

Paul Rowe Jr./Sr. High School
2018 – 2019 PARENT/STUDENT HANDBOOK



"Catch the Energy... Release the Potential"

Paul Rowe Jr./Sr. High School
Box 488
Manning, Alberta T0H 2M0

Principal: Mr. Matthew Taylor
Asst. Principal: Mrs. Vikki Presakarchuk
Telephone: (780) 836-3397
Fax: (780) 836-3992
E-mail: <mailto:paulrowehs@prsd.ab.ca>
Website: <http://www.paulrowehigh.ca>

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PURPOSE: "Catch the Energy ... Release the Potential!"

VISION:

To make learning a positive experience that inspires a lasting wonder and appreciation for life, learning, and thinking – responsible citizens. As a community of learners we will achieve this through teamwork and professionalism so that we can celebrate the successes of all.

VALUES: These core values represent the fundamental tenets that guide us in our day-to-day operations.

- Success: To encourage self reliant, objective thinkers who are prepared to advance their lives successfully to the best of their ability.
- Respect: To develop regard for a person's dignity by honoring their beliefs, values, properties, and rights.
- Integrity: To promote for all a sense of uncompromising adherence to doing what is right at all times.
- Understanding: To foster respect for individual and cultural differences.
- Accountability: To provide programs and instruction which will maximize students' potential for success with the expectation of high standards for all.

SCHOOL SPIRIT

School spirit is the feeling you get when you know you are part of the school. To become part of the school, and to share in the spirit, we recommend the following:

- Participate - take part in and enjoy the various activities.
- Courtesy - show it to everyone - treat everyone as you would like to be treated.

Pride in the appearance of the school, in what the school and you have accomplished, and in what the school is trying to achieve.

SCHOOL COMMUNICATION

Paul Rowe High School encourages parents/guardians to be actively involved in their child's education and therefore uses the following to communicate information to parents:

- **Facebook:** "Like" our page on Facebook and receive information about upcoming events in your newsfeed. Search for **Paul Rowe High School**, then "like" and "share."
- **Website:** The school website can be accessed at www.paulrowehigh.ca . The website contains school information including a staff directory with contact information, calendar of school events, homework help links, career planning links and much more!
- **Newsletters:** The Raider's Report is used to keep parents and guardians informed about school happenings and upcoming events. Newsletters are mailed home monthly. Anyone may subscribe to receive their newsletter by email at www.paulrowehigh.ca
- **General Broadcast Messages (Automated Phone System):** Our "Automated Parent Notification System", will notify/remind you of a student's unexcused absence from school throughout the day and that same evening. This system will also be used to send various announcements, meeting reminders, upcoming events, etc. to all of our students and their families at once.
- **Announcements:** General information announcements for students are made daily at 8:55am and following lunch.
- **Parent/Teacher Interviews:** Parent/Teacher Interviews are generally held the week after report cards, which are mailed home.

Parents who have concerns or wish to meet with their child's teacher for any reason are encouraged to do so at any time throughout the year. Teachers may be reached through the school office at (780)836-3397 or by E-mail (see below).

- **E-mail:** Teachers may be reached by E-mail by following the links on the staff page of Paul Rowe's website. Please keep in mind that PRSDnet E-mail is monitored by SPAM filters so please be sure that the subject line clearly identifies that you are a parent if your E-mail address does not identify you easily.
- **School Council:** The role of School Council is to advise the principal on any matter relating to the school. All parents are invited to participate.

STAFF

Teaching Staff:

Principal: Mr. Matt Taylor

Assistant Principal: Mrs. Vikki Presakarchuk

Teaching Staff:

Mrs. Coree Asmussen PE, Science 7, Athletic Coordinator, CTS AGR
(Mr. Andrew Gunderson, Semester 1)

Mrs. Anita Bak Career Counselor; Work Experience/RAP/Green
Certificate Coordinator; Home Ec. 7-9;
Foods 10/20/30; Math 7

Ms. Tamara Czaban Math 9, 10C, 20-1, 30-1; Physics 20 and 30; and
Science 7, 20

Mr. Scott Davidson Language Arts 9; Social Studies 9, 20-1/2, 30-1/2;
English 20-1/2, 30-2; Literacy 7/8/9

