

2021
-2022

Grande Prairie Composite High School Handbook



Grande Prairie Composite High School

11202-104 Street, Grande
Prairie, AB, T8V 2Z1
780.532.7721

www.gppsd.ab.ca/school/gpcomposite

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Welcome to Grande Prairie Composite High School

Principal's Message

Welcome to the Grande Prairie Composite High School! I am proud and excited that you have chosen our amazing school to complete your final years of public education. I am sure you are excited to embark on this journey and we are most certainly looking forward to being a part of Team YOU!

Grande Prairie Composite High School is a grade 9-12 school with a student population of approximately 1000 and a staff population of 85. We provide excellent opportunities for students to expand their knowledge, meet new friends and achieve personal goals. Grande Prairie Composite High School offers two programs of choice; Senior Trades and the International Baccalaureate Programme. We feature a range of course choices and programs including Career and technology Studies, Registered Apprenticeship Program, Music, Leadership, Languages, Fine Arts, Skills Canada participation, as well as opportunities for students to become involved in athletics, leadership and community projects. We are proud to offer a Wellness Centre that offers a variety of services to support student's social, emotional, physical, mental and educational well-being.

Grande Prairie Composite High School is a Professional Learning Community that fosters student growth and success by recognizing and celebrating the unique qualities, skills and talents of each individual learner.

Rooted in the basic foundations of meaningful relationships, relevant and engaging learning experiences and effective communication, Grande Prairie Composite High School strives to ensure students and parents are actively involved in setting the direction toward achieving success after graduation. We are dedicated to making your transition to High School as smooth as possible and look forward to working with you.

Please feel free to contact me at the school should you have any questions or concerns.

Sincerely,

Mr. Dennis Vobeyda

Principal

Grande Prairie Composite High School Staff

Administration Team

<u>Staff</u>	<u>Position</u>	<u>Email</u>
Mr. Dennis Vobeyda	Principal	Dennis.Vobeyda@gppsd.ab.ca
Mr. Adam Fragomeni Gr. 9 (907-909), Grade 11, IB	Vice Principal	Adam.Fragomeni@gppsd.ab.ca
Mr. Garth Paquette Gr. 9 (904-906), Gr.12	Vice Principal	Garth.Paquette@gppsd.ab.ca
Mr. Justin Rushton Gr.9 (901-903), Gr. 10, 13, ISC	Vice Principal	Justin.Rushton@gppsd.ab.ca

Should you have any questions or concerns, please do not hesitate to contact the appropriate administrator at the school. We look forward to working with you!

Executive Assistant

<u>Staff</u>	<u>Email</u>
Pike, Nicole	Nicole.Pike@gppsd.ab.ca

Admin. Assistants

<u>Staff</u>	<u>Position</u>	<u>Email</u>
Cáceres, Amsi	Student Services	Amsi.Caceres@gppsd.ab.ca
Park, Lylie	Main Office	Lylie.Park@gppsd.ab.ca
Gadacz-Gould, Kathy	Library	Kathy.GadaczGould@gppsd.ab.ca
Rodacker, Nikki	Front Reception	Nikki.Rodacker@gppsd.ab.ca
Hartford, Gloria	Main Office/Reception (part-time)	Gloria.Hartford@gppsd.ab.ca

