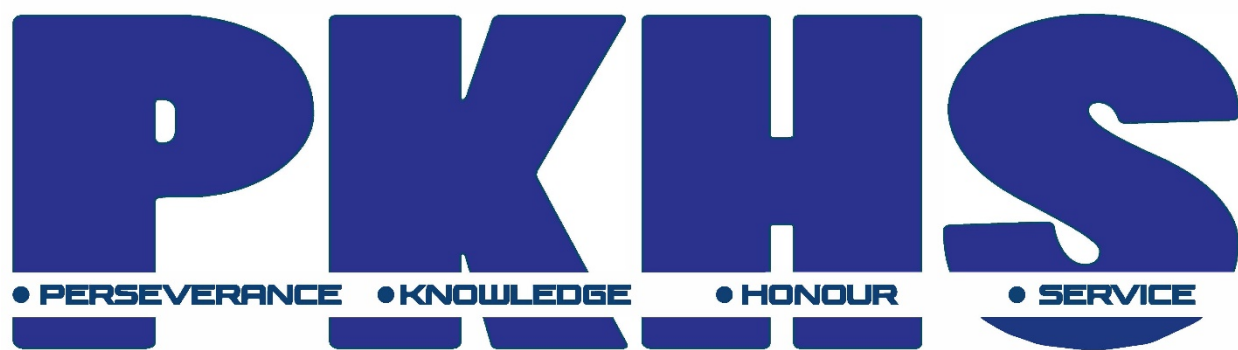


STUDENT HANDBOOK

2018 - 2019



ÉCOLE SECONDAIRE PAUL KANE HIGH SCHOOL

12 Cunningham Road, St. Albert, Alberta, T8N 2E9
Telephone: (780) 459-4405 Fax: (780) 459-0187

Principal: Duncan Knoll
Assistant Principals: Liane Madsen, Ruby Solomon
This agenda is also available on our website: <http://pkhs.spschools.org>



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PAUL KANE STAFF LIST 2018 - 2019

AINSLIE-O'CONNOR, Mr. K.
ANDREYCHUK, Mr. B.
BREMNESS, Mr. E.
CARR, Ms. K.
CASPER, Mr. J. (DH - Math)
CHANASYK, Mrs. D. (DH - ADLC, OnSIDE, AP)
CHRISTOU, Mr. S.
DALLORTO, Mr. M.
DION, Ms. S.
DJOGOVIĆ-STEEL, Mrs. D.
DOSMAN, Mr. J.
EWANYK, Mrs. H.
FONG, Mr. K.
FULTON, Ms. M.
GERLACH, Mr. R.
GIBSON, Mrs. C.
GOONEWARDENA, Mrs. C.
(DH – French Immersion Curriculum)
HEWITT, Mrs. C.
HUGHES, Mr. B.
KNOLL, Mr. D. (Principal)
KOZAK, Mr. R. (DH – CTS, Fine Arts)
LAJOIE, Mrs. C. (DH – French Immersion
Culture/Events)
LeCLERC, Mrs. R.
LEVERMAN, Mr. C.
LEWIS, Ms. S.
LOCKHART, Ms. A.
LOEWEN, Mrs. C.
MACHNEY, Mr. J.
MADSEN, Ms. L. (Asst. Principal)
MAY HEALEY, Mrs. K.
MAZUROK, Elizabeth
McKEEVER, Mr. M.
MEEK, Mr. A.
MEUNIER, Mr. M. (DH - Phys. Ed., Athletics)
NG, Mr. M.
NICHOLAS, Mr. B.
OHASHI, Mrs. H.
OLASKER, Mr. A.
PADOVAN, Mrs. M. (DH – Science)
POWER, Mr. D. (DH – English)
PRICE, Mr. D.
REGIMBALD, Mr. D.
REIS, Mr. N.
ROYEA, Mrs. T.
RUNGE, Mrs. J.
SAVICH, Mrs. L.
SCHAAR-NEY, Mrs. W. (DH – Social Studies)
SHAMCHUK, Mr. P.
SOLOMON, Ms. R. (Asst. Principal)

SPENCE, Mrs. K.
STRECKER, Mr. R.
TAGGART, Mrs. T.
THOMPSON, Mr. T.
WARD, Mr. R.
WHITSON, Ms. L.
WOOD, Mrs. E.

SUPPORT STAFF

ACHEN, Mrs. J.
BODDY, Ms. G.
BOWLES, Ms. S.
BREHOLEN, Mrs. D.
CASSIDY, Mrs. L.
DAW, Mr. W.
HEWITT, Mr. B.
LAVIGNE-ROY, Mrs. P.
MacDONALD, Mrs. S.
MALONE, Mrs. J.
MARTIN, Mrs. J.
McNAMARA, Mrs. M.
MISNER, Mrs. J.
MURRAY, Mrs. S.
PRAZAK, Mrs. I.
RHODEY, Mrs. A.
SANNINO, Mrs. W.
SEREDIK, Mr. G.
SMITH, Mrs. S.
STIKSMA, Mrs. A.
SUITOR, Mrs. S.
TUBMAN, Mrs. K.

CUSTODIAL STAFF

FONTAINE, Mrs. G.
FUNG, Mr. K.
HOCKRIDGE, Mr. B.
LOPEZ, Mrs. L.
MA, Mr. T.
SERNA, Mr. T.

SCHOOL RESOURCE OFFICER

BURROUGHS, Constable MJ

SCHOOL YEAR CALENDAR 2018-2019

Twice each month (except in September, January and June which are once a month) students will begin school at **9:30 a.m. Buses will run accordingly.** Staff will attend a monthly staff meeting on one Wednesday and a Professional Learning Community (PLC) meeting on the other. There is NO staff meeting in September, 2018.

Please check our website regularly for any changes or additions to our calendar.

AUGUST 2018

28 Office Opens
30-31 Staff Planning & Development Days
31 Welcome to PK for new students

SEPTEMBER 2018

03 Labour Day – no school
04 First day of classes – 8:00 a.m.
07 Photos & ID card distribution
07 Welcome Back BBQ – for students
13 Meet the Staff Evening BBQ – 5-7 pm
13 School Council Meeting – 7:00 pm
19 Grade Level Assemblies
19 Parent Communication Emailed
19 PLC Meeting – 9:30 start for students
20 Clubs Day
20 U of A Information Session
27 FI Gr. 10 Welcome – Block 3
28 Gr. 10 Fr. Imm. Student Bienvenue
TBA Concordia University Info Session

OCTOBER 2018

03 Staff Meeting - 9:30 start for students
05 PD Day (district based)
06-26 Art Display at St. Albert Public Library
08 Thanksgiving Day
09 Photo Retakes
09 Musical Theatre Retreat – Birch Bay
11 Queen's University Information Session
11 UBC Information Session
11 Parent Communication Emailed
11 Grad Parent Meeting
12-13 NAIT Open House
16 Awards Night
17 PLC Meeting – 9:30 start for students
18 Taste of Kane
18 School Council Meeting – 7:00 p.m.
24 PST Conference (Parent/Student/Teacher)
– early dismissal
26 Hallowe'en Spooktacular - elementary kids
29-30 Josten's Ring Sales
30 PK Haunted House

NOVEMBER 2018

01 PST Conference – regular day
02 ELA 30-1/30-2 Part A a.m.
05 Social 30-1/30-2 Part A a.m.
06 Midpoint of Semester One
06 ELA 30-1/30-2 Part B a.m.
06 NAIT Visit
07 Staff Meeting – 9:30 start for students
07 Social 30-1/30-2 Part B a.m.
08 Math 30-1 Diploma – a.m.
08 Chemistry 30 Diploma – p.m.
— Grad Assembly – Block 2
09 Biology 30 Diploma – a.m.

09 Physics 30 Diploma – p.m.
09 Remembrance Day Service
12 No School – lieu for Remembrance Day
13 No School – lieu day for PST Conf.
15 School Council Meeting – 7:00 pm
21 PLC Meeting – 9:30 start for students
21 Post Secondary Evening - @ Bellerose
29 Parent Communication Emailed

DECEMBER 2018

05 Staff meeting – 9:30 start for students
06 Honours Breakfast
18 Full Day Rehearsal – Musical Theatre
19 PLC Meeting – 9:30 start for students
19 Le Reveillon – block 4
20 PK Unplugged
21 Pancake Breakfast
21 Early Dismissal
22-Jan 6 Christmas Break

JANUARY 2019

04-31 Youth Gallery Art Display – Arden Theatre
07 School resumes
09 Staff Meeting – 9:30 start for students
14 ELA 30-1/30-2: Part A - a.m.
15 Social 30-1/30-2: Part A – a.m.
16 FLA 30: Part A – a.m.
09-11 Musical Theatre – Phantom of the Opera
17 School Council Meeting – 7:00 p.m.
21 Last day of classes
22-30 Final Exams
22 FLA 30: Part B – a.m.
23 Math 30-1/30-2 – a.m.
24 ELA 30-1/30-2: Part B – a.m.
25 Social 30-1/30-2: Part B – a.m.
28 Biology 30 – a.m.
29 Chemistry 30 – a.m.
29-31 Ski Trip
30 Physics 30 – a.m.
30 Science 30 – p.m.
31 Semester Turnaround
31 Parent Communication Emailed

FEBRUARY 2019

01 Semester 2 Begins
 05 Lunar New Year
 06 Staff Meeting - 9:30 start for students
 07-08 Teachers' Convention
 12 Lunar New Year Celebration
 18 Family Day
 19-28 Grad Photos
 20 PLC Meeting – 9:30 start for students
 21 School Council Meeting – 7:00 p.m.
 22-Mar 1 ATA Fine Arts Show – St. Albert Centre

