

Trochu Valley School

2020 - 2021

STUDENT and PARENT Handbook





Trochu Valley School

211 School Road
Trochu, AB T0M 2C0

Mailing Address:
Box 190
Trochu, AB T0M 2C0

Phone: 403-442-3872

Mrs. Jody Lammle - Principal
Mr. Stephen Marsh - Associate Principal
Mrs. Chantalle Van Otterloo - Associate Principal
Mrs. Joanne Tolman – Administrative Assistant
Mrs. Christina Hoppins – Administrative Assistant

Trochu Valley School Website:

www.trochuvally.ghsd75.ca

Facebook –

<https://www.facebook.com/Trochu-Valley-School-155930624615637/>

Twitter: @trochuvally

Instagram: @trochuvallyschool

Golden Hills School Division

www.ghsd75.com

E-mail:

joanne.tolman@ghsd75.ca
christina.hoppins@ghsd75.ca



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WELCOME TO TROCHU VALLEY SCHOOL

Our Vision, Mission, Values and Goals

Vision

Trochu Valley School is a small Community school committed to endless possibilities where learning is accessible, relevant and personal.

Mission

Maximizing individual learning and possibilities.

Values

- Respect
- Responsibility
- Life-long learning
- Trust
- Perseverance
- Individuality

SCHOOL COLORS

Our school colors are navy blue and white. The school mascot is a Blue Jay and our sports teams are 'The Jays.'



BELL TIMES

	<u>Main Floor (Jr/SrHigh)</u>	<u>Second Floor(Elem)</u>
Warning Bell	8:45	8:45
Period 1	8:50 - 9:45	8:50 - 9:45
Period 2	9:48 – 10:43	9:48 – 10:28
Elementary Recess		10:28 – 10:43
Period 3	10:46 – 11:41	10:46 – 11:41
Elementary Recess	11:41– 12:00	11:41 – 12:00
Jr/Sr High Lunch		
Elementary Lunch Jr/ Sr High Break	12:00 - 12:30	12:00 - 12:30
Warning Bell	12:30	12:30
Period 4	12:35 – 1:30	12:35 – 1:30
Period 5	1:33 – 2:28	1:33 – 2:13
Elementary Recess		2:13 – 2:28
Period 6	2:31 – 3:26	2:31 – 3:26
End of Day	3:26	3:26



STUDENT FEES

Parents or guardians are responsible for payment of all fees.

Fees are Due: **September 30th for first semester and March 6th for second semester.**

If there are any extenuating circumstances, and a payment plan is required, please contact the school office to make arrangements.

All Fees are assigned through the online School Cash program. (The link to sign up to pay online is on the lower right hand side of our school webpage, under “online school fees”) Fees are assigned based upon programs your child is enrolled in. Fees can be assigned at any time of the year to coordinate with student activities. Fees for courses will be assigned at the start of both semesters. Parents are encouraged to use the online system to pay for their school fees. All first semester fees will be assigned within the first 2 weeks of school, and all second semester fees will be assigned within the first 2 weeks of February.

Registration/Reporting Information

Golden Hills School Division is moving to an online registration and fee payment structure. All parents are required to create a Parent Portal account through PowerSchool. Through this account you will be able to register your students, provide updated contact information, access your student's grade information and attendance, and pay fees through School Cash Online.

Junior and Senior high report cards will not be printed off. Approximately two weeks prior to the report card release date PowerSchool will go offline. This allows teachers to finalize comments and ensure the information is accurate and complete. On the release date the report card will be live.

It is very important that you review your contact information to ensure you receive both phone calls and emails from the school. We use an automated messaging system to send home important information on a regular basis and we need current contact information.

Information and instructions can be found on the school web page as well as by contacting the office.



Inclement Weather

In case of inclement weather, our bus drivers will make the decision if they are able to safely make the route to school. If they are not running they will contact the school principal, the transportation supervisor and their route families. Notifications will go out on social media and the transportation supervisor will update the information on the website. In case of school closure, an attempt to email all families will also be made. Be sure the school has your preferred email.

Green - some buses are not running. School is open with regular classes.