Mr. Andrew Bullen Biology 20, 30; Science 9, 10, 14; Chemistry 20, 30

Mr. David Hyatt Language Arts 7, 8; Social Studies 7, 8;
Computers 7, 8, 9; Literacy 7/8/9;CTS

Ms. Katie Thornton English 10-1/2, 20-1/2; French 7, 8, 9, 10, 20 & 30;
Literacy 7/8/9

Mrs. Vikki Presakarchuk English 30-1; Art 10/20/30; Drama 10/20;
(Mrs. Karol Kamieniecki, Inclusive Education Coach; Literacy 7/8/9
Sept.-Nov.'18)

Mrs. Jackie Ristesund PE 7, 8; IE 7,8,9; Senior High CTS

Mr. Matt Taylor Math 8; Science 8; CTS MEC

Contracted Instructors:

Miss Cacey Goddard Cosmetology

Support Staff:

Mrs. Shirley Bruun	Office Manager
Mrs. Char Caron	Educational Assistant
Mrs. Kerry Coulter	Educational Assistant
Mrs. Karla Cove	Distance Learning Coordinator, Ed. Assistant
Ms. Audrey Dittrick	Educational Assistant
Mrs. Terra Goodzeck	Office Manager
Mrs. Bobbi Lewandowski	Information Specialist (Librarian)/School Based Technician
Ms. Kendall Carlson	Youth Support Worker
Mrs. Bert Goddard	Custodian
Mr. Larry Goddard	Custodian

SERVICES

Career Counsellor assists students and parents with their questions and concerns regarding timetable planning, career and post-secondary education decisions including scholarship information.

Inclusive Education: Individual programs based on the Response to Intervention system, may be coordinated for students with unique learning needs, for example those students who are gifted and talented, have learning difficulties, cognitive delays or emotional and behavioural concerns. These programs are coordinated according to Alberta Education policies on inclusive education, standards and curriculum. Programs are collaborated on with the school based inclusive education coach, subject teachers, parents or guardians and students, divisional student services supports and outside agency support.

Youth Support Worker: Is available on a part-time basis to assist students with any problems they may be experiencing. These problems may be teacher-student, student-student or personal, etc. Students may visit the Youth Support Worker once without parental permission, but subsequent visits require that parents sign a consent form. Students with serious concerns may be referred to other agencies such as Public Health, AADAC, Suicide Prevention, Mental Health, Child and Family Services, etc.

STUDENT CONDUCT GUIDELINES

Student conduct is a concern to parents and teachers. We believe that it is better to keep rules to a minimum and to allow common sense, courtesy and safety to guide all actions. Keep in mind that our school is a place for learning skills, knowledge and attitudes, but also learning skills of self-discipline and proper behavior. Students are expected to accept increasing responsibility for their own actions, as they proceed through school, and will be disciplined for breaches of the code of conduct accordingly. Our school conduct motto is **SOLE – Respect for self, others, learning, and the environment.**

Keep in mind:

- Students must demonstrate responsible and respectful attitudes towards: the education process; professional and non-professional members of the school staff; other students and visitors to the school. This includes avoiding unnecessary physical contact with others.
- Copying and cheating are serious infractions.
- Behavior which may lead to exclusion from school or classes generally falls within the following four categories:
 1. Behavior infringing on the learning rights of others.
 2. Behavior which destroys the property of others.
 3. Behavior exhibiting obvious disregard or disrespect for the learning opportunities provided and to the teachers providing them.
 4. Behavior which contravenes school policies either during regular school hours or while attending school functions or extracurricular events.

DRESS CODE

The staff of Paul Rowe expects orderly student conduct and clothing which reflects good taste. Cleanliness and neatness are traits of a good student. Bare feet, halter-tops, short-shorts, and T-shirts with questionable or offensive slogans are not acceptable. To further clarify, no bare midriffs are permitted; no underwear can be showing (including bra straps); no tube, spaghetti, single strap, or low cut tops are permitted. T-shirts (or other clothing) that display sexually suggestive, profane or drug related slogans, messages, pictures, etc. are also not permitted. Neither are hats, bandanas or hoods permitted.

To maintain the cleanliness of the school, all visitors to the school must remove wet or dirty footwear and place them in the boot racks located at each entrance. **Students must have a pair of indoor shoes to wear in the school.** This is especially important in case of emergencies where the school may need to be evacuated.