MARCH 2019

01 Games Night - Cafeteria
 06 Staff Meeting – 9:30 start for students
 07 Open House/AP and FI Info Sessions
07 Parent Communication Emailed
 13 PST Conferences – early dismissal
 13&21 Personalized Registration Service
 15 Gr. 9 FI Student Experience
 20 PLC Meeting – 9:30 start for students
 21 PST Conferences – regular dismissal
 — One Acts Full Day Workshop
 21 School Council Meeting – 7:00 p.m.
 22 PST Lieu Day – no school
 25-29 Spring Break

APRIL 2018

01 School Resumes
 01 ELA 30-1/30-2 Part A – a.m.
 02 Social 30-1/30-2 Part A – a.m.
 03 ELA 30-1/30-2 Part B – a.m.
 03 Staff Meeting – 9:30 start for students
 03-05 Grad Photo Retakes
 04 Social 30-1/30-2 Part B – a.m.
 05 Math 30-1/30-2 Hybrid Format – a.m.
 05 Chemistry 30 – p.m.
 08-11 Registration Workshops
 08 Biology 30 – a.m.
 08 Physics 30 – p.m.
 09 Science 30 – a.m.
 — U of A – talk to AP students
 — DELF Exam
 9-22 District Art Show – St. Albert Place
 15 Midpoint of Semester 2
 — Grad Parent Meeting – 6:00 p.m.
 17 PLC Meeting – 9:30 start for students
 18 School Council Meeting – 7:00 p.m.
18 Parent Communication Emailed
 19 Good Friday
 22 Easter Monday
 23 PD Day

MAY 2019

01 Staff Meeting – 9:30 start for students
 01-31 Youth Gallery Art Display – Arden Theatre
 02-June 1 High Energy Art Exhibition – Art Gallery
 — Education Week
 06 US Gov't & Politics and Environmental
 Science AP Exams
 07 Spanish Language & Culture and
 Physics 1: Algebra-Based AP Exams
 08 English Literature & Composition and
 European History AP Exams
 09 Chemistry and Psychology AP Exams
 09 Honours Brunch
 10 US History and Computer Science
 Principals AP Exams and Studio Art
 Portfolios
 — Grad Banquet Ticket Sales
 13 Biology and Calculus AB/BC AP Exams
 15 English Language & Composition and
 Macroeconomics AP Exams
 15 PLC Meeting – 9:30 start for students
 — Band Festival
 16 Comparative Gov't and Politics, World
 History and Statistics AP Exams
 16 School Council Meeting – 7:00 p.m.
 17 Microeconomics and Music Theory AP
 Exams
 — May Daze BBQ
 20 Victoria Day
 — Grad Rehearsal – period 3

JUNE 2019

05 Staff Meeting – 9:30 start for students
 — Band & Choir Concert
 06 Colour Ceremony
 — Pep Rally
 12 ELA 30-1/30-2 Part A – a.m.
 13 Social 30-1/30-2 Part A – a.m.
 — French Immersion Grade 12 Celebration
 — Locker Clean Out
15 Grad 2019
 17 FLA 30: Part A – a.m.
 18 FLA 30 Part B – a.m.
 18 Last day of classes
 19-27 Final Exams
 19 Math 30-1/30-2 – a.m.
 20 ELA 30-1/30-2 Part B - a.m.
 21 National Aboriginal Day
 24 Social 30-1/30-2 Part B – a.m.
 25 Biology 30 – a.m.
 26 Chemistry 30 – a.m.
 27 Physics 30 – a.m.
 27 Science 30 – p.m.
 28 Last Operational Day
28 Parent Communication Emailed

1. WELCOME TO PAUL KANE...

1.1 Principal's Message

Welcome to l'École Secondaire Paul Kane High School. Our tradition of excellence and school spirit are dynamic characteristics at PK. You are now a contributing member in this regard. At Paul Kane we are committed to helping students achieve excellence. Our graduates include alumni from many prominent professions, but most importantly we serve and enrich our society through responsible citizenship. Take advantage of what PK offers.

As your principal my primary goal is to make this the most enjoyable year of your educational life. By enjoyable I mean, fulfilling and transforming. Enjoy the challenge, enjoy your friends and get involved. Our staff is here to support you and your learning. We will whole-heartedly walk with you every step of the way. Working together we can do this.

Success in high school is measured in many ways. Certainly engagement, work habits and attendance play prominent roles in terms of academic achievement. Remember that attitude, combined with your aptitude, will determine your altitude! This handbook provides you with information on school expectations and policies to further support you. Please review it and use it to enhance your experience here.

Once again, grasp and cherish every opportunity afforded you. Have a great year and go BLUES!

Sincerely D. Knoll

1.2 Paul Kane, The Person (1810 - 1871)

We are proud that our school is named after the skilled landscape artist, Paul Kane. This adventurous artist travelled throughout western Canada in the mid-1800s, recording his travels in oils and watercolours. His paintings included one of Fort Edmonton. Our school logo was designed to include many of the elements of Paul Kane's art and exploration.

1.3 Our Mission Statement

At l'École Secondaire Paul Kane High School, everyone is dedicated to maintaining a caring and respectful environment in which all members are encouraged to reach their potential, develop lifelong learning skills, and contribute to the community.

1.4 A Vision of Paul Kane's Future

If the children of this community are to reap the benefits of an exemplary education, l'École Secondaire Paul Kane High School must have a clear sense of the goals it is trying to accomplish, the characteristics of what it seeks to provide and the contribution that the various stakeholders must make in order to transform the ideals into reality. The following vision statement is intended to provide the standards that Paul Kane should strive to achieve and maintain. These standards should serve as both the blueprint for our improvement efforts and the benchmarks by which we will evaluate our progress.

CURRICULAR FOCUS - An exemplary school provides students with a common core curriculum complemented with a variety of elective courses, co-curricular and extra curricular activities. This balanced program stimulates intellectual curiosity, requires students to demonstrate and apply their learning strategies, and enables and encourages them to become productive, effective and involved citizens. The school articulates the outcomes it seeks for all of its students and monitors each student's attainment of those outcomes through a variety of indicators, supportive of different personal learning styles. In such a school, the curriculum interpretation and implementation:

- ❖ challenges students to achieve personal excellence in all areas
- ❖ enables students to broaden their perspective in order to understand and appreciate diverse cultures within the school and the community and in so doing fosters a global perspective, emphasizing tolerance, understanding and individuality
- ❖ is responsive to current and future trends in society
- ❖ nurtures citizenship
- ❖ encourages instructional strategies that promote independent learning, while recognizing and providing for individual differences and interests
- ❖ integrates appropriate technology as a means to achieve specific curricular outcomes
- ❖ facilitates the close monitoring of the academic progress of each student, and provides opportunities of support for those who require additional assistance
- ❖ reflects the priority of essential skills and knowledge required for student achievement.

LEADERSHIP - To become an exemplary school, Paul Kane requires effective leaders - leaders who are able to build a shared vision that serves as a bridge between the school's present and the future it desires. With this in mind the leaders work toward the following:

- ❖ each member of the Paul Kane staff feels empowered to lead toward the creation of an exemplary school through the development of professional learning communities
- ❖ the expectation placed on all members of the learning community is to support the goal of student achievement. This expectation is clear to both staff and students
- ❖ there is a commitment to continuous improvement in pedagogical methods that lead to improved student achievement
- ❖ there is a commitment to develop consensus within the school's learning community regarding the goals established for student achievement
- ❖ each staff member is an active leader in the creation of a school climate that recognizes and celebrates success at all levels and within all courses
- ❖ innovative techniques are used to improve attendance, punctuality and to eliminate illicit drug use
- ❖ every effort is made to adjust the placement of students to appropriate class levels in order to improve the opportunity for student achievement
- ❖ innovative methods to improve achievement are encouraged and supported.

STAFF - An exemplary school may not exist without exemplary staff. Paul Kane, as an exemplary school, has a staff whose vision includes the following:

- ❖ at l'École Secondaire Paul Kane High School, every staff member belongs to a collaborative team focusing on student learning and achievement
- ❖ a primary focus is on the individual student and his or her achievement and success in school
- ❖ a stimulating learning environment exists.
- ❖ all Paul Kane teachers and staff are passionate about their profession as is evident in their role in the lives of their students
- ❖ staff members at Paul Kane are chosen in accordance with our belief that teaching is predominantly focused on nurturing student achievement and success
- ❖ members of staff contribute to the planning and the direction for the future. Every Paul Kane staff member has the opportunity to collaborate in the goal setting process
- ❖ Paul Kane staff is committed to the recognition and celebration of each individual's successes
- ❖ Staff at Paul Kane value diversity. All staff are committed to the development and maintenance of a school climate that fosters, encourages and celebrates diversity.

STUDENTS – L'École Secondaire Paul Kane High School recognizes the importance of the individual student. At L'École Secondaire Paul Kane High School, students are in a safe and caring learning environment that provides the support to enable every student to achieve at his or her highest level. At Paul Kane, a learning environment is provided in which:

- ❖ students feel the passion and commitment of the school staff to learning and achievement
- ❖ students are aware that varied learning opportunities are available to accommodate diverse learning styles
- ❖ students feel comfortable, confident and supported when seeking assistance to learn
- ❖ students are committed partners in taking responsibility for their learning and achievement
- ❖ students are recognized for their varied learning accomplishments
- ❖ students demonstrate respect for diversity.

