

# **DELBURNE CENTRALIZED SCHOOL**

2024-2025

Student/Parent Handbook

## Table of Contents

Welcome	3	Health, Safety and Student Services	30
History of DCS	4	Accidents	30
2024-2025 Year at a Glance	5	Inclement Weather	30
School Diploma/PAT Schedule	6	Fire Drills and/or Lockdowns	30
Bell Schedule	7	Footwear	30
High School Schedule - Semester 1	8	Parking	31
High School Schedule - Semester 2	9	Student Drop Off and Pick Up	31
Staff List	10	Leaving the School	31
Starting the School Year	11	Visitors to the School	31
Timetable/Course Changes	11	Bicycles	32
Fees	11	Nut Policy	32
Textbooks/Replacement of lost/damaged material	11	School Bus Expectations	32
Green Certificate/RAP/Dual Credit/ Blueprint	11	Communication	33
What is a Credit?	11	PowerSchool	33
Lockers	12	Report Cards	33
Education Act Regulations - Code of Conduct	13	Parent/Teacher Interviews	33
School Act	13	Weekly Parent Updates	33
A.Expectations regarding diligence in pursuing studies	13	Facebook/Instagram	33
Student in Good Standing	13	Supports and Services	34
B.Expectations regarding attendance	14	Family School Wellness Support	34
C.Expectations regarding punctuality	14	Telephone	34
D.Expectations regarding cooperation	14	Lost and Found	34
E.Expectations regarding rules of the school	14	Parent Advisory Council	34
Dress Code	15	Y.E.S Program	34
Plagiarism/Cheating	15	The Harvest Gym	35
Possession of Alcohol/Drugs	15		
Possession of Smoking, Tobacco and Vaping Products	15		
Possession of Weapons and Knives	15		
F. Expectations regarding respecting the rights of others	17		
Vandalism and Theft	17		
Use of Appropriate language	17		
Peer conflict and harassment	17		
Cyberbullying	17		
Technology	18		
DCS Unplugged Classrooms	18		
Cellphones	18		
Chromebooks	18		
Courses, Marks, Exams	19		
Course Sequence	19		
Marks	19		
Students responsibility for checking prerequisites	19		
Retroactive credits	19		
Appeal policy for school award marks	19		
Diploma Exams	20		
Final Exams	20		
Dropping courses	20		
Course Sequence Chart	21		
Alberta High School Diploma	23		
Certificate of Alberta High School Achievement	24		
Alexander Rutherford Scholarship	25		
Athletics	26		
Awards/Honor Roll:Middle School	27		
Awards/Honor Roll: High School	28		
Graduation	29		
Graduation - General Information	29		
Valedictorian Selection Policy	29		

## WELCOME PARENTS AND STUDENTS

Welcome to the 2024-2025 school year at Delburne Centralized School. We are grateful and excited for the opportunity to work with you and your children on the journey of learning this year.

The staff at Delburne Centralized School understand that the years spent in school are essential in building a foundation for happiness and success. Our caring, compassionate and highly qualified staff will work tirelessly to provide a safe and engaging environment in which to learn. We truly believe that education is a balance of academics, athletics, citizenship, extra-curricular activities, leadership and unique opportunities. At Delburne Centralized School we strive to build a culture that fosters tolerance, acceptance and understanding of others. We want our students to have a sense of belonging and make a positive impact at school and within the community at large.

The parent-student handbook has been assembled to provide you with information pertaining to the school and the education of your child. It also contains rules and regulations related to Delburne Centralized School as well as various district policies. If you have any questions pertaining to the content of this handbook or other questions that I might provide assistance with, please do not hesitate to email me at [jpennock@cesd73.ca](mailto:jpennock@cesd73.ca) or call the school at 403-749-3838.

Mrs. Jocelyn Pennock, Principal

## CHINOOK'S EDGE SCHOOL DIVISION MISSION AND VISION

**Mission** Chinook's Edge School Division will engage every student in meaningful learning by challenging, encouraging and believing in them.

**Vision** Chinook's Edge School Division will be universally recognized as a collaborative learning community where learning is personalized for all students to achieve success as compassionate and innovative global citizens.

## DELBURNE SCHOOL GOALS

Having goals that are clearly identified help to guide our path to success. This year, Delburne School will focus on the following goals during the upcoming school year:

- 1) Academic Excellence
- 2) Social Emotional Well Being
- 3) Career Connections

## History of DCS

Education has always been a priority in the Delburne area. Over the years, families, community members and school staff have worked together to ensure that the children in this area are provided with a strong foundation of learning.

- Upon examination of historical documents and records, it becomes clear that Delburne School had its very first beginnings in the early 1900's.
- In 1910 an area of land was purchased and the small rural community of Delburne was born. Within two years of purchasing that land a small building was constructed to serve as a classroom for the children of this new settlement.
- With increasing population, came the need for a new school and in 1914 a new two story school was built.
- In 1917 Delburne became the center of Delburne Consolidated District taking in the Red Wing and Rosedale School Districts.
- In late 1918 into 1919 all schools in Alberta were closed due to the Spanish flu.
- In 1920 a new two room building was built beside the original two story school. These were the days of outdoor toilets, drinking water being hauled in and tin drinking cups.
- In 1951 a new school building was constructed on the grounds of our present school site (now demolished). This new building had modern washrooms, a gymnasium, a stage and a science lab.
- In 1956-1957 a new six room elementary school was built since many of the surrounding small schools were being closed (Cumberland, Belgrove, Gaetz Valley, Fairbanks, Kyte, Collins, Woodlake, Service, Trenville and Pine Lake). At this time, Delburne Consolidated became part of the Red Deer School Division and in 1961 it became part of the Red Deer County.
- In 1957 Elnora High School students became part of Delburne School.
- In 1958 nine additional classrooms and a new gymnasium were added to the school.
- In 1965 another addition included modern science labs, new facilities for Home Ec. and Industrial Arts and a brand new library.
- It was during this time period that the school became known as Delburne Centralized School.
- In 1966 students from Great Bend joined Delburne School and in 1984 Louisiana students also joined.
- In 1995 Delburne School officially became part of Chinook's Edge School Division.
- In 2001 six classrooms were added to the school, a new office space was created, a large gymnasium was built and the 1951 building (old school) was demolished.
- The community workout center referred to as the *Harvest Gym* was also built at this time.

Over the years, Delburne School graduates have contributed much to society and they have become influential leaders in a wide variety of fields. Our graduates have found success as doctors, nurses, lawyers, professors, athletes, teachers, owners and operators of farms and businesses and countless other careers. Delburne School has a long lasting legacy and continues to serve as an important cornerstone in the community.

# 2024/2025 DCS Year at a Glance

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug 28-30 Professional Learning Day

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Feb 3 First Day Semester Two  
Feb 17 Family Day  
Feb 17-21 Winter Break  
Feb 20-21 Teachers' Convention

SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept 2 Labour Day  
Sept 3 Students' First Day of School  
Sept 20 Professional Learning Day  
Sept 23 School Photos  
Sept 30 National Day for Truth and Reconciliation

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mar 7 Professional Learning Day (HS Common Collab)  
Mar 21 Professional Learning Day

OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct 11 Non Instructional Day  
Oct 14 Thanksgiving Day  
Oct 25 Professional Learning Day (HS Common Collab)

APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Apr 9 & 10 Parent Teacher Interviews  
Apr 18 Good Friday  
Apr 21 Easter Monday  
Apr 21-25 Spring Break

NOVEMBER 2024						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov 6 & 7 Parent Teacher Interviews  
Nov 11 Remembrance Day  
Nov 8/11 Fall Break  
Nov 29 Professional Learning Day (HS Common Collab)

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2 Professional Learning Day  
May 16 Focused PD Day (TPGP Day)  
May 19 Victoria Day

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec 5 & 6 Grad Photos  
Dec 13 Non Instructional Day  
Dec 23-31 Christmas Break

JUNE 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Jun 26 Students Last Day (noon dismissal)  
Jun 27 Professional Learning Day

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 1-3 Christmas Break  
Jan 30 Professional Learning Day  
Jan 31 Non Instructional Day

	Kindergarten		Report Cards
	Focused PD Day		Significant Start Dates
	Holiday		Breaks
	Non Instructional Day		Teachers' Convention
	Parent Teacher Interviews 3:30-7:00		Diploma Exams

