

2024-  
2025

# Grande Prairie Composite High School Handbook



Grande Prairie  
Composite  
High School

10501-112 Ave, Grande  
Prairie, AB, T8V 6V6  
780.532.7721

[www.gppsd.ab.ca/school/gpcomposite](http://www.gppsd.ab.ca/school/gpcomposite)

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# Welcome to Grande Prairie Composite High School

I hope this message finds you refreshed and excited for the new school year ahead. As we embark on another journey of learning, growth, and opportunities, I want to warmly welcome returning students and those joining the Grande Prairie Composite High School family for the first time. You are now a Phoenix, and I am proud you chose our fantastic school. I am sure you are excited to embark on this journey, and we are most certainly looking forward to being a part of the Phoenix culture.

The start of another school year is always a special time filled with possibilities. It is a chance for us to set new goals, embrace new challenges, and make every moment count. No matter your grade, remember that every day here is a chance to learn and create lasting memories. Our dedicated staff is here to support you every step of the way. Take advantage of the resources, extracurricular activities, and friendships the Composite High School offers. Our Vision is to Ignite Potential as each student and team member intrinsically has a spark within them. Our school community exists to help ignite this spark into a thriving flame.

Our Mission is to Educate, Inspire, and Empower.

**Educate:** we know how - As a community, our school is safe and secure. We strive to build knowledge and skills for life-long learners. We recognize each other as unique individuals and help one another to be healthy. We work together with open communication, collaboration, and appreciation. We educate the whole person with quality teaching on academics, critical thinking, and social and emotional skills for life-long learning, well-being, and relationships. Each person can feel confident and proud of their academic accomplishments. We are a welcoming community; we intentionally develop skills to build relationships with fellow students and staff.

**Inspire:** we want to - We are proud to be Phoenix and are a treasured community hub connecting students, parents, staff, and our city. We acknowledge the strength of our community, combining our passions and interests while inspiring each other. We have respect for each other and create memories together. We are motivated, curious, and open-minded, celebrating diversity with a love for learning. We make mistakes, learn, and bravely try new things together. We believe in one another and our potential to create a positive impact.

**Empower:** we can - As Phoenix, we are capable and driven, seizing the best opportunities. We are focused, consistent, and accountable to be our best, pursue our dreams, and support one another. We are empowered to influence our future as we each have something to contribute to our community. We have a place to belong here and are valued and accepted for our authentic selves to grow and succeed with positive possibilities.

Let's work together to create a year filled with achievements, personal growth, and positive experiences. I am excited to see the incredible things each of you will accomplish. Once again, welcome to the Grande Prairie Composite High School. We are proud to have you as a Phoenix. Here's to a fantastic year ahead.

Don't hesitate to get in touch with me at the school with any questions or concerns.

Sincerely,

Mr. Dennis Vobeyda

Principal

# Grande Prairie Composite High School Staff

## Administration Team

### Staff

Dennis Vobeyda  
Lee Brentnell Grade 12, International Baccalaureate  
Greg Oppedisano Grade 11  
Katherine Grenier Grade 10, ISC  
Justin Rushton Grade 9, Athletics

### Position

Principal  
Vice Principal  
Vice Principal  
Vice Principal  
Vice Principal

Should you have any questions or concerns, please do not hesitate to contact the appropriate administrator at the school. We look forward to working with you!

## Executive Assistant

Pike, Nicole

## Admin. Assistants

Cáceres, Amsi  
Park, Lylie  
Rodacker, Nikki  
Hartford, Gloria

### Location

Student Services  
Main Office  
Main Office  
Main Office/Student Services/Library

## Librarian

Speager, Rachel

### Location

Library

## Instructional Staff

### Staff

Anderson, Amber  
Arcand, Tara  
Ashworth, Neil  
Atkinson, Clive  
Atkinson, Jennifer  
Baerg, Digger  
Baker, Alexander  
Baldin, Adam  
Banya, Andrew  
Bartlett, Amy  
Boyd, Pam  
Brentnell, Leena  
Butler, Tell  
Calvert, Taryna  
Cheverie, James  
Chiba, James  
Clarkson, Cindy  
Dechant, Tanya  
Doucette, Kourtney  
Dyck, Leanne  
Edey, Tyler

### Staff

Hall, Liana  
Harrison, April  
Hassanali, Sydney  
Smith, Michelle  
Jackson, Jennifer  
Jobson, Michelle  
Kerik, Miranda  
Knull, Benjamin  
Konrad, Natasha  
Letourneau, Sarah  
Loogman, David  
Luke, Keston  
MacLeod, Kim  
Mapp, Clarissa  
McLauchlan, Craig  
McNamar, Erin  
  
Morrison, Lindsay  
Moskalyk, Blain  
Okwunwa, Emmanuel  
Oppedisano, Tanya

### Staff

McCracken, Liam  
Myles-Hooper, Shawna  
Parry, Angela  
Pfau, Symon  
Przybylski, Tyler  
Radcliffe, Mackenzie  
Schmidt, Robyn  
Schweitzer, Todd  
Singh, Preeti  
Sood, Swapnil  
St. Hilaire, Jennaie  
Stewart, Dave  
Thomson, Robert  
Toews, Lorne  
Trydal, Chris  
van der Walt, Magdalena  
  
