

# SPRUCE GROVE COMPOSITE HIGH SCHOOL



2025- 2026

# STUDENT HANDBOOK



<http://sgchs.psd.ca>



780-962-0800



1000 Calahoo Road  
Spruce Grove, Alberta T7X 2T

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## Our SGCHS Admin Team



Principal:  
Mr. Cameron Robertson

Assistant Principals/Grade  
Coordinators:

Ms. Aileen Peterson  
Grade 12

Ms. Adrienne Owen  
Grade 11

Ms. Everitt-Dallinger  
Grade 10



Spruce Grove Composite High School  
1000 Calahoo Road, Spruce Grove, Alberta,  
T7X 2T7

Welcome to Spruce Grove Composite High School, a place where students and staff Build Excellence and Success Together (*B.E.S.T*)! This is our Mission Statement here at The Comp. We use it to guide us as we work together to create the BEST learning environment for all our learners, students and staff, alike. In order to make the most of your time with us, you must take an active role. Our expectations are that you will demonstrate your commitment to your learning by:

- 1) attending all classes;
- 2) actively engaging in learning;
- 3) taking ownership of your education;
- 4) becoming involved in extracurricular activities.

What does all this mean? Here at SGCHS, we believe we all work together to make this school a place where people feel they belong. Our staff is dedicated and caring; we want nothing more than for you to be successful. If you take advantage of the opportunities we provide through seminar time as well as regular classroom instruction time, you will have success in your academics. We, however, want more than that for you. We pride ourselves on our students having a safe and caring environment, not only for their learning, but for their sense of belonging. There is a large variety of sports teams, clubs, and after school curricular programs you can access here at The Comp to help you to become the BEST version of yourself as you prepare for life after high school.

### ***AGIS QUOD ADIS – DO WELL WHAT YOU DO!***

As your high school education sets out to become the road map to lead you where you want to go in life, it is imperative that you make informed decisions moving forward. It is always a good idea to consult with your current teachers to help you determine what your areas of strength are and where you need to grow. Our Student Services Team and our Grade Coordinators can assist you in creating an educational plan which will serve you as you move towards the rest of your life, be that the world of work or post-secondary education. This handbook is a good starting place for you to see what we offer and how that will serve you as you move forward.

We look forward to working with you on your educational journey as you head on down the road to High School Graduation and the rest of your life.

### ***SGCHS Admin Team***

## I. General School Information

### A. ACADEMIC ACHIEVEMENT CENTER (AAC)

The Academic Achievement Center is an available alternative and educational support for students who:

- Require one additional/different course than their regular timetable can allow;
- Are unable to attend all classes regularly due to illness, sports and work commitments or other personal reasons (as approved by administrator/counsellor);
- Require a less structured environment to achieve academic success in a single course;
- Need a course to meet high school graduation requirements that can not be completed in person.

**PLEASE NOTE: The Academic Achievement Center is only accessible by administrative appointment for students in the above mentioned circumstances.**

In order to ensure a minimum level of competency is achieved by students in each of their core courses, Module/Virtual courses require a score of at least 40% on a final exam in order to pass the course. A score of 40%, or less, on a student's first attempt, indicates that further instructional time and practice is required on identified learning outcomes. It is essential for students to demonstrate consistency and integrity in their coursework, quizzes, and supervised exams.

If there is a discrepancy of 25% or more between a student's final exam mark and their course mark, a review will occur and the situation will be discussed with the student and teacher to explore possible options including, but not limited to:

- Rewrite final exam with a different version of final
- Alternative assessment - examples: a supervised project or task, an assessment interview/discussion etc.
- The final exam mark being set as the student's final mark

### B. ATTENDANCE/LATES <https://www.psd.ca/learning/attendance>

Students who are absent are required to complete all missed assignments and exams. Make up work will occur during Seminar or after school whenever possible unless otherwise specified by your teacher. SGCHS expects all assigned work to be completed. Regardless of the reason, if course work is incomplete, students may be required to attend DLR (Directed Learning Room) from 3:15 – 5:00, Tuesday to Thursday. Staff supervision and assistance is available to ensure student success. If a student's absences are excessive, parents will be contacted and an alternative form of education for the student will be examined and implemented. This may include removal from in-person classes, and enrollment in Connections for Learning programming. Please review the information on [our website](#).