Yellow *- no buses are running. School is open but no regular classes are being offered. Parents and students are encouraged to stay home and avoid risks of travel.

Red * - the school is NOT open. Due to weather and travel conditions we are not able to guarantee the school will be unlocked or staff will be in the building. Do NOT send students to school.

*requires Superintendent approval

Please trust your own judgement and make a decision that is right for your family before sending students to school during severe inclement weather days.

Ensure your students are dressed for the weather in case of bus emergencies.

Please remember to call the school should your child be absent, so we know they did not venture out in the weather.

If conditions during the day worsen students will remain at school until they can be safely transported home. No early bus dismissals will occur.

During cold weather days teachers and administration will determine if outdoor play time is safe. Children dressed in full winter gear will be encouraged to get a few minutes of outdoor play when it is deemed appropriate. We do not use a set temperature as wind factors in, as well. Typically when the "feels like" temperatures approach -30 we will not be outside. Between -20 and -30 appropriately dressed children will have a shortened recess break.

Lockers

Students in grades 4-12 will be assigned a locker, for their use for the year, at the beginning of the school year. It is the school's recommendation that student's lockers should be locked at all times. Locks are to be purchased at the office for \$5.00. The school is not responsible for lost or damaged belongings. Lockers remain school property and we reserve the right to open and inspect lockers should it be deemed necessary. Students are responsible for the locker they were assigned. Should any damage occur it will be the student's responsibility to pay for repairs.



Students are responsible for keeping their lockers clean, organized and free from garbage. Intentional misuse may result in the loss of locker privileges.

Gym Lockers

Due to the risk of theft and due to unattended items in change rooms, gym change room lockers will now be rented by students. Students must show proof of a lock and sign out a locker in the office. Lockers will be inspected regularly and unlocked lockers will have contents removed. Lockers are available on a first come/first served basis. Intentional misuse will result in removal of rental privileges. ***Change rooms are not currently available for student use.

Attendance and Punctuality

Parents are asked to please call the school before 9:00 am to notify the school of student absence or if a student is running late. Our office staff can then enter it into PowerSchool. This is very important as it helps staff track students' whereabouts in case of emergency. It allows teachers to prepare materials if a student is sick and it helps staff locate students should we need them.

If a student needs to leave school early we ask parents to call the school to notify the office and students are asked to sign out prior to leaving. Due to emergency procedures, all students are expected to check out at the office.

School Messenger will call elementary student families at 9:30 to indicate student absence. It will contact junior high and senior high families at 6:30 pm to let you know if your child has missed a class or classes.

Regular attendance and arrival to each class on time are basic characteristics of a self-disciplined, motivated and successful student.

Educational research reveals a high correlation between regular attendance and student achievement. Students cannot do their best work unless they are in class and on time. Regular attendance at school also ensures students are eligible to receive credits for a full year's work. Attendance and punctuality is the responsibility of the student and their family. It is our belief that there are natural consequences for lateness and absenteeism. In a school setting the natural consequence is missed instruction or missed work.

We will work closely with students and their families to support regular attendance and punctuality.

Should a student miss more than 30% of the course (unexcused or excused absences) they will run the risk of **NOT RECEIVING COURSE CREDITS** for that course. This means that if a



student misses over 30% of the class they may be withdrawn and will not obtain credits for the course.

Should a student be exhibiting attendance concerns, the classroom teacher will notify both parents and administration as well as meet with the student to determine the best way to support and assist in getting the student to class. If attendance does not improve, the administration will contact both the student and parent to determine the best plan moving forward. At that time it will be determined if the student will be withdrawn from that class. All circumstances will be taken into consideration before a decision is made.

It is important to note that there are specific graduation requirements and students who do not receive credits for courses run the risk of not meeting graduation requirements. This is not to be taken lightly.

In the case of long term absences (family holidays, long-term illness, etc) parents are encouraged to contact your child's teachers to determine the best course of action to keep up with the work missed.