PARENTS AND COMMUNITY - Paul Kane, as an exemplary school, has the following community vision:

- ❖ Stakeholders are involved partners in establishing school goals
- ❖ Parents/guardians recognize their obligation as partners in nurturing student achievement and success.
- ❖ Parents work with the school to maintain standards of attendance, conduct and effort that are necessary for school achievement.
- ❖ Parents recognize and share the responsibility of the importance of suitable program planning and placement in order that their child may experience success and achievement
- ❖ The community has the opportunity to be involved in activities whether these be curricular, co-curricular or extra curricular.

SCHOOL CLIMATE - The school climate at Paul Kane is one that fosters opportunity and respect. While it is an inviting place, it ensures the security of all members. As such, the school atmosphere is one that:

- ❖ fosters a passion for learning and achievement
- ❖ encourages, challenges and allows for different learning styles
- ❖ encourage respect and tolerance for others
- ❖ honors diversity
- ❖ encourages a clean and safe environment.

1.5 Our Goals for 2018 - 2019

As part of our on-going planning process, l'École Secondaire Paul Kane High School has identified priority areas that our learning community is working towards on a daily basis during the 2018 - 2019 school year:

- ❖ *Enhance instructional practice and leadership;*
- ❖ *Heightening student engagement; and*
- ❖ *Implement diverse learning supports.*

1.6 School Council

Parents are encouraged to become involved in their School Council. The School Council meets once a month and is a significant arena for stakeholder input and discussion.

2. WHAT WE ARE ALL ABOUT...

2.1 Activities and Clubs

L'École Secondaire Paul Kane High School offers a variety of clubs and activities for students to complement their academic studies. Our clubs are sponsored by the Student Union and therefore students must pay the SU fee and be SU members to participate in club activities.

To join a club or activity, simply watch for announcements or posters advertising the time and place of meetings. Show up and indicate your interest. If you would like to speak to the staff advisor for more information, ask at the office for the staff member's name. Should a group of students wish to start a new club, please see a Students' Union Advisor to find out the necessary steps. Some clubs or activities may require fees or payment of expenses. The following is a list of clubs and activities that have been offered over the past years at Paul Kane:

1. Aquarium Club
2. Dodgeball
3. Envirothon
4. Health and Wellness
5. Games Club
6. FNMI and Friends (First Nations, Metis, Inuit and Friends)
7. New Ground (non-denominational Religious group)
8. Philosophy Club
9. Sexuality and Gender Acceptance
10. Science Olympics
11. Service Club
12. Ski Trip Group
13. Skills Alberta/Canada
14. Student Union
15. Yearbook Club

2.2 Athletics

The Paul Kane BLUES have a strong and successful tradition in the area of interschool athletics, with league, zone and provincial championship banners hanging in our gym to attest to the legacy passed on by former Blues athletes. Our school competes in the Metro Edmonton High School Athletic Association against teams from St. Albert, Edmonton and surrounding area. The Metro Association abides by the regulations of and competes provincially through the Alberta Schools Athletic Association.

Places on the various school teams are awarded on a competitive basis and team tryouts are well advertised to all interested students. Due to the increasing cost of interschool athletics, a team member's fee is assessed to all athletes on a team. Fees vary with each sport and will be outlined by the Athletics Department. A comprehensive list of all fees can be found on our PKHS website. **Please note that team members must pay the SU fee and be members of the Student Union.**

To be eligible for an interschool team, a student must be:

1. Enrolled in the equivalent of 800 minutes of instruction per week.
2. Be in good academic standing.
3. Have a satisfactory attendance and behavioural record.
4. Be under the age of nineteen years on September 1 of the current school year. Athletes will be eligible for interschool competition for a maximum of three years.

At the present time, Paul Kane fields interschool teams in the following sports, but other teams may be formed depending on student interest and the availability of a staff advisor:

Badminton – Doubles, Singles, and Mixed – *Spring*
Basketball – Junior and Senior Boys and Girls – *Winter*
Cheer – Mixed – *all year*
Cross Country Run – Junior, International, Senior Boys and Girls – *Fall*
Curling – Boys and Girls – *Winter*
Dance – Mixed – *all year*
Football – Junior and Senior Boys – *Fall*
Golf – Junior, International, Senior Boys and Girls – *Fall*
Rugby – Boys and Girls – *Spring*
Soccer – Senior Boys and Girls – *Spring*
Swim Team – Boys and Girls – *Fall*
Track and Field – Junior, International, Senior Boys and Girls – *Spring*
Volleyball – Junior and Senior Boys and Girls – *Fall*

2.3 Bells/Class Schedules

Twice each month (except in September, January, and June which are once a month) students will begin school at **9:30 a.m. Buses will run accordingly.** Staff will attend a monthly staff meeting on one Wednesday and a Professional Learning Committee Team meeting on the other. Listed below are the schedules for regular days, delayed start days and activity days. Additional special timetables will be used for unusual circumstances and announcements will be made to alert students to the changes. Students are to be in their classrooms before the bell sounds to indicate the beginning of each period. Dismissal on Fridays will be at 1:30 p.m.

Block	Time	Mon	Tues	Wed	Thurs
1	8:00 – 9:06	B	D	B	A
2	9:08 – 10:15	C	A	D	C
BREAK	10:15 – 10:20				
3	10:22 – 11:30	G	C	F	B
LUNCH	11:30 – 12:15				
4	12:15 – 1:22	H	F	E	E
5	1:24 – 2:31	E	H	G	H

Friday	Block	Time
	A	8:00 – 9:14
	D	9:16 – 10:29
	F	10:31 – 11:45
LUNCH		11:45 – 12:15
	G	12:15 – 1:30

Block	Delayed Start
1	9:30 – 10:23
2	10:25 - 11:18
3	11:20 – 12:15
Lunch	12:12 – 12:45
4	12:45 – 1:36
5	1:38 – 2:30

Delayed Start Days for 2018 - 2019:

September 19	February 6 and 20
October 3 and 17	March 6 and 20
November 7 and 21	April 3 and 17
December 5 and 19	May 1 and 15
January 9	June 5

2.4 Cafeteria / Student Lounge

Appetizing lunches and snacks can be purchased in our cafeteria until 12:15 each day. The student lounge is a great place to complete assignments, socialize with friends or study and is open to students in all grades.

2.5 Communication Between Home and School

Approximately once every six weeks, “PK Parent Communication Tools” will be emailed to parents advising them to check PowerSchool for formal student reports, or including timely information on PST Conferences, invoices, demographics, overdue textbooks and library materials, registration information, graduation information, and Alberta Education requirements. **For this reason we ask that you keep us current with email addresses.** Any changes in students’ demographic information (eg. address, phone, parent work phone, email address etc.) should be reported to our school office immediately. We are very proud of our website and a wealth of information is available at your fingertips <http://pkhs.spschools.org> is where you want to be! Make sure you check regularly as our Calendar of Events can change periodically throughout the year.

PowerSchool is a communication tool that enables students and parents to access the student’s timetable, marks, fees, attendance history and graduation requirements online from home or at work. For information on logins please contact the main office (780) 459-4405.

2.6 Computer Centre

A computer resource centre is available for student use during the school day. It is accessed through the library. Students check in with library staff then log on to the network using their assigned ID and password. Acceptable use of the computers involves using a wide variety of learning and educational programs, including word processing, desktop publishing, mathematics review, accounting, drafting and the internet for individual research. Access to email is permitted as a means of retrieving and sending assignments. **Unacceptable use includes downloading software, playing online games and sending inappropriate messages through email or messaging programs.** Upon registration at Paul Kane, a “*Student Acceptable Use Agreement*” form must be signed by both the student and parent, after having read the Acceptable Use Guidelines available on our website. This form must be signed at the beginning of each new school year.

2.7 Daily Announcements

Daily announcements are available in a variety of formats; on our website, via teachers, on the front bulletin board, on televisions located throughout the school, and when necessary, over the PA system.

Students who wish to broadcast an announcement are required to submit a written copy to the office for approval by noon, at least one day prior to the required announcement date. The announcements must be co-signed by a teacher or an administrator.

2.8 Fees

School fees are finalized in mid-September and billed at that time. Payment is accepted online through the Power School Parent Portal (details will accompany invoice) or by cash, cheque, VISA, MasterCard or Interac. Fees must be paid no later than the end of October. A 2.4% service fee will be added for online payments or any debit/credit payments in the office. **Parking Passes** (no charge) will be allocated (by random draw if requests exceed available parking stalls) to grade 12 students during the second week of school. A comprehensive list of school fees is available on our PKHS website.

2.9 Fitness Centre

We are proud of our Fitness Centre, featuring state of the art weight training and fitness equipment including free weights, machines, bikes, treadmills, and Swiss balls. Students are welcome to access our Fitness Centre every day at lunch and after school for one hour. Individualized programs are available. Be sure to get your Fitness orientation and receive your Fitness Pass for 2018-2019. Come in and get active with the Phys. Ed staff at Paul Kane!

2.10 Home Study

Along with attendance and being on task in class, home study is a significant determinant of success at school. Completion of assignments and regular review is a school expectation. Students may not have assigned homework at times, but we encourage them to still spend time on a regular basis reviewing their course work. In addition, our Student Services department is always ready to help students with study habits, time management, test anxiety and any other learning issues they may have.

2.11 Interviews - Parent/Student/Teacher Conferences:

Although parents may wish to contact individual teachers to discuss their child's academic progress at any time during the year, parents are also provided an opportunity to meet with the teachers once each semester to discuss their child's progress. The approximate times for interviews are in late October and late March (see calendar section for specifics). Appointments are made online with instructions mailed home or available on our website at interview time.