Watson, James  
Wudarck, Chris  
Wyton, Crystal  
Zawislak, Deanne

Emond, Alison  
English, Dallas  
Frost, Kaitlyn  
Goulden, Alea

Zeyha, Crystal

## Student Services

<b><u>Staff</u></b>	<b><u>Position</u></b>
Ralston, Andy	Academic Counsellor (last name A-L)
Mahaney, Blythe	Academic Counsellor (last name M-Z)
Roux, Christy	Academic Counsellor
Ayre, Tanya	Learning Support Teacher
Skinner, MaryEllen	Learning Support Teacher
Graveley, Marcia	Learning Support Teacher
Smith, Jason	Learning Support Teacher/KnE Teacher
Chrenek, Evan	RAP/Work Experience Coordinator
Bouvier, Veronica	Indigenous Liaison Worker
Cochrane, Jennifer	Academic Support
Foley, Darren	AVID teacher/facilitator
Turgeon, Julia	Mental Health Counselor

## Non-Instructional Staff

<b><u>Staff</u></b>	<b><u>Position</u></b>	<b><u>Staff</u></b>	<b><u>Position</u></b>
Kimberly Bryson	<i>Educational Assistant</i>	Michael Seymour	<i>Educational Assistant</i>
Dawn Evaskevich	<i>Educational Assistant</i>	Barbara Shannon	<i>Educational Assistant</i>
Ashley Gayton	<i>Educational Assistant</i>	Shelley West	<i>Educational Assistant</i>
Wanda Foote	<i>Educational Assistant</i>	Lindaaura Thompson	<i>Educational Assistant</i>
Valerie Groff	<i>Educational Assistant</i>	Joanne Krahn	<i>Head Cook</i>
Fiona George	<i>Educational Assistant</i>	Beata Hauck	<i>Cook</i>
Leata Gunson	<i>Educational Assistant</i>	Bozena Skurski	<i>Cook</i>
Marie Hutchison	<i>Educational Assistant</i>	Alexander Bacani	<i>Head Caretaker</i>
Sandra Mcdonald	<i>Educational Assistant</i>	Juluis Macaban	<i>Caretaker</i>
Roxann MacDonald	<i>Educational Assistant</i>	Esteban Dela Cruz	<i>Caretaker</i>
Deena Oakley	<i>Educational Assistant</i>	Nino Ejan	<i>Caretaker</i>
Teresa Olichny	<i>Educational Assistant</i>	Raymond Valdez	<i>Daytime Caretaker</i>
Carley Pearse	<i>Educational Assistant</i>		
Kim Schmidt	<i>Educational Assistant</i>		

# General Information

## Hours of Operation

The school office will be open from 8:00 a.m. to 4:00 p.m. Monday through Friday. We encourage you to contact us at 780-532-7721 during these hours if you have any concerns.

From Monday to Friday, classes begin at 8:30 a.m. and are dismissed at 3:16 p.m.

## Student Class Schedule

Monday-Friday
<b>Block One</b> 8:30 - 9:56
<b>Block Two</b> 10:01 – 11:27
<i>Lunch</i> 11:27 – 12:19
<b>Block Three</b> 12:19-1:45
<b>Block Four</b> 1:50-3:16

## Student Information System (PowerSchool)

Grande Prairie Public School District uses “PowerSchool” to track and report student marks and attendance. Parents and students can both create accounts to monitor progress. Access ID’s are mailed out at the start of the year and can also be obtained at the main office.

**PowerSchool login** <https://powerschool.gppsd.ab.ca/public/home.html> Enter your username and password. This will log you into PowerSchool. \*Forgot your username and/or password? You can reset your password. Once you are logged into PowerSchool (link above), go to the bottom left and click on **School Engage**.

## Student and Family Information

All forms will be sent out through School Engage. To access School Engage you will need your PowerSchool login information. You will be notified via email when there is a form requiring your attention. We no longer will be mailing out paper forms. Please be sure complete a Registration Update form immediately if there are any changes in student status, i.e. name, address, telephone number, email, etc.



## Calendar of Events

For an up-to-date schedule of all school and extra-curricular activities here at The Comp, please see our calendar on the **school website** for the most up to date information.

## Newsletters and Social Media

Newsletters will be emailed out once a month, when new important information is needed to give to our parents or students. You can also find them on the GPCHS website.

Like our GPCHS Facebook page today and follow all the Comp News!

## Fees

School fees are due at the beginning of the school year. Specific course fees can be located in the course calendar on the school's website and are subject to change. Payments can be made online through PowerSchool or at the main office. Office hours are from 8 am to 4 pm. **School Fees MUST be paid.** We accept Cash, Cheque, Debit, Mastercard and Visa. WE DO NOT ACCEPT POST-DATED CHEQUES.

## Safe Arrival

At Grande Prairie Composite High School, one of our greatest priorities is ensuring that all our students arrive safely to school each and every day. We ask that if your child is going to be absent, please report the absence using *SafeArrival*.