Students who are late for school will be expected to stop at the office to check in so the office staff are able to enter the information in PowerSchool. Should a student be late for an individual class, they are expected to enter the class quietly and without interruption. Students are responsible for meeting with the teacher at a mutually convenient time to determine what they missed. **If a student is intentionally and repetitively late the teacher is not responsible for providing missed material nor alternative times to complete the missed work. Ownership falls on the student to work out a mutually agreed upon plan with their teacher.** *please review the missing and late assignment policy as well

Unexcused absences or "skipping" is an unacceptable behaviour as it puts students, parents and teachers in a difficult position. Please acknowledge the Synervoice call as indication that your child was not in class. Please call the school if you have questions or should you wish to excuse their absence. You can also check PowerSchool as attendance shows up immediately. The school cannot be responsible for students who leave the building without permission.

If a student intentionally skips a class or an absence is unexcused, the teacher is not responsible for providing missed material, nor an alternative time to complete missed work. Ownership falls on the student to work out a mutually agreed upon plan with their teacher. *please review the missing and late assignment policy as well



Student Parking

Tro-Val students are welcome to park in the NW parking lot or the NE lot (North of the staff parking lot). All students are required to obtain a parking pass and display it in their vehicle. Parking on school property is a privilege and comes with responsibilities. Parking passes may be revoked if students are not able to follow parking guidelines.

Please note: The north access door is open from 8:00 am to 9:00 am and from 11:45-12:45 and is to remain locked at all other times. This is a security requirement. Students are not permitted to prop the door open as it breaches security as well creates a rodent issue in the school.

Student Pick-Up and Drop-Off

The school day begins at 8:45. The buses are scheduled to arrive beginning at 8:35. We will have supervision on the playground from 8:30-8:40. Please do not send your children to school before 8:35 as we will not have supervision and they will not be permitted in the school prior to that time.

There will be no parking in the front parking lot during bus times (8:00 - 9:00 am and 3:00 - 4:00 pm). Parents are welcome to park on the street during drop off and pick up times. Please meet your child outside of their entrance door to avoid congestion inside of the school.

Dress Code

Students are expected to dress appropriately for the school environment and for the season. Non-verbal messages are sent by our facial expressions, posture, body position, and how we dress and present ourselves. As such, the following basic principles need to be considered:

- Cleanliness
- Social appropriateness

The administration reserves the right to determine the appropriateness of clothing items. Students may be asked to change should their clothing be determined to be inappropriate.

Students riding busses are reminded to dress for the weather. All students need winter clothing and boots during cold weather. Elementary students have three outdoor recesses each day and need to dress for the weather. Winter clothing, boots, and outside shoes are necessary.

At Trochu Valley School we ask that our students remove hats, toques, bandanas, etc at the door and store them in lockers.

Lunch Time



Elementary students are expected to remain on the school grounds the entire school day. If a student wishes to go home for lunch arrangements should be made with the classroom teacher. Students are **NOT** to be leaving the school grounds to go to the convenience store unless prior arrangements have been made.

Junior high students are to eat their lunch in their classroom and remain there until the bell. If parents choose to allow their student to leave the school at any time during the lunch hour - a lunch time release form is to be filled out at the beginning of the year and will be kept on file in the office. This form will be valid for the entire school year. The school and the family reserve the right to remove this privilege should it be deemed necessary. All junior high students, town and bus students are expected to have a release form completed. Those who do not have a form will be expected to be on school grounds over the entire lunch hour.

High school students are responsible for determining their lunch time activities. Lunchrooms have been assigned for any students remaining at school.

Designated classrooms, the common area and the gym are open for student use during the lunch break.

Digital Equipment NEW

Although digital devices are an ever-increasing and important part of both education and socialization, they potentially become a distraction in the classroom. There are times when it is necessary to access technology and times when it is a barrier to learning. In order to assist students in knowing the difference we are asking that students keep their phones in their backpacks in each classroom.

All students will be asked to place phones out of sight during class time.

Should they need to access their phone, they may do so at an appropriate time and for appropriate use. For example, John knows Mom is sending him a message regarding his Dr. appointment. The teacher has finished the lesson and students are expected to be working on their assignment so John takes a minute to check his phone. Alex is finished his essay and has asked the teacher permission to spend some time on Kijiji and because he is able to do so without distracting others he is able to keep his phone back on his desk. Susan cannot remember how to spell a word so she pulls out her phone to access Google and while there she takes a minute to check SnapChat. She is only distracted for a minute so the teacher does not interfere.