TELEPHONE USE

A student phone is located in the hallway. During classes, students need permission from their classroom teacher to use the phone. So as to not disturb the learning activities in the classrooms, phone messages from parents will be given to students at the breaks, noon, or after school, except in the case of emergencies. Students are not to take their cell phones to class. See “Cell Phones and Electrical Devices” below.

CELL PHONES AND ELECTRICAL DEVICES

Paul Rowe follows the guidelines set out by Peace River School Division #10, AP-145. The full policy is available at www.prsd.ab.ca.

Electronic devices carried by students should only be allowed in the classroom where there is a **clear instructional purpose**. Electronic devices include cell phones, gaming devices, bluetooth devices, personal DVD or music players, cameras or other recording equipment of any type, wireless devices, and other devices as defined under school policy. At all times the use of electronic devices by any person must respect the rights and privacy of students and school personnel.

COMPUTER AND E-MAIL USE

Students PRSDnet accounts are meant to assist them with school work. Use of technology is a privilege and it is expected that students will use equipment and the network in a responsible manner.

Students are responsible for all activity on their PRSDnet account. The computer network is owned and managed PRSD, and is not necessarily private. E-mail, Internet and stored documents may be monitored. Wi-Fi network usage is also monitored so students must take care to ensure that personal devices are used appropriately.

Students may have their privileges revoked at any time if privileges are being abused. Some examples of where student privileges can be revoked include, but are not limited to, abuse of equipment, inappropriate email use, using an account other than their own, etc. In some cases, further disciplinary action may be taken.

LOCKS AND LOCKERS

Locks and lockers are given to students each year but remain the property of the school. They are subject to searches by the school staff for contraband as well as old lunches. To assist in sanitation and the control of mice, students are asked to clean their lockers regularly. Failure to comply will result in a loss of locker privileges. Students should keep their lockers locked at all times.

ABSENCES/LATES

LEAVING THE SCHOOL

Students who find it necessary to leave the school during class time (illness, doctor's appointments, or other reasons), must sign out at the office. **Students must have parent/guardian permission in the form of a note or a phone call before they will be given permission to sign out.**

Grade 7 and 8 students who wish to leave the school at lunch must bring a note from their parent or guardian.

ABSENCES

Students are required by the School Act to attend school every day unless they are prevented from doing so for acceptable reasons. Regular attendance is also essential to ensure adequate student academic progress.

Student absences:

Please inform the office of the date of absence (and reason) beforehand when possible. If the office has not received a note or phone call excusing the absence, the 'automated phone out system' will send phone calls throughout the day, and in the evening, indicating a student's absence that day.

Student will have 1 noon hour DT for every unexcused absence. A phone call to parents will be made for each unexcused absence. After three unexcused absences (in a semester), students will get a ½ day in-school suspension and a letter will be sent to parents.

After 5 absences (in a semester), whether excused or unexcused, parents will be sent a letter with an attendance print out.

After 10 absences (in a semester) another letter and attendance print out will be sent.

If attendance continues to be an issue, parent conferences will be requested.

Missed instruction/assignments: Students who miss school will need to catch up on work missed. It is their responsibility to ask their teachers what has been missed!

Missed Exams that are missed for valid reasons are usually written on the day that the student returns to school unless alternate arrangements are made with the teacher. Exams that are missed for invalid reasons may be scored zero.

Absences and Extracurricular Activities: If a student misses any part of the school day without an excuse, they will not be permitted to partake in extracurricular functions that day. This includes sports, dances, etc.

LATES

Students who are late for class **MUST** stop at the school office upon arrival. They will then be issued a 'Hallway Pass', which will allow them entry into class.

Students are responsible for providing a note from home to the office, or a parent / guardian phone call, excusing their lateness. Please keep in mind that **students who are late by 20 minutes or more in a 36 minute period may be marked absent for that period.**

Student lates are recorded on a daily basis. Five lates in a month will result in noon detentions or possibly other disciplinary action as determined by administration.

