that the second reporting period includes the first reporting period work.
- Report Card averages are weighed averages either by credits per course for grades 10 -12 and by time allotment (1, 2 or 3) for grade 9 courses

Each year students hold class competitions to raise money for the community Toys for Tots program, the Salvation Army Food Campaign and other community programs in need of help. For the past year, the school has also contributed funds to help build a school in Africa.

Grad Executive

It is an elected body that organizes activities for the graduation ceremonies for Peace River High School. These activities include all aspects of the graduation day. Executive positions are elected annually in October - November. To be a member of Grad executive you must be a student in good standing of P.R.H.S.

Interact Group

Interact is a Rotary sponsored group of students who help the school and community by organizing projects under the guidance of a Rotarian.

Yearbook

The yearbook committee has a long and proud tradition in this school. We produce an 80 page hardcover book, which the students value as a source of their school memories. To produce this book, we need student power – students from all grades; especially grade 10s to help take pictures, sell yearbooks, sell advertising, and work on book layout on the computer. If you want to get involved in all aspects of the school, join the yearbook! Students/parents pay for the yearbook by choosing the optional yearbook fee when they pay school fees. The number of yearbooks that are ordered are based on the number that have been paid for.

Travel and Education Opportunities

Each year there are many opportunities for students who want to expand their education and represent Peace River High School. Students must be in good standing to participate in school trips. Nearly all of these listed below are available on an

- 4) Follows policies and procedures as laid out in the student handbook and course outlines of their respective classes.
- 5) Students are not to miss any other class time prior to the departure time.
- 6) If the student athlete fails to meet the requirements for participation, they may be placed on probation from their team until the necessary requirements can be met.
- 7) If a student is suspended from school, he/she is not to attend any events during the suspension and will miss the next major activity that concerns their extracurricular participation.
- 8) These regulations may be modified if unusual circumstances occur.
- 9) It is the responsibility of the teacher of a particular student to bring the matter of concern to the administrator's attention. When this occurs, the process will follow #1, 2, 3, and 4 in these guidelines.



Students Union/ League of Leadership

It is a volunteer body that organizes activities for the students of Peace River High School. These activities include, but are not limited to; dances, spirit week activities, holiday theme days, fund-raisers for charity, intramural, and pep rallies. Positions are elected annually in September. To be a member of student council you must be a student in good standing of P.R.H.S.

Cheer Squad

Students form a team that cheers school activities. This involves practices and can involve competitions with other cheer squads.



Contributions to Community Programs

HIGH SCHOOL GRADUATION POLICY

A student/parent/staff supervisor meeting will be held in September to plan the school celebration.

High School Graduation PRSD Administrative Procedure 375

The Board believes that all Peace River School Division (PRSD) grade 12 students who wish to participate in a Divisional graduation ceremony must meet certain minimal requirements.



Definitions: Graduation Ceremonies shall mean the event where students are recognized for completing their high school education which may include a formal ceremony and dinner and dance provided no alcohol is served during any of these events. Graduation Activities shall mean all other

graduation related activities occurring before or after the graduation ceremony, including any events where alcohol is served or available for consumption.

Regulations:

- To take part in the graduation ceremonies the student must be enrolled and have a satisfactory level of achievement in the courses necessary to satisfy the requirements for an Alberta Education High School Diploma or Certificate of Achievement.
- Students must have a minimum of 75 credits by February 1 of the student's graduating year and be registered by March in any other courses necessary for graduation.

- Students may participate in only one graduation ceremony in PRSD # 10.
- The Board delegates to the Principal the authority to make decisions for the eligibility of students in extraordinary circumstances.
- To provide graduation information to Grade 12 students and then to parents the Principal shall:
 - review this policy and regulation by November 1 with all Grade 12 students
 - send a copy of this policy and regulation to all parents of Grade 12 students by May
- It is the responsibility of a graduation committee in consultation with the school principal and school council, to plan and organize the graduation ceremonies.
 - The local Trustee will be invited to participate in the graduation ceremonies.
- Neither the Board nor the school is responsible for any financial costs associated with graduation or for any financial liability that may arise as a result of the graduation ceremonies or graduation activities.
- Trustees, executive staff, managers, certified teachers and executive secretaries shall not participate in graduation activities involving alcohol whether planned or otherwise. In a community where both graduation ceremonies and graduation activities have been planned, the School Principal shall ensure that all those attending the graduation ceremonies are advised when the graduation ceremonies end. Schools shall also, as much as is practical, take steps to distinguish and separate the graduation ceremonies from the graduation activities.

