

Crescent Heights High School

Ecole Secondaire Crescent Heights

School Handbook



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"Dedicated to Learning, Committed to Community"



Developing Tomorrow's Citizens Through Improved Learning, Living and Relationships

“Dedicated to Learning, Committed to Community”

Crescent Heights High School supports the Medicine Hat Public School Division mission, “To provide an inclusive, progressive learning community through trust, courage and collaboration.” through the following shared community agreements:

SHARED GOALS

- Increased student learning
- Increased student success
- Increased high school completion

SHARED EXPECTATIONS

- Care for ourselves
- Care for others
- Care for our school and community

SHARED VALUES

- Equality
- Respect
- Responsibility

SHARED COMMITMENTS

- Build positive and productive relationships with students, parents/guardians, peers and others in the school and local community to support student learning.
- Engage in career-long professional learning and ongoing critical reflection to improve teaching and learning.
- Apply a current and comprehensive repertoire of effective planning, instruction, and assessment practices to meet the learning needs of every student.
- Establish, promote and sustain inclusive learning environments where diversity is embraced and every student is welcomed, cared for, respected and safe.
- Develop and apply foundational knowledge about First Nations, Métis and Inuit for the benefit of all students.
- Demonstrate an understanding of and adherence to the legal frameworks and policies that provide the foundations for the Alberta education system.

SCHOOL ADMINISTRATION

Mike Kukurudza Principal

Trevor Fisher: Vice Principal (Grade 10-12 Lead)

JJ Sullivan/Amanda McGarry: Vice Principal (Grade 7/8 Lead, Supported Learning)

Ashley Durbeniuk: Vice Principal (Grade 9 Lead)

STUDENT SERVICES DEPARTMENT

Jill Pancoast: Advisor Grade 7-9

Erin Sawicki: Advisor Grade 10-12

Jennilynne Sullivan: Classroom Support Teacher Grade 7-9

Shelley Strobel - Classroom Support Teacher 10-12

Jenesse Chamberlin - Family Support Liaison Worker (FSLW)

Darrell Willier- FNMI Coordinator

Danielle Lank-Child and Youth Care Worker

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Educational/Academic Support

- Assists students in planning their school program and course selections
- Providing information regarding available careers and reaching career goals
- Supporting our students through Individual Support Programs as needed

Social/ Emotional Support

- Connects students/families to additional support through My Place, Alberta Health services, occupational therapy, vision consultant, speech therapy, hearing supports and behavior specialists
- CHHS Pantry and Medicine Hat Food Bank provides CHHS students and families in need of access to free non-perishable food and hygiene items

SCHOOL RESOURCE OFFICER

Cst. Brent Bohrn: Medicine Hat Police Service

- School-based Police Officer
- Stationed at CHHS full time to support a safe and caring environment
- Building collaborative relationships between our educational stakeholders and law enforcement

SUPPORTED LEARNING

Student learning is our core business. As such, we make every effort to develop an optimal learning environment for each student. Our programs and facilities are fully accessible and include:

- French Immersion programming
- Knowledge and Employability programming
- Modern and well equipped labs offering Career and Technology Studies courses in Mechanics, Construction & Fabrication, Cosmetology, Foods, Fashion, Digital Arts
- Our Physical Education program has access to two separate gymnasiums and a fitness center as well as community resources and we offer a full range of sports and activity opportunities for our student athletes which we are very proud of
- Fine Arts programming includes Band, Drama and Theatre Arts and uses a 300 seat theater to produce an annual stage production
- Student leadership, connection and citizenship are developed through student council, student wellness groups, clubs, teams, and committees. Please encourage your student to get involved and ask any teacher about how to access these opportunities.

FLEXIBLE LEARNING ENVIRONMENT

We understand that some students require appropriate, intentional and effective flexibility in their academic programs. CHHS is committed to supporting flexible schedules and structures to increase the learning options for our students through:

- Partnership with MHPSD Outreach Schools
- Off Campus Education opportunities
- Crescent Heights Advisory Time (CHAT) and Flex time
- Student Support Den
- Community Classroom access to enhance off-site learning
- Some teachers will be offering a High Flex learning environment

Teachers will be maintaining an online classroom but students will be required to attend in person to receive instruction from the teacher.

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CRESCENT HEIGHTS ADVISORY TIME (CHAT)

Junior High Crescent Heights Advisory Time (CHAT) is a student-centered tool used to increase our responsiveness to student needs. CHAT aims to increase learning and engagement through high quality teaching. CHAT occurs daily, enhancing the relationships between teachers and students and providing personalized teacher advocacy and mentoring for students in academics and other areas. Daily CHAT attendance is mandatory for Grades 7-9.

In Grades 10-12, there is Flex time in the morning and at the end of the day for students to connect with teachers for extra help or work with their peers on a project.