To log an absence online please follow these instructions:

- 1. Use the SafeArrival website, <https://go.schoolmessenger.ca>. The first time you use the website, select Sign Up to create your account using your email address. Select Attendance to Report an Absence.**
- 2. Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.ca>). Use your new login information to access your account. Select Attendance to Report an Absence.**

We will continue to use our automated notification system to contact parents at multiple contact numbers until one of the designated contacts is reached. If our system is unable to reach a designated contact after 20 minutes, office staff will continue to follow up. By reporting your child absent in advance using the SafeArrival toll free number or SafeArrival Portal website/app, you will NOT receive a call. Once your account is set up, you can customize how you would like to be notified.

If your child is late, please have them sign in at the office.

Any students that leave early without being excused by a parent or legal guardian will be marked as Absent, not Excused and a call will go home. Grade 9 students MUST have a parent or legal guardian excuse them in order to leave the school during school hours.

**All absence reporting should go through the SafeArrival Parent Portal website or the Toll-Free number 1-844-352-4191.** In rare situations where you are unable to use the Safe Arrival program, please call the school and leave a message on the school's general mailbox.

Thank you for your cooperation to better ensure the safety of all our children.

## **Lost & Found**

There are Lost and Found boxes in the Gymnasium, smaller items in The Office. If students find any valuables, they are obliged to turn them in to the office immediately. Items remaining at the end of the semester will be donated or disposed of.

## **Lockers**

Lockers and locks are provided for the protection, convenience, and use of the students. The school owns and controls the lockers. The following pertains to lockers:

- Only combination locks supplied by the school may be used on the lockers.
- Items found in your locker are assumed to be your property. You are responsible for all items in your locker.
- Do not share your locker and/or locker combination.
- Any items remaining at the end of the school year will be donated or disposed of.
- Locks are to be left on the locker at the end of the school year. Students will be responsible for the replacement cost if they are removed.
- Change Room lockers are provided for students' use while participating in Physical Education classes. Students are responsible for providing locks for these lockers. Students must not leave valuables in the change rooms at any time. Locks left on these lockers overnight may be removed.

To ensure the integrity and safety of the school environment, searches of lockers may be conducted without the permission of the student to whom the locker is issued, when determined to be necessary by School Administration.

## **School Council**

The organizational meeting for the School Council for the Grande Prairie Composite High School will be held early in September and offered in both in person and online formats. All parents/guardians are invited to attend.

## **Cafeteria**

The cafeteria is open daily from 7:45 a.m. to 12:30 p.m. during NON class times. Various vending machines are available in the hallway immediately outside the cafeteria. Student co-operation is expected in seeing that litter does not become a problem.

## **Busing**

Students must display appropriate behaviours while riding the bus. Students who do not comply with the direction given by the bus driver or to District Policy may have their transportation privileges revoked. For more information about bus transportation, please see the transportation link on our school or division website.

## **Parking**

Student parking is available to the North of the school. Grande Prairie Public School Division and Grande Prairie Composite High School are NOT responsible for any damage to vehicles.

Students are not allowed to park in staff or visitor parking at any time. Student vehicles parked in staff/plug in stalls may be ticketed.

## **Student ID**

All students will be issued a student ID card. Access to school resources (library, cafeteria, weight room, cosmetology services etc.), may require you to verify your identity with your Student ID. If you have lost or misplaced your student ID card, please come to the main office for a replacement.

## **Visitors & School Security**

For the safety of our students, we ask that all visitors to the school report to, and sign in at The Office. Further, visitors must retrieve a visitor's pass. Upon leaving, visitors must sign out and return the visitor's pass.

Students from other schools or youths who are not attending school are not permitted in the school or on school grounds at any time during the school day. Likewise, Grande Prairie Composite High School students should not be at any other school during their operational hours without permission from that school.

## **Interviews with Students by Non-Division Employees**

In emergent situations where Police Officers, Probation Officers or Child Welfare Workers come to the school to interview a student, the Principal or designate shall arrange for such an interview and be present during the interview if so requested by the student. If the officer/worker finds it necessary to take the pupil from the building, it becomes their responsibility to notify the parents and to be completely liable for the pupil's welfare, safekeeping and reputation.

## **Student Accident Insurance**

The school division carries student accident insurance for mishaps that happen at school, including dental, medical and ambulance service. Please note that this insurance will pay second for any claims submitted, for students where the parent or guardian have their own group health insurance. Forms are available from the office.

Students who register in technical or physical education courses may enroll in the group Student Accident Insurance Program. The only time students may take out the insurance is in September of each school year. Application forms are available on the Grande Prairie School District website in the Parent section.

## **Hour-Zero Emergency Protocol**

Hour-Zero is an emergency preparedness program used by Grande Prairie Public School Division. It provides protocols to help ensure safety and security of our students. Students are to follow directions of staff members in the event of an emergency or drill. Throughout the year we will be practicing these protocols in order to ensure that we are as prepared as possible. It is of the utmost importance that drills and procedures are treated in a serious manner.