JUNIOR HIGH INFORMATION (Grades 7 and 8 only)

For the benefit of the younger students, we have adopted a middle school concept, keeping the grades seven and eight students within their own school community. Students enter through their own door at the Southeast entrance of the school. It is at this end of the school that they have their lockers, eat lunch and most classes are held. The senior high students may only enter the junior high wing to access Home Ec. and Industrial Arts classes.

Breaks: The gym is open to students during lunch 2 days per week. As well, they are permitted to go outside or use the library. Grade 7 and 8 students may also want to participate in the Jr. / Sr. High School clubs such as SADD and SCOER. The library hallway is the place that junior and senior high students can meet in the morning and lunch time. They are permitted to go into the remainder of the school with a supervisor's permission.

STUDENT TRANSPORTATION

SCHOOL BUS DISCIPLINE

Discipline problems on the school bus will be reported by the driver to the Principal and will be dealt with in the same manner as classroom problems.

STUDENT VEHICLES

If students drive to school, the vehicle is to be parked in the student parking lot or on the south side of 4th Avenue. Students are permitted to use their vehicles to go downtown at noon hour or to leave the school grounds during their study periods. Please follow the speed limit of 10 km/hour on the school grounds. Traffic flow through the school parking lot on the north side of the school is one-directional from the west to the east.

TRAVEL TO EXTRACURRICULAR EVENTS

All players must ride in parent driven vehicles to and from the location of the event or transportation provided by the school (school van or bus). However:

- Each volunteer driver is required to fill out a Volunteer Driver Form prior to the event. This information remains on file and is only needed to be filled out once as long as the same vehicle is being driven. **Documentation required for each volunteer driver includes: Volunteer Driver Application, Pledge of Confidentiality, Criminal and CFSA Record Checks, driver's license, vehicle registration, and insurance (\$2,000,000.00 liability).**
- Parents or guardians may pick up players.
- Students are expected to follow the rules of host schools as well as Paul Rowe's rules.

ILLNESS/EMERGENCIES

INFIRMARY

An infirmary is located in the office for medical emergencies. Students who complain of being ill will be directed to the office.

ACCIDENTS

All accidents must be reported using the school division accident report system.

FIRE DRILLS

Teachers shall inform students of the normal and alternate escape routes, for each room they have classes in (including the gym, library, and computer room).

When the fire alarm sounds, students shall proceed from the room they are in to their designated "safe" area outside the building. Routes are posted in each room. When the teacher has ensured that all of their students are safely out of the school, they will send a messenger to the front of the school to notify the principal/secretary. At the end of the fire drill, an all-clear announcement will be made indicating students may return to their class.

Students should wear indoor shoes at all times as they cannot stop to get boots/shoes on the way outside.

DISCIPLINE

Suspensions and detentions may be used as a disciplinary measure when talking with the student has not achieved the desired result of changing an inappropriate behavior. Refer back to student code of conduct or the Peace River School Division Administrative Procedure 350.

SMOKING

According to School Board Policy, smoking is not permitted in the school building or on the school grounds during the school day or when students are present. Students found in violation of this rule will be suspended for one day.

ALCOHOL AND DRUG ADMINISTRATIVE PROCEDURE

Peace River School Division has adopted the following stance with regard to prohibited substances that include alcohol, restricted drugs, and narcotics. Where any student is found on school property under the influence of a prohibitive substance, or in possession of a prohibitive substance, the principal shall:

- Immediately notify the parents,
- Suspend the student from school,
- Notify and consult with the police, and
- Obtain medical help if required.

ACADEMIC INFORMATION

CLASSES

Literacy 7-9

Literacy class is held daily for one period. During this time students work in blended grade groups; focusing on specific skills to enhance reading skills and comprehension.

Physical Education

Physical Education is compulsory for all Grade 7-10 students. High school students must obtain 3 credits in PE 10 to be eligible to graduate. Students are encouraged to participate in PE when it is offered in grade 11 and 12.

Students are expected to be punctual for class displaying the proper dress and footwear. (Sweats or shorts, T-shirts, clean gym shoes)

If a student is too ill to take part in PE during the school day, they cannot compete in extracurricular sport activities after school that same day. If a student is not able to participate in PE for an extended period of time due to medical reasons, a doctor's certificate must be presented indicating the period of time that the student is to be excluded and/or the limitations of the amount of participation.