The standard interview period is eight minutes in length, however if parents feel this is not enough time to deal with a particular issue or concern, a second interview can be arranged to suit the individual needs of parents. Parents are also encouraged to email school personnel. Email addresses can be located on the school website <http://pkhs.spschools.org>.

2.12 Library

The library at Paul Kane provides educational and curricular resources for students and teachers as well as materials for leisure reading. The library collection includes a variety of formats including books, magazines, and DVD's, plus access to online resources. A selection of study guides, including those geared to Advanced Placement (AP) subjects are available and highly valued by students interested in academic success.

The Paul Kane library is fully automated and terminals near the circulation desk can access the online catalog. Students may sign out most resources for a three week period. Reference materials can only be signed out overnight. Students will be asked to replace lost materials after 30 days. Borrowing privileges may be suspended until replacement costs are paid or the material is replaced. A charging station provides a handy spot to recharge phones and tablets.

The library is a place in which a low level of distraction is important. Please respect fellow students and their need for a quiet place to work and study. Food consumption is not allowed in the library. Students are requested to eat in the cafeteria or student lounge instead.

2.13 Lockers

Each year students will be assigned a locker AND A LOCK for use in storing jackets, gym clothes, books, binders and other school-related items. A "Locker Use Agreement" is signed by each student when the locker is assigned. Locks are to be left ON the locker at the end of the year (or if the student moves). All materials remaining in lockers four days after the last day of regular classes cannot be assumed to be secure. At that point, school staff will empty lockers and contents are treated as lost and found articles.

A student who wishes to use a school locker undertakes the following:

1. To use only the locker to which he/she is assigned.
2. To keep the locker locked at all times using **the lock provided only**. The school does not assume responsibility for any items lost or stolen from a locker.
3. To refrain from giving other students access to the assigned locker. The locker is only to be used by the person to whom it is assigned.
4. To keep the locker clean and in good condition. Use of tape, stickers and felt markers on or inside the locker is not acceptable and may result in cleaning costs being passed on to the student.

5. To be aware that school personnel have the right and the duty to inspect school lockers at any time to ensure appropriate use, maintenance and cleanliness
6. To be responsible for any costs resulting from damage due to unacceptable use of a locker.

Locker assignments are typically made at the beginning of the first semester or when a new student registers at the school. However, a student may be assigned or reassigned a locker at other times as necessary. The student should make inquiries at the office. Lockers will be assigned for the duration of the student's stay at Paul Kane. **The lockers and the locks are the property of the school. School personnel have the right to regulate and supervise access to and use of lockers.**

NOTE: The Protocol Respecting a Drug Free School (as outlined in Section 4.7) is enforced in terms of the content of a locker.

2.14 Lost and Found

A Lost and Found service is run through the main office. Items found by students or staff are turned in to the office, where they may be viewed by students looking for lost items. Lost/found items of particular value will be described in the daily announcements and will require a description to be claimed. There is a Lost and Found box at the SE entrance of the school as well for larger items.

2.15 OnSIDE Program

OnSIDE stands for "On Student Individually Directed Education" and meets the needs of students who: wish to carry more/different courses than the regular timetable allows; are unable to attend all classes regularly due to illness, sports and work commitments, or other reasons; require a less structured environment to achieve academic success; or need to make up credits for high school graduation.

All courses offered by Alberta Distance Learning Centre (ADLC) are available to students. A handout with a list of courses is available in the OnSIDE Room 208 or at www.adlc.ca. The OnSIDE Department Head serves as the facilitator, registers and monitors the students progress. If a student does not successfully complete the course, the student's account will be assessed an ADLC Caution Fee of \$30.00 per credit. Payments can be viewed via the PowerSchool Parent Portal.

2.16 Parking

Demand for parking far exceeds available space. Students are required to complete a Parking Pass application and will be issued a Parking Pass. No fee will be charged. Students are expected to drive in a responsible manner. Parking outside of marked spaces in the school lot may result in a parking violation ticket issued by the City of St. Albert and/or loss of parking privileges. The administration of the school reserves the right to refuse parking to individuals who misuse their parking privilege through stunting or other dangerous driving behaviors that put members of the school community at risk. Students must refrain from parking in the City of St. Albert parking lot associated with Fountain Park Recreation Centre.

2.17 Personal Equipment – Smart Phones, Cell Phones, Technology and Cyberbullying

The staff at l'École Paul Kane High School recognizes the face of changing technology in our society and accepts the role of technology as an integral part of our world. We have created the following policy for use of cell phones and other transmitting devices at Paul Kane so they do not interfere with the learning that takes place at our school.

Students are expected to turn off cell phones and other electronic transmitting devices and store them away during class time and while in the library unless they are using them for a teacher-directed class/lesson. Cell phones are prohibited from being in the classroom during tests or examinations. Please leave them at home or in your locker during all exams. Cell phone use is prohibited in the washrooms and change rooms of the school.

Use of a Smart Phone, cell phone, smart watches, or any other electronic or transmitting device on the school property that is used to harass, embarrass, insult, target or humiliate another student, or that leads to the portrayal of the school community in a negative way will be considered a serious infraction that may result in suspension and/or expulsion.

Skateboards, rollerblades and playing "hacky sack" are not allowed inside the school.

2.18 Photocopying

Student photocopying facilities are provided in the library at a cost of 10 cents per page. The copier is supplied as a service to students. Students are not permitted to use the copying equipment in the office. Students needing to copy notes due to class absences are expected to use the library photocopier.

2.19 Photographs

As a service to students and their families, student photographs are taken by a commercial studio at the start of each school year. All students will receive a photo ID card at the time of their photo being taken. A variety of packages are offered for a fee and proofs are available and ordered online. If the student is not satisfied with the proofs, a re-take opportunity is provided. The exact dates and times of the photography sessions will be posted in the daily announcements and announced over the intercom.

Graduation photography is also provided by a commercial studio. The grad photos are traditionally taken during February. A sitting fee is assessed for the initial proofs. The Grad Committee will finalize arrangements and provide details closer to the event.

2.20 Reporting Student Progress – Web Based Reporting

Reporting student progress occurs on an ongoing basis throughout the semester with the use of PowerSchool. PowerSchool is a communication tool that enables parents and students to access timetables, assignments, marks, attendance history and fees from any computer that has Internet access. We encourage students to access PowerSchool on a regular basis since student marks are updated regularly. With our increased use of PowerSchool as a student progress communication tool, teachers may still contact parents concerning potential learning, attendance or behavioural issues. The teacher may also request that the parents schedule an interview to discuss the situation in more detail. At the end of each semester and following final exams, a student will be issued a final mark in each completed course based on overall achievement. (For a course that runs for the full year, this will represent the mid-term report.) These grades will be published on a Result Statement which will be issued to the student.

Students who have written Grade 12 Diploma Examinations must wait until the results are published from Alberta Education before they know their final blended mark in a particular course. Results are available on www.myPass.Alberta.ca. A diploma course blended mark is calculated by taking 70% of the school awarded mark and adding 30% of the students Diploma Exam mark.

2.21 School Resource Officer (SRO)

St. Albert Public Schools and the RCMP jointly support a School Resource Officer Program in both Paul Kane and Bellerose high schools. The SRO's main areas of responsibility include education support (presentations, and administrative support relative to drugs, alcohol, bullying and other incidents), RCMP liaison (resource to students, staff and parents) and RCMP Law Enforcement (responding to illegal activity). The establishment of this position is a proactive step in fostering the "safe and caring" environment of our schools. Our School Resource Officer, Constable M.J. Burroughs, can be contacted through our main office.

2.22 Sign In/Out Procedures

Students who either arrive at, or leave school part way through the day as a result of illness, appointment or other reasons are asked to sign in or out at the main office. This information is critical in case of emergency when the student's whereabouts must be known. This can also be an important cross-reference when verifying attendance. There is a binder at the front counter in which students enter their name, time of arrival/departure and the reason for their absence. All guests are asked to register and sign in at the main office.

2.23 Student Health Concerns

Students who have particular health problems which may impact on their attendance and/or life at school are asked to inform the office of their situation. This information is shared with only the student's teachers, and a confidential record is kept in the office. It is most important that the school has this information so in the event of an emergency, the best possible decisions can be made and medical personnel can be provided with appropriate background.

It is also important that up-to-date emergency telephone numbers be available on the student demographic data bank. Please ensure we are provided with these numbers, the students Alberta Health Care number and, where possible, the name and number of the students family doctor.

Capital Health works together with schools and community agencies to provide a range of coordinated health and support services for students and their families. Our common goal is to build on the health and education potential of

all students. Services include: immunization and communicable disease control, enhancing the health of students, families and staff regarding tobacco reduction, injury prevention, healthy eating, active living, and mental health by working in a partnership to identify and respond to issues that affect their health, health education and support for teachers in presenting health education, consultation, information and access to educational resources for teachers, hearing screening upon request, assisting/linking with referrals to other agencies and limited occupational therapy services. Please contact the St. Albert Health Centre at 780-459-6671 to speak with the school nurse for Paul Kane High School for more information regarding any of these services.

2.24 Student Services Department

The goal of the Student Services Department at l'École Secondaire Paul Kane High School is to assist students to achieve their potential both educationally and emotionally. Student Services has an open door policy that encourages students to drop in at time of need. Appointments can be made with Mrs. Rhodey at the counselling office. Our school counsellors may also be reached at the following email address: For Gr. 11 and 12 students please contact Teresa Royer teresa.royea@spschools.org and for Gr. 10 and 12 students please contact Kelly Spence kelly.spence@spschools.org.