**Emergency Evacuation** – Used when it is safer to be outside the building than inside

**Lock Down** – Used for threats of violence

**Shelter in Place** – Used when it is safer to remain inside and there is no threat of violence

**Hold and Secure** – Used when security threat or criminal activity is outside and/or unrelated to the school.

In the event of an emergency, updates will be provided via email and social media to all family members when available. For the safety of all, please do not come to the school unless instructed. For more information you can refer to [www.hour-zero.com](http://www.hour-zero.com).

## **Surveillance**

All students, staff, and parents should be aware that Grande Prairie Composite High School is equipped with security cameras throughout the school, around the outside of the building, and the parking lots. This security further enhances our ability to maintain a safe and caring environment. Abuse of the premises or surveillance system may result in suspension, expulsion, and/or assessed the cost of restitution.

## **Searches**

Student property may be subject to unannounced searches from time to time. School Administration shall attempt at all times to protect the student's right to privacy. School Administration will conduct searches based on reasonable grounds.

# **Academics**

## **Supporting Student Success**

Parents/guardians can help by working together and keeping lines of communication open with school staff, attending parent-teacher interviews and providing a quiet place for your child to study at home.

Students have the responsibility to come to school every day and on time, finish all assignments, projects and tasks to the best of their ability, seek out help if needed from school staff, and participate in school activities.

## **Assessment Practices**

Grande Prairie Composite High School adheres to standards of assessment and reporting that ensure student success while also addressing the standards set by Alberta Education.

In GPPSD#2357 we adhere to [Administrative Procedure AP360](#) for direction and guidance on assessment.

## **Communicating student learning, assessment and grading**

Ongoing communication between teachers, students and parents informs and supports learning. Feedback ensures that teachers, parents and students clearly understand and can support the student's progress towards learning outcomes. Effective communication practices ensure that parents are informed about how their child is doing at school.

Grande Prairie Composite High School uses percentages in the process of demonstrating student progress based on the outcomes of courses in all grades.

## **Programs Offered**

A detailed explanation of the courses offered at Grande Prairie Composite High School is available in our Course Calendar. The Course Calendar can be found on the school website.

### **International Baccalaureate**

Grande Prairie Composite High School has an International Baccalaureate Diploma Programme. We received authorization as an International Baccalaureate World School in 2010. International Baccalaureate Schools share a common philosophy—a commitment to high quality, challenging, international education that Grande Prairie Composite High School believes is important for our students.

For further information regarding the guidelines and implementation process for our school, please contact the school office. For general information on the International Baccalaureate Diploma Programme, visit [www.ibo.org](http://www.ibo.org).

### **Trades Programming**

Grande Prairie Composite High School offers a wide range of trade-based courses up to the 30-level including: Welding, Automotive, Building Construction and Cosmetology.

### **Academy Athletics**

The Academy Athletics is designed to meet the needs of athletes looking to develop their physical skills through a variety of sport experiences and an individualized approach to training.

### **Work Experience/Registered Apprenticeship Program**

Off-campus education provides opportunities for high school students to explore and expand their career interests, skills and knowledge related to work and other life roles. For more information, contact Student Services.

## **Student Course Load- Grade 9**

Grade 9 students take a full course load consisting of both required and elective courses. Students are required to take Language Arts 9, Social Studies 9, Science 9, Math 9, Physical Education 9, and Health 9. Students fill the rest of their timetable by selecting from the elective courses that are described in the course guide. Not all electives may be available based on student numbers, and adjustments will be made accordingly. Only grade 9 students will be registered in grade 9 courses except for music courses.

## **Student Course Load (Credit Load) - Grade 10, 11, 12, 13**

Your goal is to complete your High School education in three years. Our recommendation is that students plan a three-year program with at least 110 credits: Students are required to carry the following course load:

- Grade 10: students must be registered in and maintain a course load of 40 credits (minimum) with no study blocks
- Grade 11: students must be registered in and maintain a course load of 40 credits (minimum) with no study blocks
- Grade 12: It is recommended that students have at least 30 credits in their final year, but emphasis should be on completing the requirements for graduation
  - students with at least 80 credits on September 1st are allowed to maintain a program with Study Blocks. A Study Block is a time where a student does not have a class scheduled. Study Blocks should be used to study, complete homework and improve

- grades. Students who are in the school during Study Blocks are to be working in the library or the cafeteria.
- students who do not have 80 credits as of September 1 or those who do not have passing marks in grade 11 level Social Studies and English must meet with Student Services to develop an Education Plan that meets Alberta High School graduation requirements.
  - Grade 13: Students who require a fourth year of high school (Gr. 13) will be directed to complete their program at the Bridge Network Outreach School.

## **Student Schedules and Changes**

Student schedules were built based on student course requests in the spring and every effort is made to satisfy as many requests as possible (core and elective). Unfortunately, we will be unable to accommodate changes to student schedules unless it is necessary to meet graduation or post-secondary requirements. Any schedule changes must be made within the first week of each semester.

## **Appeal Procedure**

If a student is not satisfied with a report card mark or a final mark, he/she should first consult with the teacher concerned. If there is not a resolution with the classroom teacher, a second appeal is made to the principal of the school.