Instructional Staff

<u>Staff</u>	<u>Email</u>	<u>Staff</u>	<u>Email</u>
Anderson, Amber	Amber.Anderson@gppsd.ab.ca	Mahaney, Blythe	Blythe.Mahaney@gppsd.ab.ca
Arcand, Tara	Tara.Arcand@gppsd.ab.ca	Mapp, Clarissa	Clarissa.Mapp@gppsd.ab.ca
Ashworth, Neil	Neil.Ashworth@gppsd.ab.ca	Martens, Nicole	Nicole.Martens@gppsd.ab.ca
Atkinson, Clive	Clive.Atkinson@gppsd.ab.ca	McIlroy, Heather	Heather.McIlroy@gppsd.ab.ca
Atkinson, Jennifer	Jennifer.Atkinson@gppsd.ab.ca	McLauchlan, Craig	Craig.McLauchlan@gppsd.ab.ca
Baerg, Digger	Digger.Baerg@gppsd.ab.ca	McNamar, Erin	Erin.McNamar@gppsd.ab.ca
Baldin, Adam	Adam.Baldin@gppsd.ab.ca	Myles-Hooper, Shawna	Shawna.Myles-Hooper@gppsd.ab.ca
Boyd, Pam	Pam.Boyd@gppsd.ab.ca	Owens, Jillian	Jillian.Owens@gppsd.ab.ca
Brentnell, Lee	Lee.Brentnell@gppsd.ab.ca	Parry, Angela	Angela.Parry@gppsd.ab.ca
Calvert, Taryna	Taryna.Calvert@gppsd.ab.ca	Pfau, Symon	Symon.Pfau@gppsd.ab.ca
Chiba, James	James.Chiba@gppsd.ab.ca	Rohne, Laurel	Laurel.Rohne@gppsd.ab.ca
Cochrane, Jennifer	Jennifer.Cochrane@gppsd.ab.ca	Rothlisberger, Teresa	Teresa.Rothlisberger@gppsd.ab.ca
Dechant, Tanya	Tanya.Dechant@gppsd.ab.ca	Sandboe, Troy	Troy.Sandboe@gppsd.ab.ca
Dyck, Leanne	Leanne.Dyck@gppsd.ab.ca	Skinner, MaryEllen	MaryEllen.Skinner@gppsd.ab.ca
Edey, Tyler	Tyler.Edey@gppsd.ab.ca	Slobodian, Cherish	Cherish.Slobodian@gppsd.ab.ca
Foley, Darren	Darren.Foley@gppsd.ab.ca	Standring, Daniel	Daniel.Standring@gppsd.ab.ca
Frost, Kaitlyn	Kaitlyn.Frost@gppsd.ab.ca	Stewart, David	David.Stewart@gppsd.ab.ca
Gorgichuk, Lucas	Lucas.Gorgichuk@gppsd.ab.ca	Telfer, Jim	James.Telfer@gppsd.ab.ca
Hall, Liana	Liana.Hall@gppsd.ab.ca	Tingstad, Marty	Marty.Tingstad@gppsd.ab.ca
Hassanali, Sydney	Sydney.Hassanali@gppsd.ab.ca	Toews, Lorne	Lorne.Toews@gppsd.ab.ca
Hunter, John	John.Hunter@gppsd.ab.ca	Trydal, Chris	Chris.Trydal@gppsd.ab.ca
Jackson, Jennifer	Jennifer.Jackson@gppsd.ab.ca	Whipple, Devon	Devon.Whipple@gppsd.ab.ca
Konrad, Natasha	Natasha.Konrad@gppsd.ab.ca	Wudarck, Chris	Chris.Wudarck@gppsd.ab.ca
Letourneau, Sarah	Sarah.Letourneau@gppsd.ab.ca	Wyton, Crystal	Crystal.Wyton@gppsd.ab.ca
MacLeod, Kim	Kim.MacLeod@gppsd.ab.ca	Zawislak, Deanne	Deanne.Zawislak@gppsd.ab.ca

Library

<u>Staff</u>	<u>Position</u>	<u>Email</u>
Gadacz-Gould, Kathy	Library Tech	Kathy.Gadacz-Gould@gppsd.ab.ca

Student Services Staff

<u>Staff</u>	<u>Position</u>	<u>Email</u>
Duncan, Travis	Academic & Mental Health Counsellor (last name A-L)	Travis.Duncan@gppsd.ab.ca
Thiemann, Tracey	Academic & Mental Health Counsellor (last name M-Z)	Tracey.Thiemann@gppsd.ab.ca
Ayre, Tanya	Learning Support Teacher	Tanya.Ayre@gppsd.ab.ca
Skinner, Mary Ellen	Learning Support Teacher	MaryEllen.Skinner@gppsd.ab.ca
Chrenek, Evan	RAP/Work Experience Coordinator	Evan.Chrenek@gppsd.ab.ca
Bouvier, Veronica	FNMI Support	Veronica.Bouvier@gppsd.ab.ca

Non-Instructional Staff

<u>Staff</u>	<u>Position</u>	<u>Staff</u>	<u>Position</u>
Anderson, Ami	<i>Educational Assistant</i>	Joanne Krahn	<i>Head Cook</i>
Burke, Ralene	<i>Educational Assistant</i>	Bozena Skurski	<i>Cook</i>
Bristow, Samara	<i>Educational Assistant</i>	Beata Hauck	<i>Cook</i>
Byzitter, Sandra	<i>Educational Assistant</i>	Alexander Bacani	<i>Head Caretaker</i>
Cheryl Canning	<i>Educational Assistant</i>		
Evaskavich, Dawn	<i>Educational Assistant</i>		
Fenner, Areille	<i>Educational Assistant</i>		
Gunson, Leeta	<i>Educational Assistant</i>		
Groff, Valerie	<i>Educational Assistant</i>		
Houthuyzen, Melissa	<i>Educational Assistant</i>		
Petuh, Roxanne	<i>Educational Assistant</i>		
Shannon, Barb	<i>Educational Assistant</i>		
Smith, Drew	<i>Educational Assistant</i>		
Seymour, Michael	<i>Educational Assistant</i>		
West, Shelley	<i>Educational Assistant</i>		

General Information

Hours of Operation

The school office will be open from 8:00 a.m. to 4:00 p.m. Monday through Friday. We encourage you to contact us at 780-532-7721 during these hours if you have any concerns.

From Monday to Friday, classes begin at 8:30 a.m. and are dismissed at 3:30 p.m.

Student Class Schedule

(NOTE IB STUDENTS DAY BEGINS AT 7:30AM)

Monday-Friday
Block One 8:30 - 9:56
Block Two 10:04 – 11:30
<i>Lunch</i> 11:30 – 12:30
Block Three 12:30-1:56
Block Four 2:04-3:30

Student Information System (PowerSchool)

Grande Prairie Public School District uses “PowerSchool” to track and report student marks and attendance. Parents and students can both create accounts to monitor progress. Access ID’s are mailed out at the start of the year and can also be obtained at the main office.

Student and Family Information

All forms will be sent out through School Engage. To access School Engage you will need you PowerSchool login information.