Blended Learning (Videoconferencing)

Some students may have the opportunity to take classes through videoconference. Course offerings may vary each semester depending on the availability within the division.

Videoconferencing offers an alternative method of course delivery to correspondence when we are not able to offer the course within the school.

Alberta Distance Learning Centre (ADLC)

Paul Rowe has a designated classroom to allow students the opportunity to work on distance learning courses during school time. Students are expected to use this time to work on their courses.

If a student has a timetable conflict or if Paul Rowe is not offering the course that they wish to take, the school will pay for the course. If a student chooses to take a class through ADLC that is already being offered by the school or if they are repeating a class in which they were not successful, they will be required to pay for the course.

Work Experience

Work Experience is an off-campus program geared to help students by giving them experience in a work setting to help them make some initial career choices. Students can earn up to 30 credits of which 15 can be used for their high school diploma.

Registered Apprenticeship Program (R.A.P.)

For the student who knows what he/she want to do after completing school, or for the student who believes he/she would be interested in a trade for a career, this is an excellent option. In effect, Grade 11 or 12 students who choose this option are able to take high school courses while earning hours towards the requirements for journeyman status with the Alberta Apprenticeship Board. Contact the counselor for further information.

Green Certificate Program

For a student who has interest in agriculture, the Green Certificate Program allows a student to obtain credits while working at home. Areas of specialty include Cow/Calf Technician, Field crop technician, Equine technician, Sheep Technician, Dairy Technician, and Feedlot Technician. Students can earn up to 16 credits.

Volunteer Credits

Students may earn up to two credits for volunteering. Each credit requires 25 hrs of volunteer work. Volunteering includes coaching, hospital work, unpaid tutoring, ect.

Study Periods (“Spares”)

Grade 10 students take a “full course load” and will normally not have any study or free blocks. Grade 11 and 12 students are expected to enroll in 35 credits.

If a student remains in school for study periods, he/she should use the time for study. The library is available to students who wish to do school work at this time, however this is not a location that the students can “hang out” in. Alternatively, arrangements can be made with individual teachers to use their classrooms for study purposes or for extra help with courses. Students who are not working on school work during this time must leave the school.

SOLE Time

Integrating Flexible Learning Environments (referred to as SOLE Time at Paul Rowe) means that students are provided with time that allows for focused or extended study in class such as extended science labs, targeted help in various subject areas, time for various student meetings such as mentorship and leadership groups, study time, credit recovery and teacher led workshops based on student needs. Flexible Learning Environments is a part of an Alberta Education Initiative, High School Redesign, which supports the transformation in our education system and the changing needs of students. This leads to changes that facilitate greater student engagement, achievement and provides our staff with opportunities to grow their practice, collaborate deeply, and expand their horizons as educators in collaboration with their students and their colleagues.

LIBRARY

All students in grades 7-12 may sign out library books. A book may be signed out again if no other student has requested it. The student must pay for any lost or damaged books.

Peace River School Division offers a digital library of E-books and audio books. As well, students can receive a free public library membership which allows them to access millions of physical and digital materials such as books, magazines, movies, music, research databases, language learning tools and much more!

HOMEWORK

At Paul Rowe we maintain high standards for all students. All tasks whether formative (those being used to inform the teacher of where students are at in the learning process) or summative (those tasks used towards a student's grade) are valued. As a part of ensuring success in student learning, Paul Rowe is implementing the following homework protocol.

On the day an assignment is due, teachers will collect these from students. If a student does not turn in an assignment at this time, the teacher may notify, through email or phone, the parents or guardians. The student will have until 9am the day after the due date to hand in the assignment. If it is not handed in by this extended date, the student will be expected to be in SOLE time homework recovery until the assignment is turned in. If the student fails to attend SOLE time homework recovery, the student will be expected to attend the next two days of homework recovery. If there is a pattern of incomplete homework, a parent meeting may be requested.

If you have any questions about this protocol please do not hesitate to contact Matt Taylor (Principal) or Vikki Presakarchuk (Asst. Principal).

EVALUATION POLICY

Evaluation plays an important role in education enabling teachers to monitor the progress of their students and to provide feedback to students and their parents. Teachers will issue course outlines and the evaluation procedures used in their classes at the beginning of each term.

