

# The Drumheller Valley Secondary School

## STUDENT and PARENT Handbook 2024/2025



***“LEARNING for LIFE”***



**We will email this handbook home!**

# **The Drumheller Valley Secondary School**

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***Mrs. Yemen – Principal***

***Mrs. Levesque – Associate Principal***

***Mr. Teske – Associate Principal***

***Mrs. Green – Administrative Assistant***

***Mrs. Pask- Administrative Assistant***

***Mrs. Hern – Administrative Assistant***

## **Important Web Pages**

Drumheller Valley Secondary School

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

e-mail: [charlene.green@ghsd75.ca](mailto:charlene.green@ghsd75.ca)

Golden Hills School Division

[www.ghsd75.com](http://www.ghsd75.com)

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**Powerschool – Sign Up! See page 34 for details.**

## **WELCOME TO DRUMHELLER VALLEY SECONDARY SCHOOL**

*At Drumheller Valley Secondary School we strive to give you, the student, the necessary opportunities, for you to develop your individual interests, and accommodate your individual needs. We have a wide range of excellent academic, fine arts, special needs, and C.T.S. programs, taught by experienced teachers. We give each and every student the best possible educational opportunities, which is your right. With rights, however, come responsibilities. Our expectations for academic performance, behaviour and responsibility are high. It is every student's responsibility to achieve your potential. If there is any reason that you find it difficult to achieve success in whatever endeavour you are engaged in, then we will work together to help you achieve success. We feel that with our excellent facility, teachers, and programs, we will be able to help you to become everything that you want, and can be.*

*We wish you a most successful year!*

*Mrs. D. Yemen*

*Principal.*



## **Drumheller Valley Secondary School**

**"LEARNING for LIFE"**

### **Vision**

To engage possibilities and embrace potential.

### **Mission**

Inspiring a caring and courageous community of lifelong learners; empowering global citizens for generations.

### **SCHOOL COLOURS**

The school colours of Drumheller Valley Secondary School are Black and Gold. These colours have a historical meaning. BLACK represents Drumheller's roots as a thriving coal-mining community. The coal industry is dormant today, but Oil in our immediate area, also has influence. GOLD represents Drumheller's tremendous dependence on wheat and agriculture. These school colours represent Drumheller's past, present, and future.

2024 - 2025 SCHOOL YEAR

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	Jan. Exams
2 - School Closure: Labour Day 3 - First Day of School 10 --School Council meeting, 7:00 p.m. 10 - School Photos 13 - Deadline for HS course changes 18 - Staff Meeting 19 - Terry Fox Run 20 - School Closure: Staff Collaborative PD Day 23 - ELAA: Post-Secondary Education Fair 27 - Orange Shirt Day 30 - National Day for Truth and Reconciliation	8 - School Council meeting, 7:00 pm 9 - Picture Retakes 10 - Josten's Ring Day 11 - School Closure: E.D.O. 14 - Thanksgiving Day —School Closure 16 -- Staff Meeting 24 - Junior & Senior High Awards	1 - School Closure: Staff Collaborative PD Day 7 - DVSS Remembrance Day Ceremony 8 - School Closure: E.D.O. 11 - School Closure: In lieu of Remembrance Day 11- Last day of Qtr. 1 12 - School Council Mtg. 7:00 pm 12 - Beginning of Qtr. 2 20 - Staff Meeting 28 - Parent Teacher Interviews 3:45 - 6:00 pm 6:45 - 9:00 pm 29 - School Closure: Day in lieu of Parent/Teacher Interviews	10 --School Council Meeting, 7:00 pm 13 - School Closure: E.D.O. 17 - Fine Arts Night 18 - Staff Meeting 20 - Last day of classes before Christmas break 20 - Pancake Breakfast 25- Christmas Day	6 - Classes Resume 14 - School Council Meeting, 7:00 pm 15- Staff Meeting 31 - School Closure: Professional Development Day	Grade 7/8 22-Last day reg. classes for gr. 7/8 23 - 28 - Mid-Terms gr. 7/8 23- Gr. 7/8 LA Mid-Term 24-Gr. 7/8 Social Mid-Term 27- Gr. 7/8 Science Mid-Term 28-Gr. 7/8 Math Mid-Term 29-30 - No School for gr. 7/8 students Grade 9 17-Last day reg. classes for gr. 9 17 - LA 9 PAT- Part A 8:40 - 11:00 am 20-PAT - LA 9 Part B 21 - PAT - Math 9 Part A 22-PAT - Math 9 Part B 23-PAT - Science 9 24-PAT -Social 9 Grades 10-12 13- 28 - Diploma Exams 22-Last day reg. classes for gr. 10-12 23 - 28 - Final Exams - Sr. High Classes 23- Sr. High Block 4 Exams 24- Sr. High Block 3 Exams 27- Sr. High Block 2 Exams 28- Sr. High Block 1 Exams
FEBRUARY	MARCH	APRIL	MAY	JUNE	JUNE EXAMS
3 - Sem. 2 Begins 11 - School Council Meeting 7:00 pm 12 - Staff Meeting 14 - Deadline for HS course changes 14 - Valentines Day 17-School Closure: Family Day 18 - School Closure: E.D.O. 19 - School Closure: Collaborative PD Day 20 - 21 School Closure: Teachers' Convention 26 - Pink Shirt Day 26 - School Photos: New Students or Retakes	11 - School Council Meeting 7:00 pm TBD - Multicultural Day Celebration 13 - Parent Teacher Interviews 3:45 - 6:00 pm 6:30 - 9:00 pm 13 - Grade 9 to 10 Transition Info. Meeting 14 - School Closure: Day in Lieu of Parent/Teacher Interviews 14-15 Grad Photos TBD - Drumheller Performing Arts Festival 19 - Staff Meeting	4 - School Closure: Collaborative PD Day 8 - School Council Meeting 7:00 pm 13 - Last Day of Qtr. 3 14 - Qtr. 4 Begins 16 - Staff Meeting 17 - Talent Show 18 - 25 School Closure: Good Friday and Easter Break 28 - First day back after Easter Break	2 - School Closure: Professional Development Day 8 - Grade 6 to 7 Transition Meeting: Kaleidoscope at 7:00pm 13 - 14 - Rock Show 13 - School Council Meeting 7:00 pm 16 - School Closure: E.D.O. 20 - School Closure Victoria Day 21 - Staff Meeting 28 - Fine Arts Night 29 - LA 9 Part A PAT- 8:40 - 12:00 am 31 - Grad Class Photo 31 - Graduation Ceremony	10 - 11 - Drama Production 10 - School Council Meeting 7:00pm 13 - School Closure: E.D.O. 18 - Staff Meeting 21 - National Indigenous Peoples Day 30 - School Closure Teachers' Organization	Grade 7 20 - Last reg. class day 23 - Math Exam 24 - LA Exam 25 - Social Exam 26 - Science Exam Grade 8 20 - Last reg. class day 23 - Math Exam 24 - LA Exam 25 - Social Exam 26 - Science Exam Grade 9 18 - Last reg. class day 19 - PAT- Math 9 A 20 - PAT - Math 9 B 24 - PAT - LA 9 Part B 25 - PAT - Social 9 26 - PAT - Science 9 Grade 10 to 12 20 - Last reg. class day 23- Blk 4 Final Exams 24- Blk 3 Final Exams 25- Blk 2 Final Exams 26 - Blk 1 Final Exams 11 - 26 - Gr. 12 Diploma Exams

\*TBD - To Be Determined

**PERIOD AND TIME STRUCTURE**

<b>SENIOR HIGH</b>	<b>Grade 9</b>	<b>Grade 7 and 8</b>
4 blocks of classes a day	2 blocks and 4 periods a day	8 Periods of classes a day
Each class is 80 min. long	Core subjects are 80 min. and other classes are 38 min.	Each class is 38 min.
PLUS an LS class of 29 min.	PLUS an LS class of 29 min.	PLUS an LS Class of 29 min.