#### FIELD TRIPS

Field trips are a valuable component of the curriculum, but participation in them is a privilege. Students who have accumulated a significant number of absences may be required to forfeit the field trip and remain at school to attend their classes. It is the responsibility of students to ensure that they have assignments completed and are prepared for quizzes or examinations on their return from field trips. Students are expected to display the same responsible behavior on field trips as is required at school. International Field Trips are announced by the individual teachers hosting the trip. Be sure to listen for announcements and check our school website at <https://sgchs.psd.ca/>

## HOMEWORK REQUESTS

Students are advised to have a “buddy” in each class who will provide assignments and information covered in class for short-term absences. Students may also contact their teachers via email with their teachers first name, last name and PSD address ie: [zoe.smith@psd.ca](mailto:zoe.smith@psd.ca).

## EXCUSED ABSENCES (Education Act Section 7.4)

- To report an absence please refer to the information on our website <https://sgchs.psd.ca/parents/absence>
- the student is unable to attend by reason of sickness or other unavoidable cause;
- the day is recognized as a religious holiday by the religious denomination to which the student belongs;
- the principal of the school has suspended the student from school and the suspension is still in effect;
- the student has been expelled from a school and has not been enrolled in another education program; or
- The board, or if the student is enrolled in a private school or resides in an unorganized territory, the Minister
  - determines that the parent of the student has shown sufficient cause as to why the student should not be required to attend school, and
  - excuses the student from attending school for a prescribed period of time.

**Please note: Parent/guardian awareness of an absence does not ensure that the absence is excused.**

## EXTENSIVE ABSENCES WITH PARENTAL NOTIFICATION

A student is considered to have extensive absences once non-attendance is hindering progress in any given class. (These include excused and unexcused absences).

- parental notification does not indicate the absence was excused;
- poor performance is most often associated with poor attendance;
- extended illness or leave; please see your assigned grade coordinator and a medical note may be required.

## CONSEQUENCES OF TRUANCY

**Truancy is defined as absence from school that is not considered excused.** If a student is truant, the following procedure will be followed:

- The student will be required to make up all missed school work during after school tutorial or other non-instructional time as determined by the teacher or Administration, in a supervised area. Students will be asked to make arrangements with their parents or place of work to attend the tutorial(s) to ensure all work is completed and a 0% is avoided. For student success, these tutorials need to occur in a timely fashion. Failure to attend a tutorial will result in non-compliance when given a directive by a teacher or Administrator and will result in an out of school suspension. Students are encouraged to be prompt with providing a parental note or phone message to the office. The school has a 24 hour answering machine. NOTE: regardless if the absence is excused or unexcused, students will be required to make up all missed work. Students are to refer to department policies.
- Failure to attend Study Halls/tutorials will result in further consequences such as suspension or loss of privileges. Parents/guardians will be notified by phone and/or letter in the case of a suspension.
- Continued trancies will result in removal from the class/program and/or transfer to our Connections for Learning Spruce Grove's Alternative Learning Campus.



## STUDENT LATE PROCEDURE

All classes start immediately, after the sounding of the bell. Students are required to arrive in class on time, prepared for learning. Arriving late is problematic in that students miss the identification of the day's learning goals, their link to prior and future learning. Additionally, persistent lateness is disruptive to the learning of others. Students are accountable to their teachers to arrive to class on time.

### Consequences:

- **Teacher meeting with student;**
- **Teacher contact with home/meeting;**
- **Referral to Grade Coordinator;**
- **Make up time at lunch or after school.**

**Students who arrive at class/school 30 minutes or more after the bell will be marked absent.** However, it is expected that students will be in class to avoid falling behind in their studies. **The students who arrive late to class are required to attend the scheduled class for the remainder of the block.** Only students arriving late for class because of an appointment with an administrator/counselor will be provided with an admittance slip.

**NOTE:** Where required SGCHS will report attendance to outside agencies i.e.: Probation Officer, Social Services, Child Welfare, Student Finance, Provincial Attendance Board, etc.

