

## **PRINCIPAL’S WELCOME**

Our school is an active part of the Olds community. Involvement of businesses and individuals in our programs and operations has strengthened and diversified the educational opportunities available to our students. The support of parents, student, and local organizations has assisted in the evolution of a school which we are all proud of.

Academic excellence is achieved by many students and attainable by most who dedicate their efforts towards success at Olds High School. Specialized programs such as Knowledge & Employability, Academic Team, and diverse offerings in Career and Technology Studies all thrive at OHS. The focus throughout is to provide opportunities and assistance to maximize success. Aside from the curricular programming there is a large collection of extra-curricular groups. Those students who are so inclined will find an activity to pursue which enhances their growth and maturation as citizens of the future.

“Tomorrow’s Best Today” is our motto, and the youth of Olds High School deliver!

### **Olds High School Mandate:**

“To ensure that Olds High School provides educational opportunities that enable students to become responsible and productive members of society.”

### **Olds High School Mission Statement:**

“To foster learning in a safe, challenging, and diverse environment.”

### **Olds High School Vision:**

Olds High School offers a vital educational program. We are committed to:

- a. Reinforcing the values of honesty, integrity, and respect for self, others, and property.
- b. Providing a progressive environment with a variety of educational programs that motivate students and staff to meet their individual potentials as life-long learners.
- c. Recognizing the importance of personal responsibility and mutual accountability by students, staff, and parents in the educational process.
- d. Offering dynamic curricular and extra-curricular opportunities in a disciplined setting.
- e. Nurturing a cooperative relationship between the school and the community.
- f. Using technology effectively to support learning and communicating.

## BELIEF STATEMENTS

**Responsible Citizenship:** Olds High School values the qualities of an informed citizen: honesty, integrity, and respect for others.

**Personal Responsibility:** Olds High School values life-long learning and believes that education is an interactive and intrinsic process for each individual.

**Equity and Diversity of Opportunity:** Olds High School values a rich learning environment and believes that it is important to provide a wide variety of curricular and extra-curricular programming that addresses the needs and interests of all students.

**Professionalism of Teachers:** Olds High School recognizes professionalism of teachers and believes in the professional capability of its teaching staff to grow as educators.

**Active Involvement of Parents:** Olds High School values the involvement of parents in the education of their children and believes that parents can and do play a vital role in contributing to student success.

**Community Involvement:** Olds High School values interaction with the community and believes that the school is an integral component of the community.

## STATEMENT OF BEHAVIOR EXPECTATIONS

School wide expectations:

All students are expected to comply with the requirements of the School Act as set out by the Government of Alberta. This Act requires students to conduct themselves responsibly by:

- a. **“studying diligently”** – This refers to completing all assignments and course expectations.
- b. **“attending school regularly and punctually”** – This refers to coming to class on time with required materials. Absences must be accounted for with the school office.
- c. **“complying with school rules”** – Students are expected to become aware of the policies and practices in place at the school. Specifically, these would include the smoking policy, no hat policy, no roughhousing, etc.
- d. **“respecting the rights of others and school property”** – This refers to treating all members of the school community (students, teachers, parents, support staff, and visitors) politely and respectfully. All students have the right to learn and an individual cannot interfere with this basic right by being rude or disruptive.
- e. **“being accountable to teachers”** – This refers to cooperating fully with everyone authorized by the board to provide educational programs and services.

In the event of problems where a student is unprepared to comply with school requirements, disciplinary action may be taken. Teachers will normally be the first to address problems with students. Measures taken by teachers should include the contacting of parents if problems persist. Should a difficulty not be successfully resolved by the teacher, then referral to the school administration will take place.

## **CLUBS AND TEAMS**

There are several opportunities available at school to get involved in extra-curricular activities. Following is a list of clubs and teams available at our school.

### **Teams:**

Jr. Varsity, Sr. Varsity Volleyball (Sept. – Nov.)  
Jr. Varsity, Sr. Varsity Basketball (Dec. – March)  
Sr. Football ( Sept. – Nov.)  
Sr. Golf (Fall)  
Jr. and Sr. Badminton (Spring)  
Jr. and Sr. Track and Field (Spring)  
Sr. Girls Rugby (Spring)  
Jr. and Sr. Wrestling (Winter)  
Cross Country Running (Fall)  
Soccer (Girls – Fall), (Boys – Spring)

### **Clubs:**

Student Council  
Drama Club  
Art Club  
Yearbook  
Environment Club  
Interact Club  
Public Speaking  
Creative Writing  
Mentoring

In addition, throughout the year numerous field trips that will take place.

## **STUDENT COUNCIL**

Student Council meets Wednesdays @ 7:30 a.m. to organize and promote activities in cooperation with the teachers and the school administration. Olds High School has a very active Student Council and is committed to developing student leadership. Associated with Student Council is a leadership course.