## **Diploma Exam Policy**

Diploma Exam schedules are set and published by Alberta Education. **DIPLOMA EXAMS MUST BE WRITTEN ON THE DESIGNATED DAY – NO EXCEPTIONS.** There are many more regulations governing the issuance of the high school diploma and it is incumbent on each student to be familiar with these regulations. Regular diploma exam sessions are in January, June and August. Additional diploma exam rewrite sessions are in November and April, which require pre-registration. Further information can be found on the Alberta Education [website](#).

## Alberta High School Requirements

### Alberta High School Diploma

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 30-1 or 30-2; and
- Social Studies 30-1 or 30-2; and
- Mathematics 20-1 or 20-2 or 20-3; and
- Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20\*; and
- Physical Education 10 or Physical Education 10T; and
- Career and Life Management (CALM 20);

**AND Earn 10 credits, in any combination from:**

- Career and Technology Studies (CTS)
- Fine Arts
- Languages
- Physical Education 20 and/or Physical Education 30
- Registered Apprenticeship Program (RAP)
- Knowledge and Employability courses; and

**Earn 10 credits in any 30-level course (in addition to English and Social Studies), in any combination, from:**

- 30 level Mathematics, Science, Fine Arts, Second Languages, CTS, or Physical Education and/or
- 30 level locally developed course (learn more about these course options through your High School) and/or
- 35 level Work Experience and/or
- 35 level Registered Apprenticeship Program (RAP) and/or
- 30-4 level Knowledge & Employability courses

- Provincial exams are required in English 30-1 and 30-2, Social Studies 30-1 and 30-2, Mathematics 30-1 and 30-2, Biology 30, Chemistry 30, Physics 30 and Science 30. Final marks in these courses represent a blend of the school-awarded mark (70%) and the diploma examination mark (30%)
- The science requirement may also be met with the 10-credit combination of Science 14 and Science 10.
- Students may earn any number of credits in the study of second languages, but only a maximum of 25 language credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.
- Integrated Occupational Program (IOP) occupational courses may be used in place of Knowledge and Employability occupational courses to fulfill this requirement.
- 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.
- 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.

More info: [education.alberta.ca](http://education.alberta.ca)

## Knowledge and Employability Courses

Knowledge and Employability (K&E) courses are intended for students who have experienced difficulty with learning and have been recommended by teachers as well as parents for these course selections. Student who takes any knowledge and employability course will be on a pathway to earn their Alberta Certificate of High School Achievement. It is important to note that student who graduate with a Certificate of High School Achievement will partake in school Commencement ceremonies.

## Alberta Certificate of High School Achievement (K&E)

To qualify for a Certificate of High School Achievement, students must successfully complete a minimum of one academic Knowledge and Employability course. Knowledge and Employability courses are identified by “-4” in the course name, *ex English 10-4*.

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.
<b>80 Credits including the following:</b> <ul style="list-style-type: none"><li>• English Language Arts 20-2 or 30-4</li><li>• Mathematics 10-3 or 20-4</li><li>• Science 14 or 20-4</li><li>• Social Studies 10-2 or 20-4</li><li>• Physical Education 10 (3 credits)</li><li>• Career and Life Management (CALM)</li></ul>
<b>5 Credits in</b> <ul style="list-style-type: none"><li>• 30-level Knowledge and Employability occupational course, or</li><li>• 30-level Career Technology Studies (CTS) course, or</li><li>• 30-level locally developed/acquired and authorized course with an occupational focus</li></ul> AND <b>5 credits in</b> <ul style="list-style-type: none"><li>• 30-level Knowledge and Employability Workplace Practicum course, or</li><li>• 30-level Work Experience course, or</li><li>• 30 level Green Certificate course, or</li><li>• Special Projects 30</li></ul>
OR
5 Credits in <ul style="list-style-type: none"><li>• 30-level Registered Apprenticeship Program (RAP) course</li></ul>



## **Commencement Ceremony**

In order for a student to be eligible to participate in the commencement ceremony, a student must:

- Have the potential to meet credit requirements for Alberta High School Diploma or Certificate of Achievement by the end of the school year.
- Be in good standing (attendance, academics, behavior).
- Have all school fees paid

## **Student Support Services**

### **Student Services Office**

The role of Student Services is to serve students, parents and teachers in such a way that each student has the opportunity to be successful in his or her educational development.

The Student Services Office is open Monday to Friday between 8:30 a.m. and 3:30p.m.,

Appointments are available during school hours. Unless it is an emergency, these appointments should be outside of scheduled class time. Students and parents are encouraged to consult Student Services about academic, vocational, personal concerns, scholarship information, and post-secondary planning.

### **Learning Commons**

The Learning Commons is open from 7:30 a.m. to 4:00 p.m. from Monday to Friday and is available to both classes and individual students for research, independent study and reading. To sign out materials you must have a current school ID card. Books normally circulate for a two-week period. By necessity, the library is a designated quiet place.