Teachers will use a variety of assessments to determine whether students are meeting the curricular outcomes. These assessments will involve both formative assessments (used to inform instruction) as well as summative assessments (use to provide a mark).

REPORT CARDS

Teachers will issue course outlines and the evaluation procedures used in their classes at the beginning of each term. Report cards are issued throughout the

- November: Report Card and 1st Excel Card
- February: Report Card
- April: Report Card and 2nd Excel Card
- End of June: Final Report Card

Parent-Teacher interviews are also held as part of the reporting/communication procedure:

Please see the school calendar that is handed out each school year for dates and times.

MAPLEWOOD CONNECT

Students and parents/guardians can check their child's marks and attendance at any time through Maplewood Connect. Log on to www.paulrowehigh.ca, browse the parent portal link located in the "Parents" section. Click on the "Maplewood Connect" icon to set up your account. Usernames and passwords will be sent to the families of new students to Paul Rowe. Families who do not have access to the Internet are welcome to contact the school office at (780) 836-3397 to make individual arrangements for student reporting.

MY PASS – FOR STUDENTS AND PARENTS AND GUARDIANS

My Pass is an Alberta Government secure self-service website for high school students to view and print diploma exam results statements, order transcripts, and more. My Pass accounts may be created by students as early as 13 years old. Parents and Guardians are also able to create a parent My Pass account in order to access their child's progress. You may visit the website at myPass.alberta.ca to request access.

PROJECT EXCEL

Project EXCEL is a community Partnership project that rewards students for academic excellence. Students who achieve high marks at each reporting period are presented with a gold or silver card. The green card is presented to students whom the teachers feel are achieving to their potential. The cards allows the students to enter draws, or to receive purchasing discounts provided by Manning merchants on items which they purchase for personal use.

Gold Card

A gold card is presented to a student who has an average of 80% or better on a report card. For junior high and grade 10 students, the average is calculated on all subjects carried. For grade 11 and 12 students, it is calculated on a minimum course load of three 5 credit courses excluding Work Experience, RAP, and courses taken through ADLC.

Silver Card

A silver card is presented to students with an average between 70% and 79%. The same mark criteria as for the gold card applies.

Green Card

A green card is presented to those students who have been recommended by their teachers for outstanding work and perseverance.

Each card is valid for only one reporting period. We have two reporting periods and they follow the November and March report cards. Students must earn a place on the Project EXCEL roster each reporting period.

FINAL EXAMS

Final exams are weighted up to 30% of the student's final standing as determined by the individual subject teacher and/or the grade level of the student.

Grade 9 Achievement Exams: Provincial Achievement Tests (PAT) are written in Math, Social, Science and Language Arts in June. Teachers may use these tests as a final evaluation in the course – some teachers also give an additional exam.

Final exams may count for up to 30% of the grade 10 and 11 final mark.

Diploma Exams: Students will write Diploma Exams in the following courses: Biology 30, Physics 30, Mathematics 30-1 and 30-2, Social 30-1 and 30-2, Chemistry 30 and English 30-1 and 30-2. These exams will be written in January and June and count for 30% of their final mark.

APPEAL OF FINAL MARKS

Questions over the evaluation of a student shall first be referred to the teacher(s) who evaluated the student. Where agreement cannot be reached at the classroom level, an appeal shall be made in writing to the school principal within one week of the time final standings are available to the student. If the student is not satisfied with the school decision (or in the situation where a school decision is not possible due to summer vacation), the appeal must be made to the Superintendent of Schools as per Peace River School Division's Appeals Procedures policy 1.27.

HIGH SCHOOL RESULTS STATEMENT

All Grade 12 students will receive an Alberta Education statement of their final standing in grade 10 and 11 courses completed. This is an official statement of results. Check it closely with the counselor. A student who is dissatisfied with a Grade 12 diploma examination mark may request a re-score or rewrite the examination at a later administration date. In both situations, Alberta Education will charge a fee upfront.

SENIOR HIGH GRADUATION REQUIREMENTS

Alberta Education issues the High School Diploma, Certificate of Achievement or Certificate of School Completion. Certain courses are mandatory. Some Grade 10 courses are prerequisites for more advanced high school courses. Students should consult the school's career counselor in order to avoid possible difficulties.

High School Diploma:

The following courses are required to obtain a high school diploma.