PowerSchool login <https://powerschool.gppsd.ab.ca/public/home.html> Enter your username and password. This will log you into PowerSchool. *Forgot your username and/or password? You can reset your password. Once you are logged into PowerSchool (link above), go to the bottom left and click on **SchoolEngage**.

2020-2021 Forms - All required school forms will be submitted through SchoolEngage. You will be notified via email when there is a form requiring your attention. We no longer will be mailing out paper forms. Please be sure complete a Registration Update form immediately if there are any changes in student status, i.e. name, address, telephone number, email, etc.

Calendar of Events

For an up-to-date schedule of all school and extra-curricular activities here at The Comp, please see our calendar on the [school website](#) for the most up to date information.

Newsletters and Social Media

Newsletters will be emailed out the first week of every month. You can also find them on the [GPCHS. school website](#)

Like our GPCHS Facebook page today and follow all the Comp News!

Fees

School fees are due at the beginning of the school year. Payments can be made online through PowerSchool or at the main office. Office hours are from 8 am to 4 pm. **School Fees MUST be paid.** We accept Cash, Cheque, Debit, Mastercard and Visa. WE DO NOT ACCEPT POST-DATED CHEQUES.

Yearbook (optional)		\$50.00
Grad Fees		\$175.00
Career and Technology Studies	5 credit (per course)	\$60.00
Grade 9 options		\$40.00
Art		\$40.00
Physical Education 20		\$40.00
Physical Education 30		\$60.00
Fitness		\$20.00
Outdoor Pursuits (Field Trip and First Aid costs not included)		\$60.00
Computer Tech 20		\$140.00
Computer Tech 30		\$180.00
Other courses (instrument rental, special clothing, etc.)		Varies

SafeArrival

At Grande Prairie Composite High School, one of our greatest priorities is ensuring that all our students arrive safely to school each and every day. We ask that if your child is going to be absent, please report the absence using *SafeArrival*.

To log an absence online please follow these instructions:

- 1. Use the SafeArrival website, <https://go.schoolmessenger.ca>. The first time you use the website, select Sign Up to create your account using your email address. Select Attendance to Report an Absence.**
- 2. Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.ca>). Use your new login information to access your account. Select Attendance to Report an Absence.**

We will continue to use our automated notification system to contact parents at multiple contact numbers until one of the designated contacts is reached. If our system is unable to reach a designated contact after 20 minutes, office staff will continue to follow up. By reporting your child absent in advance using the SafeArrival toll free number or SafeArrival Portal website/app, you will NOT receive a call. Once your account is set up, you can customize how you would like to be notified.

If your child is late, please have them sign in at the front office.

Any students that leave early without being excused by a parent or legal guardian will be marked as Absent, not Excused and a call will go home. Grade 9 students MUST have a parent or legal guardian excuse them in order to leave the school during school hours.

All absence reporting should go through the SafeArrival Parent Portal website or the Toll-Free number 1-844-352-4191. Please do not contact the school directly to report an absence.

Thank you for your cooperation to better ensure the safety of all our children.

Lost & Found

Lost & Found will be located in the office only. Items will be held for 2 months, if they are not claimed within that time frame they will be removed/donated/discarded.

Lockers

Lockers, locks, and their combinations will be provided on the first day of classes. If you want to utilize this, please come down to the office and you will be given your locker number and combination.

School Council

The organizational meeting for the School Council for the Grande Prairie Composite High School will be held once a month. These meetings will be held in the library.

Communication on date and time of this year's meetings will be posted on the [school website](#) and social media.

Cafeteria

The cafeteria will be open 7:30-1:00. Please be advised that increased safety protocols will cause lunch service to be different for students. Please see the [Grande Prairie Composite High School Re-Entry plan](#) for more details.

Busing

Students must display appropriate behaviours while riding the bus. Students who do not comply with the direction given by the bus driver or to District Policy may have their transportation privileges revoked. For more information about bus transportation, please see the transportation link on our school or district website.

Due to COVID-19 students MUST display a valid bus pass and wear a mask while riding the bus. For more information on COVID-19 bus riding protocols, please see the [Grande Prairie School District website](#).

ATM

Due to COVID-19 the ATM machine was made unavailable, and for the time being that will remain.

Student Telephone

A student phone is available near the main office. Remember to press 9 before you dial the number.

Parking

Student parking is available to the west of the school. Grande Prairie Public School District and Grande Prairie Composite High School are NOT responsible for any damage to vehicles.

Students are not allowed to park in staff or visitor parking at any time. Student vehicles parked in staff/plug in stalls may be ticketed.

Student ID

All students will be issued a student ID card. Access to school resources (library, cafeteria, weight room, cosmetology services etc.), may require you to verify your identity with your Student ID. If you have lost or misplaced your student ID card, please come to the main office for a replacement.

Visitors & School Security

For the safety of our students, we ask that all visitors to the school report to and sign in at the Front Office (west entrance). Further, visitors must retrieve a visitor's pass. Upon leaving, visitors must sign out and return the visitor's pass.

Students from other schools or youths who are not attending school are not permitted in the school or on school grounds at any time during the school day. Likewise, Grande Prairie Composite High School students should not be at any other school during their operational hours without permission from that school.

