

# Paul Rowe Jr./Sr. High School

2024 – 2025 PARENT/STUDENT HANDBOOK



*"Catch the Energy... Release the Potential"*

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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](http://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!
- **Instagram:** Our student council (SCOER) has an instagram page that students and parents can follow for up to date information regarding events SCOER is planning.  
@paulrowe.scoer
- **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](http://www.paulrowehigh.ca)
- **Parent Notifications/Information:**
  - **Automated Phone System:** Our "Automated Parent Notification System", will notify/remind you of a student's unexcused absence from school throughout the day. Please listen to the message and respond by acknowledging the calls in the system. Immediately call the school to advise the office of your child's absence. This system will also be used to send various announcements, meeting reminders, upcoming events, etc. to all of our students and their families.
  - **Emails:** The office will periodically send emails from the school, which will also keep parents informed of happenings and events.
- **Announcements:** General information announcements for students are made daily at 8:53am and following lunch.
- **Parent/Teacher Interviews:** Parent/Teacher Interviews are generally held in October, November, March and April/May
- 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 the School Council is to advise the principal on any matter relating to the school. All parents, guardians, and community members, are invited to participate.

## **STAFF**

### **Teaching Staff:**

**Principal:** Mrs. Vikki Presakarchuk

**Assistant Principal:** Mr. Britain Olishefski

### **Teaching Staff:**

Mrs. Coree Asmussen		Junior High VEP and Senior High CTS VEP Instructor
Mrs. Anita Bak		Grade 12 Homeroom, Career Counsellor, Work Experience, RAP/Green Certificate Coordinator, Junior High Home Ec
Mr. Adam Rhodes	Room 101	Grade 10 Homeroom; Math 9, Science 10, Physics 20, Sr. High Math, Junior High, Numeracy and Option
Mrs. Meghan Rhodes	Room 104	Math 30-1, Math 30-2, VEP Supervising Teacher
Mr. Andrew Bullen	Room 129	Grade 9 Homeroom; Biology 20 and 30; Chemistry 20 and 30, Science 9; Junior High Options, Junior High Numeracy
Mr. David Hyatt	Room 147/ Room 102	Grade 8 Homeroom; Athletic Director; Social Studies 7, 8, 9, 10; Junior High Literacy; Junior High Options
Mr. Britain Olishefski		Asst. Principal; Inclusive Education Coach; Hockey and Football Options; Language Arts 9
Mrs. Vikki Presakarchuk		Principal; Inclusive Education Coach; Language Arts 7
Mrs. Jackie Ristesund	Shop	Junior and Senior High Industrial Education, CTS Facilitator
Mrs. Sayler Schmidt	Room 103	Grade 11 Homeroom; English 10 and 20; Senior High CTS: Foods, and Cosmo; Art 10, 20, 30 Junior High Options: Art, Drama, Sports; Language Arts 8
Mr. Matt Taylor	Room 127	Grade 7 Homeroom; Math 7 and 8; Science 7 and 8; Junior High Numeracy; Senior High Math
Mr. Scott Davidson		

**Support Staff:**

Mrs. Terra Goodzeck

Mrs. Bernadette Goddard

Mrs. Char Caron

Ms. Lesli Mitchell

Mrs. Debra Perrier

Mrs. Lacey Yasinski

Mrs. Bobbi Lewandowski

Mrs. Bert Goddard

Mr. Larry Goddard

Office Manager

Office Manager/Educational Assistant

Educational Assistant

Educational Assistant

Youth Education/Mental Health Worker/Educational Assistant

Educational Assistant

Information Specialist (Librarian)/School Based Technician

Custodian

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 Collaborative Response, 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.

**Student Support Worker:** Is available on a part-time basis to assist students in small groups and classes to support wellness challenges they may be experiencing. These challenges may be teacher-student, student-student or personal, etc. Students with serious concerns may be referred to other agencies such as Public Health, AADAC, Suicide Prevention, Mental Health, Child and Family Services, etc.