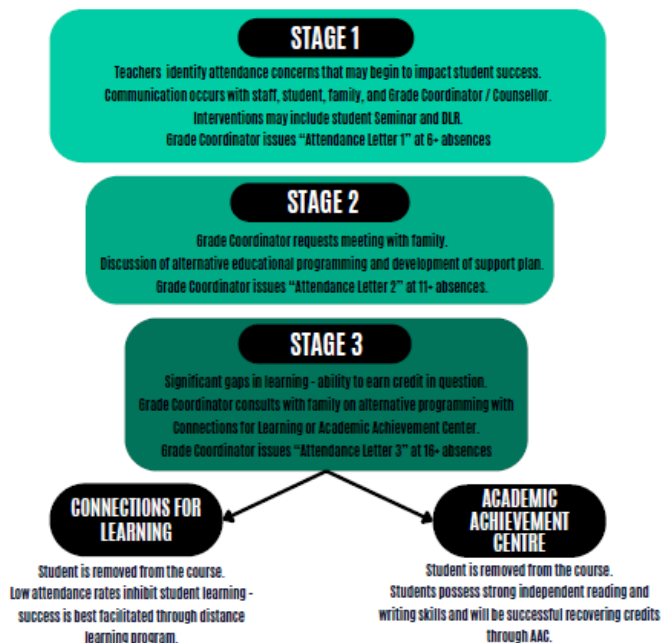
In general, when students are on the school grounds they are required to be in their designated class. Students do not have a "bank account of lates" from which they may draw on, nor should they delay arriving to class after they realize they will be marked "late". **A late is defined as: arriving to class after the bell has sounded.**

# SGCHS

## ATTENDANCE STAGES OF SUPPORT

Students must be in 90% or better attendance to maintain a high level of success during their 3-year program.

<https://www.psd.ca/learning/attendance>



## C. BELL SCHEDULE AND TIMETABLE MATRIX

2024-2025 SGCHS Bell Schedule REGULAR DAYS (A & B)		
WARNING BELL - 8:25 AM		
TIME	MIN	BLOCK
8:30 am- 9:47 am	77 minutes	Block 1
9:47 am - 9:53 am	6 minutes	BREAK
9:53 am- 11:09 am	76 minutes	Block 2
11:09 AM - 11:44 AM	35 minutes	LUNCH
11:49 am- 1:05 pm	76 minutes	Block 3
1:05 pm - 1:11 pm	6 minutes	BREAK
1:11 pm- 2:27 pm	76 minutes	Block 4
2:27 pm- 3:07 pm	40 minutes	SEMINAR
3:07 pm		DISMISSAL

Non-Seminar Days Schedule			Student Union Days Sept. 19, Dec. 18, May 22, June 4,		
WARNING BELL 8:25 AM			WARNING BELL 8:25 AM		
TIME	MIN	BLOCK	TIME	MIN	BLOCK
8:30 - 9:57 am	87	Block 1	8:30 - 9:47 am	77	Block 1
9:57 - 10:03 am	6	Break	9:47 - 9:53 am	6	Break
10:03 - 11:29 am	86	Block 2	9:53 - 11:09 am	76	Block 2
11:29 - 12:04 pm	35	LUNCH	11:09 - 12:24 pm		LUNCH
12:09 - 1:36 pm	87	Block 3	12:29 - 1:45 pm	76	Block 3
1:36 - 1:42 pm	6	Break	1:45 - 1:51 pm	6	Break
1:42 - 3:07 pm	85	Block 4	1:51 pm - 3:07 pm	76	Block 4
3:07 pm		DISMISSAL	3:07 pm		DISMISSAL

TCT DAYS Sept. 24, Oct. 33, Nov. 26, Dec. 10, Feb. 18, Mar. 18, April 15, May 20			EXAM DAYS WARNING BELL 8:25 AM		
TIME	MIN	BLOCK	January 20-29, 2025 and June 17-26, 2025		
8:30 - 10 AM	90	TCT	8:30 am - 3:07 p.m		
10:00 - 10:06 am	6	Warning Bell	<p>Students are only required to attend for their scheduled exams.</p> <p>They must stay in the exam room for one hour. Once they are finished their exam and/or the hour is up they are welcome to leave the school</p> <p>Please see the current exam schedule for dates and times.</p>		
10:06 - 11:09 am	63	Block 1			
11:09 - 11:15 am	6	Break			
11:15 am - 12:17 pm	62	Block 2			
12:17 - 12:52 pm	35	LUNCH			
12:57 - 1:59 pm	62	Block 3			
1:59 - 2:05 pm	6	Break			
2:05 - 3:07 pm	62	Block 4			



**SEMINAR:** Self-directed learning time occurs Monday-Friday from 2:27 - 3:07pm. Students have access to their teachers for one-on-one or small group support. Students may be assigned to a seminar by a teacher, and it is expected that students are in attendance at this time. Students working in the cafeteria, library or lounge spaces are expected to be seated and quiet.