The role of the counsellors includes:

1. **Personal Counselling:** help with any concerns or problems a student may have, referrals to outside agencies.
2. **Educational Counselling:** orientation to high school, choosing courses appropriate to goals, interests and abilities.
3. **Career Counselling:** job search techniques, job requirements, salary, job outlook.
4. **Post-Secondary Counselling:** admission requirements for post-secondary institutions, cost of programs, scholarships, loans, assistance with registration.

The following are some special resources available:

1. **Counselling Centre:** This is a drop-in information centre for use by students. Academic calendars of most post-secondary programs are available as well as for SAT and ACT.
2. **Referral services:** Our counsellor can refer students who need assistance. Some of these referrals may involve community agencies such as: Family School Liaison, Parent Place, Social Services, and local psychologists, Wrap Around.
3. **Aptitude testing:** Students are encouraged to use myBlueprint to help them match their interests and areas of strengths.
4. **Information sessions:** Upcoming post-secondary information sessions are held each year and posted by the Student Services Bulletin Board.
5. **Interest and aptitude testing:** students have the opportunity to use a career program called ALIS, which assists them in making career decisions.

Crisis Phone Numbers and Websites:

Chat Line and Forums on Youth Issues: www.youtheone.com

Information Support for Many Agencies: www.211edmonton.info

St. Albert Family Resource Centre: www.stalbertparentsplace.com

The Support Network Distress Line: 780-482-4357

Children's Mental Health: 780-413-4733

Kids Help Phone: 1-800-668-6868

Youth Emergency Shelter Society: 780-468-7070

Teens Helping Teens Crisis Line: 780-428-8336

Children's Mental Health Crisis Line: 780-427-4491 or **Response Team:** 780-413-4733

Help through **Alberta Health Services Addictions Info:** www.albertahealthservices.ca

Alberta Health Services/Addiction and Mental Health – this organization has an Outreach Office in St. Albert. Students and parents can access this service by calling Wendy Gruhlke-Smar, an addictions counsellor. She can be contacted directly at 780-460-4971 or wendy.gruhlke-smar@aadac.gov.ab.ca. AADAC Youth Drug Prevention Centre also offers “drop in” times – Mondays, Wednesdays, and Fridays between 1:30 and 3:00. The address is 12325 – 140 Street, Edmonton, and the phone number is 780-422-7383.

2.25 Student Union Executive Council

L'École Secondaire Paul Kane High School Student Union is comprised of student volunteers and the Students' Union membership is unlimited. Students are involved in planning and integrating activities in the school community. Meetings are held each Monday at noon hour. Additional meetings depend on committee work.

Staff Advisors: Ms. Lockhart, Mr. Shamchuk, Mrs. Fulton

2.26 Student Union Membership and Fees

In St. Albert Public Schools, membership in a student union is optional. All students, however, are encouraged to join the Paul Kane Student Union and to play an active role in Student Union (SU) sponsored activities. For a modest fee of \$20.00, students have the opportunity to participate in all SU sanctioned events and promotions. Your SU membership often entitles you to attractive discounts on tickets for school activities, entry to athletic events and other activities. Please be aware that all of our interschool athletic teams and school clubs are sponsored in part by the Student Union. **In order to participate on these teams or be in a school club, a student must be an SU member.**

2.27 Telephones for Student Use

A courtesy phone is located opposite the office. Students are asked to keep phone calls brief and to limit use to very important calls. Due to the large number of students and the busy main office, we ask that students use the courtesy phone and not ask to use the office phone.

2.28 Vending Machines

As a service to students, beverage and snack vending machines are provided in the Students' Lounge, by the entrance to the main gymnasium, and others in the cafeteria. Prices are competitive and all profits go towards student activities in the school. Please treat the vending equipment with care. If you have problems with a vending machine, please report the incident to the office. A cash/ATM machine is available in the main foyer, and issues cash in \$10 denominations.

2.29 Visitors to School

All visitors to l'École Secondaire Paul Kane High School must report to the office. If you are expecting a visit from a friend who does not attend Paul Kane, please inform them of this expectation. Visitors who wish to speak to a particular student will be required to wait in the office area while the student is paged **between classes**. Visitors are not permitted access to the general school area. Under special circumstances, a student may be permitted to have a visitor accompany them around the school and to classes (eg. a relative visiting from out of town), but arrangements must be made in advance with an administrator for the visitor to be provided with a visitors pass.

2.30 Website – <http://pkhs.spschools.org>

Our school website has valuable information to offer. Students and parents are able to get a clear overview of all subjects offered at Paul Kane. A list of all our courses is linked to a general curriculum outline and pre-requisite recommendation. General information for each subject area is complemented by a visual chart showing the prerequisite necessary to successfully proceed to the next level or alternate possibilities. Again, links on these charts provide detailed course information.

Students are able to track their graduation requirements and, when in their Grade 12 year will enjoy sharing with parents the organization information for their graduation festivities. Designed for students interested in pursuing various types of post secondary education, a comprehensive list of scholarship opportunities, as well as links to various institutions has been made available. Other areas of interest to both students and parents includes a Calendar of Events, Students' Union representation, Athletic activities, Awards and Recognition, the Student Agenda, Registration Guidebook, a Fine Arts department schedule as well as term exam schedules. Our website is continually evolving and being updated so please visit it regularly! <http://www.pkhs.spschools.org>

3. HIGH SCHOOL PROGRAM and REQUIREMENTS

3.1 Alberta Education High School Diploma Requirements

To earn an Alberta Education High School Diploma, a student must complete a minimum of 100 credits and meet the course/subject minimum requirements, as outlined in the table below. Parents and students should ensure that appropriate course selections are made in respect to a student's ability, interest and achievement in pre-requisite courses.

ALBERTA EDUCATION DIPLOMA (for students registering in Grade 10 as of September, 2018)		
SUBJECT	CREDITS (MINIMUM)	REQUIRED COURSE (MINIMUM)
English	15	English Language Arts 30-1 or 30-2
Social Studies	15	Social 30-1 or 30-2
Math	10	Math 20-1, Math 20-2 or Math 20-3
Science	10	Science 20 or 24, or Biology 20, Chemistry 20 or Physics 20
Physical Education	3	Physical Education 10
Career and Life Management	3	CALM 20
Other	10	10 credits at the 30 level courses (in addition to English Language Arts 30 and Social 30)
Other	10	CTS, Fine Arts, Second Language, Phys. Ed. 20 and 30
Other		Not specified
MINIMUM OF 100 TOTAL CREDITS		

Students should plan their programs to their best advantage, keeping diploma requirements and career aspirations in mind. Completing a minimum of 40 credits in Grade 10 and a minimum of 40 credits in grade 11 is recommended and allows for maximum flexibility in the Grade 12 year when diploma exams often add extra demands. Students scheduled as half time or less may have timetables adjusted to facilitate leaving school prior to the end of the day. **Grade 10 and 11 students are required to have full timetables.** Students with open blocks in their schedules are expected to be engaged in learning-related activities in the library, cafeteria or OnSIDE without interference in any other student's right to a learning environment. Students and/or parents needing information, clarification, or advice should contact a counsellor or an administrator.

3.2 Course Withdrawal

Withdrawal from a course is a serious consideration and may affect graduation requirements and/or prerequisites for post-secondary education. We want our students to succeed. Therefore, before any decision is made to withdraw from a course, a student needs to discuss the implication of his/her request with a number of people (parent, teacher, department head, counsellor and administrator). Each discussion may provide an alternative to course withdrawal that best meets a student's individual needs. In many circumstances, the student must meet with the Principal to withdraw from a course.

Please Note: Attendance will continue to be recorded in the class and the student is expected to attend until final approval is granted because the student may not be withdrawn from the course.

Grade 10 & 11 students are required to have full timetables with no spares. In extenuating circumstances, your parents are requested to book an appointment with the Principal to discuss a scheduling adjustment.

3.3 Evaluation and Reporting

Evaluation - Student evaluation is generally based on a variety of evaluative instruments ranging from classroom work to formal examinations. Some courses have a mid-term or final examination. Students should receive a course evaluation outline from each teacher at the beginning of a course which explains the manner in which the student will be evaluated.

Appeals - A student may appeal a mark resulting from an evaluation in the following manner:

1. The student will discuss the matter with the teacher of the course in which the evaluation took place.
2. If the problem is not satisfactorily resolved, the student may appeal to the department head.
3. If a satisfactory solution has still not been reached, the student may appeal to an assistant principal.
4. A final appeal may be made to the principal if the concern has not been resolved.

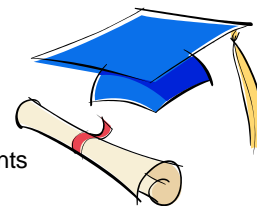
3.4 Final Exam Guidelines and Procedures

- Students must be in possession of picture identification when entering the examination area.
- Students may NOT bring cell phones, pagers, Apple watches, MP3s or other electronic equipment into the exam room.
- Students are to notify the administration immediately after the posting of the examination schedule, of any conflicts or problems with writing examinations during the scheduled time.
- Students may use calculators in all courses requiring computation, but may not share their calculator with another student. Calculators may not be used to store non-approved text or numbers for use during a test or examination. Calculators brought to a final exam will be verified and cleared by staff prior to the examination.
- Students are responsible for providing their own HB pencils, pens and erasers for the writing of final examinations.
- Students are not permitted to wear hats or outside jackets to a final exam, nor are they permitted to bring notes or textbooks into the examination room.
- Students will be assessed a mark of 0% for any examination on which they have cheated.
- Students who miss a final examination for reasons other than medical or family emergency, without prior permission from the administration will be assigned a mark of 0% for that examination. Students needing to defer their exams or write earlier must speak with their teacher one month prior to the examination period. Administrative and teacher discretion will be used to determine approval.
- Students will not be allowed to leave the examination room until after the end of the first hour of the allotted time for the examination, or, at a time otherwise posted.
- Students are to return all texts to the Textbook Return area in the library immediately before or following the final examination in that course.