Adopted/Revised: Sept/95; Jan/00; Feb/00; Mar/04; May/05, June/16

The Administration will appoint two teachers, on a case-by-case basis who are not directly involved, to sit on this committee.

04.06.2003 - This policy was reworked from the following policies and from the Telus2Learn site on Plagiarism: Eagan High School, Eagan, Minnesota

<http://www.eagan.k12.mn.us/academics/EnglishLanguage/wildstyle/plagiarismpolicy.html>

Clayton, Montana. Plagiarism Policy, English Department, Clayton High School, 1998 - This is a detailed plagiarism policy. <http://www.chs.clayton.k12.mo.us/ACADEMIC/EngRes/plagiar.htm>
Telus 2 Learn- <http://www.2learn.ca/mapset/SafetyNet/plagiarism/Plagiarism5.htm>

EXTRACURRICULAR PARTICIPATION

Participation in extracurricular activities is a privilege. A student must be in good standing in order to be a representative of Peace River High School at extracurricular activities. The Extracurricular Handbook contains details of the types of extracurricular activities at Peace High and the expectations of participants as well as procedures that govern the activity.

Peace River High School provides a wide variety of extracurricular activities, including sports, school trips, drama, and various other clubs. These are voluntarily run by staff and some community members at PRHS and are for the full benefit of the students. We encourage all students to get involved in extra activities both within the school and within the community as they provide the opportunity for teamwork, leadership and many new and exciting experiences.

Criteria for Participation in PRHS Extra Curricular Activities

- 1) Must be a student in good standing.
- 2) Must have no attendance or late problems.
- 3) Must be passing all the courses they are registered in.

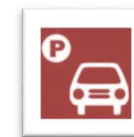
****In unusual situations, where the gravity of the infraction is so great, the committee reserves that right to administer consequences beyond the identified range. An appeal may be presented if:**

- 1) The student denies the charge of plagiarism and/or
- 2) Other criteria warrant a broader investigation of the charge, the matter will be referred to an investigating committee.

Investigating committee

- Upon receiving a referral, the Academic Integrity Committee will investigate the charges of plagiarism/cheating
- In order to assure a student's due process rights, the parents of the student of plagiarism will be informed, in writing, prior to the investigation.
- The student will have an opportunity to appear and may be accompanied by a parent and/or counsellor before the committee to shed light on the charges.
- The committee will interview other staff or students related to the inquiry
- The committee will delineate the disciplinary consequences and outcomes of the hearing in writing to the student, counsellor and parents.
- In all cases where a student has been found to have plagiarized, a formal letter will be placed in the student's file, describing the action and confirming the consequences meted out by the school.
- The due process rights of the student will always be ensured.

The investigating committee will make the final decision concerning consequences on any case brought forward. The committee may affirm the teacher consequence or institute consequences with lesser or greater severity. Any further appeal of the committee decision can be made to the Peace River School Division Board.



PARKING PRIVILEGES

Students are provided with a designated student parking area including an overflow parking area. No parking in Staff or Visitor Parking area. Fire lanes are NO PARKING/NO WAITING ZONES. Students who fail to comply with this important regulation can lose their parking privileges on the school grounds and vehicles parked in the fire lane will be towed away at the owner's expense. The student parking areas do not include staff and visitor parking areas. The student parking areas do not include the areas behind the old Industrial Arts Building. Student vehicles that are being worked on during the Industrial Arts CTS class may be temporarily parked on the cement pad in front of the I.A. large door. There is a parent pick up area close to the school in the staff parking area. This is intended to be a lane for waiting and a lane to drive by. There are three Stop signs in effect at all times to drive from the student parking lot and exit the school grounds. Speed on school grounds is 15 km/hour.