It is about appropriate use during appropriate times. It is also about recognizing the ease of becoming addicted to our devices and supporting students in order to help them develop good habits.

Should a student not be able to follow acceptable practices, the teacher will meet with the student and work out an agreeable plan of support. If necessary, parents and administration will be involved in the discussion.

Some students choose to use personal laptops and tablets as tools for learning. The use of laptops and tablets (with keyboards) for notes etc. will be permitted provided the student does not misuse technology. Should this privilege be abused the student not be allowed to bring their own device. The school has three carts of computers for classroom use and students have the opportunity to sign out computers from the library. **Students are responsible for returning the computers at the end of class. Should this be abused we will prohibit them from borrowing school devices.**

The expectation is that students are ethical digital citizens who safely use technology. Any inappropriate use of technology will be handled by the administration. Student use may be prohibited should abuse of technology occur.

Students should be aware that tech support is able to monitor all internet use. Programs are in place to track student use and flag concerning activity.

Students who bring their devices to school do so at their own risk. We recommend devices be stored in a locked locker. Elementary students should not take devices outside for recess.

Textbooks

If a book is damaged, the parent will be charged one-half the cost of replacement of the textbook. If the textbook is lost the parent will be charged the full replacement cost of the book.

Flex Block (spares)

Grade 11 and 12 students are permitted to take a Flex Block in their timetable should they not need to take a course offered during that block.



It is expected that the students use this time appropriately. We feel appropriate use includes: studying, homework, and occasionally a “mental health” break. It is recognized that high school, outside activities and life can be stressful and busy and students do need a break.

Students on flex will be monitored by administration. Should the student be abusing this time they will be assigned to a teacher and classroom and will be expected to be in that classroom for their flex time.

Additionally, if a student has attendance concerns, is missing assignments or is failing a class, they will lose the flexibility of the block and will be assigned to a classroom and teacher.

Students who are not on track for graduation will not be permitted to have Flex Blocks and will be required to take elective courses.

Missing and Late Assignments

Assignments, tests, projects etc are all used to evaluate student progress on curriculum outcomes. It is important that students complete the work in order to provide a thorough picture of their progress in a course.

Teachers will assign work and will provide a due date for that assignment or test. It will be entered into PowerSchool. Should a student, for whatever reason, not complete the work by the date entered - a zero will be put in as a grade. This zero will impact their overall average as it is cumulative grading.

All efforts will be made by the teacher to support and encourage completion of the work including contacting parents, after school or before school extra help and administration support. We may remove Flex Block privileges or offer a second chance room (lunch time, before school or after school (transportation will be parent's responsibility)).

Once the assignment is complete it will be graded and the mark will be entered to replace the zero. Teachers will inform both students and parents as to when the cut off occurs for the reporting period or semester and NO assignments will be accepted after that date and the zero will remain. Late assignments will not be graded on a different scale but it is important to recognize that handing in late assignments are not acceptable and will be treated as a behaviour concern rather than a grade concern.

If the assignment is missed due to an excused absence (illness or holiday) the teacher may determine if the assignment can be excused and the zero will be removed and will be replaced by an excused which will not affect the final grade average.



Should a student miss an exam - the exam will need to be written immediately upon return to school. If an exam is missed and the absence is unexcused (skipping) the teacher will determine if it is appropriate to offer a re-write date. Parents will be notified if no alternative date will be given.

Please monitor powerschool and contact your child's teacher should you have any concerns.

Code of Conduct

As part of the Alberta Education Act, schools are to develop and follow a code of conduct in their school. This code of conduct is to include statements regarding: a purpose and rationale for the code of conduct, the Human Rights Act, acceptable behaviors, unacceptable behaviors and consequences of those choices.

At Trochu Valley School we believe:

- Everyone has the right to feel safe at Trochu Valley School
- We appreciate and celebrate our diversity.
- Learning is a life-long endeavour.
- Positive healthy relationships are key to our success and are built out of mutual respect.
- Actions should be student-centered and directed towards what we know is best for students.
- Students achieve their greatest potential when parents, students, staff and community work as partners in the learning experience.