**DIPLOMA/PAT Schedule****GRADE 6 & 9 PAT EXAM SCHEDULE**

Grade 9 Math PAT Part A	January 21, 2025
Grade 9 Math PAT Part B	January 22, 2025
Grade 9 Science PAT	January 23, 2025
Grade 6 ELA PAT Part A	May 28, 2025
Grade 9 ELA PAT Part A	May 29, 2025
Grade 9 ELA PAT Part B	June 12, 2025
Grade 6 ELA PAT Part B	June 12, 2025
Grade 6 Math PAT Part A	June 13, 2025
Grade 6 Math PAT Part B	June 17, 2025
Grade 6 Social PAT	June 18, 2025
Grade 9 Social PAT	June 18, 2025
Grade 6 Science PAT	June 19, 2025

**DIPLOMA EXAM SCHEDULE**

English 30-1, 30-2 Diploma Part A	January 14, 2025
Social 30-1, 30-2 Diploma Part A	January 15, 2025
Math 30-2 Diploma	January 17, 2025
English 30-1, 30-2 Diploma Part B	January 20, 2025
Social 30-1, 30-2 Diploma Part B	January 21, 2025
Physics 30 Diploma	January 24, 2025
Math 30-1 Diploma	June 17, 2025
Biology 30 Diploma	June 20, 2025
Chemistry 30 Diploma	June 23, 2025

**Bell Schedule**

**Bell Schedule**

<b>Time</b>	<b>K-8</b>
8:35	Warning Bell Breakfast
8:40	Announcements
8:40-9:10	
9:10-9:40	
9:40-10:10	
10:10-10:25	Recess
10:25-10:55	
10:55-11:25	
11:25-11:55	
11:55-12:10	Lunch
12:10-12:40	Recess
12:40-1:10	
1:10-1:40	
1:40-2:00	Wellness Break
2:00-2:30	
2:30-3:00	
3:00-3:10	

<b>Time</b>	<b>9-12</b>
8:35	Warning Bell Breakfast
8:40	Announcements
8:40-10:00	Block 1
10:00-10:30	Block 2 - AT
10:30-10:35	Transition
10:35-11:55	Block 3
11:55-12:35	Lunch
12:40-2:00	Block 4
2:00-3:10	Block 5

\*\* Please note the doors will remain locked until 8:25 a.m. Classes begin at 8:40 a.m

## High School Schedule - Semester 1

Block	Grade 9		Grade 10	Grade 11	Grade 12
8:40 - 10:00	Math		Social 10-1 English 10-2	Chem 20 Credits & Careers	Social 30-1, 30-2
10:00 - 10:30	Academic Time (AT)		Academic Time (AT)	Academic Time (AT)	Academic Time (AT)
<b>Break 10:30 - 10:35</b>					
10:35 - 11:55	Science		10:35-11:15 10Blue - CALM 10White - PE	Math 20-1	English 30-1, 30-2
			11:15-11:55 10White - CALM 10Blue - PE	Math 20-2, 20-3	
<b>Lunch 11:55 - 12:35</b>					
12:40 - 2:00	M/W/F Health (12:40-1:20)	T/Th Math Prep (12:40-1:20)	Social 10-2 English 10-1	Bio 20	Math 30-2, 30-3
	PE (1:20 - 2:00)				

Block	Grade 9			Grade 10/11/12		
	M/W	T/Th	F	M/W	T/Th	F
2:00-3:10	Shop	Foods	Wellness	Foods	Shop	Wellness
				PE 20/30	Art	
				Tech	Credits & Careers	
	Art	Tech		Credits & Careers		
	Grade 12 - Physics 30					

\* Grade 9-12 options are subject to change.



## High School Schedule - Semester 2

Block	Grade 9		Grade 10	Grade 11	Grade 12
8:40 - 10:00	Social		Science	Eng 20-1, 20-2	Bio 30
10:00 - 10:30	Academic Time (AT)		Academic Time (AT)	Academic Time (AT)	Academic Time (AT)
<b>Break 10:30 - 10:35</b>					
10:35 - 11:55	English		10:35-11:15 10Blue - CALM 10White - PE	Physics 20 Science 24	Math 30-1
			11:15-11:55 10White - CALM 10Blue - PE		
<b>Lunch 11:55 - 12:35</b>					
12:40 - 2:00	M/W/F Health (12:40-1:20)	T/Th Math Prep (12:40-1:20)	Math 10C Math 10-3	Soc 21-1, 20-2	Chem 30
	PE (1:20 - 2:00)				

Block	Grade 9			Grade 10/11/12		
	M/W	T/Th	F	M/W	T/Th	F
2:00-3:10	Shop	Foods	Well- ness	Foods	Shop	Wellness
				PE 20/30	Cos	
				Art	Credits & Careers	
	Digital Art	STEM		Credits & Careers	Credits & Careers	
	Grade 12 - Math 31					

## Staff List

### K- 3 Team

- Mrs. Deirdre McEachern - Kindergarten
- Mrs. Janet Pisko - Grade 1P
- Mrs. Courtesy Faber-Gillespie - Grade 1G
- Mrs. Chelsey Christensen/ Mrs. Stephany Dreeshen (after maternity leave) - Grade 2
- Mrs. Pamala Dudar - Grade 3

### 4 - 8 Team

- Mrs. Leanne Botha - Grade 4
- Mrs. Brittany Zak - Grade 4/5
- Ms. Cheyenne Cocke - Grade 5
- Ms. Brooklyn Schlag - Grade 6
- Mrs. Courtney Biggs - Grade 7 and 8 Humanities
- Ms. Tracey Kozey - Grade 7 and 8 Math and Science

### Grade 9 - 12 Team

- Ms. Kaytlin Betts - English 9 - 12, Options 9-12
- Mr. Braedon Harke - Bio 20, Bio 30, Sci 9 , Math 9, Math 10C, Math 10-3, PE 5, PE 6
- Ms. Emily McArthur - Social 30-1, 30-2, Social 9, CALM 10, Shop 7 -12
- Ms. Tracy Ray - Social 10-1, 10-2, 20-1, 20-2, Career Counselling 9 - 12
- Mr. Nicholas Schultz - Math 10C, Math 20-1, 30-1, 30-2, 30-3, Math 31, Science 10, Options 9-12
- Mr. Rob Simpson - Chem 20, Chem 30, Physics 20, Physics 30, Math 20-2, Math 20-3, Science 10, Grade 9 Options
- Mrs. Jackie Smith - Grade 6 - 12 Foods, Elementary PE
- Mr Ryley Smith 0 PE 7 - 12, Math 9 Prep, Health 9, and Athletic Director
- Mrs Stephanie Vanderneut - K - 12 Student Support Liaison, Elementary PE

### Administration Team

- Mrs. Jocelyn Pennock - Principal
- Mrs. Tricia Simpson - Vice Principal

### Administration Support Team

- Mrs. Jill Bellerive - Finance
- Mrs. Kim Page - SIS
- Ms. Robin Ritchie

### Educational Support Staff

- Mr. Tyler Fegan - Technical Support
- Mrs. Breanne Hansen - Student Support
- Ms. Lena Jackson - Learning Commons
- Mrs. Tina Muir - Educational Assistant
- Mrs. Donna Peterson - Educational Assistant
- Mrs. Leslie Raniseth - Educational Assistant
- Ms. Robin Ritchie - Educational Assistant/ Administrative Support
- Mrs. Tasha Senecal - Educational Assistant
- Mrs. Krystal Stackniak - Student Support
- Mrs. Zeljka - Udovicic - Family School Wellness Worker
- Ms. MJ Vergara - YES Program Success Coach
- Mrs. Debbie Wilson - Educational Assistant
- Mrs. Karen Wood - Educational Assistant

### Custodians

- Mrs. Shauna Dorsey
- Ms. Cassandra Hancher
- Ms. Jennifer Lukenbill

## Starting the school year

### Timetable/Course Changes

If a student wishes to change classes he/she will need to connect with our Career Counsellor, Ms Ray. Ms Ray will send a parent form home for core course changes. Please note that this form must be signed by a parent before any adjustments to classes can be made. Students must attend all classes on their schedule until they have received a new schedule indicating their requested changes.

Option class changes will be made with the student. Students must complete an "Option Change" request form request and continue going to classes until an adjustment can be made. Please note that we cannot guarantee a change request.