Interviews with Students by Non-District Employees

In emergent situations where Police Officers, Probation Officers or Child Welfare Workers come to the school to interview a student, the Principal or designate shall arrange for such an interview and be present during the interview if so requested by the student. If the officer/worker finds it necessary to take the pupil from the building, it becomes their responsibility to notify the parents and to be completely liable for the pupil's welfare, safekeeping and reputation.

Student Accident Insurance

Students who register in technical or physical education courses may enroll in the group Student Accident Insurance Program. The only time students may take out the insurance is in September of each school year. Application forms are available on the Grande Prairie School District website in the Parent section.

Hour-Zero Emergency Protocol

Hour-Zero is an emergency preparedness program used by Grande Prairie Public School District. It provides protocols to help ensure safety and security of our students. Students are to follow directions of staff members in the event of an emergency or drill. Throughout the year we will be practicing these protocols in order to ensure that we are as prepared as possible. It is of the utmost importance that drills and procedures are treated in a serious manner.

Emergency Evacuation – Used when it is safer to be outside the building than inside

Lock Down – Used for threats of violence

Shelter in Place – Used when it is safer to remain inside and there is no threat of violence

Hold and Secure – Used when security threat or criminal activity is outside and/or unrelated to the school.

A package will be mailed home in early September with more information and you can refer to www.hour-zero.com.

Surveillance

All students, staff, and parents should be aware that Grande Prairie Composite High School is equipped with security cameras throughout the school, around the outside of the building, and the parking lots. This security further enhances our ability to maintain a safe and caring environment. Abuse of the premises or surveillance system, may result in suspension, expulsion, and/or assessed the cost of restitution.

Academics

Supporting Student Success

We all have a role in helping students be successful.

Parents/guardians can help by working together and keeping lines of communication open with school staff, attending parent-teacher interviews and providing a quiet place for your child to study at home.

Students have the responsibility to come to school every day and on time, finish all assignments, projects and tasks to the best of their ability, seek out help if needed from school staff, and participate in school activities

Assessment Practices

Grande Prairie Composite High School adheres to the standards of assessment and reporting that ensure student success while also addressing the standards set by Alberta Education.

To assist in improving programs, establishing and maintaining standards, and improving student achievement, school jurisdictions and accredited- funded private schools shall develop, document, keep current and implement student evaluation policies and procedures for conducting continuous assessments and evaluations of student learning in education programs that provide for

- accurate, fair and equitable student evaluation;
- the student's right of appeal and procedures for appeal;
- the role of the student and the teacher in evaluations;
- the use of evaluation information for the improvement of the quality of educational programs; and,
- timely communication of evaluation information to students, parents and school councils.

In GPPSD#2357 we adhere to [Administrative Procedure](#) AP360 for direction and guidance on assessment. At the Grande Prairie Composite High school, we strongly believe in assessment for learning. Assessment for learning (formative assessment) is the process of gathering evidence about a student's learning from a variety of sources, using a variety of approaches or "assessment tools", and interpreting that evidence to enable both the teacher and the learner to make decisions to improve achievement.

Communicating student learning, assessment and grading

Ongoing communication between teachers, students and parents informs and supports learning. Feedback ensures that teachers, parents and students clearly understand and can support the student's progress towards learning outcomes. Effective communication practices ensure that parents are informed about how their child is doing at school.

Grande Prairie Composite High School uses percentages in the process of demonstrating student progress based on the outcomes of courses in all grades.

Homework

Homework is a necessary extension of class work. It is meant to support your learning and reinforce what you've learned in class. When classes are missed, the student must request homework assignments from their teachers or at the office. Homework requests received by the office will be available for pick up at the front office by the next day (24 hour turnaround to be expected). Teachers may also be contacted directly by email. An email directory can be found near the beginning of this handbook, as well as on the school website.

Programs Offered

A detailed explanation of the courses offered at Grande Prairie Composite High School is available in our Course Calendar. The Course Calendar can be found on the [school website](#).

International Baccalaureate

Grande Prairie Composite High School has an International Baccalaureate Diploma Programme. We received authorization as an International Baccalaureate World School in 2010. International Baccalaureate Schools share a common philosophy—a commitment to high quality, challenging, international education that Grande Prairie Composite High School believes is important for our students.

For further information regarding the guidelines and implementation process for our school, please contact the school office. For general information on the International Baccalaureate Diploma Programme, visit www.ibo.org.

Apprenticeship Programs

Grande Prairie Composite High School offers two unique apprenticeship programming in Automotive and Cosmetology. Please contact the school for more information on how to apply today!

Senior Trades: The Grande Prairie Composite High School offers a wide range of trade-based courses up to the 30 level including: Welding, Automotive, Building Construction and Cosmetology.

Work Experience/Registered Apprenticeship Program

Off-campus education provides opportunities for high school students to explore and expand their career interests, skills and knowledge related to work and other life roles. For more information, contact Student Services.

Student Course Load- Grade 9

Grade 9 students take a full course load consisting of both required and elective courses. Students are required to take Language Arts 9, Social Studies 9, Science 9, Math 9, Physical Education 9, and Health 9. Students fill the rest of their timetable by selecting from the elective courses that are described in the course guide. Not all electives may be available based on student numbers, and adjustments will be made accordingly. Only grade 9 students will be registered in grade 9 courses with the exception of music courses.