Each Day follows a pattern as outlined below:

<b>Senior High</b>	<b>Grade 9</b>	<b>Grade 7 and 8</b>
<b>Block 1</b> 8:40 - 10:00	<b>Block 1</b> 8:40 - 10:00	<b>Period 1a</b> 8:40 – 9:18
<b>LS</b> 10:04 - 10:33	<b>LS</b> 10:04 - 10:33	<b>Period 1b</b> 9:22 – 10:00
<b>Block 2</b> 10:37 - 11:57	<b>Block 2</b> 10:37 - 11:57	<b>LS</b> 10:04 - 10:33
<b>Lunch</b>	<b>Lunch</b>	<b>Period 2a</b> 10:37 - 11:15
<b>Block 3</b> 12:40 - 2:00	<b>Period 3a</b> 12:40 – 1:18	<b>Period 2b</b> 11:19 – 11:57
<b>Block 4</b> 2:04 - 3:24	<b>Period 3b</b> 1:22 – 2:00	<b>Lunch</b>
	<b>Period 4a</b> 2:04 – 2:42	<b>Period 3a</b> 12:40 – 1:18
	<b>Period 4b</b> 2:46 – 3:24	<b>Period 3b</b> 1:22 – 2:00
		<b>Period 4a</b> 2:04 – 2:42
		<b>Period 4b</b> 2:46 – 3:24

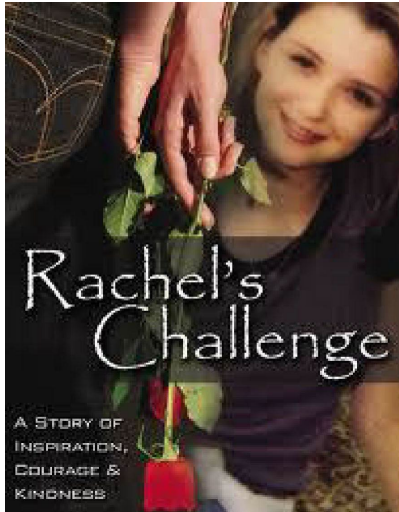
Semester change will be on February 1, 2023

**CODE OF CONDUCT FOR DVSS**

1. Students are expected to arrive in class with the appropriate materials and to be ready to work at scheduled times.
2. When either the teacher or a fellow classmate is talking, it is expected that everyone else is quiet. Students must be respectful of differing opinions.
3. All students must respect the teacher, fellow students, the classroom, and the materials in it.
4. It is the student's responsibility to be proactive and seek assistance from the teacher if experiencing any difficulties with the course.
5. Students are expected to complete all assignments on time. If a student is absent, it is the student's responsibility to arrange for the missed work to be completed.
6. Students will remain seated at their desks until dismissed by the teacher.
7. When given class time to work on assignments, it is expected that students will work in a quiet and orderly fashion. During an examination period, students shall not talk unless the teacher gives permission.
8. It is expected that each student keeps a set of neat, comprehensive notes in each class, stay current with student's ghsd75.ca gmail account, keep updated with any information that has been set up for students in Google classroom and monitor accurate recordings of all marks. A PowerSchool account is automatically set up for each student and can be accessed at <https://sis.ghsd75.ca/public/> using your network log in.



## Rachel's Challenge



On May 4th, 2011, and again on March 21, 2013, students at DVSS had the opportunity to be part of an empowering presentation called Rachel's Challenge. This presentation centered on the story of Rachel Joy Scott, who was the first person killed at the Columbine High School shootings in 1999. Through a powerful multi-media presentation, students were taught the tragic consequences of bullying and discrimination. On February 26, 2020, the students re-committed to follow Rachel's challenge with five specific goals to work towards in their own lives. These goals are:

1. **Eliminate Prejudice by looking for the best in others.**
2. **Dare to Dream, write down your goals and keep a journal.**
3. **Choose Your Influences, input determines output**
4. **Kind Words, small acts of kindness = BIG impact.**
5. **Start a chain reaction with family & friends.**

After the presentation, students were given a chance to sign a banner if they had decided to accept Rachel's challenges. By the end of the day, the banner was completely full with signatures and is on display in the school's front foyer.

In the past Rachel's Challenge would not have been possible without all the hard work from the DVSS Connections class as well as the generous donations from our community sponsor:

Western Chevrolet

Today, our dedication to Rachel's Challenge is run by our very F.O.R. Club that was created in response to the presentations in 2011 and 2013.

### **Friends of Rachel**

**The Friends of Rachel (F.O.R.) Club** is a unique program that provides the opportunity for our school to partner with Rachel's Challenge in continuing the chain reaction of kindness and compassion in our school and community. The main goal of this club is to help create a permanent cultural change in our school.

The F.O.R. Club meets regularly throughout the year and consists of students from grades 7 to 12. Any students interested in being part of this team of students who share the goal of creating a positive school environment for ALL students and promoting key values, such as kindness, compassion, acceptance and tolerance, are encouraged to speak to a F.O.R. Club member or teacher representative for more information.

## How to Get Good Grades: 10 Easy Steps

1. **Believe in Yourself:** Set reasonable; but challenging goals for yourself and believe that you can succeed.
2. **Be Organized:** Use a student planner; breakdown assignments; use binders and folders; keep locker and backpack neat; get organized before you go to bed.
3. **Be Successful in Class:** Be in school and on time every day; adapt to different teachers; prepare for each class; sit as close to the front of class as possible; be aware of your body language; always do your homework; be a good group member; participate; treat others with respect; involve your parents; take responsibility for your grades.
4. **Manage Your Time Well:** Use class time and study areas; create a study plan; and prepare for obstacles.
5. **Take Good Notes:** Be an active listener; take notes to help you pay attention; recognize important information; take neat notes; go over notes as soon as possible; get copies of notes when absent.
6. **Get Help When You Need It:** When you have a problem, do something to resolve it.
7. **Study Smart:** Find a good place to study; get started; know your learning style; organize your study time; know how to study for tests; use tricks to help you memorize information; know how to write a paper.
8. **Be a Good Test Taker:** Get off to a good start; develop a plan; mark the questions that you want to return to; increase your odds on multiple choice questions by eliminating choices that you know are wrong; look for key words in true/false questions; know how to approach essay questions; be prepared for open book tests; check your answers; go over all returned tests.
9. **Reduce Test Anxiety:** Study without cramming; review material; walk into a test with confidence; relax.
10. **Know How to Read a Textbook:** Scan by reading subtitles, words in bold and italic print, summaries, charts, and review questions; read with a purpose; review by scanning the material to check your understanding.

**HONOUR ROLL:** To be on the honour roll, students must have a minimum of an 80% average in the four core subjects.

## Getting the Most Out of High School: 10 Easy Steps

1. **Understand Your Academic Record:** It's important that you know what your graduation requirements are, and that you know what information is included in your academic record.
2. **Get Involved.**
3. **Be In School Every Day:** To succeed in school, you must have good attendance
4. **Know How to Get Good Marks:** See above.
5. **Set Goals**
6. **Know Your school:** Review handbook for important dates, policies, and information.
7. **Make Good Choices and Decisions.**
8. **Know How to Handle Stress.**
9. **Use Available Services.**
10. **Plan and Prepare Your Future.**

### SCHOOL FEES and School Options

The student is responsible for payment of all fees.