### Fees

Announced in the spring of 2017, the Alberta Government's Bill 1: An Act to Reduce School Fees will provide coverage for the basic instructional supplies, defined as textbooks, workbooks, photocopying, printing, and paper. Additional fees must be charged for option classes and a detailed list of these fees can be found on the school website.

### Textbooks/Replacement of lost/damaged material

Students are responsible for all materials received. Students will be charged for materials that are damaged or not returned to the library. This includes library materials, classroom novels, calculators, Chromebooks, iPads and textbooks. Students will be charged the replacement cost of the item.

### What is Green Certificate, RAP, Dual Credit, Work Experience, Special Projects and My Blue Print?

These programs fall into the career exploration or career connections realm:

- Green certificate involves the agricultural sector and allows students with access to this world to earn credits through a series of verbal exams at Olds College.
- RAP or the Registered Apprenticeship Program allows students to enter the work world in a variety of areas and gain educational experience towards their individual apprenticeship before leaving their school time.
- Dual Credit allows students to take a post-secondary course at a local institution while earning high school related credits at the same time.
- Work experience provides an opportunity for students to work under the supervision of an employer and receive credit.
- Special Projects allow students to plan, create and implement a project focused on a personal area of interest. A detailed plan must be approved by the Career Counsellor and Administration.

My Blue Print is an extensive online student tracking tool for helping students navigate their interests and career opportunities.

### What is a credit?

A credit is what is earned upon the completion of course/module. Different course have different credit amounts assigned to them. High School students require 100 credits in order to graduate with a diploma.

## Lockers

All students in school have access to a locker. Due to the number of lockers available in different areas of the school, it may be necessary to share lockers in grades 1-6 but there are sufficient lockers to accommodate all Middle School and Senior High students individually.

Lockers are not locked in grades 1 to 3. Students in grades 4-12 must have their locker secured and may purchase combination locks from the office at a cost of \$6.00. These can be kept for use each year. Students may also use their own locks provided the combination is registered with their homeroom teacher (4-6) or the school office (7-12).

Students should take care to keep their lock combinations private. Contents of lockers cannot be kept safe if combinations are made known to others. Lockers are assigned to students by home room teachers and/or the school's administration. Locks placed on lockers without authorization will be removed without compensation to their owners. It is the responsibility of students to take proper care of the lockers provided for their use. Clean lockers are provided and it is expected that students will maintain and eventually vacate lockers in the same condition.

Lockers are the property of the school; they are not private property of students. They can be searched at any time. As well, canine patrol can occur. Each junior and senior high student must complete and sign a locker usage agreement.

## Education Act Regulations - Code of Conduct

### School Act

The goal of Delburne Centralized School discipline policy is to promote the growth of student self-discipline and to encourage and reinforce responsible behaviour. All students have a responsibility to comply with the school rules to ensure this goal.

School Act 2000 Part 1 Section 12 clearly states that "A student shall conduct himself or herself so as to reasonably comply with the following code of conduct"

- a) Be diligent in pursuing the student's studies.
- b) Attend school regularly and punctually.
- c) Cooperate fully with everyone authorized by the board of trustees to provide education programs and other services.
- d) Comply with the rules of the school.
- e) Account to the individual's teachers for the individual's conduct.
- f) Respect the rights of others.

### A. Expectations regarding diligence in pursuing studies

Being diligent in one's studies means doing work to the best of one's ability, preparing for exams, bringing all necessary materials to class, coming to school with an openness to learning, making education a priority over extra-curricular activities, work and socializing and focusing one's attention on learning while in the classroom.

#### *Student in Good Standing*

At Delburne Centralized School, our number one priority is student success. Students need to be proactive in ensuring they are *students in good standing*.

Participation in extracurricular activities and special events will require a student to be in good standing. To be a *student in good standing*, students are required to:

- Achieve success at their personal academic level
- Complete assessments and assigned school work in a timely matter
- Attend school regularly
- Demonstrate digital responsibility

If a student is not in good standing and is at risk of losing their privilege for an extracurricular activity or event, the teacher will contact the child's parent. Together, the teacher, parent and child will create a plan to help the child achieve success prior to the loss of the activity. This plan will be communicated with the Administrator. If after this point, the student is still unable to achieve *student in good standing* status, the Administrator will be notified and the student may lose the privilege of the extracurricular activity or event. If a student loses their student in good standing status due to a significant incident (possession of drugs or alcohol, violence, cyberbullying, etc.), Administration will contact the parent of the child and the loss of activity or privilege will be immediate.

## B. Expectations regarding attendance

Your success, both at school and in the world of work, depends as much on your punctuality and attendance as on your skills. Regular attendance is expected at Delburne Centralized School. Once a student has gained admission to the school, it becomes his or her responsibility to attend, to study and to actively participate in school-approved, teacher-directed learning experience. There is a direct relationship between achievement and regular attendance.

### ***Parental Communication with the office***

\*\*If a student is away from the school for any reason, it is the student's responsibility to have the parent or guardian phone the school on or before the day of absence. This option is available to parents or guardians 24 hours a day as the school has voicemail. Any absence that is not excused by a parent or guardian is considered an unexcused absence.

### ***Student Communication with the office***

Students that need to leave school and/or classes early are required to check out at the office this includes students who are away from the school and choose not to return. It is then the students responsibility to have the parents or guardian phone the school and excuse the absence. In the event of an absence from an entire block, it is the student's responsibility to have the parent or guardian phone the school and excuse the absence.

\*\*Teachers and/or administration will contact parents when unexcused absences become chronic. Students who miss school because of an unexcused absence on any given day may not be allowed to participate in extracurricular activities. Continued absences will result in a meeting with the teacher, administration, the student and parent/guardian.

## C. Expectations regarding punctuality

Students are expected to arrive on time for all of their classes. When students fail to meet this expectation, there is a negative effect on the teaching and learning process as well as the culture of the school.

A student is considered late if he/she comes to class after the bell. Students who are late will:

- (a) Check into the office and get a late slip marked excused or unexcused
- (b) Quietly enter the classroom and give the late slip to the teacher
- (c) Serve 10 minutes of detention time for each unexcused lateness

Teachers do not anticipate this to be a problem as most students are hard-working, responsible students who come to class prepared and on time. In addition, teachers realize that being late is sometimes inevitable. If however lateness becomes a chronic concern, the Administration will be informed and become involved.

**D. Expectations regarding cooperation**

Students are expected to comply with any reasonable request of any teacher, support staff member, custodian, bus driver, coach or supervisor.

**E. Expectations regarding rules of the school**

Students are expected to comply with all the rules of the school and of individual classrooms. The following is a list of rules on which the school has formal policy. In addition, we expect students to follow common sense rules of courtesy, responsibility and good will, all of which we consider to be essential to be considered a *student of good standing*.

CODE OF CONDUCT FOR STUDENTS OF DELBURNE SCHOOL		
Rights	Responsibilities	Rules
1. As a student at Delburne School, I have the right to learn	1. It is my responsibility to listen to instructions, to work diligently, and to follow general classroom guidelines set by my teachers.	1. Conduct yourself in an appropriate manner.
2. I have the right to be treated with respect.	2. I have the responsibility to treat others with respect.	2. Respect yourself and others.
3. I have the right to be safe on the playground and within the school.	3. I have the responsibility to do my best to ensure the safety of myself and others.	3. Keep your hands, feet, and objects to yourself.
4. I have the right to expect that my property will be safe.	4. I have the responsibility to respect the property that is not my own.	4. Respect property.

### ***Dress Code***

Student clothing must be appropriate to a K-12 school setting and should contribute to a positive school atmosphere. Students will come to school dressed appropriately, in accordance with the policies outlined by the school. Failure to comply may result in disciplinary action.

#### **Inappropriate clothing includes clothing that:**

Is offensive to others (discriminatory, suggestive, violent, gory)

- b) Has foul or suggestive language or pictures
- c) Promotes alcohol or drug use
- d) Is not of modest length (skirts, dresses, shorts)
- e) Does not cover undergarments
- f) Is too revealing

Note: The school has authority to make decisions regarding the appropriateness of clothing. Students wearing inappropriate clothing will be asked to change.

### ***Plagiarism/Cheating***

The term “plagiarism” means taking the ideas of writings of others and presenting them as if they were one’s own. Any student guilty of plagiarism or cheating may receive a zero grade on the assignment, may lose credit in that course, may be suspended or may be subject to other administrative action.