“Advocate for, Advise, and Mentor our CHHS students”

- Implement the ideals of Alberta Education’s High School Redesign philosophy focused on flexible student learning, growth and relationships.
- Empower students to make informed decisions regarding their learning.
- Provides students with academic, social and emotional support.
- CHAT teachers encourage and support student involvement, engagement, and attendance.
- Offers flexibility in what and how students learn.
- Builds a safe and caring learning community at CHHS.
- Allows for increased connection with families and school counselors if patterns of concern occur.
- Connect students to peer study and mentorship groups.
- Connects students to school events and assemblies.
- Allows for flexible student working spaces.
- Allows for the completion of Chrome Academy

OFF CAMPUS EDUCATION

WORK EXPERIENCE

- Each of the Work Experience 15, 25, and 35 courses may be offered for 3, 4, 5, 6, 7, 8, 9, or 10 credits. The number of Work Experience credits that may count toward a diploma is limited to 15, but students may earn up to 30 credits of Work Experience.
- The prerequisite course for taking Work Experience is HCS 3000: Workplace Safety Systems.
- Each Work Experience course is to be time-based, 25 hours per credit. You may take Work Experience 35 without having completed Work Experience 15 and/or Work Experience 25. A student completing Work Experience 35 for 10 credits will have met the “10 credits in any 30-level courses” that can be used towards graduation requirements.

REGISTERED APPRENTICESHIP PROGRAM (RAP)

- Choosing to become a certified tradesperson can be a pathway to a rewarding career. Getting certified and developing the skills to work in one of Alberta’s trades starts with becoming an apprentice.
- The Registered Apprenticeship Program (RAP) is a program for high school students who learn the skills of a trade while earning high school credits. RAP means getting a head start in a

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career. RAP opens the door for high school students to gain work experience and develop skills and abilities in a career they are interested in pursuing after high school.

- RAP requires that students demonstrate appropriate attendance, academic progress and discipline in Grade 10.
- Applicants must have the HCS 3000 Workplace Safety Systems prerequisite and will be expected to complete HCS 3010 Workplace Safety Practices following entrance to the RAP program.
- RAP applications normally begin in March of the current school year and successful applicants normally begin work in July of their Grade 10 or 11 summer. RAP students that find their own positions may start at any time in high school.
- Green Certificates are also available.

Please contact the Off-Campus Education Coordinator Mr. Scott Galloway at (403) 527-6641 ext. 8250 for further information regarding off campus education.

LEARNING COMMONS

The CHHS Learning Commons is a multi-function space that includes our library and Student Support Hub. It is designed to maximize collaboration and literacy.

- Both the library and HUB are staffed on a full time basis.
- The borrowing period for library books is two weeks.
- The person to whom the books are signed out shall pay for damage to books beyond reasonable usage and all losses.
- No books may be taken from the library without being signed out by the borrower.

SCHOOL CAFETERIA

CHHS students can access the school cafeteria for breakfast and lunch. It is often utilized as a flexible learning space.

- Cafeteria hours are from 7:45 am-1:00 pm. Fridays 7:45 am -11:00 am.

CHHS STUDENT CODE OF CONDUCT

In alignment with Section 31 of the [Alberta Education Act](#), a student, as a partner in education, has the responsibility to shall conduct themselves so as to reasonably comply with the following code of conduct:

- attend school regularly and punctually
- be ready to learn and actively engage in and diligently pursue the student's education
- ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- respect the rights of others in the school
- refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means
- comply with the rules of the school and the policies of the board
- cooperate with everyone authorized by the board to provide education programs and other services
- be accountable to the student's teachers and other school staff for the student's conduct
- positively contribute to the student's school and community

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The CHHS principal, teachers and administration reserve the right to issue consequences based on their judgment in accordance with the Education Act. Consequences for violation of school rules may result in, but are not limited to the following:

- student meeting
- parent meeting
- behavior contract
- behavior support plan
- detention
- suspension
- recommendation for alternative placement
- recommendation for expulsion

For further information, please see:

- [Alberta Education Act: Section 24](#)
- [Alberta Education Act: Section 36](#)
- MHPSD Policy 600: Student Roles and Responsibilities/Student Conduct
- MHPSD Code of Conduct
- MHPSD Policy 612: Welcoming, Caring, Respectful and Safe Learning Environments
- MHPSD Policy 632: School Discipline

FAMILY COMMITMENTS

In alignment with Section 32 of the [Alberta Education Act](#),

As a partner in education, a parent of a student has the responsibility to:

- act as the primary guide and decision-maker with respect to the child's education
- take an active role in the child's educational success, including assisting the child in complying with section 31
- ensure that the child attends school regularly
- ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment
- co-operate and collaborate with school staff to support the delivery of supports and services to the child
- encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school
- engage in the child's school community.