RECYCLING PROGRAM



Peace River High School participates in paper recycling as well as juice can/ bottle and small battery recycling. Green recycling containers are found throughout the school. Small battery recollection jars are found in the library and in the office. Paper recycling boxes are found in each classroom. Printing on the school printers by students is restricted. Students must email their work to a staff member who will print the work if needed. We re-use paper that is still unused on one side in the fax machine.

PRSDNET STUDENT USE AGREEMENT



New technologies are shifting the ways that information may be accessed, communicated and transferred, and those changes are also altering education and student learning. Peace River School Division (PRSD) offers students and employees access to Divisional electronic networks, email, and the Internet. We call these services PRSDnet.

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all materials. Ultimately, school staff, parents and guardians of minors are responsible for setting and conveying the standards that they should follow when using media and information sources. PRSD supports and respects each family's right to decide whether or not to allow their child to apply for access to PRSDnet.

PRSDnet Use Guidelines and Responsibilities for Staff and Students

PRSDnet users are responsible for their behaviour on school computer networks just as they are in the classroom or school hallway. Communications on the network are often public in nature. All network traffic is tracked and logged by PRSD technology services. General school rules for behaviour and communications apply to network use. Violation of PRSDnet guidelines and responsibilities will result in a loss of access and may result in other legal or disciplinary actions as per Peace River School Division Administrative Procedures 140.

PRSDnet is provided for staff and students to conduct research and communication with others in relation to school work. Access to network services is given to staff and students who

- **If a student becomes ill at school**, the office will call the parent to come and take the student home. If our first aiders determine that an ambulance should be called, we will call. The cost of the ambulance is the parent's responsibility. Buying the school insurance (which is sent home in September) might help with this cost.



PLAGIARISM POLICY

Honest authorship is a primary value in Peace River High School. Dishonestly claiming authorship is plagiarism, a form of cheating and a form of either lying or stealing or both; actions that are unacceptable behaviors as outlined in the student code of conduct.

Whenever a writer includes in an essay or in any form of writing, information, ideas or words obtained from any other source, the writer must acknowledge the source in accordance with the conventions of documentation (see student handbook). Failure to document sources may result in plagiarism, a sophisticated term that means, quite simply, cheating.

A brief definition of plagiarism is "literally theft". Plagiarism, from a Latin word meaning 'kidnapper', ranges from inept paraphrasing to outright theft." (Shaw, Dictionary of Literary Terms).

Consequences of plagiarism will be levied only in those cases where concrete proof is provided. Once this has been confirmed, the violation will be recorded in Student Records. Those records will be shared amongst teaching staff and retained for at least three years.

If a student has any concerns or questions about how to cite material for a particular assignment, the student has a responsibility to consult his/her teacher, and/or the course outline.



or emailed home they are asked to contact the school to make arrangements.

SCHOOL NEWSLETTERS

Monthly newsletter will be posted on Peace

High's web site -

http://www.prsd.ab.ca/schools/ph/News_letters/Index.htm

STUDENT AND STAFF SAFETY

- **All visitors which include all individuals** who are not Peace River High School Students or Staff are expected to stop and sign in at the main office. Office personnel approval is then needed for visitors to move about the school.
- **Fire Drills** are practiced and everyone is expected to leave the building when they hear a fire alarm.
- **Lockdowns** are practiced. Students and staff are made aware of codes that indicate a lockdown is to happen.
- **Student Accident Insurance** is offered to parents to buy each year. Information is mailed home in September.
- **If a parent needs to contact** a student during class time, they can phone the school office and if it is an emergency, the staff will bring the student to the office phone. If the parent needs to leave a message for the student, announcements are made for students to come and get their messages twice a day – just before lunch and just before 3:30 pm.
- **If a parent is picking up a student during school time**, the student is expected to be in their regular class until they are called by the office once the parent has arrived to take them.
- **If a student has had an accident at school**, the school tries to contact the parent first, then the student's emergency contact. If an ambulance is called, parents will be invoiced for the cost of the ambulance.