**School Division Counsellor:** Is available based on referral. Please contact Inclusive Education Coaches for more information.

## ***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 contravening 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 modest taste. 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; 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. Skirts and shorts should fall at a modest length. Hats, toques, or bandanas are not encouraged. If worn they must be removed during assemblies, ceremonies, special presentations, national anthems, and if deemed necessary by a staff member.

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**

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**

**Please note that in case of an emergency, we have a landline: 780-836-3397 that is answered during school hours.**

### **Purpose**

At Paul Rowe School, we recognize that Personally Owned Devices have become a big part of people's lives and they make student/parent communication much easier. In recent years, we have noticed that these devices have become a huge distraction in class, pose safety/privacy concerns within change rooms and bathrooms, and also create confrontation between students and staff. In addition, due to the transition to one-to-one Chromebook technology, there are negligible educational reasons why a student would need to use a personal electronic device during instructional time. We want to establish a school climate that facilitates authentic learning and connection.

To support this goal, we have decided to revise our Personally Owned Devices policy. For the purposes of this document this category includes:

- Cell phones
- Earbuds/headphones
- Handheld game consoles
- Smart watches

### **Personally Owned Devices Policy**

1. Personally Owned Devices must be on silent (not vibrate) upon entering the building and remain on silent throughout the remainder of the school day. During instructional time and sponsored events devices must be powered off and in student lockers.

**2. Personally Owned Devices will be kept in students' lockers from the first bell until the last bell, with the exception of lunch hour or scheduled breaks (student spares are NOT considered scheduled breaks if spent on school property) - *the only other exception, students with a diagnosed medical condition or identified inclusive educational need. This need must be discussed with and approved by school administration. A plan will be developed with the family to support this need.***

3. Personally Owned Devices may be used appropriately during the lunch period and must be returned to students' lockers at the end of the lunch period.

4. Personally Owned Devices may NOT be brought into washrooms or locker rooms AT ANY TIME.

5. Cameras and audio recorders may only be used for educational purposes and with the prior permission of an administrator.

**Students will be solely responsible for the security of their own devices.** Paul Rowe School will not be liable for any damage, theft, or loss of personally owned devices.

Failure to comply with this policy will result in the following corrective measures:

**1st Offense:** Warning and device taken for the class.

**2nd Offense:** Device taken to the office for the day.

**3rd Offense:** Device taken to the office for the day. Parent/guardian will be notified, and must come into the school to pick up the device.

**4th Offense:** Device taken to the office for the day. Parent/guardian will be notified, and must come into the school to pick up the device. Additionally, the student will receive an in-school or out-of-school suspension.

**Further Offenses:** To be determined.

**Please note that in case of an emergency, we have a landline:780-836-3397 that is answered during school hours.**

It is strongly recommended that students leave their devices at home but if they do come to school, they should be stored in a locked locker as Paul Rowe School will not be responsible for lost, stolen or damaged personally owned devices.

### **Social Media Policy**

Please refer to Peace River School Division [AP146: Responsible use of Social Media](#)

This school policy is supported by Alberta Ministerial Order 14-2024 and Peace River School Division's administrative procedures including but not limited to AP350: Student Conduct; AP355 Student Discipline; AP 140: Responsible Network Use; AP 145: Personally Owned Devices.

## **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 and/or PowerSchool notifications throughout the day, and in the evening, indicating a student's absence that day.

**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.

**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. Lates are tracked weekly and excessive lates (more than three) may 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 the 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. Grade 7 and 8 students may also want to participate in the Jr. / Sr. High School clubs such as SADD and SCOER. They are permitted to go into the remainder of the school with a supervisor's permission.

### **DRUG/ALCOHOL**

Paul Rowe has zero tolerance towards drug and alcohol situations, and follow the guidelines set out by Peace River School Division, AP-356. The full policy is available at [www.prsd.ab.ca](http://www.prsd.ab.ca).

## ***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 4<sup>th</sup> 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**

Students can come to the office for medical emergencies. Students who complain of being ill will be directed to the office and parents will be notified to come and pick them up.