### ***Possession of Alcohol or Drugs***

Possession or consumption of alcohol or drugs before school, at school or during school functions is not permitted. Students may not attend school or a school sanctioned event under the influence of alcohol or drugs. Violation may result in immediate suspension or expulsion. First time violation is a 1-3 day suspension. Second violation will result in a 5 day suspension. Subsequent violations could result in expulsion. Cases may be reported to the RCMP.

### ***Possession of Smoking, Tobacco and Vaping Products***

It is illegal for persons under 18 to be in possession of tobacco products or e-cigarettes (vapes). The use or possession of tobacco products and/or vapes is not allowed within the school or on school grounds. Violation will result and a 1-3 day suspension.

### ***Possession of Weapons and Knives***

Possession of actual or replica firearms, knives or weapons on school property is not permitted. Violation may result in immediate suspension or expulsion.



## F. Expectations regarding respecting the rights of others

Students are expected to treat everyone in the school in a respectful manner. Each person has the right NOT to be subjected to abusive or harassing language or behaviour, to feel safe and cared for, to have others respect their property or views, be respected for the work they do and have an environment that is conducive to learning. The list below is not meant to cover all possible behaviours that may fall under this responsibility, but does highlight issues in this area for which we have specific policy.

### ***Vandalism and Theft***

It is our sincere hope that all students will take pride in their school, and demonstrate appropriate respect for property. Students and their parents will be assessed for willful damage to private and school property or equipment. Vandalism and theft are major offenses.

### ***Use of Appropriate Language***

Students are expected to use language that is appropriate in a school setting, during both formal and informal interactions, with teachers, peers and support staff. Written work and materials brought to school should also meet that standards of acceptable language.

### ***Peer Conflict and Harassment***

It is important for students to understand the difference between peer conflict and harassment. Peer conflict is a normal part of growing up. As students learn the give and take of friendships, of group cooperation, and of social relations, conflict naturally occurs. Peer conflict is most often resolved between students using peaceful and effective means.

On the other hand, harassment is defined as:

1. Persistent remarks or behavior that create an intimidating or unpleasant school environment
2. Conduct or communication of attitudes, beliefs, or actions towards an individual which might be reasonably regarded as offensive
3. A serious single act or expression that clearly jeopardizes an individual's right to a safe and caring learning environment.

Harassment at school is best addressed with the help of a teacher or administrator. Harassment may be of a sexual, racial, gender related, religious or personally insulting nature. At Delburne Centralized School, we will respond quickly to harassment situations, as we strongly believe that all students have the right to a safe and caring learning environment. In the event that a student is harassed at school, we ask that the student and/or his parents contact a teacher or administrator as soon as possible.

### ***Cyberbullying***

Cyberbullying will not be tolerated. Cyberbullying involves the use of information and communication technologies such as email, cell phone, text messages, instant messaging and defamatory personal websites that support deliberate, repeated and hostile behaviour that is intended to harm others. Delburne Centralized School is a safe place, and those who work towards destroying that safe atmosphere will be disciplined, suspended and/or recommended for expulsion.

## Technology

### Cell Phone Use in School

Starting the first day of the 2024/2025 school year, Chinook's Edge School Division will align with the Alberta government's Ministerial Order on Personal Mobile Devices and Social Media in School. ***In accordance with the government's new standards students will not be permitted to use cellphones/personal mobile devices (Personal mobile devices include: cellphones, smartwatches, and tablets) and social media during instructional time. Student access to social media will not be permitted on Chinook's Edge networks.*** These guidelines will ensure our students' learning environments are free from distractions, allowing our teachers to deepen engagement and learning. These restrictions will differ slightly by grade and school configuration:

***Kindergarten to Grade 8: Students are not permitted to use personal mobile devices at school and or during school hours.***

***Grades 9 - 12: Students are not permitted to use personal mobile devices during instructional time, but may have access before school, during spares and class transitions, at lunch and after school. Students will store all personal mobile devices out of view and powered off in a school determined designated space. If a student has a specified, documented educational, health or medical reason for the use of personal mobile devices, a principal, in consultation with parent and classroom teacher, may permit limited use.***

In accordance with the Ministerial Order, Chinook's Edge will use a progressive discipline approach emphasizing education, communication and ongoing support to help students and parents understand the importance of responsible use of their personal mobile devices, which aligns with the Ministerial Order.

Under the direction of the school and classroom teacher, students will be permitted to use classroom appropriate technology such as school/personal Chromebooks and laptops when appropriate to support learning activities.

### Chromebooks

We are encouraging students in Grade 9-12 to purchase their own Chromebooks but will rent them for a year if they choose. The rental rate for a Chromebook is \$50 and will be returned to the students at the end of the year when the Chromebook is returned, unharmed or damaged.

All students who wish to access technology in the school must sign and abide by the policy regarding acceptable use. Infractions regarding this policy will result in restrictions, suspensions or complete termination of use of school technology.

## Courses, Marks & Exams

### Course Sequence

Senior high school course numbers usually indicate the grade level as well as the level of academic challenge.

- ~Courses numbered 10,20,30,31,10-1,20-1,30-1 are designed primarily for students planning on entering a university or particular programs in colleges and technical schools.
- ~Courses numbered 10-2, 20-2, 30-2, 10-3, 20-3, 30-3, 14, 24 are designed primarily for students planning on entering some programs in colleges, technical and trade schools or entering the workforce.
- ~Courses numbered 10-4, 20-4, 30-4 are designed primarily for students planning direct career entry into some areas of employment. These courses lead to a Certificate of Achievement rather than a High School Diploma

### Marks

The pass mark on all subjects is 50%. High school students may not proceed to the next level of a course and credits will not be awarded unless they pass the course with at least 50%.

### *Student Responsibility for checking prerequisites*

The principal, counselor and teachers normally check to ensure that students have the prerequisites for courses in which they are registered. It is, however, ultimately the student's responsibility to make sure that he or she has the prerequisites for his or her courses and that his or her program will meet the requirements for a high school diploma. If in doubt, the student should consult school personnel in good time so that changes can be made if necessary.

### *Retroactive Credits*

A student who does not achieve the required 50% may repeat the course or continue at the next higher level in an alternative program route, subject to approval by the principal. If the student successfully completes the next higher level course and has a mark between 40-50% in the previous course level, credit would then be granted for the prerequisite course in that sequence. (Ex. Science 10 mark is 45%, Science 24 mark is 50%--student receives credits for Science 14 and Science 24)

### *Appeal Policy for School Awarded Marks*

Students have 10 days from the time they receive their semester final grades to appeal their marks. Mark appeals must be made in writing to the principal. The mark will be reviewed by the principal and teacher involved. The mark awarded as a result of the review may be higher or lower than the original grade and will be the mark sent to Alberta Education.

### Diploma Exams

All grade 12 students are required to write diplomas in English and Social Studies. Some students also write diploma exams in Math, Biology, Chemistry and Physics. These exams are worth 30% of the students final grade. The other 70% comes from work evaluated by the teacher. **Students writing diploma exams or provincial achievement tests must write them at the time established by Alberta Education on the date specified.** In emergency situations, students who are unable to write diploma examination will review their options with school administration. **If the buses are not running due to an emergency situation, which includes inclement weather,** students and their parents are encouraged to act in the interest of their safety first. Students who arrive at school during these conditions will write their diploma examination as long as they are no more than one hour late and they will be allowed the full time allotted for the examination. If for some reason a student wishes to rewrite a Grade 12 diploma exam he/she may do so by paying a fee and making application to write the exam(s). These application forms are available online from myPass. The approximate deadline for applying is early November for the January diplomas and mid-April for the June diplomas. It is the responsibility of the student to confirm these dates.