### **First Nations, Metis, and Inuit (FNMI)**

The FNMI Family Outreach worker within the Grande Prairie Composite High School supports First Nations, Métis and Inuit students, parents and families. The outreach worker will use holistic cultural components of the medicine wheel that promotes balance through focusing on the social, emotional, mental and physical well-being of students, parents and families by:

- Cultural connections within the City of Grande Prairie
- Transition to high school
- Provide social, emotional and cultural support to students
- Act as a liaison between parents and schools
- Graduation preparation
- Post-secondary application, bursaries and scholarship supports
- Applications for Treaty, Status and Metis cards
- Application for trades and summer programs
- Community connections

# Student Conduct

Students at Grande Prairie Composite High School are expected to conduct themselves in a manner that is in keeping with the qualities of good citizenship. The behavioural expectations are consistent with the responsibilities of the Education Act, Section 31. Consequences for failure to meet the requirements of the code of student behaviour and conduct may result in disciplinary action that may include suspensions and recommendations for expulsion from the school and division.

***A student, as a partner in education, has the responsibility to:***

- Attend school regularly and punctually
- Be ready to learn and actively engage in and diligently pursue the student's education.
- Ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- Respect the rights of others in the school.
- Refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means.
- Comply with the rules of the school and the policies of the board.
- Cooperate with everyone authorized by the board to provide education programs and other services
- Be accountable to the student's teachers and other school staff for the student's conduct and
- Positively contribute to the student's school and community.

# Student Expectations

- Students are expected to comply with any reasonable request of any teacher, support staff member, custodian, bus driver, coach or supervisor.
- Students are expected to comply with all the rules of the school and individual classrooms. In addition, we expect students to follow common-sense rules of courtesy, responsibility and goodwill, all of which we consider essential to any good school.
- Students are expected to account for their conduct in classrooms, in the school and at school-sponsored activities.
- 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, to be respected for their work and to have an environment conducive to learning.
- Being diligent in one's studies means doing all 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.
- Students will attend school every day, every class, on time and properly prepared to learn.

## **Suspension**

Behaviours that may lead to exclusion from a class or suspension from school or from a school sponsored event, generally fall within the following three categories:

- Behaviour infringing on the learning rights of others.
- Behaviour exhibiting obvious disregard or disrespect for the school and the learning opportunities it provides.
- Behaviour contravening legal statutes i.e. fighting, possession or being under the influence of alcohol or drugs during school hours or while attending school sponsored events.

Repeated and/or serious offences may lead to a recommendation for expulsion.

Students who have been suspended from school are required to be picked up by a parent or guardian. They must not be in any Grande Prairie Public School District building or on any District property or within 500m (within sightlines) of the property for the duration of the suspension.

## **Technology**

All students are required to sign the Grande Prairie Public School District ‘Student Responsible Use of Technology Guidelines and Agreement’. The agreement covers ‘General Use of Technology’, ‘Use of Personal Computing Devices at School’, and ‘Use of Cloud Based Applications and Google Apps for Education’.

School computers are to be used for school based or school related activities. Network storage areas may be assigned to individual students but will remain the property of the school. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly.

Students are expected to model positive Digital Citizenship. Due to the nature of the Internet, it is possible to encounter material that is controversial, inappropriate and/or offensive. It is the student’s responsibility not to initiate access to such material and to leave locations of undesirable material immediately. Loss of access privileges may result for individuals who fail to adhere to these guidelines.

## **Electronic Devices**

During class time, Cellphones, smartwatches headphones or other personal electronic devices are to be stored in the student locker, backpack or simply kept at home. Cell phones, smart watches headphones and other personal electronic devices are not permitted during class time to provide a distraction free learning environment. Students who are asked to put away such devices during class time must comply with the teacher’s request. Students not complying with expectations will be dealt with in a disciplinary manner. Multiple infractions may result in loss of technology privileges and/or suspension from school. Students are reminded that use of District Wi-Fi is governed by the Grande Prairie Public School Division ‘Student Responsible Use of Technology Guidelines and Agreement’. Parents who must contact their children during class time should call the school office.

Students referred to the office will be asked to place their cell phone in an office “lock bag”, regardless of the cellphone being stored in their bag, until they return to class.

## Attendance

### Expectations for Attendance

- Students will attend school every day, every class, on time and properly prepared to learn.
- Students who are unable to attend school are reported in a timely and appropriate manner by their parent or guardian or, where age appropriate, by the student. Reported absences shall be in accordance with those outlined in Section 7(4) of the Education Act (2019) and Section 11 (1) of the Alberta Human Rights Act of Alberta (2000).
- Every effort will be made by students and parents/guardians to ensure that the school is appropriately informed of the absence on or before the day of absence.

Grande Prairie Composite does not offer online learning or homeschooling.

When classes are missed, students have the responsibility to contact their teachers for missed work and work with teachers to make arrangements for the completion any missed assessments. Some teachers use Google classroom. Google classroom is available to support short term absences only.

The Grande Prairie Composite High School has a legal responsibility to ensure that students attend school on a regular basis and shall ensure that students abide by provincial attendance laws. The Grande Prairie Composite High School shall use all legal means necessary to correct the problem of truancy.

### Truancy (skipping):

After a truancy, the parent may be contacted by telephone or letter. Discussion of the situation will take place, and consequences may be issued as follows:

- The first offence may result in discipline equivalent to the class time missed and/or guardians contacted.
- Multiple offences may result in disciplinary action including suspension.