At CHHS, this means that your partnership with us in the education of your student is both necessary and valued. We ask that you:

- ensure that your student is at school on time and prepared to learn to the best of their ability
- confirm that the contact information we have at the school, including phone and email, is up to date. Please communicate any changes by contacting the main office at (403) 527-6641 extension 8392 or email sheryl.watson@sd76.ab.ca.
- complete the surveys from Alberta Education (Accountability Pillar), and Medicine Hat Public School Division (OurSchool) when they are released to increase our understanding of how our parent partners their students are being served
- consider joining our Parent Advisory Council
- talk to your student about their learning

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- connect frequently and work closely with your students teachers regarding student learning
- call the school to book an appointment if you need to meet with school administration
- attend Parent/Teacher Interviews and Parent Information sessions
- stay up to date regarding your student and CHHS by frequently checking:
 - [Powerschool](#)
 - EDSBY
 - [CHHS Website](#)
 - [CHHS Facebook Page](#) - Ecole Crescent heights High School

CHHS SCHOOL COUNCIL

As a parent or guardian of an Ecole Secondaire Crescent Heights High School (CHHS) student you are automatically a member of the CHHS School Council. Regular meetings are held the last Monday of most months at 7:00 pm.

Attending council meetings is a great way to support your child's educational experience and to find out what's going on in the school. CHHS school council does not have a fundraising component.

CHHS school council has five elected positions: Chair, Vice-Chair, Secretary, Wellness Champion, and Member-at-Large, however everyone is welcome and encouraged to contribute.

More information about the School Council can be found on the [CHHS website](#) under the “Resources” tab. If you have any questions, please connect with the school at chhs@sd76.ab.ca or (403) 527-6641. You can also contact the council directly at chhs.chair@sd76.ab.ca.

RIGHT OF ACCESS TO EDUCATIONAL PROGRAMS AT CHHS

CHHS resident students who maintain appropriate standards of attendance, academics and behavior as outlined in the Alberta School Act are eligible to attend CHHS for three years of high school in order to complete their high school programs.

- Every individual who at September 1 in a year is 6 years of age or older and younger than 19 years of age, and who is a Canadian citizen, lawfully admitted to Canada for permanent residence, a child of a Canadian citizen, or a child of an individual who is lawfully admitted to Canada for permanent or temporary residence is entitled to have access in that school year to an education program in accordance with the Alberta School Act.
- Programming for students who have exceeded three years at CHHS and are still eligible will be administered through our educational partners at MHPSD Outreach Programs.
- Students with exceptional circumstances who have maintained appropriate standards of attendance, academics and behavior as outlined in the Alberta School Act may apply at CHHS for 4th year programming. Acceptance is at the sole discretion of the principal or designate.

SCHOOL ACCESS

School doors will be unlocked from 7:30-8:45 am. All perimeter doors remain locked during instructional time except for the front entrance doors which will remain open for the entire school day.

- All visitors to the school must use the front doors and sign in at the main office.

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- During normal operating hours (7:30 am-4:00 pm) CHHS is a closed campus and all visitors or guests must report directly to the main office.
- Individuals found on school property who do not have legitimate business with the school and who have not registered in the main office will be asked to leave and may be charged with trespassing.

SCHOOL BELL SCHEDULE

Monday-Thursday			
Grade 7-9		High School	
8:25	Warning bell	8:22-8:45	Flex block
8:30-10:00	Period 1	8:45-10:00	Period 1
10:00-11:30	Period 2	10:05-11:20	Period 2
11:30-12:00	CHAT	11:20-12:00	Lunch
12:00-12:30	Lunch	12:00-1:15	Period 3
12:30-1:40	Period 5 A/B	1:20-2:35	Period 4
1:40-2:45	Period 6 A/B	2:35-2:58	Flex block
Friday			
Grade 7-9		High School	
8:30-9:23	Period 1	8:30-9:23	Period 1
9:23-10:16	Period 2	9:23-10:16	Period 2
10:16-11:09	Period 5	10:16-11:09	Period 3
11:09-11:59	Period 6	11:09-11:59	Period 4

BUSSING INFORMATION

Our bussing is provided by [Southland Transportation](#). Information regarding specific bus stop locations and pick up/drop off times can be found at <http://mhpsd.ca/schools/transportation>.

- Bus students must abide by the same rules expected at school. Bus students who do not follow these rules while waiting for, riding or exiting the bus will be subject to consequences in alignment with school discipline. Significant or repeated instances of poor bus behavior may result in the suspension or removal of bussing service.
- Our buses are reserved for students who live outside of designated walking distance from the school. Overcrowding is uncomfortable and unsafe for our students. Please refrain from boarding the bus if you live in a designated walking area.

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CHHS PARKING LOT

For the convenience and safety of our students, staff and parents, please be aware that there will be increased enforcement of the following regulations. Vehicles in violation may be subject to ticketing or towing. Students in violation are subject to the loss of vehicle privileges and disciplinary action under the school code of conduct.