IMPORTANT NOTE - STUDENTS WILL NOT BE ALLOWED TO PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITIES (SPORTS, FIELD TRIPS, ETC.) UNLESS FEES ARE PAID OR ARRANGEMENTS HAVE BEEN MADE WITH THE PRINCIPAL  
 NOTE: COURSE TEXTBOOKS WILL NOT BE ISSUED FOR THE SECOND SEMESTER UNTIL ALL SCHOOL FEES ARE PAID

Fees are due by December 1<sup>st</sup> for the first semester. If starting 2nd Semester, fees are due by March 30th. *If there are any extenuating circumstances, which may require consideration, they should be brought to the attention of the principal.*

<p><b>DVSS – School Fee Structure for 2024/2025</b></p> <ul style="list-style-type: none"> <li>● Student Union Fee \$10.00</li> <li>● Locker Fee \$10.00 - \$5.00 rebated back at end of year</li> <li>● Yearbook - \$45.00 – optional</li> <li>● Grade 12 – Grad Fee - \$30.00</li> </ul>	<p><b>GHSD #75 Reduced Fees</b></p> <p>3 children in the system \$5/student discount</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">4</td> <td style="width: 10%;">"</td> <td style="width: 10%;">"</td> <td style="width: 10%;">"</td> <td style="width: 10%;">\$10/</td> <td style="width: 10%;">"</td> <td style="width: 10%;">"</td> </tr> <tr> <td>5</td> <td>"</td> <td>"</td> <td>"</td> <td>\$15/</td> <td>"</td> <td>"</td> </tr> <tr> <td>6</td> <td>"</td> <td>"</td> <td>"</td> <td>\$20/</td> <td>"</td> <td>"</td> </tr> </table>	4	"	"	"	\$10/	"	"	5	"	"	"	\$15/	"	"	6	"	"	"	\$20/	"	"
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#### Junior High Options Fee Schedule

Junior High Options with No Fee	Junior High Options with Fees
Choir	Art - \$30.00 per semester
Computers	Arts & Crafts - \$40.00 per semester
Coding	Band - \$150.00 – Rental Fee - per year + \$40.00 for Band Materials
Robotics	Cosmetology - \$40.00 per semester
Drama	Foods - \$40.00 per semester
Skills	Construction - \$50.00 per semester
	Outdoor Education - \$35.00 per semester (book)
	Multi-language Lab - \$25.00
	Fashion Studies - \$40.00
<b>Optional Field Trips – Cost Recovery:</b> Band, Choir, Outdoor Education, Calaway Park	

#### Senior High Options Fee Schedule

Senior High Options with No Fee	Senior High Options with Fees – quarterly charge
Choir	Art – 45.00 per semester
Computer Science	Band - \$150.00 – Rental – per year + \$40.00 for the Band Materials
Digital Photography	Construction - \$50.00 per quarter
Drama	Dual Credit Programs – Health Care Aide - \$750.00 deposit – refunded upon successful completion
Media Arts	Cosmetology - \$50 per quarter
Leadership	Foods/Cook Apprentice - \$50 per quarter
Recreational Leadership	Mechanics - \$50 per quarter
Video Arts	Multi-language Lab - \$25.00
	Physical Education 20/30 - \$75.00/semester
	Welding - \$50.00 per quarter
	Wildlife - \$50.00 per quarter
	Fashion Studies - \$40.00
<b>Optional Field Trips – Cost Recovery:</b> Band, Choir, Connections, Leadership, Physics	

*\*It should be noted that it is possible to enter most CTS programs at the gr. 11 level and still finish gr. 12 the following year.*

## Sports Team Fee Schedule

Golf	\$25.00	Badminton	\$25.00
Cross Country	\$25.00	Track and Field	\$25.00
<u>Volleyball</u>		<u>Basketball</u>	
Sr. High Volleyball	\$300.00	Sr. High Basketball	\$300.00
JV. Volleyball	\$200.00	JV. Basketball	To be determined
Jr. A Volleyball	\$200.00	Jr. A Basketball	\$200.00
Jr. B Volleyball	\$150.00	Jr. B Basketball	\$175.00
Curling	\$200.00		

Please note that the fees for participation in sports at DVSS are heavily subsidized by the DVSS Athletics Society which is a separate fund-raising group.

### RETURNING GRADE 12's (20 years of age or older as of September 1)

- Students will pay a fee - check with division office.
- Dual credit opportunities – if interested talk to Mr. LaPierre or Mrs. Yemen.

### REFUNDS - Yearbook fee and Students` Union fees will not be refunded.

### TEXTBOOKS

The student assumes full responsibility for the care of their books. **If a book is damaged the parent will be charged one-half the cost of replacement of the textbook. If the textbook is lost the parent will be charged the full replacement cost of the book.**

### PROGRAM CHANGES

Students are encouraged to demonstrate a strong commitment to their studies and to fulfil their obligations as originally intended.

**Students CANNOT change their program without obtaining approval from an administrator.** (Note: A student who does not show up for a registered class will be marked as absent unexcused).

### GUIDANCE AND COUNSELLING SERVICES

There are several counselling services available to students offered by the Guidance Department.

- 1) **Career Counseling** - D.V.S.S. Career Centre and through discussion, reading materials, testing for specific student interest and aptitude, a career counsellor will assist students in the investigation of career choices. The career counsellor will be able to help students investigate their future goals and education options such as: universities, colleges, trades, etc. Information on financial assistance available to students entering post-secondary educational institutions is also available.

- 2) **Academic Counseling** - The Guidance counsellors will help students to select a school program and courses best suited to their individual needs and abilities. The counsellor may also assist students to learn effective study skills and offer ideas on developing good work habits.
- 3) **Personal Counseling** - the school counsellors Mrs. Gill, Mrs. Palomaki and the Family Resource Worker, Ms. Greene, will be available to listen and to help students evaluate and take action on personal problems or concerns they may be experiencing. Personal counselling is done in confidence.

The counsellors are available at the following times:

Mrs. Gill	Rm. 124 – To be determined
Mrs. Palomaki	Rm. 122 - 1:20 pm to 3:25 pm
Mrs. Potter	Rm. 129 – Monday to Friday
Mrs. Teske (Career)	Rm. 122 - Tuesday to Thursday 9:00 am - 1:00 pm

### **LIBRARY - (Mrs. Frisky - Librarian)**

The library is designed to provide opportunities for the students to study, read and do research. Students are expected to behave in a quiet manner in order to maintain an atmosphere conducive to such work. (Students who are regularly loud or disruptive will be denied access to the library).

The library is open from 8:40 am to 3:24 pm., Monday to Friday and is open during the lunch break to allow students access to books, computers and the Internet.

### **DISCIPLINE POLICY**

The province of Alberta School Act stipulates:

**A student shall conduct himself so as to reasonably comply with the following code of conduct:**

1. **be diligent in pursuing his studies**
2. **attend school regularly and punctually**
3. **co-operate fully with everyone authorized by the board to provide education programs and other services**
4. **comply with the rules of the school**
5. **account to his teachers for his conduct**
6. **respect the rights of others.**

Students are responsible for and expected to maintain a level of discipline, in the school and the classrooms, that is conducive to a good learning environment. The Code of Conduct and the discipline process employed by DVSS is intended to make consequences known and consistent, with the emphasis placed on the student taking responsibility for his/her actions.

1. Minor offences are dealt with on the spot by staff and documented. Staff documents repeated offences and methods of dealing with the problem.
2. A Detention, (a noon work period served from 12:05 a.m. to 12:30 p.m. in a designated room), may be assigned at the teacher's discretion.
3. More than one detention may be given for more serious offences.

4. If a student chooses not to modify their behaviour, they may be placed on the **Step System** (see below) and/or receive an in-school suspension and parents will be contacted as to the seriousness of the situation. **Full day in-school suspensions will be served for the entire day including lunch hour and the student will be responsible for bringing a bagged lunch. Cafeteria privileges will also be suspended. They will not be able to leave to get books or to visit their locker; all work must be brought with the student in the morning.**

**Note: All technology, including but not limited to cell phones, tablets, laptops, etc., MUST be turned into the office staff for the duration of the in-school suspension.**

**If a student is caught with technology while serving an in-school suspension, the student will be given a 30 day ban from having the item at school.**

**If a student is caught with technology within a 30 day ban, the student will be suspended from school.**

5. At the discretion of Administration, out-of-school suspensions may be assigned, and parents may be requested to meet with Administration. On occasion it may be necessary for a parent to pick up their child from school during the school day.
6. If problems persist with undesirable behaviour, further out-of-school suspensions may be given, and parents will be required to meet with Administration prior to the student returning to school to establish parameters for reinstatement.
7. If problems persist with behaviour, the student may be suspended from school to the superintendent with a recommendation for expulsion from DVSS.

## **The Step System**

To create a positive learning environment Drumheller Valley Secondary School implements the Step System of intervention. The Step System consists of levels that a student can be placed on dependent on behaviour. The steps are one to three and the more serious the concerns, the higher the step. For instance, a student who is frequently late **may** be placed on step 1 or a student who is frequently rude to others may be placed on step 2.