Student Course Load (Credit Load) - Grade 10, 11, 12

Your goal is to complete your High School education in three years. Our recommendation is that students plan a three year program with at least 110 credits: Students are required to carry the following course load:

- Grade 10: students must be registered in and maintain a course load of 40 credits (minimum) with no study blocks
- Grade 11: students must be registered in and maintain a course load of 40 credits (minimum) with no study blocks
- Grade 12: It is recommended that students have at least 30 credits in their final year but emphasis should be on completing the requirements for graduation
 - students with at least 80 credits on September 1st are allowed to maintain a program with Study Blocks. A Study Block is a time where a student does not have a class scheduled. Study Blocks should be used to study, complete homework and improve grades. Students who are in the school during Study Blocks are to be working in the library or the cafeteria.

- students who do not have 80 credits as of September 1 or those who do not have passing marks in grade 11 level Social Studies and English must meet with Student Services to develop an Education Plan that meets Alberta High School graduation requirements.

Student Schedules and Changes

Student schedules were built based on student course requests in the spring and every effort is made to satisfy as many requests as possible (core and elective). Unfortunately, we will be unable to accommodate changes to student schedules unless it is necessary to meet graduation or post-secondary requirements.

Appeal Procedure

If a student is not satisfied with a report card mark or a final mark he/she should first consult with the teacher concerned. The teacher will then consult with the subject co-coordinator who may coordinate a reassessment. Final resolution lays with the School Administration.

Diploma Exam Policy

Diploma Exam schedules are set and published by Alberta Education. DIPLOMA EXAMS MUST BE WRITTEN ON THE DESIGNATED DAY – NO EXCEPTIONS. There are many more regulations governing the issuance of the high school diploma and it is incumbent on each student to be familiar with these regulations. Regular diploma exam sessions are in January, June and August. Additional diploma exam rewrite sessions are in November and April, which require pre-registration. Further information can be found on the Alberta Education website [General Information Bulletin: Diploma Examinations \(alberta.ca\)](#)

Alberta High School Diploma

The requirements indicated in this chart are the minimum 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.

100 CREDITS including the following:

- English 30-1 or 30-2; and
- Social Studies 30-1 or 30-2; and
- Mathematics 20-1 or 20-2 or 20-3; and
- Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20*; and
- Physical Education 10 or Physical Education 10T; and
- Career and Life Management (CALM 20);

AND Earn 10 credits, in any combination from:

- Career and Technology Studies (CTS)
- Fine Arts
- Languages
- Physical Education 20 and/or Physical Education 30
- Registered Apprenticeship Program (RAP)
- Knowledge and Employability courses; and

Earn 10 credits in any 30-level course (in addition to English and Social Studies), in any combination, from:

- 30 level Mathematics, Science, Fine Arts, Second Languages, CTS, or Physical Education and/or
- 30 level locally developed course (learn more about these course options through your High School) and/or
- 35 level Work Experience and/or
- 35 level Registered Apprenticeship Program (RAP) and/or
- 30-4 level Knowledge & Employability courses

- Provincial exams are required in English 30-1 and 30-2, Social Studies 30-1 and 30-2, Mathematics 30-1 and 30-2, Biology 30, Chemistry 30, Physics 30 and Science 30. Final marks in these courses represent a blend of the school-awarded mark (70%) and the diploma examination mark (30%)
- The science requirement may also be met with the 10-credit combination of Science 14 and Science 10.
- 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.
- Integrated Occupational Program (IOP) occupational courses may be used in place of Knowledge and Employability occupational courses to fulfill this requirement.
- 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.
- 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.

More info: education.alberta.ca

Knowledge and Employability Courses

Knowledge and Employability (K&E) courses are intended for students who have experienced difficulty with learning and have been recommended by teachers as well as parents for these course selections. Student who take any knowledge and employability course will be on a pathway to earn their Alberta Certificate of High School Achievement. It is important to note that student who graduate with a Certificate of High School Achievement will partake in school Commencement ceremonies

Alberta Certificate of High School Achievement (K&E)

To qualify for a Certificate of High School Achievement, students must successfully complete a minimum of one academic Knowledge and Employability course. Knowledge and Employability courses are identified by “-4” in the course name, *ex English 10-4*.

The requirements indicated in this chart are the minimum requirements for a student to attain a Certificate of High School Achievement. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.
80 Credits including the following: <ul style="list-style-type: none">• English Language Arts 20-2 or 30-4• Mathematics 10-3 or 20-4• Science 14 or 20-4• Social Studies 10-2 or 20-4• Physical Education 10 (3 credits)• Career and Life Management (CALM)
5 Credits in <ul style="list-style-type: none">• 30-level Knowledge and Employability occupational course, or• 30-level Career Technology Studies (CTS) course, or• 30-level locally developed/acquired and authorized course with an occupational focus AND 5 credits in <ul style="list-style-type: none">• 30-level Knowledge and Employability Workplace Practicum course, or• 30-level Work Experience course, or• 30 level Green Certificate course, or• Special Projects 30
OR
5 Credits in <ul style="list-style-type: none">• 30-level Registered Apprenticeship Program (RAP) course

Graduation Photos

Grad photos will be taken at Watson's Foto Source and Studio. Each graduate will be required to book an individual session during a booking window to be determined by Watson's Foto Source. Grad fees must be paid in full prior to booking your individual photo session. Photos taken elsewhere will not appear in the yearbook or in the composite photo.