- The parking lot is reserved for use by CHHS staff, students and guests. We ask that persons using the parking lot for other community events only do so after 4:30 pm from Monday to Friday.
- Staff parking is reserved for CHHS staff. Vehicles parking in these spaces must have a visible CHHS staff parking placard.
- Visitor parking is reserved for CHHS parents, guests, and MHPSD employees. Staff and students are asked to not park in guest areas.
- Disabled parking is exclusively for the use of people with disabled parking placards in their vehicles or on their license plates. Staff, students and visitors with temporary disability should report to the office for temporary passes.
- Parking in fire lanes and other no parking areas is prohibited by law and subject to City of Medicine Hat bylaw enforcement.
- Parking in bus lanes during prescribed pick up and drop off hours is prohibited.
- Please limit parking time in the loading zone on the south side of the school to 5 minutes.
- CHHS code of conduct applies to behavior in vehicles parked on CHHS property.

NON-MOTORIZED TRANSPORTATION

Students who ride bicycles, skateboards, longboards or scooters to school are asked to ride with caution on school grounds for student safety.

- Helmets are mandatory.
- Bicycles should be parked and locked at the bike racks on the west side of the school. The school cannot assume responsibility if thefts occur.
- Skateboards, longboards, scooters and bicycles are not to be used within the school, walkways, parking lot or stairs.

FEE SCHEDULE

PAYMENT INFORMATION

- Fees are due by September 30.
- Cash, Debit/Credit Card and cheques are accepted at the school for fee payments, during office hours. Please make cheques payable to 'Crescent Heights High School'.
- School Cash Online payment using credit card is available. A student ID number (please contact the office), legal last name and date of birth are required to register. After you receive the confirmation email, please select the “click here” option, sign in and add each of your children to your household account.
- No fees will be refunded after October 3 (first semester) or February 28 (second semester). If you would like to discuss our fee waiver process, please contact Susan at (403) 527-6641 ext 8290.

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ADDITIONAL CHARGES

- Band: After the first year, students are expected to acquire their own instruments.
- Project Fees: In order to offset the cost of materials purchased by the school, some programs charge a project fee. More detailed information will be provided by teachers.
- Science: Senior Physics and Chemistry courses may require the purchase of workbooks.
- Fines: Individual students are held responsible for the lockers, textbooks, musical instruments, lab equipment and library materials they rent or borrow. If an item is lost or damaged, the student will be charged for the replacement.
- **ALL FEES COLLECTED FOR CHHS, INCLUDING THE EXTRA CURRICULAR OR SALEABLE ITEMS, WILL HAVE A SERVICE FEE THAT IS INCLUDED IN THE POSTED AMOUNT.**
- **For a list of extracurricular fee amounts please visit our website under the “Resources” tab and “School Fees”.**

ATTENDANCE POLICY

Regular attendance is necessary for student learning. In alignment with the Alberta School Act, students are expected to attend classes at CHHS regularly and punctually and parents must provide their students with the support needed to ensure regular and punctual attendance. Aside from these legal requirements, our students need to know that we like them and we miss them when they are not in attendance.

ABSENCES

- Students are responsible for the completion of assignments and exams missed while absent. While it is common to ask for homework packages to complete while absent, understand that our teachers add great value to content through their classroom instruction. Depending on the nature of assignments, it may not be productive to complete these while absent. Our teaching staff reserve the right to withhold assignments until students return to classes.
- Advance notice of planned absences is appreciated. It will not be possible for teachers to prepare homework packages without sufficient notice. Google classroom or Edsby is an excellent resource for missed assignments and information.

TRUANCY

A student will be considered truant from a class when he/she is absent without the knowledge or consent of the family or school.

- If the parent does not excuse the day/class of the absence or provide a reason for absence by the next school day, the student will be considered truant.
- Truancy will lead to the initiation of a disciplinary process that will begin with classroom teacher interventions and move to administrative discipline at the school and/or district level if teacher interventions are unsuccessful.

ABSENTEEISM

When excessive absences occur, regardless of whether permission has been granted by the parent or not, it will be considered absenteeism.

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- Our goal will be to support a return to regular classes as quickly as possible. As such we utilize a range of supports including:
 - School counselors and Family Support Liaison Workers
 - Alternative learning environments
 - MHPSD attendance officer and Provincial attendance board
 - MHPSD partner schools
 - Partner agencies
 - Alberta School Act disciplinary procedures
- Absentee students are subject to removal from courses in addition to other disciplinary measures

STUDENT WITHDRAWAL

Please provide the school with notice of withdrawal as early as possible and at least two school days before the pupil's last day of attendance.

- This will allow time to prepare appropriate documentation for the new school.
- Please be sure that all school property, such as library books and textbooks are returned prior to departure.

STUDENT ILLNESS

Please ensure that students are not sent to school if they are ill. In the event a child becomes ill at school, every effort will be made to contact the parents or the family, who in turn should be available to transport the student home as soon as possible. Any child sent home due to illness should remain home until the child is feeling better and/or a physician determines that the child is not a health risk.