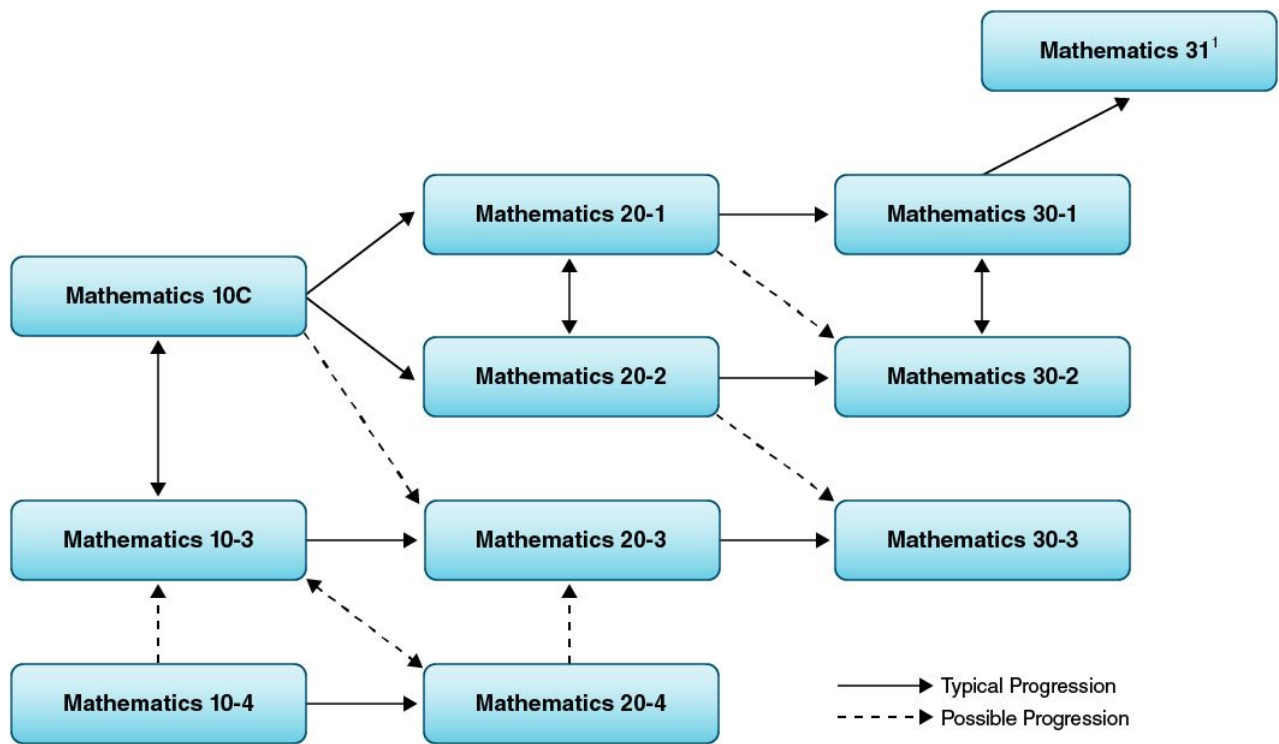
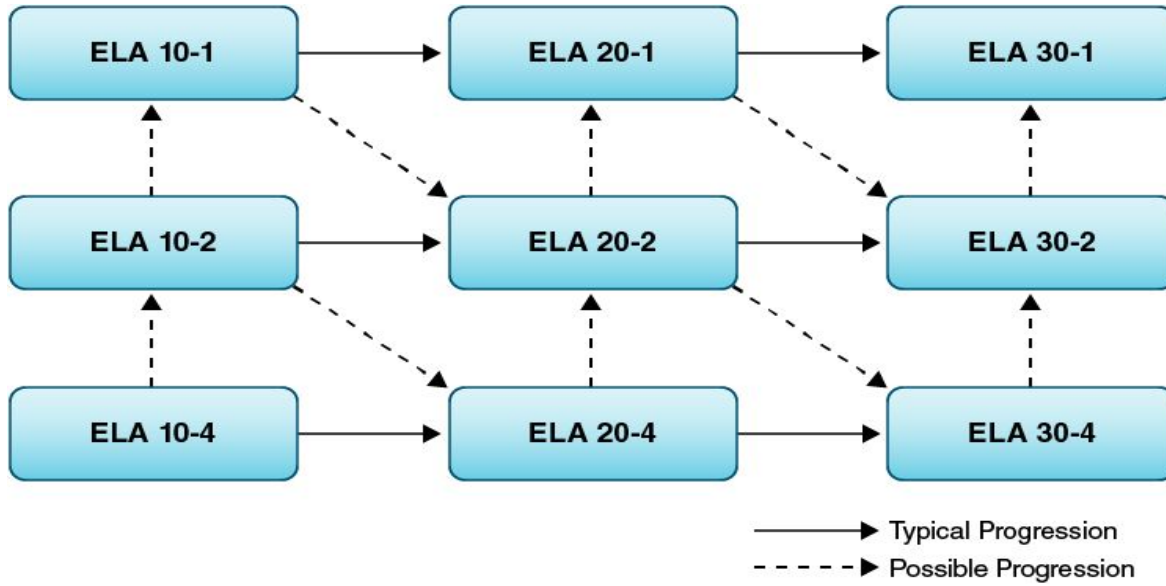
### Final Exams

Final Exams are mandatory and failure to write may jeopardize a student's final mark. Early vacation plans, not knowing when the exam was scheduled, sleeping in or minor illnesses are not legitimate excuses for missing an exam. In cases of extreme illness or other serious unavoidable emergencies, a parent or guardian must contact the principal BEFORE the time of the exam and the appropriate documentation must be obtained. In special circumstances, a parent or guardian may submit a letter, at **least one month** prior to the start of the exams, to request alternative date for in-school exams only. Diploma exams cannot be rescheduled. Students who do not write a final exam will receive a grade of "0" for the exam. All students must remain in the examination room for one hour. Students arriving late will be admitted during the first hour of an exam, but will NOT be given any extra time to complete the exam.

### Dropping Courses

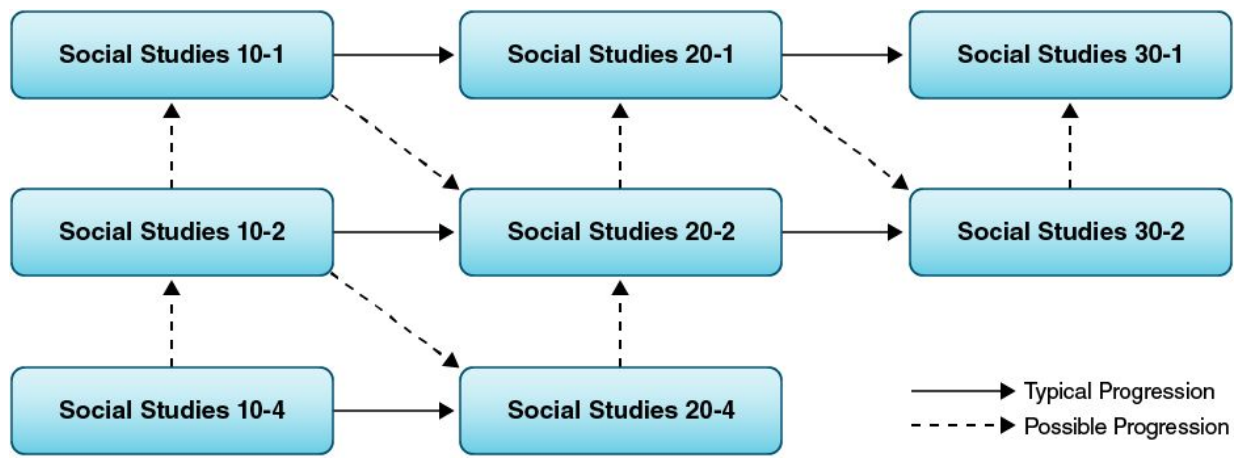
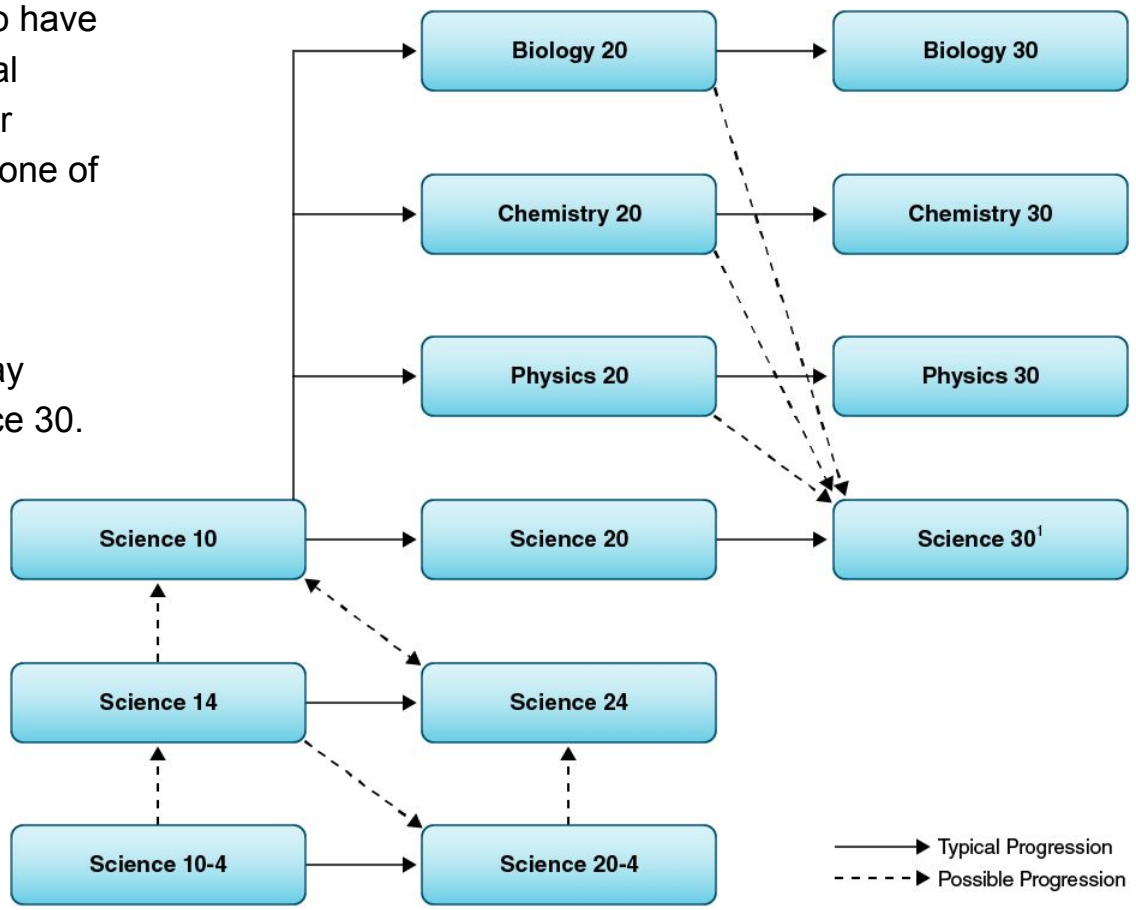
Students must see the Career Counselor and an Administrator BEFORE they drop a course.