### **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 #10, AP-350 at [www.prsd.ab.ca](http://www.prsd.ab.ca).

### **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.

Please see the full policy at [www.prsd.ab.ca](http://www.prsd.ab.ca).

### **SMOKING / TOBACCO / VAPING**

In Canada smoking, vaping, and chewing tobacco is illegal for anyone under the age of 18 and it is prohibited for anyone to smoke or vape in and around public buildings. As such, the use of tobacco products (except in certain cultural ceremonies approved by the school) and vaping are prohibited in or around Paul Rowe Jr/Sr High School.

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.

Details for discipline and suspensions can be found in AP-356 on the division website. ([www.prsd.ab.ca](http://www.prsd.ab.ca))

# **ACADEMIC INFORMATION**

## **CLASSES**

### **Literacy 7-9/Numeracy 7-9**

Literacy and Numeracy class is held daily for one period. During this time students work on specific skills to enhance reading comprehension, writing, and fundamental math skills and strategies to help students succeed in math.

### **Physical Education**

Physical Education is compulsory for all Grade 7-10 students. High school students must obtain a minimum of 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 appropriate dress and footwear (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. Alternate assignments may be given in these instances.

### **Blended Learning (Virtual Education Program)**

Some students may have the opportunity to take classes through V.E.P. Course offerings may vary each semester depending on the availability within the division. V.E.P. offers an alternative method of course delivery when we are not able to offer the course within the school.

### **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.

## **LEARNING COMMONS**

All students in grades 7-12 may request to borrow library books through our online sign out system. 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.

SOLE block and Study Cafe on Thursdays afterschool are times designed to support students in assignment completion.

## **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 (used 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
- February: Report Card
- April: Report 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.

## **POWERSCHOOL**

Students and parents/guardians can check their child's marks and attendance at any time through Powerschool. Access information will be sent to parents. 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.

## **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 and 20% for grade 7 to 9 final exams.

**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 rescore 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.

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

### **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 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.

### **AWARDS CEREMONIES**

Awards ceremonies will be held annually in the Fall and Spring. The Fall awards ceremony will focus on academic and citizenship awards. The Spring awards ceremony will focus on awards for athletic and co-curricular activities.

# **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. website for more information at [www.prsd.ab.ca](http://www.prsd.ab.ca).

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.

**\*\* *It is now mandatory to remit all fee payments on-line, no cash or cheques will be accepted through the school office.***

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

On-line donations can now be done through our school website <http://www.paulrowehigh.ca/> Click on the top right MENU button, then Donate.

You can also go to the link <https://prsd.schoolcashionline.com/Fee/Details/4/45/false/true>

You must create an account, you will be able to pay by credit card, debit VISA, or echeck (enter the information on the bottom of your cheque).

Enter the amount of your donation, choose Paul Rowe High School, no tribute (if not for a specific student), and indicate what your donation is for. You will automatically receive a receipt for your contribution.

### **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.

# **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) & SADD**

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, and a multitude of other school activities. SCOER funds make school activities possible, assist athletic teams with entry fees, uniforms, and referees, etc. SCOER is also responsible for selected charitable drives and other community activities.

Paul Rowe's S.A.D.D. chapter is a student leadership opportunity to bring awareness to students about the dangers of Impaired and Distracted Driving.

## **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. 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 / HOT LUNCH**

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 Canteen is also open at lunch times for students to purchase snacks, beverages, and some lunch items. These funds go towards SCOER activities and student incentives.

The hot lunch program sponsored by the Paul Rowe School Council Foundation will remain available once a week for the students, providing we have a parent/guardian co-ordinator.

## **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.



## **SCHOOL COUNCIL**

School Council is a group of parents and staff created to advise the principal on any matters relating to the school. They may be available to organize or assist with various school functions and activities such as school BBQs, our annual Christmas dinner, Food for Thought, Hot Lunch, etc.

All parents and guardians are encouraged to participate in our School Council, as our school and staff need support with the busy school year.

## **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.

## **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.