*Truancies will be tracked cumulatively for the entire school year*

### Lates:

Respect for the learning of others is demonstrated by those who arrive for class on time. Students who are late to class disrupt the instruction given to students who are on time. Students who continue to be late for class is a discipline issue that will be dealt with through classroom teacher, parents and administration.

### Expectations for Attendance:

- Students will attend school every day, every class, on time and properly prepared to learn.
- Students who are unable to attend school are excused in a timely and appropriate manner by their parent or guardian or, where age appropriate, by the student. Excused absences shall be in accordance with those outlined in Section 7(4) of the Education Act (2019) and Section 11 (1) of the Alberta Human Rights Act of Alberta (2000).
- Every effort will be made by students and parents/guardians to ensure that the school is appropriately informed of the absence on or before the day of absence.

## **Sign-Out Policy**

If the school needs to activate any of the Hour-Zero emergency protocols, it is important that there are accurate records of students who have left the school. Students who find it necessary to leave school because of illness, doctor's appointment, or any other reason, are required to sign out at the Front Office. Parental permission must be obtained with a phone call or note. Students returning prior to the end of the day should sign in at the Front Office.

## **Academic Integrity**

Academic Integrity supports intellectual growth and creates a fair learning environment. We firmly believe that cheating diminishes the value of education, damages the ethical character of the individual student and undermines the integrity of our school community.

Incidents of plagiarism, copying, or cheating will be dealt with on a case-by-case basis. The following definitions apply:

- **Plagiarism:** Plagiarism is using someone else's words or artificial intelligence, ideas and or expressions without acknowledging the individual who wrote them, leading the reader or listener to believe they are one's own. This includes cutting and pasting of electronic information.
- **Copying:** Copying or the trading of answers from another student to an assignment intended to be completed independently
- **Cheating:** Cheating is copying or using cheat notes on a quiz or test

## **Public Displays of Affection**

Any inappropriate public display of affection is not permitted in the school or on its grounds and repeated instances will be dealt with by Administration.

## **Language**

There is an expected standard of acceptable language (verbal, written or gestured). Inappropriate or profane language is not acceptable and repeated instances of misuse will be dealt with by Administration.

## **Dress Code**

Different situations require different expectations of dress. Dress of students should contribute to a school atmosphere conducive to learning. The Grande Prairie Composite High School encourages students, under the supervision of their parents, to maintain high standards of dress, grooming and appearance that comply with the dress code. Parents and students carry the responsibility for adhering to the school's dress code.

The Grande Prairie Composite High School's dress code prohibits the following:

Clothing that is offensive, discriminatory, suggestive, violent, gory or has inappropriate language or graphics

Clothing that promotes alcohol or drug use;

Clothing must be appropriate for classroom activity requirements

## **Welcoming, Caring, Respectful and Safe Learning Environments**

The Grande Prairie Composite High School is committed to welcoming, caring, respectful, and safe learning environments that respect diversity and foster a sense of belonging.

A welcoming, caring, respectful, and safe learning environment is physically, emotionally, and psychologically safe for all members of the school community. It is an environment wherein everyone is accorded respect and dignity with equity of opportunity and access to programs, services, and resources that are critical to support all members of the school community in realizing their full potential. Welcoming, caring, respectful, and safe learning environments support the necessary conditions for everyone's success.

Each student has the right to learn in an environment that promotes equal opportunities and prohibits discriminatory practices. Discrimination and harassment is offensive, degrading and threatening, and interferes with a student's ability to learn. Discrimination, harassment and bullying will not be tolerated. Students who discriminate, harass or bully others will be disciplined.

### **Discrimination and Harassment**

Discrimination and harassment occur when a person is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, colour, place of origin, gender, gender identity, gender expression, physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. Alberta human rights law prohibits discrimination and harassment based on these grounds.

### **Intimidation**

Intentional behavior which knowingly or should be reasonably known to cause fear of injury or harm. Fear of injury or harm includes impacts on a person's social, emotional, and physical well-being.

### **Bullying**

Bullying is a conscious, willful, deliberate, repeated and hostile activity marked by an imbalance of power, intent to harm and/or threat of aggression. It can occur within a peer group or between groups. It can occur at school and in sports.

Forms of bullying include:

*Verbal:* name calling, sarcasm, teasing, spreading rumors, threatening, making references to one's culture, ethnicity, race, religion, gender, or sexual orientation, unwanted comments

*Social:* mobbing, scapegoating, excluding others from a group, humiliating others, gestures or graffiti intended to put others down

*Physical:* hitting, poking, pinching, chasing, shoving, coercing, destroying, unwanted sexual touching

*Cyberbullying:* using the internet or text messaging to intimidate, put down or spread rumors about someone

### **Dealing with Bullying and Harassment**

Teachers, counselors, and Administration frequently deal with incidents of conflict and disagreement. Where the conflicts are determined to be discrimination, harassment and/or bullying, electronic or otherwise, they will be dealt with on an individual basis and may result in mandatory counseling, in-school suspension, out of school suspension, removal from school or referral to the RCMP. It is important to note that false accusations are equally unacceptable and may result in similar consequences to bullying or harassment.