Refer to the next two pages for details regarding each of the three levels of the Step System.

<b>Step 1</b>	
What types of problems or concerns are typical for this level of step?	<ul style="list-style-type: none"> <li>● Concerns that occur more frequently and/or may be more serious in nature, such as, disrespectful to others, disruptive in class, bullying, poor attendance or punctuality, etc.</li> </ul>
What is involved?	<ul style="list-style-type: none"> <li>● Concerns are dealt with immediately by staff.</li> <li>● Parents may be contacted based on the seriousness of the concern.</li> <li>● The administration is notified that the student has been placed on step 1.</li> <li>● A parent meeting may be requested.</li> </ul>
How will the problem be monitored?	<ul style="list-style-type: none"> <li>● The student will meet with the Teacher Advisor each week to monitor goals.</li> <li>● The student will have a tracking sheet signed by each teacher each day.</li> <li>● If the student has cooperated for a two-week period they will be removed from step.</li> </ul>
What are the consequences?	<ul style="list-style-type: none"> <li>● The student may have to serve lunchtime detentions.</li> <li>● The student may be removed from class and placed in another classroom.</li> <li>● The student may have to serve an in school or out of school suspension.</li> <li>● Some extra-curricular privileges may be removed, such as, participation on sports teams, clubs, field trips, dances, assemblies, etc.</li> </ul>
What if the problem continues, escalates, or student does not cooperate?	<ul style="list-style-type: none"> <li>● The student will be moved to a higher level of step.</li> <li>● The student may be referred for counseling or testing.</li> </ul>
<b>Step 2</b>	
What types of problems or concerns are typical for this level of step?	<ul style="list-style-type: none"> <li>● Concerns that are serious or chronic in nature, such as, ongoing disrespect, defiance, poor attendance, low productivity, smoking on school property, fighting, bullying, vandalism, etc.</li> </ul>
What is involved?	<ul style="list-style-type: none"> <li>● Concerns are dealt with immediately by staff.</li> <li>● Parents will be contacted based on the seriousness of the concern.</li> <li>● The administration is notified that the student has been placed on step 2.</li> <li>● A parent meeting may be requested with administration, teachers, and counselor.</li> </ul>

<p>How will the problem be monitored?</p>	<ul style="list-style-type: none"> <li>● The student will meet with the Teacher Advisor each week to monitor goals.</li> <li>● The student will have a tracking sheet signed by each teacher each day.</li> <li>● If the student has cooperated for a two-week period they will be lowered one step.</li> </ul>
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<p>What are the consequences?</p>	<ul style="list-style-type: none"> <li>● The student may have to serve lunchtime detentions.</li> <li>● The student may be removed from class and placed in another classroom.</li> <li>● The student may have to serve an in school or out of school suspension.</li> <li>● Some extra-curricular privileges may be removed, such as, participation on sports teams, clubs, field trips, dances, assemblies, etc.</li> </ul>
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<p>What if the problem continues, escalates, or student does not cooperate?</p>	<ul style="list-style-type: none"> <li>● The student will be moved to a higher level of step.</li> <li>● The student may be referred for counseling or testing.</li> </ul>
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<p><b>Step 3</b></p>	
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<p>What types of problems or concerns are typical for this level of step?</p>	<ul style="list-style-type: none"> <li>● Either chronic concerns, such as, ongoing disrespect, defiance, poor attendance, low productivity, smoking on school property, fighting, bullying, etc. or serious concerns, such as, the bringing or using of drugs or alcohol, bringing a weapon to school, threatening to harm others, etc.</li> </ul>
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<p>What is involved?</p>	<ul style="list-style-type: none"> <li>● Concerns are dealt with by the principal, associate superintendent, and school psychologist.</li> </ul>
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<p>How will the problem be monitored?</p>	<ul style="list-style-type: none"> <li>● A contract put in place with the student if they are allowed to return to school.</li> <li>● Weekly meetings with a counselor.</li> <li>● A Level 1 Threat Risk Assessment will be conducted</li> </ul>
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<p>What are the consequences?</p>	<ul style="list-style-type: none"> <li>● An automatic five-day suspension from school.</li> <li>● All extra-curricular privileges will be removed, such as, participation on sports teams, clubs, field trips, dances, assemblies, etc..</li> </ul>
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<p>What if the problem continues, escalates, or student does not cooperate?</p>	<ul style="list-style-type: none"> <li>● Removal from attendance at DVSS.</li> <li>● A motion to the Board of Trustees for expulsion.</li> </ul>
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## **DETENTION PROCEDURE**

**Detentions can only be rescheduled by the assigning teacher. A missed detention will result in an automatic half day in-school suspension.**

- incident report written by staff member
- student signs report
- may be rescheduled with staff member approval
- students should arrive before 12:05
- student absence or arrival **after 12:05, shall result in an in-school suspension**
- technology free zone, school policy with personal technology enforced during this time

## **TIME-OUT PROCEDURE**

- Provisions can be made to have an uncooperative junior high student removed from a classroom and moved to a high school class.
- If the student refuses to go, a full day in-school suspension will result.

## **Expectation of Students for a Substitute Teacher**

**Students are expected to be:**

- Respectful
- Cooperative
- Well behaved
- On task – Complete assigned work
- Responsible

## **Consequences of Poor Behaviour with Substitute Teachers**

- If the substitute teacher leaves notes regarding student misbehaviour, the teacher will assign a detention.
- 2nd offense, the student will receive a full day in-school suspension.
- 3rd offense, the student will be referred to administration for discipline.

## **ATTENDANCE POLICY**

Consistent attendance in class promotes the development of attitudes and skills necessary to achieve success in school and society.

A student is excused from school if (School Act, 13):

- a) the student is unable to attend by reason of sickness or other unavoidable cause,
- b) the day is recognized as a religious holiday by the religious denomination to which the student belongs,
- c) the principal of the school has suspended the student from school and the suspension is still in effect,
- d) the student has been expelled from a school and has not been given permission to enroll in another school

**An Unexcused Absence** is when students are **deliberately** absent from school and/or class without the knowledge or consent of their parent/guardian or of the school (a parent/guardian has not called or provided a note). **Students will also be considered absent unexcused if they are more than 15 minutes late for a class.**

If students are going to miss a class or be absent for any reason, their parent or guardian must inform the school with a phone call or written note. The absence must be excused by a parent or guardian within 24 hours of the absence.

**When a student who is under 16 years of age fails to attend school as required by law, the school board may ask for a panel of the Attendance Board to deal with the matter. (School Act, 14)**

## **STUDENTS TAKING HOLIDAYS DURING THE SCHOOL YEAR**

Increasingly, families are deciding to take holidays during school time. The school discourages this practice as it can have a negative impact on student learning. Teachers are not expected to reteach material missed. However, the teacher will provide handouts, assigned work, and will allow appropriate time for the student to make up the work upon returning from the vacation. Final exams will not be rescheduled.

### **Late Assignments**

No late assignment submissions will be accepted after December 30th or May 30th respectively.

- Humanities - no more than seven days past the due date
- Mathematics and Sciences- must be handed in on the due date

The mark will be entered as a 0 (zero) if not turned in on the due date. Late assignments **may** be accepted with teacher approval until an assignment has been returned to the class. If the late assignment has not been handed in by that day, the 0 (zero) will remain in the gradebook.

Non-Academic courses will be determined on a case-by-case basis. Key factors are if the student can demonstrate curricular outcomes and will be based on a triangulation of data received and supported by the teacher.

There is always room for communication and discussion as individual circumstances can vary.

### **Senior High Students Working Ahead**

We have provided opportunities for students to work ahead from one grade to the next. If a student is highly motivated in their current grade and they have successfully completed the prerequisite course in the first semester we would allow them to take the next level course in the 2nd semester. Example: Science 10, 1st semester and then Bio 20, Chem 20, or Physics 20, 2nd semester.

The following guidelines need to be met:

- The student must have completed the 1st semester course with 65% or higher
- The student can only take the next grade level subject in the 2nd semester of any given year - this is especially important for grade 11 students wanting to do a 30-level subject
- The student must be successful in all subject areas
- The number of students enrolled in the course section does not exceed the recommended limit (usually 26). If size is greater - first priority will go to grade level students
- Once again, there is always room for communication and discussion as individual circumstances can vary.