3.5 Graduation Eligibility

To be eligible to participate in Graduation Activities, a student must:

- Have successfully completed, or be enrolled in and successfully completing sufficient courses to meet the Alberta High School Diploma requirements. Students MUST have satisfied these requirements by May 1, 2019.
- Students are required to pay a commencement fee of \$105.00. This fee covers the cost of the use of the Shaw Conference Center, gown rental, cap, certificate in a leatherette folder, a pin and a professional grad photo taken as students cross the stage during the ceremony. This fee will be included on the invoice for school fees available on PowerSchool in mid-September. This fee will be credited in June to students who did not meet graduation requirements.



Students who wish to have independent study courses (OnSIDE, Outreach, Storefront School, Alberta Distance Learning) considered as part of the qualifications for graduation activities must provide written documentation of course registration to the Grad Credit Eligibility Coordinator (Ms. Solomon).

4. SCHOOL PROCEDURES AND POLICIES

4.1 Fire Drills/Emergency Evacuation/Lockdowns

School evacuation routes are posted above or near the door of each classroom. In the event that the alarm bell sounds, students will evacuate the school according to the route shown. Alternate routes are available in the event that the primary route is blocked. In all cases, remain calm and move quickly and quietly from the building. Do not stop to retrieve something from a locker or chat with friends. If you are not in a class at the time an alarm is sounded, move quickly out through the nearest exit.

Once you have exited the school, move at least 25m from the actual building and wait for further instructions from the staff. An "all clear" announcement the signal to return to your classes.

Sounding an emergency alarm is a serious matter. False alarms will not be tolerated. A student who activates a false alarm may be subject to expulsion from Paul Kane. In addition, Section 393 of the Criminal Code of Canada states that anyone who willfully causes a false alarm is subject to a fine and a maximum of two years in prison.

Lockdowns – to further respond to Alberta Education and St. Albert Public Schools' Safe and Caring Schools focus, l'École Secondaire Paul Kane High School and other district schools have implemented lockdown procedures and hold practice lockdowns. A lockdown is a coordinated school response to an internal or external threat. All district schools participate in a minimum of one practice lockdown in the school year.

4.2 Standard of Dress

Common sense should be the guide when deciding on appropriate clothing for school wear. Choice of clothing is a personal issue; however, it must be understood that some basic guidelines must be observed in a public school.

Anyone wearing clothing that is provocative, indecent, unsanitary or contains written or graphic material that is offensive e.g. crude language or racist material will be asked to change. Appropriate footwear must be worn for reasons of sanitation and safety.

4.3 Hallway Expectations

In order to provide the optimum learning environment for students and teachers in their classrooms, students are discouraged from being in the hallways or school entrances while classes are in session. Students who do not have a class are welcome to use the library, the fitness centre, the student lounge, the cafeteria, or to relax outside the school building.

Teacher supervisors and outdoor supervisors monitor the halls throughout the day and remind students of this expectation. The students' continuing cooperation is appreciated in this regard.

4.4 Harassment – Verbal and Physical

Any conduct which threatens the safety of students and/or staff including assault, discrimination or harassment will lead to disciplinary action. There is no tolerance at Paul Kane for bullying of any kind. It is the responsibility of students to report such activities to school staff.

4.5 Assault and Abduction (Froshing)

Participating in "froshing" activities is not tolerated at l'École Secondaire Paul Kane High School. These activities include assault, intimidation, harassment, paddling, breaking eggs over heads, coating people with various mixes, writing on people's skin and clothing, team initiating (hazing), as well as abduction (forcing people to go where they do not want to go) under the threat of an assault. These activities can be life threatening, particularly to students with severe allergies.

Students who participate in these activities will be dealt with severely. Consequences will include exclusion from extra-curricular school activities, suspension, expulsion and/or criminal prosecution. Students are reminded that they have the right to refuse to participate either as a "frosher" or as the person being froshed.

4.6 Plagiarism/Cheating/Other Academic Misconduct

At Paul Kane plagiarism, cheating and academic misconduct are serious offences. **Plagiarism involves** submitting or presenting work in a course as if it were your own work done especially for that particular course when, in fact it is not. Most commonly plagiarism exists when:

- a) The work submitted was done in whole or in part by an individual other than the presenter.
- b) Parts of the work are taken from another source without reference to the original author (ex. Internet).
- c) The work is copied from another source (ex. Internet) and/or from another student.
- d) A student submits or presents work in one course which has also been submitted in another (although it may be completely original to that student) without the knowledge of or prior agreement of the teacher involved.

Cheating on tests or examinations includes, but is not limited to:

- a) speaking to other students or communicating with them under any circumstances.
- b) bringing any materials or devices into the examination room not authorized by the examiner.
- c) consulting any person or materials outside the confines of the examination room.
- d) leaving answer papers exposed.
- e) attempting to read other students' examination papers.

Other academic misconduct includes:

- a) Tampering with examination scripts, class work, grades and/or class records.
- b) failure to abide with directions given by a teacher regarding the individuality of work handed in.
- c) the acquisition of examination materials without prior authorization.
- d) the impersonation of another student in an examination or other class assignment.
- e) falsification or fabrication of reports.

Any student who voluntarily and consciously aids another student in the commission of one of these offences is also guilty of academic misconduct.

Penalties may include a combination of the following:

1. Parents notified in writing and letter placed on student file.
2. Mark of "0" on assignment in question.

and depending on the severity and the frequency of the offence, may include:

3. Loss of computer privileges (if infraction was related to computer use).
4. In-school or out-of-school suspension*.
5. Voluntary withdrawal from course.
6. Recommendation for expulsion.

4.7 Illegal Substances/Alcohol

In accordance with the Drug Free Protocol Operating Guidelines, St. Albert Public Schools are committed to dealing with possession, trafficking and being under the influence of illegal substances in the school environment in a vigorous way. It is our experience that drug and alcohol use negatively affects a student's ability to optimize the learning opportunities available at Paul Kane. All members of the school community must be involved in the creation of a drug-free environment.

Any student trafficking, under the influence of, or in the possession of an illegal substance and/or alcoholic beverages on school property, in a school bus or at school sanctioned events, will be suspended and may be recommended for expulsion.

Parents or guardians will be contacted immediately, as will the police where applicable. Copies of the Drug Free Protocol are available in the office and on our website.

4.8 Suspension for Misconduct

A student involved in serious misconduct may be suspended from a class period by the classroom teacher. The Principal or Assistant Principals may suspend the student from participation in school for up to five days.

In the event that a student is suspended from class, an administrator will inform the parents/guardians.

In the event that a student is suspended from school, the parents will be contacted. They will be notified of the nature of the misconduct and the terms of the suspension in writing.

The school staff will be made aware of the suspension as necessary and a copy of an out-of-school suspension letter will be sent to the Superintendent of Schools. At the discretion of the administrator, a suspension may be assessed either in or out of the school. **Regardless of where the suspension is served, the suspended student is responsible for obtaining classroom notes for the completion of all homework, assignments and tests during the suspension period.** If the suspension is out of school, the student will be allowed to return to school to write exams, but will do so under supervision in the office area and must leave the school and grounds immediately after finishing the exam. Any assignments due during the suspension are to be handed in to the teacher upon the student's return to regular classes. **The student is not permitted to take part in any school-sanctioned activities (during or after school hours, on or off school property) while under suspension.**

4.9 St. Albert Public Schools Student Code of Conduct

A copy of the Code of Conduct governing students in St. Albert Public Schools is made available to every student on our website and/or through our mail-out. It is the expectation that all students will abide by this document.

4.10 École Secondaire Paul Kane Student Code of Conduct

The purpose of this Code of Conduct is to promote the fulfillment of the l'École Secondaire Paul Kane High School Mission and Vision Statement (Sections 1.3 and 1.4).

A member of the l'École Secondaire Paul Kane High School community:

LEARNS:

- benefits from learning experiences by applying talents and time
- completes assignments thoughtfully, honestly, and punctually
- attends classes punctually and consistently
- promotes a positive learning environment within the school
- recognizes and supports learning as a life-long process
- recognizes the power of role-modelling

RELATES TO OTHERS:

- respects self and others and strives for understanding
- is courteous and considerate
- appreciates our multicultural community and respects diversity
- respects rights of all individuals to personal safety and dignity
- respects public and personal property
- shows respect through actions and speech

COMMUNICATES:

- recognizes that effective communication creates a healthy school environment and accepts that listening is as important as speaking

PARTICIPATES:

- demonstrates good citizenship
- acts as an ambassador for the school and is a responsible member of the larger community

ACCEPTS RESPONSIBILITY:

- accepts responsibility for his or her actions
- recognizes the implications of these actions on others
- realizes that there are consequences for his or her actions

L'École Secondaire Paul Kane High School continues to enjoy an excellent reputation in the community with regard to the conduct of our students. We are proud of that reputation, and we encourage students to continue to conduct themselves in a responsible and mature manner both in the school and in St. Albert.

4.11 Behavior Policy

It is an expectation at l'École Secondaire Paul Kane High School that students honor the St. Albert Protestant Schools Student Code of Conduct and l'École Secondaire Paul Kane High School Student Code of Conduct. The purpose of these Codes of Conduct is to promote the fulfillment of the District and the Paul Kane High School Mission Statements.