**DLR (Directed Learning Room):** The Directed Learning Room is supervised by Administration from 3:30 pm until 5:00 pm on Tuesday, Wednesday and Thursday. Students can be assigned to DLR by their teachers and/or Grade Coordinator for a variety of things including missed assignments or exams, skipping class, etc.

SGCHS has in place a variety of processes for supporting student success, attendance and expectations. Students who are not responding to encouragement and support for improvements will be required to develop a personal success plan which may include: utilizing Seminar and/or DLR, studying at home or attending Academic Achievement Centre (InReach). Other appropriate programs, such as CFL's Spruce Grove Campus are also available which will lead to student success.

## **D. COMMUNICATION**

Information is shared through a variety of methods:

- Newsletter;
- Daily Announcements;
- Website and Social Media channels (Facebook, Instagram etc.);
- PowerSchool Student and Parent Portals to see attendance, marks and teacher comments;
- E-mails and phone calls home;
- Closed circuit televisions throughout the school with announcements;
- Postings on bulletin boards within the school and our electronic sign board on Grove Drive;
- Local paper.

Every staff member has voice mail and email. To access voice mail, please call the school, 780 962 0800.

To access email, type the first name followed by the last name @psd.ca (i.e.: jane.doe@psd.ca). Staff can also be emailed directly through our webpage, <https://sgchs.psd.ca/>, by clicking on the individual staff member's name. The School's general mailbox is [sgchs@psd.ca](mailto:sgchs@psd.ca) and our attendance mailbox is [sgchs.absence@psd.ca](mailto:sgchs.absence@psd.ca). You may not get a response that day, but we try to have a 24-hour turn around on school days.

**Please ensure you have updated the appropriate information in PowerSchool with phone numbers, email addresses and emergency contact information.**

## **E. COMP CARD PROCEDURE**

Comp Cards are required to:

- Sign out and return textbooks;
- Sign out library books;
- Write final and/or diploma exams.

Students must have their Comp Cards on their person at all times and must show staff when requested. In the event that a student has lost or misplaced his/her Comp Card, one no-cost replacement card will be issued from the General Office.

**Students who continue to come to school without their Comp Card will be required to purchase new cards at the cost of \$5.00 each or will be invoiced at the request of an Administrator.**

## **F. COURSE CHALLENGE AND COURSE WITHDRAWAL PROCEDURES**

### **COURSE CHALLENGE**

As outlined in the Alberta Program of Studies, some courses are eligible as course challenges. Further details and applications are available from the Counselors and approval must be obtained from the Principal.

### **COURSE WITHDRAWAL**

To ensure that a student receives a withdrawal on their Alberta Education transcript instead of a final grade in the course, the following procedures must be adhered to:

- A meeting with the student's Grade Coordinator/Counsellor must occur to ensure all paperwork is properly filled in and submitted prior to the deadlines.
- Withdrawal deadlines can be found online on our school calendar. These are hard deadlines scheduled after parent teacher interviews.

After the withdrawal deadline passes, a final grade in the course will be issued, submitted to Alberta Education, and will appear on the student's transcript.

## **G. EMERGENCY PROCEDURES**

To ensure students and staff are adequately prepared throughout the year, the school will practice emergency response drills such as fire drills, lockdowns, and evacuations.

**Fire Drills** – Students must proceed quickly and in an orderly fashion to their designated site outside of the school as determined by their classroom teacher.

**LockDowns** – Students must clear the hallways and public areas and proceed quickly and in an orderly fashion to a classroom to await further instructions.

**Evacuations** – Students must proceed quickly and in an orderly fashion to an area outside of the school as determined by the school Administration and as communicated by the classroom teacher. Students must stay with their class. In the event that the school must be evacuated, students will be safely transported to the Spruce Grove arena where they can be released to the custody of their parents.

### Parkland School Division Emergency Response Plan

Parkland School Division's first priority is the safety, security, and wellbeing of our students and staff. While we hope our schools are never faced with an emergency situation, we are prepared to respond to an incident if one should occur. We have taken steps to prepare our schools and school jurisdiction to deal effectively with emergency situations that may occur in or around a school during the school day. Our comprehensive Division Emergency Response Plan is complemented by individual plans tailored for each school. These plans are reviewed regularly. In order for our Emergency Response Plan to be effective, we depend on the cooperation and assistance of many people, including the police and the fire departments, and parents. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. Please observe the procedures explained below.