### **Credit Recovery/Upgrading**

- The student must redo 50% of the course weighting - focusing on areas of weakness.
- Student must have put forward a conscientious effort - or had significant challenges to overcome
- Student behaviour for the semester must be appropriate, as well as appropriate attendance.
- The student must adhere to the submission schedule and deadlines set out by the instructor.
- The credit recovery must begin early in the semester following completion of the course.
- It may be in the student's best interest to repeat the entire course.

Grade 10 & 11 Students - credit recovery only available to students that are at 40 to 48%. Grade 12 Students - credit recovery will only be provided to students that are at 40 to 48% or higher or need to increase marks in one core subject area for entry into post secondary.

### **LATES**

**With the goal of helping students succeed in school, it is expected that students should be ready for class, with all materials in hands.**

### **INJURY / SICKNESS AT SCHOOL**

**If a student becomes injured or ill at school, the parent will be contacted and arrangements made for the student to go home.**

### **SIGNING OUT FOR APPOINTMENTS**

For an appointment to be excusable, students must sign out in the office and bring a note from a parent/guardian or a doctor's note. Parents may be phoned when a student signs out. If the child is going to be picked up from school by the parent/guardian, it is expected that the child remain in class until the parent/guardian is at the school. The parent may either call the office or come in to the office to let the office know she/he is here and the office will then call the student out of class.

**Students must sign out, regardless of the reason, if they wish to leave the school during the school day.**

### **Alcohol and Drugs**

The consumption of alcohol or the use of drugs will not be tolerated at DVSS or an event that is

associated with the school.

**Drumheller Valley Secondary School, its administration and staff, absolutely disassociates itself with any function that implies student party and/or grad party where alcohol/drugs are consumed. DVSS assumes no responsibility whatsoever for the injury to, or death of any person, or for the loss of or damage to any property, which may occur in connection with, or as a result of, any unauthorized party the students, may plan or attend.**

## **DRESS REGULATIONS**

Dress influences the attitudes of students and their work. Just as there is a mode of dress suited to the office, professional work, the playing field and gymnasium, there is also a mode of dress suited to the classroom. As a means of promoting a school tone conducive to good learning, students should dress appropriately.

### **Physical Education Attire**

Students will not be changing for P.E. classes; therefore, students are expected to wear to school shoes and clothing appropriate for P.E. activities. Attire must be school, exercise, and weather appropriate. Shoes need to preserve the condition of the gym floor. This is a requirement in order to participate in P.E. class.

### **Unsuitable Items – DO NOT BRING TO SCHOOL**

It is expected that students **do not bring** the following items to school. For example:

- laser pointers
- knives – This includes toy weapons, switch blade/butterfly knife hair combs, handcuffs, etc.
- guns of any kind
- sunflower seeds are not to be eaten inside the school
- explosive and combustible items such as: fireworks or firecrackers, aerosol cans, lighters, and matches.
- liquid white out
- allergens: nut products, scented perfumes/colognes

**\*It is becoming more common for people to have allergies, some of which can be deadly. At DVSS, we are requesting that all students be aware that there are students and staff in the school with allergies and we need to be sensitive to this.**

**For the safety of all students and staff, unsafe and unsuitable items will be confiscated and consequences such as suspension may result.**

### **Personal Mobile Devices and Access to Social Media**

In accordance with Alberta Government Ministerial Order and Golden Hills School Division, DVSS has implemented the following policy:

1. Students are not permitted to use personal mobile devices during instructional time unless explicitly given

permission. Permission must be determined/approved by the principal (may include consultation with parents, health care professionals and educational consultants).

2. Grade 7 to 12 students are required to keep their device powered off or on silent mode and stored out of view during scheduled instructional times. Students should store their device in their backpack or locker.
3. Students may use their devices before and after school, during breaks and scheduled lunch break.
4. Technologies, other than calculators, are not to be used during tests or exams, apart from circumstances authorized by the teacher.
5. Teachers may expect students to temporarily surrender devices if the device is seen, creates a disruption, is being used without explicit permission, or if students are found on a device in unsupervised areas during class time.
6. Parents and guardians will be contacted if their child is found to be in violation of these procedures.

### **Progressive Approach to Inappropriate possession and/or Usage:**

- 1) Staff will issue a warning and a request for the device to be out of sight and not accessed.
- 2) Any time a staff member needs to temporarily confiscate a device, the item will be brought to the office and the incident will be documented on the database. Teacher reserves the right to issue consequences aligned with personal device infractions.
- 3) **On the third infraction** the student's guardian will need to retrieve the phone from the office.
- 4) **On the 4<sup>th</sup> infraction** the student is banned from bringing his/her device to school for 30 calendar days.
- 5) If a student is caught with a device during the 30-day ban, the 30-day ban will begin again, and the student may be suspended from school for one day. On each subsequent infraction the student may receive a two-day suspension from school.
- 6) After a 30-day ban, if a staff member needs to temporarily confiscate a device, the student may receive another 30-day ban immediately.

### **School Computers**

For the purpose of accountability, the students will use the same device assigned by the teacher every time with that class/teacher and report any signs of damage/misuse immediately to avoid being held liable.

### **EXAMINATIONS POLICY**

Students who miss an exam for an excusable reason may, at the discretion of the teacher:

1. Have the mark waived, or
2. Write a make-up exam.

**To qualify for an exemption or for the make-up exam, notice of the excusable reason, must be given to the office prior to the writing of the exam.**

In the case of an "unexcused" absence, the student may be assigned a mark of zero at the discretion of the teacher. If a student is suspended on a day when an exam is scheduled, the student will arrange a time to write the exam with the teacher.

## FINAL EXAMS

**Students will not be permitted to write final exams at any other times than those scheduled for the exam.** It is expected that all students attend school and scheduled exams until school has ended. Where extenuating circumstances exist that may legitimately prevent the student from writing the exam, **the principal must be contacted.** If a student is excused from writing the final exam due to an excusable absence, the student's final mark will be based on his/her year's average.

## EXEMPTION POLICY

In keeping with Golden Hills School Division Practice, all students write final exams.

## FIRE BELL

**When the fire bell sounds students will wait for instructions** then everyone will proceed in a quiet and orderly fashion to the nearest or designated exit. Students will move at least 20 metres from the building and remain there until a short ring of the bell signals them to return. **Students may be charged for causing a false fire alarm or tampering with fire safety equipment.**

## LOCKS AND LOCKERS

All lockers must be kept locked at all times. The purpose of this is:

1. to prevent theft from lockers
2. to prevent abuse of and vandalism of lockers
3. to maintain a safe and neat hallway appearance with all locker doors shut.
4. Any clothing left in lockers at the end of the year will be given to the Salvation Army.  
**The school accepts no responsibility for items left!**

The student is responsible for the locker assigned to him/her. If a student has a good reason for changing lockers, they must request this change through the office. Locks and lockers will be assigned at the beginning of the school year. Students must use only the lockers and locks assigned to them. Students are cautioned to not give the combinations of their locks to anyone and must NOT replace the DVSS lock with one of their own. If a lock needs to be changed, a new one must be obtained from the office.

**When administration has grounds to believe that a student is keeping items, articles or materials contrary to those permitted by the school, the administration retains the right to search such lockers and confiscate such materials.**

(In accordance with Golden Hills School Division Administrative

Procedure #357).

## VALUABLES

The student, **not the school**, is responsible for all valuables and items brought to and/or kept at school.

## LANGUAGE

It is important that all students and staff feel comfortable and respected; therefore, all language and gestures need to be school appropriate. In effort to prepare students for a professional work environment,

emphasis is placed on language that is of a professional nature.

**Serious or continual infractions will be dealt with appropriately and may result in immediate suspension.**

## **TRESPASSING ON SCHOOL PROPERTY**

In order for the school to be a safe and caring environment, all visitors must have permission from administration to be on school property. This includes anyone that is not staff or currently registered at the school.