- Please make the school aware if your son/daughter has a condition which could require emergency treatment.
- Please access your Edsby account to report your student's absence. If you have any difficulties, please call the school at 403-527-6641.

STUDENT TIMETABLES

- Students will be timetabled during June of each year.
- Class and course changes can be made at our Student Services department. The school reserves the right to deny any change requests.
- Fall schedules will be visible via the online portal the last week of August.
- All timetable changes should be requested before the semester begins. If approved, the change will be made.

COURSE LOAD: SPARES

All Grade 7-10 students attending CHHS must have a full timetable of classes with no spares. Grade 11 and 12 students with strong academic standing have an opportunity for one or two spare periods based on the following criteria:

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- Grade 11 and 12 students, who are on track to earn a minimum of 100 credits and all graduation requirements, are normally eligible for one spare period without an assigned class.
- Grade 12 students, who meet ALL graduation requirements, are eligible for two spare periods without an assigned class.

ALBERTA DIPLOMA AND CERTIFICATE REQUIREMENTS

ALBERTA HIGH SCHOOL DIPLOMA (English or Francophone)	CERTIFICATE OF HIGH SCHOOL ACHIEVEMENT
The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses	The requirements indicated in this chart are the minimum requirements for a student to attain a Certificate of High School Achievement. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.
100 credits including the following:	80 credits including the following:
• English Language Arts 30-1 or 30-2 (plus Français 30-1 or 30-2 for Francophone Alberta High School Diploma)	• English Language Arts 20-2 or 30-4
• Social Studies 30-1 or 30-2	• Social Studies 10-2 or 20-4
• Mathematics 20-1 or 20-2 or 20-3	• Mathematics 10-3 or 20-4
• Science 20 or 24, Biology 20 or Chemistry 20 or Physics 20	• Science 14 or 20-4
• Physical Education 10 (3 credits)	• Physical Education 10 (3 credits)
• Career and Life Management(3 credits)	• Career and Life Management(3 credits)
10 combined credits in: • Career and Technology Studies (CTS) courses or • Fine Arts courses or • Second Languages courses or • Physical Education 20 and/or 30 or • Knowledge and Employability courses or • Registered Apprenticeship Program courses or • Locally developed courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses	5 credits in: • 30-level Knowledge and Employability occupational course, or • Advanced level (3000 series) in Career and Technology Studies courses, or • 30-level locally developed course with an occupational focus AND 5 credits in: • 30-level Knowledge and Employability Workplace Practicum course, or • 30-level Work Experience course, or • 30-level Green Certificate course, or • Special Projects 30 OR 5 credits in • 30-level Registered Apprenticeship Program (RAP) course

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10 credits in:

- any 30-level courses in addition to English 30-1 or 30-2 and Social Studies 30-1 or 30-2

CHHS GRADUATION CEREMONY ELIGIBILITY

The privilege of participating in the CHHS Graduation Ceremony is reserved for students who demonstrate appropriate behavior and attendance, in addition to appropriate academic standing. As such:

- students under suspension will not be eligible to participate
- students with current and/or ongoing attendance issues according to the Alberta Education Act will not be eligible to participate
- students with current and/or ongoing conduct issues according to the Alberta Education Act will not be eligible to participate

Whether or not a student has the potential to meet academic requirements will be assessed by their counselor and school administration. Provisional graduation lists will be posted starting after the first semester.

- Students must have completed or be enrolled in all required courses for an Alberta High School Diploma or Certificate of High School Achievement to be considered for the list.
- Unpaid school fees and fines may delay the addition of a student's name to the grad list.

Graduation Registration Packages will be distributed to eligible students in February. Receipt of a Graduation Registration Package and inclusion on the graduation list do not guarantee the right to participate in graduation ceremonies. The following criteria must be met in order for students to receive their Graduation Packages.

- Alberta High School Diploma or Certificate of High School Achievement requirements
- marks of 50% or higher in required classes
- be within 50 hours (2 Credits) of Graduation Credit Requirement

In addition to the following criteria if applicable:

- updated Work Experience Time Sheets and Credits
- completed a Distance Learning Course Credit Update Form
- ADLC/Outreach Required courses must be completed by June 1, 2022
- ADLC/Outreach Diploma courses must be 75% completed by June 1, 2022
- outstanding school fees, fines and library or textbooks must be paid or returned

MHC Post Secondary Event and Parent Grad Meeting Oct 12th - 6:45-7:30pm @MHC

Grad and Parent meeting Feb 13th - 7:00 pm in CHHS cafeteria

The deadline for the return of Graduation Packages (ceremony ticket requests) will be mid May 16, 2024

STUDENT AWARDS AND SCHOLARSHIPS:

We enjoy and appreciate the support of Medicine Hat community organizations and businesses in acknowledging the excellence of our students. School based awards will be determined by a committee examination of student marks, citizenship and performance in applicable areas of endeavor.

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- Junior High School Awards Ceremony takes place in June of each year.
- High School Awards Ceremony takes place in December of each year.