## **GENERAL INFORMATION**

### **ATTENDANCE**

According to the School Act, students are expected to attend every day that is in operation unless prevented from doing so by reason of illness or other unavoidable cause. Successful continuation in a student's scheduled program is dependant upon regular attendance. The school takes the following position with regard to class attendance.

1. that regular attendance is essential to satisfactory progress
2. that any successful attendance system requires the full cooperation of the teachers, the school, and the home
3. that it is the school's responsibility to inform the parents when it appears they may not be aware of an absence
4. that timetable revisions may result if absenteeism exceeds 10% in a high school course

#### **The following procedure will apply when students are absent:**

1. Parents are requested to phone the school between 8 a.m. and 4:00 p.m. on the day of the absence or on the day previous to the absence, stating the student's name, reason for the absence and how long they will be absent. The phone number to call is 556-3391. After regular hours please leave a message on the attendance line. **NO NOTES ARE ACCEPTED.**
2. **WHEN NO PHONE CALL FROM PARENTS IS RECEIVED**, an automated call will go home the day of the absence. A phone call from parents the next day will clear up the absence.
3. Parents will be contacted in cases where teachers are concerned about the pattern or frequency of absences. Persistent irregular attendance may lead to timetable revisions.
4. The number of class absences will be reported, along with the subject mark for each report period.
5. Students who are absent for final examinations will receive a mark of zero unless a medical certificate is presented.

### **ABSENCES**

Students leaving during the school day for personal reasons must have a phone call from a parent or guardian requesting permission to do so and stating the reason. Students leaving school during class time for any reason **MUST CHECK OUT THROUGH THE OFFICE**. Students leaving without proper check-out may be considered truant for the time missed. During the student's noon break they may leave the school, but the school can only accept responsibility for those who remain on campus.

### **LATES**

It is reasonable to expect each student to be punctual for each class period. Students who enter a class late are a distraction to other students and to the teacher. Repeated lateness is disrespectful and discourteous and, if not corrected, tends to become more commonplace. Corrective action may include detention time, assigned work, home contact, or in chronic situations, referral to administration. Being punctual is a habit to be encouraged, especially for the world of work.

### **STUDENT ENROLLMENT**

According to school district policy, senior high school students are expected to be enrolled as a full time student. Minimum credit loads have been set for 2008-2009: Grade 10: 40 credits; Grade 11: 40 credits; Grade 12: 30 credits; for 2009-2010 school year: Grade 10: 40 credits; Grade 11: 40 credits and Grade 12: 35 credits.

### **CELL PHONES, IPODS ETC.**

Cell phones or iPods may NOT be allowed during class. Students using these devices in class may have them confiscated until the end of the day. If confiscated more than twice, parents will need to come to the office to retrieve their child's phone/iPod. After the third time students must drop their phone /iPod in the office each day for the period of one month.

### **SCHOOL FEES**

School fee invoices are prepared for every student in the school and are mailed to parents at the end of September or early October. The general tuition fees that are charged to each student goes towards textbook rental, photocopying, classroom supplies, and a student agenda. Other fees are charged specifically to some options that your child chooses. There may also be extra costs because of certain option modules requiring extra materials. Fees may be paid by debit, cheque, cash, VISA or MasterCard.

### **PARKING**

Student parking is located in the southwest parking lot (the Multi Media and Fine Arts parking lot). No loitering will be tolerated in the parking lot in order to provide protection of property and safety of students.

Parent/visitor parking is provided by the east doors at the back of the school. This provides the closest access to the school office. All visitors must check in at the office. Do not park in the bus loops as you may be ticketed.

### **FIRE DRILLS**

Fire drills are conducted throughout the year. Exiting directions are posted in each room and are to be followed when the alarm sounds. Students are to proceed quietly out of the building. Anyone found tampering with the fire equipment may be charged under Section 387-5 of the Criminal Code of Canada in addition to any action taken by school administration.

### **INJURIES OR ILLNESS**

Injuries are to be immediately reported to the office by the student or supervising teacher. An accident report form must be completed to explain the circumstances relating to the injury. Students who become ill must come to the office and try to reach a parent or an emergency contact. We have no sickroom for students.

### **ALCOHOL AND DRUGS**

Any students in possession of or under the influence of alcohol or drugs face school suspension with the possibility of expulsion. The school is not prepared to tolerate any use of these materials either during school hours or at any school functions. Where laws are broken, the R.C.M.P. may be involved.

### **DRESS REGULATIONS**

Students are expected to use reasonable standards in their dress and grooming. The following regulations are in effect during the school year:

1. Shoes should be worn at all times. Efforts should be made to clean dirty footwear upon entering the building.
2. Clothing with inappropriate language or pictures is not acceptable. Students wearing such items will be required to change into other clothing before continuing classes.
3. Shorts, skirts, and shirts must be of acceptable length and modest within the school setting. Midriff areas and underwear are expected to be covered.
4. Hats and hoods are NOT to be worn in the school office or classrooms but can be worn in the other areas of the school.