**In The Event of an Emergency:** Do not call the school or your child's cell phone.

We understand and respect your concern, but it is essential that the phone systems be available for emergency communications. If you call the school you will tie up lines and systems required for communicating with emergency responders and may inhibit our ability to send or receive critical information. By calling your child's cell phone, you could potentially put them in harm's way, depending on the nature of the crisis. Please do not call, we will ensure that you get the information you need by contacting you.

### ***What happens during a Lock-Down or Shelter-in-Place?***

In the event of a lock-down or shelter-in-place, the school will be locked with NO arrivals or departures of anyone including staff, students or parents. You will not be allowed to pick-up your child until after an “all-clear” is given and established student release procedures are in order. This procedure will be strictly adhered to under all circumstances. Please do not go to the school until instructed to do so.

### ***What if the school is evacuated?***

It may be necessary to keep the streets and parking lot clear for emergency vehicles.

If it's necessary to evacuate the school, students will gather at a primary assembly location, pre-determined by each school, to ensure their safety. Students will remain at the assembly location until they are returned to the school or released to their parent/guardian. Depending on the severity of the situation, students may be transported to a secondary assembly location away from the school. You will be notified of this via the Division website and the media.

### ***How do I reunite with or pick up my child during or after an emergency?***

Should circumstances merit, the school may activate a student release procedure. This allows the school to do a controlled release of students to their parents/guardians. Should it be necessary to activate the student release procedure, instructions on where and when to pick up your child will be posted on the Division website <http://www.psd.ca>. Students will remain at either the primary or secondary assembly location until they return to the school or are released to their parent/guardian. Instructions on where, how and when you are able to pick up your child will be posted on the front page of our website. Please also read the Procedures for Parent-Child Reunion. Carefully read all information you receive from the school regarding emergency procedures as assembly locations are different at each school. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.

### ***Procedures for Parent-Child Reunion***

To ensure your child's safety, and to assist staff in quickly reuniting you with your child, please observe the established procedures. We recognize that you may be worried and want to be reunited with your child as quickly as possible. However, this system has been established to ensure your child's safety. You could be jeopardizing your child's or another child's safety by not adhering to these procedures.

1. Detailed release instructions will be posted at the secondary assembly location.
2. A designated Parent Waiting Area will be established at the secondary assembly location. Please wait in this area until your child is brought to you. This is for the safety of both you and your child.
3. No student will be released unless you or an individual designated on the student's Emergency Information Card arrives to pick up that student.
4. Every parent/guardian will be required to sign for the release of their child. This step is extremely important, as it is the schools only means of ensuring all students are accounted for at all times. Please do not take your child from the secondary assembly location without signing for their release. You will also be required to show valid identification during this process to ensure students are safely released to their custodial parent/guardian.

All students will be kept at the secondary assembly location until a parent/guardian can arrange to pick them up.

**Note:** It is imperative that the information on your child's **Emergency Information Card** is current. Each school refers to this information in the event of an emergency.

### ***What's the quickest way to receive emergency information?***

The Division has established a number of ways for you to quickly and accurately receive emergency announcements and status reports without having to call your child's school.

- Go to the Division website at: <http://www.psd.ca>
- Call the Centre for Education at 780-963-4010.
- Check your email and telephone and division/school social media channels
- Tune into a local television/radio station.
- You will receive instructions through the school's crisis notification system about where, how and when you are able to pick up your child.

And finally, carefully read all information you receive from the school regarding emergency procedures and talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency. We are proud that the Parkland School Division has safe schools, and we are doing everything possible to keep it that way. We appreciate your cooperation and support. If you have any questions about this information or other aspects of our safety procedures, please contact the Centre for Education at 780-963-4010.

### **EMERGENCY CLOSING BULLETIN**

Schools in the system may be closed to students due to inclement weather. Notice of school closures will be released to the public via the bus app, email, and local radio stations.

If weather conditions deteriorate during the day and it becomes necessary to recall individual or all buses, every effort will be made to enable students to arrive home safely during adverse weather conditions when they are dismissed earlier than regular dismissal time.

In cases where a single school has to be closed for reasons unique to it, the Principal will make whatever arrangements necessary for early dismissal. In cases where a single bus has to be suspended, the bus driver will use a phone fan out system to advise parents/guardians. If individual school closure or bus suspension is known sufficiently early in the day, this information will be broadcast on the PSD website.