### Course Sequence Chart



<sup>1</sup> Mathematics 30-1 is a prerequisite or corequisite for Mathematics 31.

<sup>1</sup> Students who have achieved a final mark of 50% or greater in any one of Biology 20, Chemistry 20, Physics 20 or Science 20 may enrol in Science 30.



# Alberta High School Diploma

## ALBERTA HIGH SCHOOL DIPLOMA: GRADUATION REQUIREMENTS (ENGLISH)

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.

100 CREDITS  
including the following:

ENGLISH LANGUAGE ARTS – 30 LEVEL  
(English Language Arts 30-1 or 30-2)

SOCIAL STUDIES – 30 LEVEL  
(Social Studies 30-1 or 30-2)

MATHEMATICS – 20 LEVEL  
(Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)

SCIENCE – 20 LEVEL<sup>1</sup>  
Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)

PHYSICAL EDUCATION 10 (3 CREDITS)<sup>2</sup>

CAREER AND LIFE MANAGEMENT (3 CREDITS)<sup>3</sup>

10 CREDITS IN ANY COMBINATION FROM

- Career and Technology Studies (CTS) courses
- Fine Arts courses
- Second Languages courses
- Physical Education 20 and/or 30
- Knowledge and Employability courses
- Registered Apprenticeship Program courses
- Locally developed courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses

10 CREDITS IN ANY 30-LEVEL COURSE  
(IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS  
AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE)<sup>4</sup>

These courses may include

- 30-level locally developed courses
- Advanced level (3000 series) in Career and Technology Studies courses
- 30-level Work Experience courses<sup>5</sup>
- 30-level Knowledge and Employability courses
- 30-level Registered Apprenticeship Program courses
- 30-level Green Certificate Specialization courses
- Special Projects 30

## High School Diploma Requirements

<sup>1</sup> The science requirement—Science 20 or 24, Biology 20, Chemistry 20 or Physics 20—may also be met with the 10-credit combination of Science 14 and Science 10.

<sup>2</sup> See information on exemption from the physical education requirement.

<sup>3</sup> See information on exemption from the CALM requirement.

<sup>4</sup> 30-level English language arts or 30-level social studies courses from a different course sequence may not be used to meet the 30-level course requirement.

<sup>5</sup> Students may earn a maximum of 30 credits in Work Experience, but only 15 credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.

### Further Notes:

Courses that are identified using a post-secondary institution (PSI) course code may be used to meet the diploma requirements of “10 credits in any combination from Career and Technology Studies (CTS) courses” and “10 credits in any 30-level course—Advanced level (3000 series) in Career and Technology Studies courses.”

For 30-level courses that have a diploma examination, the final course mark consists of a blend of the school awarded mark (70%) and the diploma examination mark (30%).

For more information, students in Francophone programs should consult the Alberta High School Diploma Requirements (Francophone).

Mature students should consult the [Mature Students](#) section for applicable requirements.

## Certificate of Alberta High Achievement

### Certificate of High School Achievement Requirements

Students who are enrolled in Knowledge and Employability courses and who satisfy the requirements as outlines in the chart below are awarded a Certificate of High School Achievement.

<b>CERTIFICATE OF HIGH SCHOOL ACHIEVEMENT REQUIREMENTS (ENGLISH)</b>
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.
80 CREDITS <sup>1</sup> including the following:
ENGLISH LANGUAGE ARTS 20-2 OR 30-4
MATHEMATICS 10-3 OR 20-4
SCIENCE 14 OR 20-4
SOCIAL STUDIES 10-2 OR 20-4
PHYSICAL EDUCATION 10 (3 CREDITS) <sup>2</sup>
CAREER AND LIFE MANAGEMENT (3 CREDITS) <sup>3</sup>
5 CREDITS IN
<ul style="list-style-type: none"> <li>• 30-level Knowledge and Employability occupational course, or</li> <li>• Advanced level (3000 series) in Career and Technology Studies courses,<sup>4</sup> or</li> <li>• 30-level locally developed course with an occupational focus</li> </ul>
AND
5 CREDITS IN
<ul style="list-style-type: none"> <li>• 30-level Knowledge and Employability Workplace Practicum course, or</li> <li>• 30-level Work Experience course,<sup>5</sup> or</li> <li>• 30-level Green Certificate course,<sup>6</sup> or</li> <li>• Special Projects 30</li> </ul>
OR
5 CREDITS IN 30-level Registered Apprenticeship Program (RAP) course <sup>7</sup>

<sup>1</sup> To qualify for a Certificate of High School Achievement, students must successfully complete a minimum of one academic Knowledge and Employability course or be identified as a Knowledge and Employability student (710 code) within the 12 months previous to the awarding of the Certificate.

<sup>2</sup> See information on exemption from the physical education requirement.

<sup>3</sup> See information on exemption from the CALM requirement.

<sup>4</sup> Courses that are identified using a post-secondary institution (PSI) course code may be used to meet the certificate requirement of “5 credits in Advanced level (3000 series) in Career and Technology Studies courses.”

<sup>5</sup> Refer to the Off-campus Education Handbook for additional information.

<sup>6</sup> Refer to Alberta.ca for additional Green Certificate information.

<sup>7</sup> Refer to the Off-campus Education Handbook for additional information.