**Any persons not registered, may be removed from school property, (and charged), by operation of the provisions of the Trespassing Act or Section 21 of the School Act**

## **FIGHTING**

**Any students not behaving in a safe manner and engaging physically or aggressively, on school property or elsewhere during school time or events, including before school, during lunchtime, or after school, will be subject to discipline measures.**

## **POSTERS**

Posters or materials may be posted on hallway bulletin boards with approval of Administration.

## **PARKING**

Students who drive their vehicles to school are expected to drive in a responsible and mature manner. All students' parking shall be subject to the following regulations:

1. **All students parking shall be restricted to the student parking lot.** Street parking is also available, but vehicles are not to be parked in front of resident driveways or restricted areas.
2. Any vehicles parked close to the school, or in the parking lot must refrain from playing loud music. School and legal regulations apply to students who sit in their parked cars.
3. **There is to be no loitering in these parking areas** and students are to refrain from returning to their vehicles during and between classes. Please do not use your vehicle as your locker.

**Drumheller Valley Secondary School is not responsible for any damage, theft from, or loss incurred to a student's vehicle while it is on school property.**

## **SCHOOL DANCES**

Students' Council organizes evening dances throughout the year. Dances are open to all grade 7 to 12 students who attend Drumheller Valley Secondary School. Administration approved invited guests of DVSS students are permitted to attend. Students may invite one person by signing the invite list. Invited guest is the responsibility of the student. Students must accompany their guest to the dance or meet them at the door.

**Students who are intoxicated, abusive, fighting or otherwise disruptive will be required to leave and the R.C.M.P. or their parents will be phoned to pick them up.** Appropriate disciplinary action will be taken, and the student will be barred from all school extracurricular activities for a period of one year (this includes dances, sports, field trips, international trips, etc.).

Doors open at 7:00 pm and close at 9:30 pm. Dances go until 11:00 pm. If a student leaves, he/she cannot re-enter the dance or school.

### **Tobacco Products and Vapour Cigarettes**

School board policy states that the Golden Hills School Division No. 75 will be a tobacco free environment. **There are to be no tobacco products (including vapour cigarettes, chewing tobacco, etc.) on DVSS school premises; defined as the total area encompassed within either the sidewalk or the fence on the perimeter of the schoolyard.**

Students seen smoking, in violation to this policy, may be reported to RCMP and they will be ticketed accordingly.

**Alberta Health Services provides resources and information on the effects of tobacco use.**

<https://myhealth.alberta.ca/health/pages/conditions.aspx?hwld=qtsmk>

### **Snowballs**

Throwing snowballs is not only a safety issue but could also cause damages to property and therefore it is strictly prohibited. Students caught throwing snowballs before, during or after school will be subject to punitive measures and may be given an out of school suspension.

### **Spares**

In order to offer you the widest educational experience, students in grades 10 and 11 must have a full schedule.

Grade 12's - If you're doing well in grade 12, you may have one spare.

### **COURSES THROUGH THE DRUMHELLER OUTREACH**

Students registered at Drumheller Valley Secondary School may be allowed to take a course through the Drumheller Outreach School but **only if the desired course cannot be scheduled into the student's timetable**. The student must receive the approval of administration. **NOTE: Courses taken the Drumheller Outreach or correspondence are not eligible for use in calculating marks for scholarships, awards, bursaries, etc. at DVSS.**

### **Student Phone in Office**

A student phone is provided for student use on the front counter in the office. Please ask for permission to use the phone.

### **BUSES**

As per Golden Hills School Division #75 policy, there are no transportation fees.



**PLEASE NOTE: DVSS can NOT give permission for a student to go on a bus other than the one that has been assigned to them. The bus does not give 'rides' to drop one student off at another student's house. If students have to take another bus, they must contact Golden Hills for permission and the bus driver will be notified.**

### EXTRA-CURRICULAR ACTIVITIES

While academic pursuits take precedence over other activities, we strongly recommend participation in one or two extra-curricular activities, social activities of this nature help the individual learn to get along with others and to make the school experience a more pleasant one. Students must maintain a 50% average to participate on Inter-School teams.

Activities are offered on both intra-mural and inter-school basis. Intra-murals, which involve competition within the school, are offered during the noon hour, Inter-school activities take place mainly after school and on weekends.

<u>Intra-mural</u>	<u>Inter-school</u>	<u>Other</u>
Badminton	Badminton	Choir
Volleyball	Golf	Drama
Basketball	Football	Band
Floor Hockey	Curling	Students' Council
Dodgeball	Badminton	Dances
	Track and Field	

### Students and Extra Curricular Activities

It is a privilege for you as a student to be a participant of extracurricular activities at Drumheller Valley Secondary School. Along with these privileges, the students understand the responsibility that comes with their participation as they will be representing D.V.S.S.

The student must...

1. Maintain a passing mark in all subject areas
2. Abide by the attendance policy
3. Maintain a good standing and attitude towards teachers, staff and the student body of Drumheller Valley Secondary School
4. Complete all assigned work for their classes by the deadline set for the entire class by the teacher.

The coach or supervising teacher will have the final say as to whether or not the student will participate in the event.

**STUDENTS ABSENT FROM SCHOOL, OR SUSPENDED FROM SCHOOL, ON THE DAY OF THE EVENT ARE INELIGIBLE TO PARTICIPATE (unless the absence is excused).**

### EXTRA-CURRICULAR

#### CLUBS

- Yearbook Drama Club
- Writing Club
- Students' Council

- Connections
- FOR Club - Friends of Rachel
- Interact

### **Parent / Community - Volunteering at DVSS**

To become a registered Volunteer with DVSS, an individual must complete a Criminal Records Check and a Child Welfare check every three years. Volunteer Request forms are available from the school office.

### **SCHOOL PICTURES**

All students will have their picture taken and student photo ID can be purchased for a price of \$10. It is important that all students get their picture taken so that we have a picture for the Yearbook and office database. Students will be reminded when pictures are to be taken.

### **STUDENT COUNCIL**

The Student Council co-ordinate activities and provide a student voice in the affairs of the school. The Student Council has held official elections for the executive offices of President, Vice-President, Secretary, and Treasurer and meetings generally occur on a weekly basis.

Students in grades 7 to 12 are all eligible to participate in Student Council. If interested, please see Ms. Frisky or Ms. Manning for details.

### **RETURNING STUDENT POLICY**

Any returning Grade 12, 4th or 5th year student is subject to all of the rules and regulations of the school. Attendance, behaviour and marks are expected to be satisfactory.

### **Junior High - Placement Policy**

The majority of students at DVSS will successfully complete grades 7, 8, and 9 in three years. Student performance, especially in the grade 9 year, can have a significant impact on senior high courses that can be taken. We would strongly encourage all students to give their very best throughout junior high, which will in turn provide the greatest choices for senior high. This of course, will impact choices for post secondary.

<b>Placement Criteria</b>
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1. A student must achieve a 50%, or higher, in Language Arts, Math, Science, and Social Studies.
2. A student must achieve a minimum of 50%, or higher, in reading, health, and physical education.
3. A student must achieve a 50% overall average in optional courses.

If a student is unsuccessful, the staff, with the parents and counsellors, shall look at factors which include:

1. Academic progress
2. Chronological age
3. Social and emotional development

4. Physical maturity
5. Attendance
6. Attitude

Some questions to be answered would be:

1. Is there a better program for this student?
  - a. Adapted or Modified
  - b. Distance Education, Home schooling, Outreach School
  - c. Grade 10 streaming such as Math 10-3, Science 14, etc.
2. Has the student demonstrated the necessary knowledge, skills, and aptitude to advance?

## **Earning Your High School Diploma**

One of your short-term goals is to earn a high school diploma. You can accomplish this by successfully completing certain courses and earning a minimum of 100 credits. Many students earn more than 100 credits. This reduces the study periods or spares you have in school but allows you to explore a wider variety of courses and develop skills that may help you in the future.

### **Credits**

Each high school course is worth a specific number of credits. Higher numbers of credits indicate that more material is covered, and more time is spent on that course. Most courses have a 5-credit value or a 3-credit value. You earn credits in a course if you have a final course mark of 50 per cent or higher.