### **ACCIDENTS AND ILLNESS**

When a student becomes injured or ill, he/she is to notify a staff member. If the injury or illness appears serious, parents will be contacted and arrangements made for medical attention or for the student to go home. Under no circumstances is a student who is ill to remain in a washroom or leave the school without contacting a staff member.

## **H. EXTRA-CURRICULAR POLICY**

Students are strongly encouraged to support and participate in competitive and non-competitive activities at SGCHS. The following sports and clubs are active in our school. Information about them can be obtained from the general office. Note that, as the school year progresses, this list of activities may change.

**Inter-scholastic sports** – students can get involved in badminton, basketball, cross-country running, volleyball, swimming, football, golf, rugby, soccer, track and field.

**Club Activities** – German, French and Japanese exchanges, Graduation Committee, Skills Canada, Dungeons and Dragons Club, Students Union, Robotics, QSA and many more.

### Eligibility Criteria:

- You must have paid the student activity fee
- You must be enrolled in a full program for your grade level
- You must be in school, in class, working to the best of your ability to be eligible
- You must be a positive ambassador for the school
- You must be putting forth a satisfactory effort in school courses, and you must be attending regularly
- You must meet the eligibility requirements of your particular competitive activity (eg: ASAA – Alberta Schools Athletic Association)
- You cannot participate when suspended from classes.

## I. FINAL EXAMS AND FINAL GRADES

Many exam dates are pre-set by Alberta Education and **CANNOT** be changed; therefore, please plan any holidays accordingly.

### EXPECTATIONS FOR FINAL EXAMS

1. All **backpacks, bags, cellphones, smart watches or personal devices** must be turned off and brought to the front of the classroom or turned into the office; students abide by supervisor direction regarding each of these items.. Choosing to keep a personal device on your person is grounds for an invalidated exam.
2. All **hats, hoods, and toques** must remain off during the exam. Hats and toques should be placed on the floor beside you. This does not apply to religious or cultural headwear.

### ATTENDANCE FOR FINAL EXAMS

Final exams must be written at the scheduled time. Only illness confirmed by a doctor's note or emergency situations will be accepted as a valid excuse for not writing an exam. If there are exceptional circumstances that will not allow a student to write a final exam at a scheduled time, a request must be made in writing to the grade coordinator at least two weeks prior to the scheduled writing time. A decision will be made based on the information provided. Students whose requests are approved will be scheduled to write final exams during the first week of February for semester one courses, and the first week in July or the last week of August for second semester courses. An early holiday is not considered school excused. Extenuating circumstances should be communicated to the Principal in writing.

### DIPLOMA EXAMS

Diploma Exams are conducted in the following courses: English 30-1, English 30-2, French Language Arts 30-1, Social Studies 30-1, Social Studies 30-2, Mathematics 30-1, 30-2, Biology 30, Chemistry 30, Physics 30 and Science 30. The student's final course mark will consist of a 70/30 weighting of the school awarded mark and the diploma examination mark. Students cannot successfully earn credit in a diploma level course until the diploma exam has been completed or an exemption has been granted by Alberta Education.

The student's high school transcript will show a school awarded mark, a diploma exam mark and a final course mark for each subject. Check SGCHS website for the exam schedule. Students must write their exam a minimum of one hour before handing in to the supervisor and are not admitted to start the exam after this 1 hour has passed. Classes end on January 18 for semester 1 and June 14 for semester 2. All students are expected to be in classes up to and including these dates.

**IMPORTANT:** On scheduled diploma examination dates, students who arrive late to school as a result of inclement weather may be allowed to write the examination upon approval of Alberta Education.

During exams, parents/guardians should use their discretion when sending their children to school during inclement weather conditions even when buses are running and schools are open. (see page 15-16 for details as to school closure announcements)

For the safety of students who ride school buses, it is the responsibility of parents/guardians to ensure that their children are suitably dressed for coping with the weather should buses become unserviceable while transporting students or should students have to wait at bus stops.

Parents/guardians are also encouraged to have a contingency plan in place for the care of their children when it becomes necessary to close schools during adverse weather conditions.

### **APPEAL OF FINAL MARKS PROCESS**

You have the opportunity to appeal teacher-assigned final marks. If you question a mark, the first approach should be to the teacher who assigned it. If still dissatisfied, you should appeal in writing to the school principal. This appeal should be made promptly on receipt of the mark and must include your reasons for the appeal.