Photo session times and dates will be announced shortly into the new school year.

Graduation

In order for a student to be eligible to participate in the commencement ceremony, a student must:

- Have all school fees paid by May 1st.
- Have the potential to meet credit requirements for Alberta High School Diploma or Certificate of Achievement by the end of the 2021-2022 school year.
- Be in good standing (abide by all rules and behavior expectations).
- Maintain 90% attendance.

Due to the uncertainty COVID-19 has caused the format and date of Graduation has yet to be determined. Please see updates posted on the school website under the ["Comp Grad"](#) tab as they become available.

Student Support Services

Student Services Office

The role of Student Services is to serve students, parents and teachers in such a way that each student has the opportunity to be successful in his or her educational development.

The Student Services Office is open Monday to Friday between 8:00 a.m. and 4:00 p.m.,

Appointments are available during school hours. Unless it is an emergency, these appointments should be outside of scheduled class time. Students and parents are encouraged to consult Student Services about academic, vocational, personal concerns, scholarship information, and post-secondary planning.

Library/Resource Centre

The library is open from 8:00 a.m. to 3:30 p.m. from Monday to Friday and is available to both classes and individual students for research, independent study and reading. To sign out library materials you must have a current school ID card. Books normally circulate for a two-week period. By necessity, the library is a designated quiet place.

First Nations, Metis, and Inuit (FNMI)

The FNMI Family Outreach worker within the Grande Prairie Composite High School supports First Nations, Métis and Inuit students, parents and families. The outreach worker will use holistic cultural components of the medicine wheel that promotes balance through focusing on the social, emotional, mental and physical well-being of students, parents and families by:

- Cultural connections within the City of Grande Prairie
- Transition to high school
- Provide social, emotional and cultural support to students

- Act as a liaison between parents and schools
- Graduation preparation
- Post-secondary application, bursaries and scholarship supports
- Applications for Treaty, Status and Metis cards
- Application for trades and summer programs
- Community connections

School Community Team

The School Community Team consists of representatives from Addiction and Substance Abuse (AADAC), Alberta Health Services and Child and Family Services. All of these representatives are available to provide confidential counseling sessions for students with concerns about their friends, families or themselves. Referrals or appointments to the School Team can be made through Student Services or Administration.

School Resource Officer (RCMP)

The Grande Prairie Composite High School works in partnership with the RCMP to foster a positive relationship between police officers and students by having a School Resource Officer on staff. The School Resource Officer program is an important part of community policing and crime prevention. Each officer is responsible for the safety and protection of those within the school. The SRO is expected to act as a role model, educator, and resource person and as a liaison between the RCMP and the assigned school. Education and prevention are the keys to a safe community.

Student Conduct

Technology

All students are required to sign the Grande Prairie Public School District ‘Student Responsible Use of Technology Guidelines and Agreement’. The agreement covers ‘General Use of Technology’, ‘Use of Personal Computing Devices at School’, and ‘Use of Cloud Based Applications and Google Apps for Education’.

School computers are to be used for school based or school related activities. Network storage areas may be assigned to individual students but will remain the property of the school. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly.

Students are expected to model positive Digital Citizenship. Due to the nature of the Internet, it is possible to encounter material that is controversial, inappropriate and/or offensive. It is the student’s responsibility not to initiate access to such material and to leave locations of undesirable material immediately. Loss of access privileges may result for individuals who fail to adhere to these guidelines.

Electronic Devices

Cell phones should not be used during class time unless directed to do so by the classroom teacher. Students who are asked to put away such devices during class time must comply with the teacher’s request. Students not complying with expectations are communicating a defiance of the classroom expectations and will be dealt with in a disciplinary manner. Students are reminded that use of District Wi-Fi is governed by the Grande Prairie Public School District ‘Student Responsible Use of Technology Guidelines and Agreement’. Parents who must contact their children during class time

should call the school office

Suspension

Behaviours that may lead to exclusion from a class, school or from a school sponsored event generally falls within the following three categories:

- Behaviour infringing on the learning rights of others.
- Behaviour exhibiting obvious disregard or disrespect for the school and the learning opportunities it provides.
- Behaviour contravening legal statutes i.e. fighting, possession or being under the influence of alcohol or drugs during school hours or while attending school sponsored events.

Repeated offences may be recommended for expulsion.

Students who have been suspended from school must not be in any Grande Prairie Public School District building or on any District property or within 500m (within sightlines) of the property for the duration of the suspension.

Attendance

Attendance is a responsibility shared by the school, the teacher, the student, the parent and the community. Regular attendance at school is critical to student success and regular attendance at school is of the utmost importance for a child to achieve his or her full potential. Regular attendance is expected of every student at Grande Prairie Composite High School.

The Grande Prairie Composite High School has a legal responsibility to ensure that students attend school on a regular basis and shall ensure that students abide by provincial attendance laws. The Grande Prairie Composite High School shall use all legal means necessary to correct the problem of truancy.

Regular attendance: is defined as attending school every day that school is in operation unless the absence is considered an excused absence.