PURPOSE AND RATIONALE

- **To establish and maintain a welcoming, caring, respectful and safe learning environment for all students and staff**
- **To establish and maintain an appropriate balance between individual and collective rights, freedoms and responsibilities in the school community**
- **To establish and publish expectations for student behaviour while at school, at a school-related activity or while engaging in an activity that may have an impact on others in the school**



All persons are equal in dignity, rights and responsibilities without regard to **race, color, ancestry, place of origin, religious beliefs, gender, physical disability, mental disability, marital status, family status, source of income, or sexual orientation.**

All students will respect the right of their teachers to teach and the right of their classmates to learn and at no time will student behavior interfere with either of those rights.

ACCEPTABLE AND UNACCEPTABLE BEHAVIORS

The Education Act indicates that these statements apply whether or not the behaviors occur outside of the school building or school hours or where unacceptable behavior takes place electronically, provided the behavior has an impact on the school or individuals in the school.

<p align="center">ACCEPTABLE BEHAVIORS INCLUDING BUT NOT LIMITED TO:</p>	<p align="center">UNACCEPTABLE BEHAVIORS INCLUDING BUT NOT LIMITED TO:</p>
<ul style="list-style-type: none"> ● RESPECT YOURSELF AND OTHERS ● ENSURE YOUR CONDUCT CONTRIBUTES TO A SAFE AND WELCOMING LEARNING ENVIRONMENT ● REFRAIN FROM, REPORT AND REFUSE TO TOLERATE BULLYING IN ANY FORM (VERBAL, PHYSICAL 	<ul style="list-style-type: none"> ● BEHAVIOURS WHICH INTERFERE WITH THE LEARNING OF OTHERS ● DEFIANCE/OPPOSITIONAL BEHAVIOR ● BEHAVIOURS WHICH POLLUTE OUR POSITIVE, SAFE, CARING ENVIRONMENT ● ACTS OF BULLYING, HARASSMENT OR INTIMIDATION



<p>EMOTIONAL AND ELECTRONIC) AT ANY TIME IN OR OUT OF SCHOOL</p> <ul style="list-style-type: none"> ● ATTEND SCHOOL REGULARLY AND PUNCTUALLY ● COME PREPARED TO LEARN AND ACTIVELY ENGAGE IN YOUR EDUCATION ● COOPERATE WITH ALL SCHOOL STAFF ● BE ACCOUNTABLE FOR YOUR BEHAVIOUR ● UNDERSTAND AND COMPLY WITH SCHOOL RULES AND POLICIES 	<ul style="list-style-type: none"> ● INEXCUSABLE ABSENCES OR TARDINESS ● INAPPROPRIATE LANGUAGE USE ● PHYSICAL VIOLENCE ● ILLEGAL ACTIVITIES (ALCOHOL, DRUG OR TOBACCO (INCLUDING CHEWING TOBACCO, CIGARETTES, CIGARS AND VAPORS) USE, THEFT, VANDALISM OR POSSESSION OF WEAPONS)
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CONSEQUENCES OF UNACCEPTABLE BEHAVIORS

The Education Act requires the code of conduct includes consequences for unacceptable behaviors and that those consequences take into account a student’s age, maturity and individual circumstances.

We believe in handling each student as an individual taking into account all factors. We also believe in supporting the students impacted by the inappropriate behavior and supporting those who are engaging in such behaviors.

Examples of consequences including but not limited to:

- Removal of privileges (recess, special events, field trips) –
 - Any student who has been suspended will risk the loss of field trip privileges (end of year trip, ski trip, band trip etc.) and may be removed from extra-curricular teams
 - Any student who is suspended due to a serious incident (see below) will not be permitted to participate in extra-curricular field trips (end of year trip, band trip , ski trip etc.) and will be removed from extra-curricular teams
- Removal from a single class
- Detentions – during and after school – transportation will be parent responsibility
- In-School suspension (full or half day)
- Out of School suspension (1,3 or 5 days)
- Confiscation of items for a set time (electronic devices, hats)

Students who repeatedly conduct themselves inappropriately will be put on a behaviour support plan outlining specific consequences.