The reply will be made in early February or September for semester one and two respectively. The principal's ruling may be further appealed to the Superintendent of Schools.

## **J. FOIP AND MEDIA CONSENT**

The Access to Information Act (ATIA) and the Protection of Privacy Act (POPA) control the manner in which a local public body collects, uses, discloses and disposes of personal information.

*All students are required to complete a FOIP and Media Consent form when they register.*

Schools use personal information to provide educational programming and a safe school environment. A student's personal information, including photographs, may be used within the school and division for school purposes (e.g. school calendar, newsletter, yearbook, etc.). If the student's personal information is going to be used for any purpose outside the school or posted on external websites, schools must obtain consent from parents/guardians. **Please Note: Consent can be revoked at any time by contacting your child's school.**

Classrooms are not public places, and the school controls who has access to school property and students on school property. When schools invite spectators, family, friends, media and the general public into the school, the event becomes a public event (e.g. school concert/assembly). Anyone may take photographs/videos at a public event and the school has no control over how these images may be used. The media are expected to proceed responsibly and cooperate with schools that have invited them to participate in school events. Pictures taken by school staff, at public events, may be used for school purposes.

PSD [AP 564: Access to Information and Protection of Privacy](#)

*Education Act: 33, 68, 192, 222*

*Access to Information Act*

*Protection of Privacy Act*

*ATIA Regulation (133/2025)*

*POPA Regulation (132/2025)*



## **K. FRENCH IMMERSION PROGRAM**

SGCHS is fortunate to offer French Immersion at the high school level in four course areas as a continuation of preceding French Immersion programs offered through Parkland School Division. Immersion students learn more about one of Canada's official languages, and the world of Francophone literature and culture. FLA supports you in your other core immersion subjects. C'est magnifique! Curriculum in French Immersion assumes a relatively high level of spoken fluency in French and seeks to increase written fluency with a strong grammar component in all courses offered. Students are encouraged to improve their language skills through communication, interactions with the Alberta French speaking community and opportunities for travel and exchanges.

Students in French Immersion can also earn a SGCHS French Immersion Certificate of Completion to acknowledge success within FI. In order to receive this certificate, students must have completed a K-12 French Immersion program with the Grade 10-12 classes offered through SGCHS (French Language Arts, études sociales, mathématiques, sciences, biologie (if applicable)). We are constantly improving and updating our FI course offerings, so this list will change from year to year.

### **Grade 10**

*Where courses are available* and students are eligible they must complete the French Immersion, rather than the English, version of the courses. These are our current course offerings, subject to change:

- FLA 10-1 (or 10-2)
- Études sociales 10-1 (or 10-2)
- Sciences 10
- Mathématiques 10C

### **Grade 11/12**

*Where courses are available* and students are eligible they must complete the French Immersion, rather than the English, version of the courses. These are our current course offerings, subject to change:

- FLA 20-1
- FLA 20-2
- FLA 30-1
- FLA 30-2
- Études sociales 20-1
- Études sociales 20-2
- Études sociales 30-1
- Études sociales 30-2
- Biologie 20
- Mathématiques 20-1
- Mathématiques 20-2

## **L. GRADE 10, 11, 12 TIMETABLES**

All grade 10s and 11s are required to have a full timetable (40-45 credits). Any students who drop or are removed from a course will be required to make up the lost credits. They will not be allowed to remain in the school during that time unless they attend a supervised study class. All grade 12s are encouraged to carry a full timetable; however, **grade 12 students are permitted to have spares once they have achieved a minimum of eighty credits and their grade coordinator and counselor have determined them to be on the path to successfully earn their high school diploma.**

Students will only be allowed to fast-track core courses with permission from administration if they have a grade of 80% or higher in the prerequisite course **and** there is room in the class they wish to take.

## **M. GRADUATION POLICY**

To participate in the Graduation Commencement Ceremonies, a student must be in good standing with the school and meet the minimum course credit requirements for an Alberta High School Diploma or Certificate of Achievement as established by Alberta Education at the time of the ceremony. Students must achieve a minimum of 80 credits by the end of semester 1 in their grade 12 year and meet the course requirements for an Alberta Diploma diploma.

Because the final grade for diploma exam subjects is established by blending the school awarded mark and the diploma examination mark, the following rules will apply:

- In the first semester, students must have earned at least 50% in the blended mark in any required diploma examination subjects.
- In the second semester, students must have earned at least 50% in the school awarded mark on the February 18 reporting period for any diploma examination subject required for diploma requirements.
- Registration for, or the intent to rewrite diploma examinations at the end of June or registration in Summer School, DOES NOT qualify students for participation in the commencement exercises.