agree to act in a considerate and responsible manner. Parent/guardian permission is required for student use. The school administrator shall be responsible to inform staff and students of their rights and responsibilities on a yearly basis. The school administrator will also inform parents through the school newsletter of the substance of the *Use Guidelines and Responsibilities* and make available to parents the opportunity to review, discuss and re-sign or rescind permission. **Access is a privilege, not a right.** Therefore, based upon the acceptable use guidelines outlined in this document, the school administrators will deem what is inappropriate use and their decisions are final. Either the school-designated or Division network administrators may temporarily close an account at any time. Upon review administration and staff of PRSD may limit or suspend specific user accounts.

Individual users of PRSDnet are responsible for their use of the network. The use of their account must be in support of education and research and must be consistent with academic expectations of PRSD. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of Canadian or Alberta laws, including copyright, threatening or obscene materials, is prohibited. Use for unauthorized commercial activities by for-profit organizations, product promotion, or illegal activities are strictly prohibited.

The user is expected to observe the following network guidelines:

- Keep passwords, personal address and phone numbers confidential.
- Keep the passwords, personal addresses and phone numbers of others, if you know them, confidential.
- Use the network in such a way that will not disrupt the use of the network by others.



- Treat others' data with respect. Do not attempt to modify/harm the data of another user.
- Use the network to access only authorized networks or computer systems.
- Network accounts are to be used only by the authorized owner of the account for authorized purposes.
- Seeking, transmitting, or accepting obscene materials are prohibited.
- Use electronic mail with care; it is not private.
- Use school division provided on site and web based storage with care. It is not private.
- Use only language that is appropriate to a classroom setting.
- Apply the rules of the following 'LARK' acronym to help meet these guidelines.
- Be aware that all network traffic is tracked and logged.

Personal Devices

- Personal devices include laptops, phones, tablets, e-readers, USB flash drives, and any other electronic data device.
- Be aware that every principal may have additional guidelines or restrictions for the use of personal devices in their school and every teacher may have additional guidelines or restrictions for the use of personal devices in their classroom.
- Personal devices should be used for educational use and users must follow the guidelines and responsibilities outlined above.
- Students are responsible for the content of the data stored on their personal devices when using that personal device in a school.
- If you are deemed to be using a personal device inappropriately, your device may be confiscated until your parents are contacted.

Ethical Use of Computers

Please use the "LARK" acronym daily to test if you are meeting the Acceptable Use Policy of PRSD #10 for computers, software, networks, e-mail, the Internet and any other component of information technology used within our schools.

Legal	•Only software and music that's been purchased can be downloaded. Sources can only be used if they're cited (given credit) by you and used appropriately.
Appropriate	•Everything viewed; sent, downloaded, and used on school computers must be school-appropriate.
Responsible	•Equipment and resources must be used carefully and responsibly to prevent damage. Being responsible means doing the right thing even when no one is watching.
Kind	•All e-mails, and other electronic communications must be respectful and considerate of all parties. Sending chain mail is a waste of valuable time, and any type of offensive/insulting material, to anyone, is never kind; it's bullying!

STUDENT PERSONAL COMPUTERS

Students must obtain approval from school administrators in order to use their personal computer at school. The use must be for an educational purpose. The User agreement must be signed and returned before students access the web.



LOCKERS AND LOCKS

Students may register to rent a locker (\$3) at the office. Lockers are the property of Peace River School Division. Locks must be school locks. Locks may be purchased at the office (\$8). Locks used at T. A. Norris Middle School may be used. Other types of locks will be cut off. Lockers are not to be shared.

SCHOOL FEES

Invoices for school fees are sent home in early October once any timetable changes that need to happen for individual students are completed. Monthly newsletter will be posted on Peace High's web site. If a parent would like them to be mailed home