Any serious infraction such as, alcohol or drug use, serious physical violence or weapon possession will result in an automatic out of school suspension. Individual circumstances will be considered in the determination of the length of the suspension (3-5 days).

School Services

GUIDANCE AND COUNSELLING SERVICES

There are several counseling services available to students.

1. **Career Counseling:** Mr. Marsh and Mrs. Chantalle Van Otterloo are the career counselors for Trochu Valley School
2. **Personal Counseling:** Ms. Lindsay McNena is the Family Resource Worker for the north Kneehill County area and Trochu Valley School. They are available to all community members, including students and families for short term counseling. Please contact the school for his contact information.

PARENT ADVISORY COUNCIL (PAC)

Trochu Valley School has a very active School Council where all parents are invited to participate in an advisory role to the school. Meetings are held regularly throughout the year with notices being sent home in student agenda books, in the school newsletter and on the school website.

EXTRA-CURRICULAR ACTIVITIES

While academic pursuits take precedence over other activities, we strongly recommend participation in extracurricular activities. Social activities of this nature help the individual learn to get along with others and to make the school experience a more pleasant one. Students must maintain a 50% average and maintain a strong behaviour standard to participate on the Inter-School teams.

NEW:

Athletic fees must be paid in full by mid season in order for students to be permitted to play on school teams. Should financial considerations be needed - please contact the school office.



There are a variety of activities offered to our students over the course of the school year.

Basketball, Volleyball, Badminton, Curling, Cross Country Running, Track and Field, Student Council, Yearbook, Drama, Talent Show, etc.

Programming

PROGRAM CHANGES AND DROPPING COURSES (High School Students Only)

Students are encouraged to demonstrate a strong commitment to their studies and to fulfill their obligations as originally intended.

Students CANNOT change their program without obtaining approval from an administrator, teacher, career counselor and parent. They must pick up a form from the career counselor and have it signed by all parties prior to the drop date.

NEW

Students will not be permitted to drop or change courses after the drop date has passed. This date is approximately three weeks after the start of the semester. NO EXCEPTIONS

EARNING A HIGH SCHOOL DIPLOMA

One of a student's short term goals is to earn a high school diploma. This can be accomplished by the completion of a list of required courses and earning a minimum of 100 credits. Many students earn more than 100 credits. This allows students to explore a wider variety of courses and develop skills that may be helpful in the future.

CREDITS

Each high school course is worth a specific number of credits. Higher numbers of credits indicate that more material is covered and more time is spent on the course. Most courses have a 5-credit value or a 3-credit value with CTS course modules valued at 1 credit. Course credits are earned with a final mark of 50% or above and if students have attended with less than 30% absences.

Trochu Valley School offers high school courses on a semester system. In this system, courses in semester one start in September and end in January. Semester two courses start in February and end in June.



Plan for a full schedule of courses to ensure you will have more than enough credits and have completed the required CTS course prerequisites to ensure you are able to earn the needed 30 level courses.

COURSES

Of the 100 credits one needs to earn a diploma, 56 will be earned through required core course subjects. These **core** subjects are: English, Social, Math, Science, Physical Education and Career and Life Management. One will be able to choose the courses needed to earn the remaining 44 credits. Although one has considerable freedom in choosing courses in **complementary** subjects, it is important to make these choices carefully so that one gains skills that will be useful when one graduates. If planning to attend a post-secondary institution, one will discover that most institutions require more core courses than are required for a high school diploma. One will have to select these core courses as complementary choices. Each high school course is given a number:

- Courses numbered 10-19 are courses usually taken in grade 10
- Courses numbered 20-29 are courses usually taken in grade 11
- Courses numbered 30-39 are courses usually taken in grade 12

It is usually necessary to successfully complete a lower level course before registering in the course at the next level. For example, students need to complete Social 10 before taking Social 20. Social 10 is a prerequisite for Social 20. Select courses by determining which courses you plan to graduate with and work back to their prerequisites.