The reporting of all incidents of discrimination and harassment is encouraged, regardless of who the offender may be.

- Any student of the Grande Prairie Composite High School who believes that he/she has been subjected to discrimination, harassment or bullying is encouraged to report it to a teacher or administration.
- Any student who believes that he/she has witnessed discrimination, harassment or bullying is encouraged to make it known to the person being harassed and to a teacher or administration.

## **Fighting**

Fighting is an unacceptable method of resolving conflict in the Grande Prairie Composite High School. Fights are considered part of the school day if they occur between when one would normally leave home from school until one has returned to their home from school. This includes fights on or off school property in the identified time frame. Pushing, shoving, wrestling, etc. may be considered as fighting. It is unacceptable to resolve conflict in a physical manner at school. Students may be required to undergo counselling as a condition of reinstatement to classes.

Students involved in fights will face suspension of up to five days. Repeated offenses may result in the recommendation that the student be expelled from the Grande Prairie Composite High School and the Grande Prairie Public School District. Those who film fights or upload them to the Internet may be suspended for up to 5 days. People watching fights face suspensions up to 3 days. People who promote, coordinate, or stage fights will be suspended for up to 5 days.

## **Student Substance Abuse**

The Grande Prairie Composite High School is committed to providing a safe learning environment for all students that is drug and alcohol free. This policy applies to school sites and school sponsored events including field trips. This policy distinguishes between distributing/selling, possessing, and being under the influence. Where laws are broken, the RCMP will be involved.

### **Drug and Alcohol Guidelines:**

- Students found distributing, selling, possessing or under the influence of drugs or alcohol while on or near school premises, or while participating in a school sponsored activity will be suspended.
- Students in the company of students found to be distributing, selling, possessing or under the influence of drugs or alcohol while on or near school premises, or while participating in a school sponsored activity may be suspended.
- Students who have been suspended are required to meet with the School Administration to have conditions of reinstatement clarified. Conditions may include limitations on school mobility, participation in extracurricular activities, searches of personal items and property, modified schedule, requirements around counseling etc.

### **Drug and Alcohol Procedures:**

- *Under the influence of drugs or alcohol:* Students determined to be under the influence of drugs will be suspended for 3 days and require a re-instatement meeting. Continued incidents will result in further suspension and possible recommendation to Central Office for expulsion.
- *Possessing drugs or alcohol:* Students determined to be in possession of drugs or alcohol will be suspended for 5 days and require a re-instatement meeting with School Administration and parents. A second incident will result in further suspension including a recommendation to Central Office for expulsion.
- *Distribution/selling drugs or alcohol:* Students who are found to be in possession and considered to be distributing/selling drugs or alcohol will be suspended for 5 days with a recommendation to our Central Office for expulsion.

- *Paraphernalia*: Students in possession of paraphernalia related to the use of drugs or alcohol will be suspended. **This includes vaporizers, regardless of their intended use.**

## **Smoking, Tobacco, and Vaping**

Consistent with the law, the Grande Prairie Composite High School is a smoke-free building and property. The use of tobacco products is prohibited on school property. This includes conventional tobacco products such as cigarettes and cigars and extends to the use of chewing tobacco and e-cigarettes and other vapourizing methods used to consume tobacco or use nicotine.

Students who smoke or use tobacco products, including e-cigarettes and vapourizers, outside, on or near school property will be subject to discipline. School property extends to areas within visible sight lines of the school.

Students who smoke or use tobacco products, including e-cigarettes and vapourizers inside the school or during a school event (i.e. fieldtrips/fire drills etc.) will be subject to an immediate out of school suspension of up to five days. Students in the company of these students, may also be subject to suspension.

Help is available. Any student wishing to quit smoking can get help from various stop-smoking programs that may be offered at the school or through referrals to community agencies. Please inquire with Administration or Student Services.

## **Student Washrooms**

To ensure all students have access to use the washroom when they need them and that they are afforded an appropriate amount of privacy, the following expectations are to be followed:

- Only one person is permitted at a time in each bathroom stall.
- Cell phones are not permitted for use in bathrooms.
- Loitering in bathrooms is not permitted.

Failure to comply with this may result in discipline.

## **Stairwells**

To ensure all students can move freely and efficiently from class to class, students are not permitted to loiter in the stairwells. Failure to comply may result in discipline.

## **Vandalism**

To ensure the school remains clean and orderly we ask that students report vandalism when they see it so to help the administration address the issue effectively. Any students found vandalizing or defacing school property will be suspended and required to pay restitution.

## **Teams, Clubs, Programs and Events**

Expectations for student behaviours at extra-curricular events are the same as standards of behaviours expected during the school day. Those students who do not comply with this expectation will be dealt with in the same manner as they would be during school hours. This applies to events hosted at the school as well as road trips & field trips sponsored by Grande Prairie Composite High School. It is expected that our students will respect the policies of other schools while attending events at which our teams are competing. In order to compete on a school team all school fees must be paid. Students' participation on a school team, club or special program (Registered Apprenticeship Program, International Baccalaureate, Academy Athletics) is conditional on maintaining good standing in their attendance, behavior, and academics.