Action will be taken to remediate behaviours which do not comply with the Codes of Conduct. Action will include one or more of the following:

- Parent notification and involvement
- Counselling
- Referral to an appropriate agency
- School Resource Officer involvement
- Suspension
- Recommendation for expulsion

4.12 Attendance Policy

Research indicates that attendance is a powerful predictor of school performance. The Paul Kane community expects that students attend all classes and be punctual. This level of expectation is primarily the responsibility of the student and parent but the school has guidelines to establish and support positive attendance behaviours.

- Students must attend classes and be there on time. It is the student's and parent's/guardian's responsibility to explain absences from school.
- Parents/guardians are requested to call the school (780-459-4405) to inform the school secretary or leave a message on the answering machine of an absence prior to the class period.
- When a student is absent from a class period without reason, an automated phone call will be made to the student's home that evening.
- Cases of chronic absenteeism are profoundly difficult situations and demand individually focused complex interventions. Typically, these are students who have an extensive history of attendance issues often related to such things as no sense of belonging, drug use, or significant disenchantment with school in general. Such students will be engaged in discussions with school counsellors, administrators, parents and teachers to bring some light to the difficulty and seek a remedy.
- Lates to class are dealt with by individual teachers up to the point that the habitual lateness is affecting the particular student's learning or is creating a disruption to the class and the learning environment within that class. If, in the opinion of the teacher, the latter circumstances exist, the student will be referred to a school counsellor and/or administrator.
- Lates due to medical appointments and/or illness, etc. confirmed by a parent/guardian, will be excused.

4.13 Tobacco Policy

L'École Secondaire Paul Kane High School believes in the need to be a healthy role model in the community.

Furthermore, federal law prohibits anyone under the age of 18 from possessing tobacco products. This includes, but is not limited to, cigarettes, cigars, chewing tobacco, e-cigarettes, and vaping equipment. We are asking for the cooperation of all students, parents, staff and visitors to our school, as well as community members, not to smoke and to honour our tobacco-free zone in the school, and in the areas surrounding our school.

4.14 Calculator Policy

Policy: To ensure compatibility with provincial *Program of Studies* and equity and fairness to all students, Alberta Education expects students to use calculators, as defined, when they are writing diploma examinations in mathematics and the sciences. **Math 30-1 and Math 30-2 require the use of an approved graphing calculator for diploma examinations. All science diploma examinations require the use of a scientific calculator or an approved graphing calculator.**

Definition: The calculator must be a hand-held device designed primarily for mathematical computations, including logarithmic and trigonometric functions, as well as for graphing functions. Included in this definition are those scientific calculators having graphing and programmable features. A list of approved programmable graphing calculators and the criteria used for their selections are given in the section “**Calculator Criteria**” below.

Expectations:

1. At the beginning of any mathematics or science diploma examination course, teachers must advise students of the types of calculators approved by Alberta Education for use when writing diploma examinations in these courses.
2. Students must clear all programmable calculators, both graphing and scientific, that are brought into exam rooms of all information that is stored in the programmable or parametric memory.
3. Students must not bring external devices (peripherals) to support calculators into any examination. Such devices include manuals, printed or electronic cards, printers, memory expansion chips or cards, external keyboards, CD-ROMS, libraries, or any annotations that outline operational procedures.
4. In preparation for calculator failure, students may bring extra batteries and/or approved calculators into the examination room.
5. During examinations, supervising teachers must ensure that:
 - calculators operate in silent mode
 - students do not share calculators or information contained within them
 - calculator cases are not available to students
 - programmable calculator memories, including parametric memories, have been cleared
 - only graphing calculators on the current list approved by Alberta Education are used.

Calculator Criteria: The following criteria will be used to select acceptable calculators:

Minimum calculator properties required:

1. Function graphing capabilities with display
 - Includes displaying more than one function on the screen at a time, tracing a function
2. Standard scientific calculator operations
 - e.g., sine, cosine, tangent, inverse functions, logarithms, power (xn)
3. Statistical functions in 1 and 2 variables
 - Mean, median, mode, standard deviation, bivariate data
4. Regression models – linear, quadratic, exponential, sinusoidal
5. List capabilities
6. Matrix capabilities
 - Scalar multiplication, addition, and subtraction

Unacceptable calculator properties during examinations

1. Built-in notes (definitions or explanations in alpha notation) e.g. libraries
2. Upgrades that include built-in notes or formulas
3. Remote communication ability

The following list of approved calculators is provided to assist students and teachers in the selection of graphing calculators that conform to the requirements stated in the definition and to the stated criteria. The list will be updated annually. A limited number of calculators are available for signout from the library on a temporary (one class) basis.

The Approved List of Calculators:

Casio

- Fx 9750 GH
- Fx 9750 G Plus (no longer manufactured)
- Fx 9860 GII

Hewlett-Packard

- HP Prime

Sharpe (no longer manufactured or supplied to Canada)

- EL-9900
- EL-9600
- EL-9600C

Texas Instruments:

TI-83 Plus, TI-84 Plus, TI-84 Plus Silver, or TI-84 Plus Pocket SE

TI-83 (no longer manufactured), TI-83 Plus Silver (no longer manufactured)

TI-84 Plus CE

TI-84 Plus C Silver (no longer manufactured)

TI-Nspire (with Touchpad or Clickpad) (no longer manufactured)

TI-Nspire CX Handheld

The Paul Kane High School Mathematics Department recommends a:

- a) scientific calculator for Math 10-3
- b) TI-83 Plus for Math 10C and all Grade 11 and 12 math courses

Students should engrave their name or other identifying marks on their calculator. The serial number of the calculator should be recorded and stored so that it can be accessed in case the calculator is lost or stolen.

5. PAUL KANE AWARDS

5.1 Academic Awards

Academic awards are presented to honor excellence in scholastic studies as well as outstanding achievement in specialized areas. The academic awards are presented at Awards Night in October, and recognize students for their achievement in the previous school year.

Blended marks will be used for Grade 12 diploma courses when calculating averages. **Academic awards** are chosen using a set of criteria directly related to the specialized discipline.

Academic Achievement – Awards by Grade

1. **Grade 10 Standard of Excellence Award**: Presented to Grade 10 students with an average of 80% or higher in five subjects: one of English 10-1 or English 10-2, at least two of five -- Pure Math 10, Science 10, Social Studies 10, French Language Arts 10, a second language at the 10 level; and any two other subjects at the grade 10 level. (Certificate and Honors pin)
2. **E.S. Gish Highest Academic Honors Award**: Presented to the student with the highest Grade 10 academic honors average, using English 10 plus four of Math 10, Science 10, Social Studies 10, French Language Arts 10, or a second language at the 10 level. (School and individual award)
3. **St. Albert Cosmopolitan Club Award**: Presented to the student who receives the Grade 10 Highest Academic Honours Award.
4. **Grade Eleven Standard of Excellence Award**: Presented to grade 11 students with an average of 80% or higher in five subjects: any of English 20-1 or English 20-2; at least two of Math 20, Biology 20, Chemistry 20, Physics 20, Social Studies 20, French Language Arts 20, a second language at the grade 11 level, and two subjects at the grade 11 level. (Certificate and Honors pin)
5. **J. Barnett Grade 11 Highest Academic Honors Award**: Presented to the student with the highest Grade 11 academic honors average, using English 20 plus four of Math 20, Biology 20, Chemistry 20, Physics 20, Social Studies 20, French Language Arts 20, or a second language at the 20 level. (School and individual award)
6. **Highest Subject Award**: Presented to the student obtaining the highest mark in each Grade 12 subject. (Certificate)
7. **Grade 12 Standard of Excellence Award**: Presented to the Grade 12 students with an average of 80% or higher in five subjects: one of English 30-1 or English 30-2; at least two of Math 30, Math 31, Biology 30, Chemistry 30, Physics 30, Social Studies 30, French Language Arts 30, a second language at the 30 level; and any two other subjects at the grade 12 level. (Certificate, Honors Pin and Honor Board)
8. **Dr. W.D. Cuts Plaque for Highest Grade 12 Academic Honors**: Presented to the student with the highest Grade 12 academic honors average, using English 30 plus any four of Math 30, Math 31, Biology 30, Chemistry 30, Physics 30, Social Studies 30, French Language Arts 30, or a second language or the 30 level. (School and individual award)
9. **Governor General's Academic Medal**: Presented to the student with the highest Grade 12 academic honors average average, using English 30 plus any four of Math 30, Math 31, Biology 30, Chemistry 30, Physics 30, Social Studies 30, French Language Arts 30, or a second language at the 30 level. (Government of Canada Medal)
10. **Key of Knowledge**: Presented to the recipient of the Grade 11 Highest Academic Honors Award by the Grade 12 Highest Academic Honors Award winner. The key is received on behalf of the incoming Grade 12 students and symbolizes the transfer of the Tradition of Excellence and achievement to the new graduating class.

Academic Achievement – Additional Awards

11. **Advanced Placement Scholar**: Granted to students who receive grades of 3 or higher on three or more AP Exams on full-year courses (or the equivalent).