## Alexander Rutherford Scholarship

Grade 10	Grade 11	Grade 12
<ul style="list-style-type: none"> <li>• Average of 75.0% to 79.9% in five courses - \$300*</li> <li>• Average of 80% or higher in five courses - \$400</li> </ul>	<ul style="list-style-type: none"> <li>• Average of 75.0% to 79.9% in five courses - \$500*</li> <li>• Average of 80% or higher in five courses - \$800</li> </ul>	<ul style="list-style-type: none"> <li>• Average of 75.0% to 79.9% in five courses - \$700*</li> <li>• Average of 80% or higher in five courses - \$1,300</li> </ul>
<p>Average is calculated from 5 designated courses</p> <p>*Option/Career and Technology Studies (CTS) may also be considered (See below).</p>		
<p>One of:</p> <ul style="list-style-type: none"> <li>• English 10-1, 10-2</li> <li>• Français 10-1 or 10-2</li> </ul>	<p>One of:</p> <ul style="list-style-type: none"> <li>• English 20-1, 20-2</li> <li>• Français 20-1 or 20-2</li> </ul>	<p>One of:</p> <ul style="list-style-type: none"> <li>• English 30-1, 30-2</li> <li>• Français 30-1 or 30-2</li> </ul>
<p>At least two of:</p> <ul style="list-style-type: none"> <li>• Mathematics 10C</li> <li>• Science 10</li> <li>• Social Studies 10-1 or 10-2</li> <li>• A language other than one used above at the Grade 10 level.</li> </ul>	<p>At least two of:</p> <ul style="list-style-type: none"> <li>• Mathematics 20-1, or 20-2</li> <li>• Chemistry 20</li> <li>• Physics 20</li> <li>• Science 20</li> <li>• Biology 20</li> <li>• Social Studies 20-1 or 20-2</li> <li>• A language other than one used above at the Grade 11 level.</li> </ul>	<p>At least two of:</p> <ul style="list-style-type: none"> <li>• Mathematics 30-1, 30-2 or 31</li> <li>• Science 30</li> <li>• Social Studies 30-1 or 30-2</li> <li>• Biology 30</li> <li>• Chemistry 30</li> <li>• Physics 30</li> <li>• A language other than one used above at the Grade 12 level.</li> </ul>
<p>Any two courses with minimum three credit value at Grade 10 level (1000 or 4000 series) including those listed above and combined option and introductory CTS courses.</p>	<p>Any two courses with minimum three credit value at Grade 11 level (2000 or 5000 series) including those listed above and combined option and intermediate CTS courses.</p>	<p>Any two courses with minimum five credit value at Grade 12 level (3000, 6000 or 9000 series) including those listed above and combined option and advanced CTS courses.</p>

### Alexander Rutherford Scholarship Notes:

A course cannot be repeated after a higher level course has been taken in the same series.

Average marks are not rounded up when calculating eligibility for scholarships

The value of the scholarship is calculated on the overall average in five designated courses as listed under each grade level.

Courses listed in the “Coursework in Alberta Accredited School” section and the “Private Music Study” section of an official Alberta transcript of High School Achievement are acceptable (excludes Driver’s Education).

Only marks obtained before the start of post-secondary study can be used.

Courses with a ‘Pass’ on a high school transcript are equivalent to a 50% mark.

CALM courses can be taken in any grade, but the final mark will be calculated in Grade 11

## Athletics

At Delburne Centralized School, we pride ourselves on a rich history of excellence in athletics. Our large gym's walls are adorned with banners celebrating achievements in basketball, volleyball, badminton, track, and rodeo.

I am committed to continuing this legacy while ensuring that winning is not our only focus. Our philosophy is simple: Success will be celebrated, but personal growth will be embraced.

We will strive to win, but our primary focus will be on personal development. We aim to not only develop skilled athletes but also to nurture better individuals. We will teach our students valuable life skills that extend beyond sports, including sportsmanship, self-discipline, leadership, resilience, and teamwork.

Our athletes will be held to high standards, both in their sports and academics, as they serve as role models for younger students. Our athletes are leaders within our school community.

In addition to personal growth, we are dedicated to setting our students up for athletic scholarships. We recognize the importance of providing our athletes with opportunities to further their education through their talents. By focusing on their development, we aim to open doors for them to pursue higher education and compete at the collegiate level.

I want our athletes to carry their love for sports with them as they mature. Sports have a unique power to connect people and provide light during challenging times. I have been fortunate to meet many wonderful people through my involvement in sports. To this day, I still find joy and inspiration in sports—whether through individual training or team play, it brings me immense satisfaction. My hope is that our athletes will carry the same passion with them throughout their time at DCS and beyond.

At DCS, our dedicated team will show patience and commitment in developing the next generation of outstanding athletes. Together, we will foster an environment where personal growth and athletic excellence go hand in hand, preparing our students for success both on and off the field.

Ryley Smith  
Athletic Director  
Delburne Centralized School

## Awards/Honour Roll: Middle School

### Middle School (Grades 5-8)

Middle School Awards is celebrated at the end of June to recognize student achievements in the school year. The awards presented are:

- Certificates of Achievement/Honors Awards in Grades 5, 6, 7 and 8
- Citizenship Awards in Grades 5, 6, 7 and 8
- Most Improved Students in Grades 5, 6, 7 and 8
- Top Academic Student Awards in Grades 5, 6, 7 and 8
- Top All-Around Student in Grades 5, 6, 7 and 8

At year-end, an Honour Roll plaque is engraved with the names of students in Grade 7 and 8 who have an average of 80% or more in the academic core subjects (Language Arts, Math, Science, Social Studies).

## Awards/Honor Roll: High School

### High School (Grades 9-12)

**Grade 9 Honour Roll:** Any student with an overall average of 80% or greater in L.A. 9, Social 9, Science 9, Math 9

**Grades 10-12 Honour Roll :** Any student who has an overall average of 80% or greater calculated according to the Rutherford scholarship criteria.

### **High School Awards:**

An Awards Night is held in September of each year to recognize achievement in the previous year.

- Dedication Awards 9, 10, 11 and 12
- Top Students in Grades 9, 10 and 11
- Honour Pins - Grades 9, 10, 11 and 12
- Subject Awards for Grade 12 subjects (1st and 2nd place)
- Highest Matriculation Award Gr. 12
- Governor-General Medal
- MLA Citizenship Award
- Alberta Citizenship Award
- Delburne Elks Trade/Agriculture Award
- Delburne Ardley Branch #142 Remembrance Scholarship
- Maxson Scholarship
- Rutherford Scholarship
- Credit Achievement Awards
- At year-end, an Honour Roll plaque is engraved with the names of students who have achieved an Honours standing, calculated according to the Rutherford qualifications
- At the Grade 12 Commencement Ceremonies, awards are presented to the Valedictorian and the best all-around student.

## Graduation

### Graduation - General Information

In order to participate in the Delburne Centralized School graduation ceremony, a student must:

1. Be a full-time Delburne Centralized School student in good standing; and
2. Attend school regularly and punctually; and
3. Be enrolled in a program that will enable him/her to graduate by June 30; and
4. Have completed a minimum of 90% of required work experience or R.A.P. hours to date.

### Valedictorian Selection Policy

The Valedictorian of one's graduating class is the highest academic distinction that a student can earn in his/her final year of high school. The Valedictorian's primary responsibility is to deliver the Valedictory address at the Graduation Ceremony. The following selection process applies:

1. The grade twelve student with the highest average is named Valedictorian.
2. Students whose averages are within 0.2% of each other are, for the purpose of this policy, considered tied. Therefore, it is possible to have two or more Valedictorians.
3. Each student's average is determined by calculating the average of the student's marks in any **five** of the following courses:
  - English 30-1 Biology 30 Physics 30 Social 30-1
  - Chemistry 30 Mathematics 30-2, Math 30-1, Math 31
4. For courses completed in the first semester of grade twelve, final blended marks from Alberta Learning are used in all calculations.
5. For courses taken in the second semester of grade twelve, marks from the April reporting period are used in all calculations.
6. All courses used in the calculations must have been taken at Delburne Centralized School.
7. In the event that the student with the highest average decides not to serve as Valedictorian, the student(s) with the next highest average are named as Valedictorian(s).
8. The valedictory address is reviewed by the Principal prior to graduation.

## Health, Safety and Student Services

### Accidents

All accidents involving any injury must be reported to a teacher or the school office as soon as possible. This includes mishaps in the school, on the school grounds, while at work experience, or on a school field trip. The school will contact parents and get the medical attention that is deemed necessary.

### Inclement Weather Days

Parents are encouraged to check the Delburne School Facebook page and check [www.chinooksedge.ab.ca](http://www.chinooksedge.ab.ca) for updated information

1. **Green Days** – the days when it is clearly safe for everyone to travel. All buses are running and all of our schools are open.
2. **Yellow Days** – Yellow Days are when buses might not run in some or all areas of the Division but schools remain open. Students who are unable to attend class will access Google Classroom. Students will have opportunities to catch up when they return to school. \*\*It is important that parents of students notify the school if their child will be absent.
3. **Red Days**- Red Days are rare, but Red Days mean schools are closed in part or all of the division. When schools are closed, students will access their learning through Google Classroom:
  - a. Day 1 teachers will communicate the day's learning plan with students, respecting the fact that many families may not be able to provide necessary technology or support for their children.
  - b. Day 2 and all subsequent Red Days will involve instruction delivered via Google Meet and/or Google Classroom.