COURSE	CREDITS REQUIRED
English	15
Social	15
Mathematics	10
Science	10
C.A.L.M.	3
P. E.	3
ADDITIONAL REQUIREMENTS:	
30 level courses (not English or Social)	10
SPECIFIED CREDITS	66
UNSPECIFIED CREDITS	34
MINIMUM CREDIT REQUIREMENTS	100

Certificate of High School Achievement (Knowledge and Employability):

The requirements indicated below 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:

English Language Arts 20-2 OR 30-4
Mathematics 10-3 OR 20-4
Science 14 OR 20-4
Social Studies 13 OR 10-2 OR 26 OR 20-4
Physical Education 10 (3 CREDITS)
Career and Life Management (3 CREDITS)

And either:

5 credits in a 30 level Knowledge and Employability occupational course, or a 30-level Career and Technology Studies (CTS), or a 30-level locally developed course with an occupational focus AND 5 credits in a 30-level Knowledge and Employability Workplace Practicum course, or a 30-level Work Experience course, or a 30-level Green Certificate course

OR

5 credits in 30-level Registered Apprenticeship Program (RAP) course

Certificate of School Completion:

Some senior high school students with special education needs will be eligible for a Certificate of School Completion in special education. To receive the certificate, a student must be nominated by his or her school and meet the following criteria:

- Has been a student over a period of at least twelve years
- Is in the last year of his/her school program
- Has participated in special education programming
- Has worked toward goals and objectives in an individualized program plan that is consistent with *Standards for Special Education, Amended June 2004*
- Is not able to achieve one of the following due to significant cognitive disabilities:
 - Alberta High School Diploma
 - High School Equivalency Diploma
 - Certificate of High School Achievement (Knowledge and Employability)

Paul Rowe Jr/Sr High Graduation/Commencement Policy:

High School Graduation ceremonies celebrate those students who have *completed all requirements* according to Alberta Education for High School Diplomas, Certificate of High School Achievement, or Certificate of School Completion.

High School commencement ceremonies celebrate those students who have the *potential to meet their credit requirements* during the spring of their final year. As final marks are not available until July, students participating in commencement ceremonies are not necessarily graduates.

Paul Rowe's involvement in these activities will include but is not limited to organizing and distributing the Diplomas or Certificates. A staff representative will be appointed as Grad Advisor for the current class. Graduation or Commencement ceremonies are organized by a parent volunteer group in collaboration with a school representative that supports and follows the guidelines set out by Peace River School Division #10 Administrative Procedure AP-375 – High School Graduation. During the week(s) of Diploma exams, a blackout period for graduation planning and meetings involving students will be honored. This includes first and second semester exam times.

Commencement Ceremony Dates will be determined by School Administration based on the school calendar and a list of possibilities will be presented at the first organizational meeting. At the second organizational meeting the date will be voted on by graduating families.

If a Graduation Ceremony is desired by the class, it will be set for some time after the September long weekend prior to the end of October, not including Thanksgiving weekend. Again, a list of possible dates based on the school calendar would be presented by School Administration.

Times for any Graduation or Commencement ceremonies involving staff or being representative of the current Class of Paul Rowe, are to be set to start sometime between 1:00pm and 4:00pm on the chosen date.

FALL AWARDS CEREMONY

Paul Rowe's awards ceremony for the 2017-2018 school year will be held at 2pm on October 4th, 2018 at Paul Rowe.

FEES

TEXTBOOK RENTAL FEES

As per P.R.S.D. #10 Administrative Procedure #505.1, textbook/classroom fees for students have been eliminated. Please check the P.R.S.D. #10 website for more information at www.prsd.ab.ca.

The following are school based fees that will be charged to each student:

S.C.O.E.R. (Students Union) fee.....\$10.00

Students involved in sports teams or various events at the school may be charged a fee.

Student fees from previous school years will remain outstanding and payable.

'School Cash Online' Program:

This program enables families to pay ALL student fees electronically, making it very convenient for parents and guardians. This is sure to save time, reduce paper, and limit the amount of cash and cheques at our school.

Information for parents and guardians is available on School Cash Online (Link: <https://prsd.schoolcashonline.com>).