### **LOCKERS**

School lockers are the property of the Chinook's Edge School Division #73, but are provided for the use of students. Only school issued locks are to be used. These can be purchased for \$10 at the office. These locks permit school access in the case of emergencies. All others will be cut off. The locks may be kept for their entire schooling at OHS. Students are responsible for the cleanliness and care of their assigned lockers.

### **SCHOOL DANCES**

School dances are sponsored by our student council on a regular basis. These dances are organized for the benefit of our student population and are not open to the public. As school activities, students and their guests are to maintain an acceptable level of conduct. Should problems arise or persist, future dances may be cancelled.

Some procedures applying to dances:

1. Each student from our school is permitted to sponsor one guest who must be approved by the office. The sponsoring student is responsible for the conduct of the guest. A guest sign-up sheet is located at the office prior to each dance.
2. Dances are from 7:00 p.m. to 11:00 p.m. Doors are locked at 9:00 and students are allowed into the dance if they have indicated their reason on the late list posted at the office prior to the dance.
3. Coats and other outside apparel along with carry bags are to be left in a supervised designated area.
4. Any evidence of alcohol or drug usage or disorderly conduct will risk school suspension. This is a school extra-curricular activity and as such, school rules will apply.

### **TEXTBOOK RENTALS**

It is a cost saver for students to rent textbooks from the school. Each student is expected to look after their own textbooks and to return them in good condition at the end of course. If textbooks are lost or damaged the student will be invoiced to pay for the replacement or rebinding of the book.

### **TELEPHONE USE**

There is a phone provided for student use by the office. DO NOT ABUSE THESE PHONES! Keep your calls as short as possible, as others may be waiting their turn.

### **VISITORS**

All visitors to our building are required to report to the office upon arrival. The office will be glad to help them, but if they have no specific purpose they will be asked to leave. Please do not invite friends to visit you here, unless you have permission from school administration.

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

Regular communication between school and home is encouraged and routinely takes the form of report cards, school newsletters, Synvoice phone outs, and our local newspaper. In addition, parents may receive interim reports on their son or daughter's progress between report cards. Other home and school contacts are arranged as needed and parents are encouraged to call teachers if they have special questions regarding their child. Appointments can be made by phoning the school office.

## **FAMILY WELLNESS WORKER**

The Family Wellness worker at Olds High wears two hats. First she is available to all students and staff to help with personal and family problems they may experience throughout the year. In this capacity the family wellness worker may work with the student and/or family or refer the student and/or family to other services that can help more. Secondly, they provide educational programs to the entire school population and on occasion the community on alcohol/drugs, suicide, parent/teen conflict or making the most of challenges in your life. If anyone feels this is a person that could be helpful to them, feel free to knock on the door (across from the West Gym), leave a note or set up an appointment through the office.

## **GUIDANCE**

The role of the Guidance Counsellor is to provide academic counselling to the students of Olds High School. This includes assistance with program and course selections and planning for post secondary education. Counselling on a referral basis is also available to the students who are experience difficulty with their school work. Information and/or workshops on study skills, work-related skills, distance education courses, occupational interests, scholarships, and financial assistance are also provided.

## **HONOUR ROLL POLICY**

**Junior High:** A student must achieve at least an 80% average using grades from all core courses (including Phys. Ed. ) plus the highest option course mark.

**Senior High:** Honour role policy for senior high students follows the same requirements as set out by The Alexander Rutherford Scholarship. This information can be accessed on the government website; [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca) or from an application form that the Guidance Counsellor can provide.



### **FITNESS CENTRE**

Students enrolled in Phys. Ed. Classes will have access to the fitness centre during classes. An optional discounted yearly fee of \$100 + GST will be added to the student's school fees. This will give them access to the fitness centre and running track during the centre's operational hours.

### **REPORT CARDS**

There will be four reporting periods: November, February, April and June. In January, junior high students write mid-terms while senior high students have Semester 1 final exams. Final exams are written by all students in June and will be worth 20% - 50% of the total year's work. Specific values for these tests are given in the course outlines. Students who miss their final exam without school administration approved reason will receive a zero for the final exam mark. In addition, interim reports will be sent home to address academic concerns in October and March. Four formal parent/teacher conferences are scheduled as outlined in the school calendar at the front of this agenda. Parents are strongly encouraged to attend. If parents have concerns between these reporting periods they should contact their child's teachers at any time.

### **FINAL GRADE APPEAL PROCEDURE**

Every pupil or parent has the right to appeal decisions that affect the pupil's program. This would include marks, course requirements, and other policy decisions. The first level of appeal should be made directly to the teacher through a personal interview. If the pupil and/or his parent are still not satisfied with the decision, an appeal must be made to the principal in writing within five (5) days of receiving the decision.