HONOR ROLL

Grade 7-9

- Students in grade 7-9 are eligible for Honours based on the following criteria:

English Program	Awards received in at least 4/5 subject areas listed above
French Immersion	Awards received in at least 5/6 subject areas listed above

- [Junior High Awards Criteria](#) document

Grade 10-12

- Average of 80% or higher in all courses taken in the school year

VALEDICTORIAN

The principle criteria for selection of graduating class valedictorian shall include the following:

1. The highest student average of English 30-1 AND any four of the following:

Math 30-1 or Math 30-2, Math 31, Social Studies 30-1, Biology 30, Chemistry 30, Physics 30 and Science 30.

If students are close for class valedictorian, the comparison will be equivalent for course marks. This means that if both students have completed the course/diploma exam then the class will be compared equally. But if a class has not been completed (diploma exam) by both students, then only the class mark will be compared for valedictorian determination.

2. A candidate must have been registered at Crescent Heights High School for at least two school years (four semesters, two of which must be the graduating year).

3. Public speaking need not be a criterion for selection; however, the successful candidate will be expected to rehearse the Valedictorian address before the Graduation Commencement with the Graduation Coordinator(s).

GOLD CORD - Academic Recognition

A graduand will be presented with a “gold cord: if the graduating student, in Alberta Program of Study, receives and overall average mark of 80% or higher in

1. **30-level English Language Arts** course
2. **Three** of the following 30-level courses: Biology, Chemistry, Physics, Science, Mathematics, Social Studies, French Immersion Social Studies, French Language Arts
3. **Any course** with a minimum 3-credit value at a grade 12 level, including those listed above and combined option and advanced CTS courses. This DOES NOT include Work Experience or RAP.

* The mark is determined based on final course marks (with diploma or final exam mark for completed courses) and marks as of June 1, 2024 for Semester 2 courses in grade 12.

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BLUE CORD - Credit Recognition

A graduand will be presented with a “blue cord” if they earn 130 or more total credits or A graduand has earned 30 credits in Work Experience and/or the Registered Apprenticeship Program (RAP).

SILVER CORD - French Immersion Recognition (Le prix d’immersion française)

A graduand will be presented with a “silver cord” if they are a French Immersion student who was completed the following courses:

French Immersion Language Arts 10, 20 & 30

French Immersion Social Studies 10, 20 & 30

* Students who entered the French Immersion program part way through their high school years must have been in French Immersion in their previous school. Their school transcript must depict some of the above courses. Once enrolled at Crescent Heights, that student must complete ALL levels of French Immersion Language Arts and Social Studies within the French Immersion program.

BEADED CORD/TASSEL - First Nation, Métis & Inuit Recognition

A graduand will be presented with a “beaded cord/tassel” prior to the graduation ceremony by Mr. Darrell Willier. This is identified when a parent/guardian/student declares or identifies on the student registration form.

These students have the choice whether they would like to wear their beaded tassel and beaded cord for the Graduation Ceremony.

Scholarships:

- A range of local, provincial, national and international scholarships are available to students who meet appropriate criteria. Information and applications are available from school counselors.

TWISTED CORD

Awarded to students who have attended Crescent Heights High School consecutively from grade 7 through to grade 12.

CONTACTING YOUR STUDENT DURING THE SCHOOL DAY

Please call the school office at (403) 527-6641 if you need to contact your student. Staff will take a return telephone number, inform the student of the call, and allow them to return the call during the earliest break so as to not interrupt learning. Messages may also be left with office staff.

- Telephone calls to students during class time will be transferred in the event of an emergency.
- Students are not available to be contacted during class times via text or phone call. Parents may contact students before school, during lunch, and after school. Contact in case of emergency should be made through the front desk, administration and counselors.

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DIGITAL CITIZENSHIP AND TECHNOLOGY (Updates to this will be coming this fall!)

CHHS recognizes the importance of appropriate use of electronic devices and the internet by our students for academic purposes and we will continue to work with our parents and students to encourage the responsible use of electronic technology to positively impact student learning. CHHS staff will make every attempt to ensure that the students in their care understand appropriate digital citizenship. All school staff will model this behavior as well.

- Electronic devices include, but are not limited to, cell phones, iPods, iPads, Chromebooks, computers, laptops and tablets.
- Use of electronic devices and the internet is a privilege that may be revoked at school discretion.
- Students are to use electronic devices during class time for academic purposes only, and only when permission is granted by their teacher.
- Students are encouraged to store their personal electronic devices in their lockers. The school is not responsible for lost, damaged or stolen items.

Research and our observations show that regulation of exposure to electronic devices is appropriate for CHHS students. Ongoing dialogue and teaching with students and families is critical in building shared understanding.