Some core subjects – English, Social, Math and Science – are designed for different purposes and are available at two or more levels of difficulty.

- Courses numbered **10-1**, **20-1**, **30-1**, and **31** are designed primarily for students planning on entering a university or certain programs in colleges and technical schools.
- Courses numbered **10-2**, **20-2**, **30-2** are designed primarily for students planning on entering certain programs in colleges, technical schools or getting a job.
- Courses number **10-3** and **20-3** are designed primarily for students planning on getting a job after getting a High School Diploma.
- Courses numbered **10-4**, **20-4**, **30-4** are designed for students enrolled in Knowledge and Employability program and will receive a certificate.

One needs not to select all courses from the same series. For example, one may choose English 10-1, Math 10-3 and Social 10-2. One may also transfer from one series to another.

In some courses students are required to write **Diploma Examinations**. Marks in these courses are the 70% of the mark given by the teacher and the 30% of the mark received on the diploma examination. Diploma examinations are written in English 30-1 and 30-2, Social 30-1 and 30-2, Mathematics 30-1 and 30-2, Biology 30, Physics 30, Chemistry 30, Science 30 and French 30.



The graduation requirements for the Alberta High School Diploma are listed below. The courses listed are the highest level students are required to complete to earn a diploma. These requirements are set to ensure students graduate from high school with a broad education. These requirements are not always the same as those needed to enter post-secondary institutions. For example, Social 30-1 or 30-2 is a diploma requirement but may not be a requirement of the post-secondary institution you are interested in attending. Math 24 fulfills the diploma requirement but may not be enough to fulfill the requirement of the post-secondary institution you are interested in attending. Check with the post-secondary institution for information on requirements.

To earn an Alberta High School Diploma, a student must:

- Earn a minimum of 100 credits
- Complete and meet the standards of the following courses:
 - English 30-1, 30-2 or French 30
 - Social 30-1 or 30-2
 - Math 20-1, 20-2 or 20-3
 - Science 24 or Biology 20 or Chemistry 20 or Physics 20 (or Science 10 and any other 5 credit science course)
- Complete and meet the standards of the following:
 - Phys Ed 10 (3 credits)
 - Career and Life Management (CALM) – 3 credits
 - 10 credits from career and technology studies
 - CTS or fine arts or second languages
 - 10 credits in any 30 level courses in addition to English 30-1 or 30-2 and Social 30-1 or 30-2

Selecting Courses**Core Courses**

Remember that courses in English, Social, Math and Science are offered at several levels. Choosing the highest level you will succeed at is the best way to keep your options open. However, it is important to look at one's potential realistically. It is frustrating to be struggling in a course that is too difficult. If one is having problems, there are several options. One can get extra help from a teacher or a fellow student. One may consider getting a tutor or may decide to move to a less challenging course series. If doing better than expected, one may want to move to a more challenging course series. Should one decide to move from one series to another, the principal, counselor or teacher can advise you on the best way and time to make the change. Although junior high marks are usually the best indicator of how one will do in high school, it is always possible, with effort, to improve one's marks.



English

English 10-1, 20-1, 30-1

English 30-1 is required for entrance into university

English 10-2, 20-2, 30-2

These courses are the ones usually required for entrance to certain programs in colleges and technical and trade schools. The courses focus on practical English skills like writing business correspondence.

Social

Social 10-1, 20-1, 30-1

Social 30-1 may be used for post-secondary institutions.

Social 10-2, 20-2, 30-2

Entrance to college and vocational programs. Some programs in University accept 30-2.

Math

Math 10C

Math 10-1, 20-1, 30-1, 31

Students wanting to enter University will require most of these Math courses.

Math 10-2, 20-2, 30-2

These courses are designed to enter into some university programs and most college and vocational programs.

Math 10-3 and 20-3

These courses deal with life skills math.

Science

Science 10

This course is an introduction to Biology, Chemistry and Physics.

Biology 20, 30
Chemistry 20, 30
Physics 20, 30

These courses are intended for students planning to specialize in an area of science and attend post-secondary education.

Science 14, 24

If science is not an area of



strength, this is a route that deals with foundational life skills science.