Excused absences: Excused absences shall be in accordance with those outlined in Section 13 of the School Act and Section 11.1 of the Alberta Human Rights Act. Examples of excused absences include illnesses, medical, optometric, dental and/or chiropractic appointments, death in the immediate family, court appearance, religious holidays and ceremonies, family emergencies and personal reasons deemed justifiable to the school.

Unexcused absence: An absence to which no explanation is known to the school.

Excused Absenteeism: A pattern of excused absences where there is an impact on a student's learning, progress, and/ or achievement. Excused Absenteeism occurs when a child is routinely excused from school by a parent or guardian on a frequent enough basis to have a detrimental impact on a child's success in school.

Truancy: A pattern of unauthorized absences

At Grande Prairie Composite High School, we expect 90% attendance in order to participate in school activities.

Students who fail to uphold a 90% attendance record may be subject to:

- Meeting with administration and parent/guardian to build a school-based attendance plan

- Provided with supports to improve attendance
- Suspension from school with guidelines for re-entry, or recommendation for expulsion

Lates:

Respect for the learning of others is demonstrated by those who arrive for class on time. Students who are late to class disrupt the instruction given to students who are on time. Students who continue to be late for class is a discipline issue that will be dealt with through classroom teacher, parents and administration.

Sign-Out Policy

If the school needs to activate any of the Hour-Zero emergency protocols, it is important that there are accurate records of students who have left the school. Students who find it necessary to leave school because of illness, doctor’s appointment, or any other reason, are required to sign out at the Front Office. Parental permission must be obtained with a phone call or note. Students returning prior to the end of the day should sign in at the Front Office.

Open Campus

Grade 9, 10, 11 and 12 students are permitted to leave the school grounds during the lunch break with the intention to return on time **no earlier than 12:20pm** for their afternoon classes.

All students must sign out at the front office if they are leaving school during the school day and they will not be returning. Their absence must be supported with parent/guardian permission either written or by telephone.

Academic Integrity

Academic Integrity supports intellectual growth and creates a fair learning environment. We firmly believe that cheating diminishes the value of education, damages the ethical character of the individual student and undermines the integrity of our school community.

Incidents of plagiarism, copying, or cheating will be dealt with on a case-by-case basis. The following definitions apply:

- **Plagiarism:** Plagiarism is using someone else’s words, ideas and or expressions without acknowledging the individual who wrote them, leading the reader or listener to believe they are one’s own. This includes cutting and pasting of electronic information.
- **Copying:** Copying or the trading of answers from another student to an assignment intended to be completed independently
- **Cheating:** Cheating is copying or using cheat notes on a quiz or test

Public Displays of Affection

Any inappropriate public display of affection is not permitted in the school or on its grounds and repeated instances will be dealt with by Administration.

Language

There is an expected standard of acceptable language (verbal, written or gestured). Inappropriate or profane language is not acceptable and repeated instances of misuse will be dealt with by Administration.

Dress Code

Different forms of dress are appropriate in different situations. Dress of students should contribute to a school atmosphere conducive to learning. The Grande Prairie Composite High School encourages

students, under the supervision of their parents, to maintain high standards of dress, grooming and appearance that comply with the dress code. Parents and students carry the responsibility for adhering to the school's dress code.

The Grande Prairie Composite High School's dress code prohibits the following:

- Clothing that is offensive, discriminatory, suggestive, violent, gory or has inappropriate language or graphics
- Clothing that promotes alcohol or drug use;
- Clothing that reveals undergarments;
- Clothing that exposes the midriff, breasts, buttocks;
- Clothing that obscures the face

Welcoming, Caring, Respectful and Safe Learning Environments

The Grande Prairie Composite High School is committed to welcoming, caring, respectful, and safe learning environments that respect diversity and foster a sense of belonging.

A welcoming, caring, respectful, and safe learning environment is physically, emotionally, and psychologically safe for all members of the school community. It is an environment wherein everyone is accorded respect and dignity with equity of opportunity and access to programs, services, and resources that are critical to support all members of the school community in realizing their full potential. Welcoming, caring, respectful, and safe learning environments support the necessary conditions for everyone's success.

Each student has the right to learn in an environment that promotes equal opportunities and prohibits discriminatory practices. Discrimination and harassment is offensive, degrading and threatening, and interferes with a student's ability to learn. Discrimination, harassment and bullying will not be tolerated. Students who discriminate, harass or bully others will be disciplined.

Discrimination and Harassment

Discrimination and harassment occurs when a person is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, colour, place of origin, gender, gender identity, gender expression, physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. Alberta human rights law prohibits discrimination and harassment based on these grounds.

Intimidation

Intentional behavior which knowingly or should be reasonably known to cause fear of injury or harm. Fear of injury or harm includes impacts on a person's social, emotional, and physical well-being.

Bullying

Bullying is a conscious, willful, deliberate, repeated and hostile activity marked by an imbalance of power, intent to harm and/or threat of aggression. It can occur within a peer group or between groups. It can occur at school and in sports.