A large number of high schools offer courses in the semester system. In this system, courses in semester one start at the beginning of the year and finish in January. Semester 2 starts in February and finishes in June. Many option and 3 credit courses may run for a 10-week session or a quarter of the year and then change. Check with our school counsellors or administrators to find out how courses are scheduled.

Plan for a full schedule of courses with at least:

- 42 credits in Grade 10
- 35-40 credits in Grade 11
- 30-35 credits in Grade 12

### **Courses**

Of the 100 credits you need to earn a diploma, 56 will be earned through courses in subjects you are required to take. These core subjects are: English, Social Studies, Mathematics, Science, Physical Education and Career and Life Management. You will be able to choose the courses you need to earn the remaining 44 credits. Although you have considerable freedom in choosing courses in complementary subjects, it is important to make these choices carefully so that you gain skills that will be useful when you graduate. If you are planning to attend a post-secondary institution, you will discover that most require more core courses than are required for a high school diploma. You will have to select these core courses as complementary choices.

Each high school course is given a number:

- courses numbered in the 10's are courses usually taken in Grade 10

- courses numbered in the 20's are courses usually taken in Grade 11
- courses numbered in the 30's are courses usually taken in Grade 12

It is usually necessary to complete a lower-level course before registering in the course at the next level. For example, students need to complete Mathematics 10C before taking Mathematics 20-1. Mathematics 10C is the prerequisite for Mathematics 20-1. Select your courses by determining which courses you intend to graduate with and working back to their prerequisites.

Some core subjects -- English, Social Studies, Mathematics and Science -- are designed for different purposes and are available at two or more levels of difficulty.

- Courses numbered 10C, 20-1, 30-1 and 31 are designed primarily for students planning on entering a university or certain programs in colleges and technical schools.
- Courses numbered 10-2, 20-2, 30-2 are designed primarily for students planning on entering certain programs in colleges, technical schools or a job.
- Courses numbered 10-3 and 20-3 are designed primarily for students planning on getting a job after earning a High School Diploma or an Apprenticeship Program.
- Courses numbered 10-4, 20-4, 30-4 are designed for students enrolled in the Knowledge and Employability Skills program and will receive a High School Certificate.

You do not need to select all your courses from the same series. For example, you may choose English 10-1, Mathematics 10-3 and Social Studies 10-2. You may also transfer from one series to another. At some point in high school, you may find that a course you want to take is full. You may have to postpone taking that course until another semester. The most common reason for timetable problems is when a student fails a course and must repeat it the next year.

In some courses, you are required to write Diploma Examinations. Your marks in these courses are the average of your class mark and your results on the diploma examination. Diploma examinations are written in English 30-1 and 30-2, Social Studies 30-1, 30-2, Pure and Applied Mathematics 30, Biology 30, Physics 30, Chemistry 30, Science 30 and Français 30.

### **Earning a High School Diploma**

The graduation requirements for the Alberta High School Diploma are outlined on the following page. The courses listed are the highest level students are required to complete to earn a diploma. These requirements are set to ensure students graduate from high school with a broad education. These requirements are not always the same as those needed to enter post-secondary institutions. For example, Social Studies 30-1 or 30-2 is a diploma requirement but may not be requirement of the post-secondary institution you are interested in attending. Mathematics 24 fulfils the diploma requirement but may not be enough to fulfil the requirement of the post-secondary institution you are interested in attending. Check with the post-secondary institution you are interested in for information on its requirements.

To earn an Alberta High School Diploma, a student must:

- earn a minimum of 100 credits
- complete and meet the standards of the following courses.
  - English 30-1 or 30-2 or Français 30
  - Social Studies 30-1 or 30-2
  - Mathematics 20-1 or 20-2 or 20-3 (or Mathematics 10C and any other 20 level 5 credit mathematics course)

- Science 24 or Biology 20 or Chemistry 20 or Physics 20 (or Science 10 and any other 20 level 5-credit science course)
- complete and meet the standards of the following:
  - Physical Education 10 (3 credits)
  - Career and Life Management (CALM) - 3 credits
  - 10 credits from career and technology studies, (CTS), fine arts, or second languages
  - 10 credits in any 30-level courses over and above English and Social
  - in addition to English 30-1 or 30-2 and Social Studies 30 or 30-2

**Drumheller Valley  
Secondary School  
COMMENCEMENT/GRADUATION  
CEREMONY REQUIREMENTS**

To take part in commencement activities, there are certain expectations that each participant should have, or is in the process of fulfilling. These are listed below:

1. Attendance in a High School for at least 2 ½ years.
2. A minimum of 60 credits shall have been earned upon entering grade 12.
3. English 30-1 or 30-2 and Social 30-1 or 30-2 shall be completed, or in the process of being completed.
4. Each participant shall have completed, or be in the process of completing:
  - a. 10 credits of High School Math
  - b. 10 credits of High School Science
  - c. 3 credits of High School Physical Education
  - d. 3 credits in CALM
  - e. 15 credits of High School English
  - f. 15 credits of High School Social Studies
  - g. A minimum of 10 credits in Grade 12 courses other than English and Social Studies
  - h. A minimum of 30 hours of community service (fulfill the requirements of CTS course CCS1080 and CCS2080)
5. Each participant shall have registered in enough courses to total a minimum of 105 cumulative credits to participate in the ceremony. If a course is to be dropped the student must come up with a credit recovery plan.
6. A student may be enrolled in a maximum of 20 credits in Semester II.
7. A student enrolled in the Knowledge & Employability Skills Certificate Program may participate.
8. **All school fees must be paid.**

□ **NOTE: CORRESPONDENCE COURSES ARE NOT CONSIDERED UNLESS COMPLETED BY APRIL 30 of the graduation year.**

□ **Courses taken outside of Drumheller Valley Secondary School will not be considered for Scholarship selection or for Valedictorian selection**

## **SELECTING YOUR COURSES**

### **Core Courses**

Remember that courses in English, Social Studies, Mathematics and Science are offered at several levels. Choosing the highest level that you will succeed at is the best way to keep your options open. However, it is important to look at your potential realistically. It is frustrating to be

struggling in a course that is too difficult. If you are having problems, you have several options. You can get extra help from the teacher or a fellow student. You may consider getting a tutor or you may decide to move to a less challenging course series. If you are doing better than you expected, you may want to move to a more challenging course series. Should you decide to transfer from one series to another, your principal, counsellor or teacher can advise you on the best way and time to make the change. Although your junior high marks are usually the best indicator of how you will do in high school, it is always possible with effort, to improve them.

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<b>English</b>	English 10-1, 20-1, 30-1	English 30-1 is required for entrance to university
	English 10-2, 20-2, 30-2	These courses are the ones usually required for entrance to certain programs in colleges and technical and trade schools. The courses focus on practical English skills like writing business correspondence.
<b>Social Studies</b>	Social Studies 10-1, 20-1, 30-1	Social Studies 30 may be used for post-secondary institutions.
	Social Studies 10-2, 20-2, 30-2	Entrance to college and vocational programs
<b>Mathematics</b>	Mathematics 10C, 20-1, 30-1, 31	Students wanting to enter into university will require most of these math courses.
	Mathematics 10C, 20-2, 30-2	These courses are designed to enter into some university programs and most college and vocational programs.
	Mathematics 10-3, 20-3	These course deals with life skills math.
<b>Science</b>	Science 10	This course is an introduction to biology, chemistry, and physics.
	Biology 20, 30 Chemistry 20, 30 Physics 20, 30	These courses are intended for students planning to specialize in an area of science and attend post-secondary education.
	Science 14-24	If science is not an area of strength, this route deals with foundational life skills science.

<p><b>Career and Life Management (CALM)</b></p>		<p>You need to take CALM at some time during high school. This course provides students with the opportunities to develop and practice the skill required for dealing with a variety of issues and situations, living independently and planning a career. In this course, you learn how to build upon personal strengths and make good decisions.</p>
<p><b>Physical Education 10</b></p>		<p>You will experience a variety of activities in order to develop a better understanding of personal fitness and a lifelong interest in leading an active, healthy lifestyle.</p>

These are the core courses you need to earn a diploma. Remember that the Alberta high school program is quite flexible. You can change your route without too much difficulty and there is enough room to repeat a course if necessary. Many school systems and other agencies run summer schools for student to repeat course or take additional courses.