### Hour Zero: School Emergency Program

All schools in Chinook's Edge will following a new emergency program called Hour Zero. Various drills and procedures will be practiced throughout the year to ensure we adhere to Division policies and expectations. Some of the drills that will be practiced include:

1. **Shelter in Place:** Safer inside. E.g. weather related reasons, medical situation. \*Practiced once during the school year.
2. **Hold and Secure:** Threat of violence outside of building. E.g. criminal activity within the village. All exterior doors to be locked and no one allowed in or out of building. \*Practiced within the classroom.
3. **Drop, Cover & Hold:** Similar to an old tornado drill. Staff and students will be required to move into a safety position away from windows with their head between their knees and head and face covered. E.g., Tornado warning, dangerous winds, earthquakes etc. \*Practiced once during the school year.
4. **Evacuation:** Similar to a fire drill. Staff and students will move outside of the school to Muster Location because it is safer outdoors than indoors. \*Practiced six times during the school year.
5. **Lockdown:** Threat of violence inside of building. Staff and students move to lockdown position. All doors locked and no one allowed in or out of the building. \*Practiced twice during the school year.

### Footwear

Fire regulations state that students must always have footwear on. Clean and dry your footwear upon entering the school.

### Parking

Under no circumstance may any vehicle park by the front entrance drop off area, the bus zone or block the fire lane. It should be clearly noted that any improperly parked vehicles will be ticketed or towed away at the owner's' expense and risk. This applies as well to any improper use of the handicap parking spot.

Visitors to the school may park in the student parking area at the northwest entrance or in the overflow parking on the east side.

Student parking is provided in the northwest lot. Students who park incorrectly, or engage in poor or reckless driving may be ticketed, towed or lose their parking privileges.

### Student Drop Off and Pick Up

The school day begins at 8:40. The buses are scheduled to arrive beginning at 8:25 and we will have supervision from 8:25-8:40. Please do not send your children to school before 8:25 as we will not have supervision and they will not be permitted in the school prior to that time.

In the morning, parents can drop off children in Grade 9-12 at our front doors (northwest portion of the school). Children in Kindergarten-Grade 8 can be dropped off in the central part of the parking lot. Please note that parents must escort children safely across the sidewalk or have the students wait until the busses are gone before crossing.

In the afternoon no other vehicles other than buses may be in the bus zone. Parents parking in the center of the parking area should ensure that neither they, nor their children, go between the buses to get to the central parking area.

### Leaving the School

Grade 7 and 8 students living in town may go home for lunch after supplying a permission note to the main office. This note will be considered permission for the whole year unless the student's parents or school has it revoked. Grades 7 and 8 are required to present a parental note to leave the school during operational hours and breaks. Students in grade 12 may leave school during regular school hours if they have no class to attend and their parents have not submitted a letter preventing their departure.

Under no circumstances may a student in grades 1-12 leave school during class time without the main office receiving a telephone call or a note from a parent granting the student permission to leave the school. Students leaving the school prior to normal closing time must sign out at the office.

### Visitors to the School

To ensure the safety of all our students, all visitors are expected to report to the office first upon entering the school. Students who wish to bring a guest into the school need to clear their request with administration.

All entrances/exits are locked except for the main doors near the office.

### Bicycles

Bicycle racks are provided at school and students bringing bicycles to school must make use of the racks. Students are encouraged to lock their bicycle.

### Nut Policy

The school does not guarantee a nut-free environment but rather we are nut-aware. It is impossible to monitor all products brought into the building to ensure they are nut free.

It is the responsibility of parents/guardians to inform the school staff if a child has an allergy of any type. In the event a student in any given classroom has a severe nut allergy, we will inform the families of the students in that class that sending any products containing nuts could be life-threatening. In such a case, our level of vigilance would increase significantly to match the severity of the allergy.

### School Bus Expectations

For students riding a bus other than their own registered bus, you must have a parent note and the individual you are going home with must have a parent note.



## Communication

### PowerSchool

Students and their primary contact are each given a password which allows them to access the following information through PowerSchool (our web-based student records system):

- attendance record
- timetable
- detailed marks for each course
- course selections for the next school year

Parents/guardians who do not have access, or would like help with PowerSchool features, are asked to contact the school office.

### Report Cards

Chinook's Edge School Division has moved to two report cards per year; January 29, 2025 and June 26, 2025. Photocopies of report cards will be provided for students in Kindergarten-Grade 6. In addition, students and parents in Grades 5-12 will be issued passwords to access students marks, comments and attendance on-line through PowerSchool.

### Parent/Teacher Interviews

Interviews will take place on November 6th and 7th, 2024 and April 9th, and 10th, 2025 from 3:30 to 7:00. Parent Teacher Interviews will be booked through the office and will take place in teacher classrooms. Parents will have the option to book in person or via phone call when they book online for 15 minute increments. Parent Teacher Interviews provide an excellent opportunity for teachers and parents to engage in meaningful conversations about student success and areas of growth.

### Weekly Parent Updates

A weekly update will be sent to parents through School Messenger. This update will contain relevant information for the upcoming week.

### Facebook/Instagram

Our Delburne School Facebook and Instagram pages will highlight information and special moments throughout the school year.

## Supports and Services

### Family School Wellness Support

The Family School Wellness Program is a program that provides support services to all children ages 0 – 18 and their families in our community. The FSW program is a free and confidential program that runs throughout the year. Family School Wellness recognizes that a child's academic achievement and well-being are often affected by problems related to peers, family and self. The Family School Wellness Program aims to support a child in working through these issues to achieve an overall sense of well-being in their lives. This is often in the form of one on one or small group sessions on a variety of issues. As well, the FSW program has a great parenting resource library, can provide information on many topics, and can provide referrals to other services. If you have any questions regarding the FSW program or services please feel free to contact the school (403) 749-3838.

### Telephone

Students will not be called out of class to receive messages except in cases of emergency.

### Lost and Found

There are lost and found boxes in the staff workroom on the east side of the school and found items of clothing and footwear should be placed in them. Students and parents are urged to look for lost articles in these boxes. All such items are placed on display in the hallways on parent-teacher interview days. Unclaimed items will be given to charity. Texts, notebooks, watches, rings, etc. should be turned in to the office and lost items sought for there.

### Parent Advisory Council

The Parent Advisory Council meets once a month. The role of the Parent Advisory Council is to work cooperatively with the school administration to ensure Delburne Centralized School continues to be a fantastic place for children to learn and grow. All parents are encouraged to attend the meetings and bring forward any questions and concerns. See website to verify meeting dates.

### Y.E.S Program (Youth Empowerment and Support Services)

The YES program is part of a province-wide initiative called Mental Health Capacity Building in Schools. It provides programs and activities to build resiliency skills in children and youth, and to support them to stay in school and succeed. YES Success Coaches work directly with students, creating social and recreational opportunities. This might include targeted group work, coordinating activities and resources with community agencies, or designing programs that encourage positive self-esteem, confidence and coping skills. YES Success Coaches provide classroom based universal mental health curriculum to promote awareness of mental health protective factors and enhance social and emotional development.

The program is provided by Alberta Health Services and Mental Health, in partnership with Alberta Education and numerous community agencies and partners. It is available year-round in Chinook's Edge schools from Kindergarten through Grade 8.

The Harvest Gym

- Adult Memberships - \$75.00
- DCS Student Membership - \$20.00
- Students 14-17 years of age (Grade 9 and above) using the gym must be supervised by someone 18 years or older.
- If you are interested in purchasing a membership, please contact Robin at 403-749-3838.

\*Harvest Gym is open during regular school days and it closed holidays and weekends. This membership does not include use of Large Gym.

Hours of Operation

Monday	8:30 am - 7:00 pm *
Tuesday	8:30 am - 7:00 pm *
Wednesday	8:30 am - 7:00 pm *
Thursday	8:30 am - 7:00 pm *
Friday	8:30 am - 7:00 pm *

\*Note: Hours are subject to change at any time. If the school is closed for any reason, the Harvest Gym is closed.