Forms of bullying include:

Verbal: name calling, sarcasm, teasing, spreading rumours, threatening, making references to one's culture, ethnicity, race, religion, gender, or sexual orientation, unwanted comments

Social: mobbing, scapegoating, excluding others from a group, humiliating others, gestures or graffiti intended to put others down

Physical: hitting, poking, pinching, chasing, shoving, coercing, destroying, unwanted sexual touching

Cyberbullying: using the internet or text messaging to intimidate, put down or spread rumours about someone

Dealing with Bullying and Harassment

Teachers, counselors, and Administration frequently deal with incidents of conflict and disagreement. Where the conflicts are determined to be discrimination, harassment and/or bullying, electronic or otherwise, they will be dealt with on an individual basis and may result in mandatory counseling, in-school suspension, out of school suspension, removal from school or referral to the RCMP. It is important to note that false accusations are equally unacceptable and may result in similar consequences to bullying or harassment.

The reporting of all incidents of discrimination and harassment is encouraged, regardless of who the offender may be.

- Any student of the Grande Prairie Composite High School who believes that he/she has been subjected to discrimination, harassment or bullying is encouraged to report it to a teacher or administration.
- Any student who believes that he/she has witnessed discrimination, harassment or bullying is encouraged to make it known to the person being harassed and to a teacher or administration.

Fighting

Fighting is an unacceptable method of resolving conflict in the Grande Prairie Composite High School. Fights are considered part of the school day if they occur between when one would normally leave home from school until one has returned to their home from school. This includes fights on or off school property in the identified time frame. Pushing, shoving, wrestling, etc. may be considered as fighting. It is unacceptable to resolve conflict in a physical manner at school. Students may be required to undergo counselling as a condition of reinstatement to classes.

Students involved in fights will face suspension of up to five days. Repeated offenses may result in the recommendation that the student be expelled from the Grande Prairie Composite High School and the Grande Prairie Public School District. Those who film fights or upload them to the Internet may be suspended for up to 5 days. People watching fights face suspensions up to 3 days. People who promote, coordinate, or stage fights will be suspended for up to 5 days.

Student Substance Abuse

The Grande Prairie Composite High School is committed to providing a safe learning environment for all students that is drug and alcohol free. This policy applies to school sites and school sponsored events including field trips. This policy distinguishes between distributing/selling, possessing, and being under the influence. Where laws are broken, the RCMP will be involved.

Drug and Alcohol Guidelines:

- Students found distributing, selling, possessing or under the influence of drugs or alcohol while on or near school premises, or while participating in a school sponsored activity will be suspended.
- Students in the company of students found to be distributing, selling, possessing or under the influence of drugs or alcohol while on or near school premises, or while participating in a school sponsored activity may be suspended.
- Students who have been suspended are required to meet with School Administration to have conditions of reinstatement clarified. Conditions may include limitations on school mobility, participation in extra-curricular activities, searches of personal items and property, modified schedule, requirements around counseling etc.

Drug and Alcohol Procedures:

- *Under the influence of drugs or alcohol:* Students determined to be under the influence of drugs will be suspended for 3 days and require a re-instatement meeting. Continued incidents will result in further suspension and possible recommendation to Central Office for expulsion.
- *Possessing drugs or alcohol:* Students determined to be in possession of drugs or alcohol will be suspended for 5 days and require a re-instatement meeting with School Administration and parents. A second incident will result in further suspension including a recommendation to Central Office for expulsion.
- *Distribution/selling drugs or alcohol:* Students who are found to be in possession and considered to be distributing/selling drugs or alcohol will be suspended for 5 days with a recommendation to our Central Office for expulsion.
- *Paraphernalia:* Students in possession of paraphernalia related to the use of drugs, cannabis or alcohol, **including vapourizers/e-cigarettes regardless of their intended use, will be suspended for 5 days out of school.**

Smoking and Tobacco Like products

Consistent with the law, the Grande Prairie Composite High School is a smoke-free building. The use of tobacco products is prohibited on school property. This includes conventional tobacco products such as cigarettes and cigars and extends to the use of chewing tobacco and e-cigarettes and other vapourizing methods used to consume tobacco or use nicotine.

Students who smoke or use tobacco products, including e-cigarettes and vapourizers, **on or near school property** will be subject to the following:

- First Offence: Warning
- Second Offence: One day out of school suspension

School property extends to areas within visible sight lines of the school and includes parking lots.

Students who smoke or use tobacco products, including e-cigarettes and vapourizers **inside the school will be subject an immediate five day out of school suspension.**

Help is available. Any student wishing to quit smoking can get help from various stop-smoking programs that may be offered at the school or through referrals to community agencies. Please inquire with Administration or Student Services.

School Sanctioned Extra-Curricular or Co-Curricular Events

Expectations for student behaviour at extra-curricular events are the same as standards of behaviour expected during the school day. Those students who do not comply with this expectation will be dealt with in the same manner as they would be during school hours. This applies to events hosted at the school as well as road trips & field trips sponsored by Grande Prairie Composite High School. It is expected that our students will respect the policies of other schools while attending events at which our teams are competing.

If a Grande Prairie Composite High School student invites a guest to a school activity, then he/she will be held responsible for that guest's behaviour. If the guest is guilty of any inappropriate behaviour (alcohol, drugs, fighting, and willful disobedience) then he/she will be denied access to the school for any future activities. As well, the student doing the inviting will lose the privilege of coming to the next activity.