## **SELECTING YOUR COURSES**

### **Complementary Courses**

Complementary courses offer you a chance to broaden your knowledge by studying a variety of subjects. Some complementary courses will help you build skills that will help you get and keep a job. Approximately 25 to 35 credits of study in a particular area could provide a basis for getting a job.

Some students have as many as 19 credits left for complementary courses each year. If you need each of the three sciences to get into a post-secondary institution, you may have less than 5 credits left each year for complementary courses. You may select from the complementary courses your school offers, or from other core courses.

Although all Alberta high schools offer the courses required to earn a high school diploma, not all high schools offer exactly the same complementary courses and activities. Large schools with their high student populations are able to offer more courses than small schools with fewer students. Schools are also able to develop their own unique courses, called locally developed courses that may range from religious studies course to Swedish language course. In fact, religious studies may be a requirement at your school. If you are interested in a course that is not offered at your high school ask your counsellor about courses offered by the Alberta Distance Learning Centre.

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Complementary courses are grouped into the following specialties:

<p>Career and Technology (CTS)</p>	<p>Includes the areas formerly called business education, home economics and industrial education.</p>
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	All these courses emphasize "learning through doing" and include the components of career awareness and career development. CTS includes: agriculture, communication technology, construction technology, cosmetology, design studies, electronics, energy and mineral resources, enterprise and innovation, fabrication studies, family studies, fashion and design, financial management, food studies, forestry, health sciences, information processing, legal studies, living environments, Management and marketing studies, mechanics, tourism studies, transporting goods and people, wild life, work experience.
Fine Arts	Includes courses in studio art, art appreciation, drama, choral, general and instrumental music.
Language Arts	Includes courses in English Literature, communications, reading and English as a second language.
Second Languages	Includes course in Blackfoot, Cree, French, German, Italian, Japanese, Latin, Spanish, Ukrainian and other languages. In some Alberta high schools, students may take some of their courses in French. French immersion programs are for students who are not Francophone. Some of their courses are conducted in French. Students in the French immersion program also take English 10-1, 20-1, 30-1 or English 10-2, 20-2, 30-2.
Social Sciences	Includes course in psychology, sociology, geography, economics, ethics, history, philosophy, and world religions.
Special Projects	These projects encourage you to become involved in the selection, planning and organizing of your own programs in specific areas of interest that go beyond the regular curriculum.
Registered Apprenticeship Program	Students can participate in this once they have reached the age of 16. This program mirrors all apprenticeship programs offered in Alberta.
Work Experience	These courses allow you to gain practical applications of the knowledge and skills you learn in school. Under the supervision of a teacher, you receive on-the-job training and explore career options in a variety of work placements.
<b>Remember, during your high school years, your selection of complementary courses must include 10 credits in career and technology studies, or fine arts, or second languages, and 10 credits in 30-level courses in addition to English and Social.</b>	

### **Your High School Program**

1. In the column entitled Grade 9, fill in your latest report card marks in each subject. Then, in the complementary section, write the names of the complementary courses you took in Grade 9 and the marks you received.
2. In the column entitled Goal for Grade 9, write down your goal for Grade 9.
3. If you select courses numbered 10 in Grade 10, you can expect to do about the same as you did in those subjects in Grade 9. Keeping that in mind, fill out your selection of core courses for Grade 10 by writing the course numbers (i.e., 10-1 or 10-2 or 14) in the column entitled No. Now go to the next



**DVSS**

page.

***LEARNING for LIFE***

**Grade 9 to Grade 10 – Transition**

<b>Grade 9</b>	
<b>Course Name</b>	<b>Latest Marks</b>
English	
Social Studies	
Mathematics	
Science	
Physical Education	
Complementary	

<b>Grade 10</b>			
<b>Course Name</b>	<b>No.</b>	<b>Marks</b>	<b>Credits</b>
English 10-1, 10-2			5
Social 10-1, 10-2			5
Math 10C or 10-3			5
Science 10 or 14			5
Phys. Ed. 10			3
CALM			
Complementary			

**REMEMBER**

**To earn a high school diploma your selection must include 10 credits in career and technology studies, fine arts, or second languages, CALM, 10 credits in Math and Science, 15 credits in English Language Arts, 15 credits in Social Studies, and 10 credits in 30 - level courses in addition to English and Social Studies.**

## Junior High School Supplies

### Checklist:

Item:	Description:	Number of Items Required
<input type="checkbox"/> Pens		Year's Supply
<input type="checkbox"/> Pencils		Year's Supply
<input type="checkbox"/> Binders (Size and how courses will be organized in binders is student preference. Description and quantity listed is a suggestion to consider)	<input type="checkbox"/> 2" to 3" Ring Size	Minimum of 2
	<input type="checkbox"/> 1" Ring Size with clear front pocket	1
<input type="checkbox"/> Dividers	Binder dividers to separate courses/sections	Enough to separate courses/sections
<input type="checkbox"/> Erasers (White)		Year's Supply
<input type="checkbox"/> Loose-Leaf Paper	Lined and hole-punched	Year's Supply
<input type="checkbox"/> Ruler		1
<input type="checkbox"/> Hole Reinforcements (for loose leaf paper)		1 pkg.
<input type="checkbox"/> Pencil Case		1
<input type="checkbox"/> Geometry Set	Standard Set	1

Scientific Calculator

**\*Important Note:** A cell phone is not an acceptable alternative for a scientific calculator. Though some teachers may allow students to use a cell phone for a calculator on assignments, **cell phones ARE NOT permitted for use during tests.** In addition to this, **graphing calculators are not permitted** on the Grade 9 Provincial Achievement Test and therefore we do not allow students to use graphing calculators at the Junior High level.

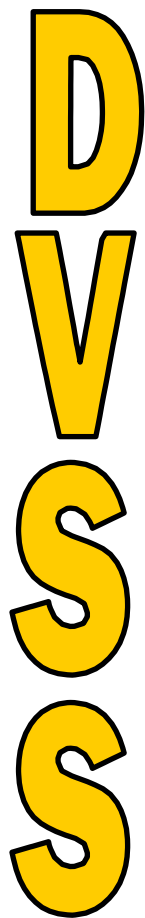
### GENERAL SUPPLIES to be considered:

- Pencil crayons
- Markers
- Duo tangs
- Glue Sticks
- Scissors
- Headphones/Ear Buds
- USB Stick/Flash Drive

- Note: Classes use Google Drive, which is usually sufficient. If you have a flash drive already, you could bring it. If you don't have one, don't buy one unless you find that you really need it.

**OPTIONS:** As these classes vary in requirements, there may be other specific items needed. Teachers will inform students what supplies are needed to be purchased for these classes during the first few days of instruction.

## POWERSCHOOL REGISTRATION



Learning for Life

Dear Parent,

Powerschool is an internet application that will allow you to access all the vital information in regard to your child's schooling. If you have access to the internet, any time of the day or night, you can check on your child's progress. You can also retrieve your child's timetable, attendance, marks (including every mark for every class), all historical data, discipline issues, homework, and fees.

### Advantages

- Timely up-to-date information on your child
- Assignments and marks available 24/7
- Significantly reduced mail from the school
- Direct communication with the teacher by email

### Accessing Powerschool

When you are on your computer at home or work, simply go to the Drumheller Valley Secondary School website at [www.drumvss.ca](http://www.drumvss.ca) and select the **Powerschool Student/Parent Portal** link. This will take you to the login using your Username and Password. **If you wish to create an account**, just click on the "Create Account" link which will walk you through the setup of your Powerschool account and creating your Username and Password. **Note: You will need to know your child's school ID number, which can be found on a previous report card (if previously at a GHSD school), or a copy of a DVSS timetable.** Feel free to call the school if assistance is needed or to get your child's school ID number.

Mrs. D. Yemen, Principal

Mrs. D. Levesque, Associate Principal

Mr. B. Teske, Associate Principal



Drumheller  
Valley  
Secondary  
School

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