ECONOMIC HARDSHIP:

Waiving or adjusting of fees may be applied to Peace River School Division fees: bus fees, and school established fees such as extra-curricular sports fees. Fees may be waived or adjusted for the entire school year or for a portion of the school year, subject to specific circumstances. **School based fees are not included in the above waiver.**

Waiver applications for the previous school year may be submitted until October 31 of the current school year.

LOST AND DAMAGED BOOKS:

Failure to return books, or books returned in a condition other than normal wear and tear, will result in the individual being billed for the book. Fines for lost or damaged books will be as follows:

PAUL ROWE ACTIVITIES AND ORGANIZATIONS

ATHLETICS:

Paul Rowe regularly offers the following: archery, golf, cross-country running, volleyball, basketball, curling, badminton and track and field. Students interested in football have the opportunity to play with the Pioneers Football team based out of Peace River High School.

S.C.O.E.R. (Student Council of Elected Representatives)

The student government involves student members and staff advisors whose aim is to represent the students and to promote school spirit. Any interested and dedicated students may participate. SCOER members work together to coordinate fundraising, dances, and a multitude of other school activities. SCOER funds make school dances and barbeques possible, assist athletic teams with entry fees, uniforms, and referees, etc. SCOER is also responsible for selected charitable drives and other community activities.

School Dances

Student dances sponsored by SCOER may be held throughout the year. Some rules must be followed in order to have a successful dance:

A list of all outside students or guests must be submitted by 3:30 p.m. the day before the dance.

Dances start at 7:30 p.m., doors close at 8:30 p.m. and they end at 11:30. No attendees will be admitted after 8:30 unless they are coming directly from a school sanctioned event.

Students are not allowed to leave the dance, once they have arrived.

There will be no access to school lockers. A supervised coat check will be provided and all coats, bags, purses and hats must be checked in upon arrival. Students may retrieve their items before leaving for the evening.

Dress code is in effect. No shoes are allowed in the gym.

CANTEEN / VENDING MACHINES

The vending machines will be available to the students. They will be stocked with nutritional items. The drink machine will have water, flavoured water, and vita-water.

The hot lunch program sponsored by the Paul Rowe School Council Foundation will remain available once a week for the students, providing a co-ordinator steps forward.

YEARBOOK

Our yearbook records the year from September to June in print and pictures. The organization of the Yearbook club varies from year to year as determined by the

Staff / student volunteers.

S.A.D.D. (Students Against Drinking and Driving)

Paul Rowe's S.A.D.D. chapter is very active in bringing awareness to students about the dangers of Drinking and Driving. Speakers and various school and community activities are supported by S.A.D.D.

SCHOOL OF ROCK

Junior and Senior High School of Rock may perform at school and community functions.

PAUL ROWE TRAVEL CLUB

Every second year grade 11 and 12 students are given the opportunity to participate in a school organized trip to Europe. Planning and fundraising is organized by the parents and takes place over a two-year period. This is an excellent opportunity for students to travel and learn about different countries and their cultures. Students may be refused if there are serious discipline issues at school.

PAUL ROWE SCHOOL COUNCIL FOUNDATION

Paul Rowe Foundation is a group of parents committed to fundraising for projects to enhance the school and the community.

The Paul Rowe Foundation was formed in 2003 as an auxiliary of the Paul Rowe Parent Council. Its function is to fund projects of benefit to the students of Paul Rowe High School. The Foundation is also an organization for other groups at the school to use as a liaison for fundraising purposes.

VOLUNTEERS

Our school strongly encourages all parents and students to volunteer. Volunteers are often needed for the many events that take place throughout the school year. It is a great opportunity for parents to become involved in their child's school, and for students to be actively involved and participate in school activities or organizations. **Documents required for Volunteers at our school are: Annual Volunteer Registration Form, Pledge of Confidentiality, Criminal and CFSA Record Checks, Volunteer Driving Form and vehicle information,** depending upon the role of the Volunteer.

FOOD FOR THOUGHT

Food for Thought is a breakfast program for students. It is offered at the three schools in Manning, and begins after the Thanksgiving Day weekend. Generally, various 'quick' breakfast items are offered to students Tuesday and Thursday mornings. During exam times at the end of January and June breakfast items are also offered to students who are writing exams. Parent and student Volunteers are required to run this program, and students are able to earn Volunteer hours.