- No digital recordings/photographs may be taken or distributed in the school, on school grounds or during off campus school activities without the express permission of school staff and any individuals being recorded.
- Frequent checks of student files and email to ensure appropriate use will occur.
- Students are not allowed electronic devices in their possession during quizzes or tests unless prescribed as an approved accommodation.
- Use of electronic devices for bullying, harassment or intimidation is strictly prohibited, whether or not such action takes place on school property or during school hours.
- Students will abide by rules in individual classrooms relating to electronic devices.
- Accessing inappropriate web content is prohibited.
- Personal information such as passwords, address, telephone number or the name and location of the school may not be shared without teacher permission.

Students are expected to follow the policies and procedures of Crescent Heights High School and Medicine Hat Public School Division as they relate to the use of the internet and personal and school electronic devices.

- [Alberta Education Act: Section 31](#)
- MHPSD Policy 600: [Student Roles and Responsibilities/Student Conduct](#)
- MHPSD Policy 600 E001: [Student Acceptable Use of Technology](#)
- MHPSD Policy 612: [Welcoming, Caring, Respectful and Safe Learning Environments](#)

Violation of appropriate use, including but not limited to social media, will result in loss of technology use privileges, consequences related to the CHHS code of conduct, and further consequences according to the laws and bylaws of Canada, Alberta and the City of Medicine Hat. Consequences normally include:

- referral of the student to school administration
- confiscation of the cell phone or electronic device for the duration of the class or school day
- confiscation of the cell phone or electronic device requiring parents to pick up the device
- parent/guardian meetings with teacher and/or school administration
- bans on student use of cell phones or electronic devices in the school

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- School Resource Officer involvement

PHYSICAL EDUCATION PARTICIPATION

Students are encouraged and expected to participate in Physical Education programming. Appropriate clothing must be worn to ensure comfort and safety. Individual exemptions may be granted in the following circumstances:

Religious Beliefs	Written statement from parent to principal.	When exemption is granted, other activities consistent with the aim and outcomes of the program should be substituted, where appropriate.
Medical Reasons	Certification sent to principal by a medical practitioner with a statement of activities in which the student is not able to participate.	When exemption is granted, other activities consistent with the aim and outcomes of the program should be substituted, where appropriate.

VIKING STUDENT ATHLETE/CO-CURRICULAR CODE OF CONDUCT

At CHHS, we value student athletes and the positive impact that team athletics can have. Our athletes are held to high standards and are expected to follow the provided code of conduct:

- our student athletes demonstrate their commitment to learning by maintaining appropriate academic standing
- our student athletes demonstrate their commitment to learning by maintaining appropriate school attendance. Students will not usually be permitted to attend practices and games on days in which they have not attended school
- our student athletes create a welcoming, caring and safe environment for teammates, opponents, coaches, parents, officials and guests
- participation in practice is an expectation and absences may impact playing time. Multi-sport athletes need to keep coaches informed of their schedules
- athletes are positive ambassadors for CHHS at all times: in our school, other schools and within the community
- all aspects of the school code of conduct remain in force

Participation on a school sports team is a privilege and responsibility, not a right. If the above expectations are not met, consequences may include but are not limited to:

- loss of playing time
- suspension from the team
- removal from current team(s)
- future participation ban from athletics and other school activities

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CHHS ATHLETICS PARENT/GUARDIAN CODE OF CONDUCT

Parents and guardians of our students athletes will set a positive example for our student athletes by supporting/upholding the attributes of our CHHS Viking Athlete Code of Conduct in addition to the following:

- maintain an open and respectful line of communication with coaches and other parents
- assume positive intentions, and in the event that a situation arises, ask questions and withhold judgment until their perspective is understood
- If concerns arise that may be sensitive in nature, we ask that all parties invoke a 24 hours rule, which implies that stakeholders wait 24 hours before approaching other parties to discuss the concern. Initiate this process with a brief message notifying the other party that you would like to speak with them regarding a concern, followed by a private face to face conversation.
- parents create a welcoming, caring and safe environment for our athletes, opponents, coaches, officials and guests
- parents will encourage, cheer and support our athletes and avoid negative comments about coaches, referees, or other players to CHHS athletes either during or after games
- parents will encourage and support commitment to the team at practices, games and team events
- parents who fail to meet these guidelines may be refused access to all team events, regardless of location

SCHOOL DRESS CODE

As part of the expectation of courtesy and respect, all students are required to adhere to a reasonable and respectable standard of dress and grooming, appropriate to a public working and learning environment. Clothing needs to facilitate comfortable interaction within the school community. Students should be sensitive to the values and expectations of our community and should strive to offend no one by their attire. Dress should be appropriate for the school setting and conducive to a safe environment. The following are considered inappropriate:

- messages that display or promote the following are unacceptable: discrimination, hatred or violence, profanity or obscene gestures, the use of alcohol or drugs, or gang affiliations
- clothing that obscures the face including hoodies, bandanas and sunglasses
- lack of proper footwear
- clothing that compromises safety and/or learning

Consequences for students who are in violation of our Dress Code Policy may include:

- student being required to change or cover the article of clothing in question
- parent notification to bring a change of clothing and remove the article of clothing in question from the school
- discipline processes in alignment with the School Act and MHPSD policy

SMOKING/VAPING/DRUG/ALCOHOL POLICY

Possession, use (including use prior to arrival at school property as evidenced by impairment or aroma or other means), and/or distribution of drugs, alcohol, tobacco, cigarettes, electronic cigarettes,

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vaporizers or any related products or paraphernalia on school property is a violation of school policy. This includes suspected use in areas such as washrooms. Be aware that issues that occur off school property that impact the orderly operation of the school are enforceable through the Alberta Education Act. School property includes:

- CHHS grounds including the track and field facilities
- CHHS buildings
- in vehicles parked on CHHS property
- school busses
- grounds or facilities owned or by MHPSD
- community or private grounds or facilities being used by CHHS for school or extracurricular purposes

Consequences for students who are in violation of our Smoking/Vaping/Drug/Alcohol policy may include, but are not limited to:

- confiscation of related products or paraphernalia
- suspension
- recommendation to the Superintendent for Expulsion or Alternate Placement
- involvement of the Medicine Hat Police Service
- engagement with families around substance use support

BULLYING, HARASSMENT AND INTIMIDATION POLICY

All members of our CHHS community have the right to feel safe and respected when they are on our school campus, in our community and when traveling on a school bus. Off campus behaviors that negatively impact the operation of the school and the education and well-being of our students and staff are not acceptable. Verbal, physical and cyber abuse will not be tolerated.

- Bullying, which is different from conflict, means repeated, intentional, targeted, and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation.
- Acts of harassment, intimidation and physical aggression, whether verbal, physical or digital, are a violation of school policy and will not be tolerated on school campus, at school-sponsored activities and on the school bus.
- Students are asked to notify a responsible adult regarding issues of harassment, intimidation or bullying.

Bullying, Harassment or Intimidation may include but are not limited to:

- verbal abuse or threats issued by any means
- unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, gender, sexuality, ethnic or national origin, religion, etc.
- displaying pornographic, racist, offensive or derogatory pictures
- practical jokes which cause awkwardness or embarrassment
- unwelcome invitations or requests, indirect or explicit
- leering or other gestures
- unnecessary physical contact such as touching, pinching, patting, kicking or punching
- encouraging third parties to harass, intimidate or hurt others both emotionally or physically

QUAD-SCHOOL POLICY

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Administrators from all Medicine Hat secondary schools have developed regulations to govern student behavior at inter-school functions. Consequences will result when a student exhibits any of the following, but not limited to the following, unacceptable behaviors during a co-curricular activity:

- being under the influence of or in possession of alcohol or drugs
- creating a disturbance or endangering others

Policy violation consequences may include but are not limited to:

- minimum three month suspension from all co-curricular activities
- applicable penalties under the CHHS and MHPSD student code of conduct

Junior High Football Games

The following will be in effect beginning the 2022-23 school year..

1. Security will be at games.
2. A gate admittance of \$2.00 will be charged to subsidize security and dissuade people from attending simply because it is a free spot to gather.
3. Administration or administration representatives from each school will attend each game and will provide additional supervision.
4. All spectators will enter through the main gates. Backpack searches will be conducted.
5. No spectators will be allowed beyond the hill or in the trees.
6. Schools will inform their students of the expectations and consequences for not adhering to them prior to each game.
7. MHPS will be requested to make an appearance at each game.
8. Students who have demonstrated uncooperative behavior at school, may not be permitted to attend football games.

GOOD NEIGHBOR POLICY

CHHS students are part of a wider Crescent Heights and Medicine Hat community and are expected to conduct themselves in a positive manner that respects our neighbors.

- Students should not loiter on or near private property in the area around the school. This also includes streets, sidewalks, and alleyways adjacent to these properties.
- Students are to use garbage containers located inside the school, on school grounds, and in the surrounding neighborhood to demonstrate pride and respect for the school neighborhood.
- Students who create problems in the neighborhood are subject to disciplinary action according to the Code of Conduct and Alberta Education Act and may be limited to staying in the school during school hours.

CLOSED CAMPUS POLICY

In alignment with all MHPSD schools and schools in partner districts, Grade 7-9 CHHS students will be expected to remain on CHHS campus for the duration of the school day.

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- Exceptions to this policy due to special circumstances involving dietary and medical needs may be applied for through CHHS administration.
- Lunch breaks for our Junior High School and High School have been offset. This will ensure that all 7-9 students have their break together while High School students remain in classes.
- High school students who violate the school code of conduct while off campus will lose the privilege of leaving campus during school hours.

BRINGING DOGS/PETS INTO SCHOOL

Due to allergies and student safety concerns, ONLY recognized Service and Educational Assistance Animals are to be brought into CHHS.

- For Service and Educational Assistance Animals, there is an application process and policy outlined by MHPSD that must be adhered to by all school staff and visitors.