12. **Advanced Placement Scholar With Honour**: Granted to students who receive an average of at least 3.25 on all AP Exams taken, and grades of 3 or higher on four or more of these exams on full-year courses (or the equivalent).
13. **Advanced Placement Scholar With Distinction**: Granted to students who receive an average of at least 3.5 on all AP Exams taken, and grades of 3 or higher on five or more of these exams on full-year courses (or the equivalent).
14. **Advanced Placement National Scholar (Canada)**: Granted to students in Canada who receive an average grade of at least 4 on all AP Exams taken, and grades of 4 or higher on five or more of these exams on full-year courses (or the equivalent).
15. **Alberta Teachers' Association St. Albert Local #73 Education Award**: Presented to a graduating student who will be pursuing a career in Education. Interested students must apply to the awards coordinator by June 15 of the current year, with confirmation of attendance at a post-secondary institution by September 15. (School trophy and individual award and monetary award)
16. **Axe Music Technical Award**: For interest, effort and achievement in the technical area of theatre production. (School and individual award)
17. **"Curtain's Up" Scholarship**: For significant contribution to the theatre Acts program at Paul Kane High School for more than one year and perhaps in the community.
18. **Delta Art Award**: Presented to the student who is selected for demonstrated ability and continuing interest in the field of Arts and Crafts. (Gift certificate)
19. **Design Excellence Fashion Studies Award**: Presented to the student for design and technical expertise. (School and individual award)
20. **Drama Rookie Award**: For a student in their first year of senior high drama who has demonstrated a desire to take risks and to learn to grow as an actor.
21. **Global Languages and Culture Award**: Presented to a student who is currently enrolled in more than two second languages and who has demonstrated leadership in using target language in school-related activities. Applications due June 20th. (School trophy, individual award and monetary award)
22. **ICON Experience Yearbook Award**: Granted to a student who has exhibited a level of commitment to producing a quality yearbook through hard work, consistency, attention to detail and reliability – all qualities of a good designer.
23. **Josten's Advanced Placement Award**: For a student who received the highest average as an AP National Scholar (Canada).
24. **Kinsmen Club of St. Albert Service Award**: The Kinsmen Club of St. Albert Service Award is awarded every year to one student at Paul Kane High School, who is enrolled in a post-secondary institution. The competition is designed to recognize students who have demonstrated a commitment to their school and/or their community through service oriented volunteerism. Applications due June 7th. (Monetary and individual award)
25. **L.B.H. General Technology Award**: Presented to the student with the highest proficiency and interest in the field of Construction Fabrication at the Grade 12 level. (School and individual award)
26. **Leadership in Drama Award**: For a student who acted as a role model to their peers and demonstrated the attributes of a leader in the area of theatre arts.
27. **Marvel College Scholarship**: Presented to a student with high academic standing and who demonstrates promise in the area of esthetics or hair design.
28. **McBain Camera Ltd. Graphic Arts Award**: Presented to the student who has displayed high interest and proficiency in the field of Communication Technology at the Grade 10 level. (School and individual award)
29. **Merit Contractors' Association Construction Award**: Presented to the student for proficiency in the area of construction. (Monetary award)

30. **Optimist Essay Contest Scholarship**: Presented to student(s) who submit essays to St. Albert Optimist Club and awarded first, second or third place.
31. **Paint Spot Visual Arts Award**: Presented to the student who is selected for the St. Albert Protestant Board of Education District #6 Fine Arts Collection Award. (Gift Certificate)
32. **Paul Kane Global Languages Award**: Presented to a student who shows exceptional commitment towards the pursuit of two or more languages other than English and demonstrates leadership in using languages outside of the classroom.
33. **Professionalism in Theatre Award**: for a student who has shown dedication and focus appropriate to higher level theatre arts.
34. **Rotary Club of St. Albert Barry Welsh Memorial Scholarship**: Presented to a grade 12 graduating student who is pursuing post-secondary education in any of the following disciplines: fine arts, trades, technology, business or an international language. The criteria for choosing this recipient shall be a minimum of 65% average on academic grade 12 subjects and demonstrated above-average community service either in school or in the community. Applications due May 1st. (Monetary award)
35. **Safeway Food Sciences Award**: Presented by Canada Safeway to the student displaying the highest interest and ability in the Food Sciences program. (School and individual book award)
36. **Schulich Leader Nominees**: For demonstrating excellence in the STEM fields: Science, Technology, Engineering and Mathematics.
37. **Shayne H. Page Memorial Scholarship**: Presented to a graduating grade 12 student who attended Lorne Akins Junior High School for three years and Paul Kane High School for three years who is registered full-time in a post-secondary institution in St. Albert. (Monetary award)
38. **Shirley Brauer Award for Women in Science**: For a female student who has demonstrated the attributes of courage, ingenuity, determination, compassion and the syntheses of ideas in scientific studies.
39. **Sgt. Shawn Eades Memorial Award**: Presented to a student for academic effort in English 30-2, Social Studies 33, Grade 11 Mathematics and Science course who applies and is selected for this award. Applications due September 1st. (Monetary Award)
40. **Social Studies Award for Social Activism**: Presented to the student who applies the concepts of Social Studies to his/her life. Applications due June 20th. (Monetary award)
41. **St. Albert Community Band Bill Coate Memorial Award**: Presented to a student for high academic standing who has shown considerable commitment and dedication in the school's music program.
42. **St. Albert Host Lions Club Legacy Award**: For a graduating student who demonstrates leadership qualities, is recognized as an individual of honesty and integrity and displays a commitment to their community through service work for youth groups, senior citizens, or non-profit organization.
43. **St. Albert Public Schools Fine Arts Collection Award**: Presented to the student(s) demonstrating special ability and continuing interest in the area of visual arts. This award allows for the purchase and framing of work done by Art 30 or Art 31 students. The framed works are displayed at L'école Secondaire Paul Kane High School.
44. **St. Albert Public Schools Certificate of Bilingualism**: Presented to students who have acquired a minimum of 15 credits each year in French Language Instruction for achieving 75% or more in the required French Immersion Program.
45. **St. John's Music Award**: Presented to the student judged the best all-round musician. (School and individual award)
46. **Stanley Dennis Career and Technologies Memorial Scholarship**: for completing courses in the following strands: Communication Technologies Computer Graphics Design Studies, Construction Technology, Fabrication Studies, Advanced Carpentry, Set Construction for Technical Theatre, Foods, Commercial Food Preparation, Cosmetology, Fashion Studies.

47. **Stanley Dennis Performing and Visual Arts Memorial Scholarship**: for completing courses in the following strands: Communication Technologies, Computer Graphics, Design Studies, Television Arts, Drama, Technical Theatre, Musical Theatre, Advanced Acting, Choral Music, Instrumental Music, Instrumental Jazz, Rock and Pop Music, Art.
48. **Unsung Hero Scholarship**: Presented to a graduating Grade 12 student who has contributed greatly in extra curricular service to the Paul Kane community and elsewhere and has received little recognition. Applications due May 1st. (Monetary award)

5.2 Activity Awards

Participation in school activities is recognized at Paul Kane's annual Colour Ceremony, held in June of the current school year. Activity awards are based on participation points earned by the student during their career at Paul Kane. Points are gained through a combination of participation and effort in school activities and are awarded to participants by their activity supervisors following the completion of a particular activity. As points are accumulated, awards are based on the following levels of attainment:

Bronze	10 points
Silver	20 points
Gold	30 points
Platinum	40 points
Award of Distinction	50+ points

In addition to the general activity awards, there are a number of special individual awards that are presented. A number of these awards are presented in memory of students who passed away while attending Paul Kane.

1. **Brostrom-Maltby Memorial Award**: Presented in memory of Yvonne Brostrom and Andrew Maltby to both a female and male student who have made an outstanding contribution to school activities. (School and individual award and monetary award)
2. **Dan Gordon Citizenship Award**: Presented in memory of Dan Gordon to a student exhibiting model citizenship characteristics. Applicants are nominated by students and/or staff. Applications must be forwarded by May 1 of the current school year. This award is sponsored by Sam Elias of ReMax Realty. (School and individual award and monetary award)
3. **Rotary Service Above Self Awards**: Presented to a Grade 10, 11 and 12 student whose involvement in a school activity utilizes individual talent to enhance the general morale of students in the school and/or to positively serve other students of the school. Applications due May 1st. (School and three individual awards and three monetary awards)
4. **St. Albert Breakfast Lions Dr. Gerry Boychuk Memorial Service Award**: Presented to a student who best fulfills the Lions' Motto, *WE SERVE!* Volunteerism and service both at school and in the community are important aspects of this award. Application deadline is May 1st. (Monetary award)

5.3 Athletic Awards

Athletic excellence is recognized at Paul Kane's annual Pep Rally and/or Colour Ceremony which is held in June of the current school year. Athletic awards are based on athletic points earned by the student during their career at Paul Kane. Points are gained through a combination of participation and skill in school team sports and are awarded to participants by their coaches or supervisors following the completion of particular activity. As points are accumulated, awards are based on the following levels of attainment:

Bronze	10 points
Silver	20 points
Gold	30 points
Platinum	40 points
Award of Distinction	50+ points

In addition to the points program awards, these other athletic awards are presented:

1. **Individual Athletic Awards**: Special awards are presented to individual members of specific teams. (School and individual plaques).

2. **Ethel E. Cuts-MIG Sportsmanship Award**: Sponsored by Management Information Group, these awards are presented to the students judged to be Paul Kane's top female and male athlete of the current school year who display a combination of outstanding ability, effort and sportsmanship. (School and individual award and monetary award).
3. **Ryan Burak Memorial Award**: Presented to a grade 12 graduating male student who:
 - is a member of one of Paul Kane High School's senior athletic teams
 - has improved his academic standing over the three years while attending Paul Kane High School
 - is planning to attend a post-secondary institution, preferably, in a business program
 - is respected both by peers and staff
 - is not a recipient of any other Paul Kane High School AwardApplications due May 1st. (School and individual award and monetary award)