Career and Life and Life Management (CALM)

Students are required to take CALM at some time during high school. This course provides students with opportunities to develop and practice the skills required for dealing with a variety of issues and situations, living independently and planning a career. In this course, one learns how to build upon personal strengths and make good decisions.

Physical Education 10

Students experience a variety of activities in order to develop a better understanding of personal fitness and a lifelong interest in leading an active, healthy lifestyle.

These are the core courses needed to earn a diploma. Remember that the Alberta high school program is quite flexible. One can change one's route without too much difficulty and there is enough room to repeat a course if necessary. Courses may also be repeated through summer school.

Complementary Courses

Complementary courses offer a chance to broaden knowledge by studying a variety of subjects. Some complementary courses will help build skills that will help to get and keep a job. Approximately 25 to 35 credits of study in a particular area could provide a basis for getting a job.

Some students have as many as 19 credits left for complementary courses each year. If one needs each of the three sciences to get into a post-secondary institution, one may have less than 5 credits left for complementary courses. One may select from the complementary courses offered at the school or from core courses.

Complementary courses are grouped into the following specialties:

**Career and Technology (CTS)**

This includes the areas formerly called business education, home economics and industrial education. All these courses emphasize “learning through doing” and include the components of career awareness and career development. CTS includes: agriculture, communication technology, construction technology, cosmetology, design studies, electronics, energy and mineral resources, enterprise and innovation, fabrication studies, family studies, fashion and design, financial management, food studies, forestry, health sciences, information processing, legal studies, living environments, management and marketing studies, mechanics, tourism studies, transporting goods and people, wildlife, and work experience.

Fine Arts

Includes courses in studio arts, art appreciation, drama, choral, general and instrumental music.

Language Arts

Includes courses in English literature, communications, reading and English as a second language.

Second Languages

Includes courses in Blackfoot, Cree, French, German, Italian, Japanese, Latin, Spanish, Ukrainian and other languages.

Social Sciences

Includes courses in psychology, sociology, geography, economics, ethics, history, philosophy and world religions.

Special Projects

These projects encourage you to become involved in the selection, planning and organizing of your own program in a specific area of interest that goes beyond the regular curriculum.

Work Experience

These courses allow you to gain practical applications of the knowledge and skills you learn in school. Under the supervision of a teacher, you receive on-the-job training and explore career options in a variety of work placements.



GRADUATION POLICY

Rationale

Graduation from high school is a significant milestone in a student's life. Upon completing the course requirements of high school a student is awarded a diploma indicating the accomplishment. Therefore it is imperative that a student graduating from Trochu Valley School meet the requirements as set out by the school administration.

Policy

In order for a student to graduate from Trochu Valley School the following criterion must be met in the grade 12 year:

1. A student must enter grade 12 and have the ability to receive 100 credits by the end of the school year. These classes (credits) must be consistent with the requirements of an Alberta High School Diploma.
2. Any student using Distance Learning courses to qualify for graduation must have 75% of the course completed by May 1 (Administrative discretion may be needed).
3. Students taking DL or online courses must also be enrolled in courses at Tro-Val.
4. A student who completes their course requirements for an Alberta High School Diploma in the first semester or in the year prior will be allowed to graduate with a Trochu Valley diploma. Students completing their final year in schools other than Tro-Val (online, outreach or other high schools) will not graduate with Trochu students.
5. Students who finish their core course material in the first semester but are taking RAP courses or Green Certificate courses will be allowed to graduate with a Trochu Valley diploma.
6. Any student who drops a class so that he/she is below 100 credits or is expelled at any time during his/her grade 12 year, will not be on the graduation list. A student may transfer from one class to another before March 1 as long as he/she maintains the appropriate number of courses (credits) to graduate.
7. If a student is failing one or more subjects on the April report card and these failures will result in the student not graduating, the student may be removed from the graduation list. The decision will be made by the Principal in consultation with the teacher(s) of the failed subject(s).
8. All school fees must be paid.



We hope that you find this Handbook useful. Please keep it in a safe place to refer to it throughout the school year. Have a great year!