OR.....

- Complete all the requirements for the Certificate of High School Achievement
- Complete all of the requirements of the Life and Work Skills Program (LAWS) OR
- At the discretion of SGCHS Administration.

**Students should be aware that any uncooperative behavior, late year pranks or expulsions will result in removal from the commencement list and from participation in the commencement ceremonies.**

**Further details on the Graduation Commencement Ceremonies can be found in the Graduation Commencement Information Section at the back of this Handbook.**

## **N. INCLEMENT WEATHER**

As you are all aware, we experience some extremes in weather. The question has been asked. "What happens when the buses do not run?" The Division will announce on their website at [psd.ca](http://psd.ca) as well as an automated phone out to all families if the buses are cancelled. The bus app will also be updated. Therefore, when all the buses do not run, we will assume that it may also be dangerous for in-town students to venture out. In this situation, all absences will be excused. In the event that Parkland School Division buses are not running, SGCHS will remain open for learning as per [PSD AP 750](#).

11. Teachers shall endeavour to balance the learning-outcome requirements of students who have arrived at school with the learning-outcome requirements of students who are remaining at home.

Notably:

11.1. Teachers may distribute new or ongoing learning tasks through familiar online platforms and/or monitor and support learning tasks already in process; and

11.2. Teachers may check-in with students when possible and prudent to do so:

11.2.1. The check-in process may vary depending on the quantity of students at home versus the quantity of students at school; and

11.2.2. Parents shall not expect that synchronous learning (learning at the same time as the class) is available, given that teachers may also be responsible for students who are at school.

12. Parkland School Division shall adhere to Alberta Education's guidelines with regard to missed Diploma Examinations or Provincial Achievement Tests.

## **O. MEDICAL CONDITIONS/DISPENSING OF MEDICATION**

Students with allergies or chronic medical problems must indicate on their registration form the nature of the problem. This will enable the staff to effectively deal with a medical concern should the situation arise. All information will be strictly confidential.

Staff is not to dispense prescription or non-prescription drugs to students unless authorized to do so by the school or division administration under the approved policy as outlined in the Division Handbook.

## **P. Connections for Learning <https://cfl.psd.ca/>**

**TELEPHONE 780 962 1414**

**NOTE: All students must be referred to Connections For Learning by an Administrator.**

**What can CFL's High School Programming do for you?**

- provide an opportunity to complete your education and earn an Alberta Education High School Diploma using virtual and distance learning materials
- provide assistance with career exploration
- teachers and educational assistants provide instruction in course work
- provide individual assistance with personal and social issues and liaison with community support programs

You must meet with your grade coordinator and complete a Referral Form prior to booking an appointment. Then you will participate in an intake interview with the CFL Coordinator/Assistant Coordinator to develop an individual program plan

## **Q. PANTHER SCHOOL SUPPORT**

There are three Parent-Lead Organizations which support Spruce Grove Composite High School; each serves a different purpose.

### **PANTHER AUXILIARY ASSOCIATION**

The Panther Auxiliary Association is a voluntary group of interested parents, staff, and students who work together with the school to help finance the extra-curricular activities at Spruce Grove Composite High School. The Auxiliary's main income results from parents and students (who are 18 years old) working bingos held at

the Spruce Grove Bingo Hall throughout the school year. We are also approved to work the St. Albert Casino once every 18 months. When you have a student involved in an extra-curricular activity at SGCHS, choosing one of the following options IS COMPULSORY:

- work one or two bingos depending on the activity they participate in (must be 18 or over); **OR**
- provide \$200 cheques – number determined by activity - to the Panther Auxiliary Association; **OR**
- participate as a parent representative at specified Panther Auxiliary Association meetings held every month.

Funds raised through the BINGOS are used to purchase uniforms, pay tournament entry fees, pay travel and accommodation costs, purchase first aid kits and practice balls for teams. The Panther Auxiliary Association prides itself in the fact that students at SGCHS are NOT required to pay fees to participate in extra-curricular activities if their families commit to the above involvement opportunities. This enables all students to participate. For more information, visit the website at <http://sgchs.psd.ca>

### PANTHER BAND ASSOCIATION

The Panther Band Association is a voluntary group of interested parents who work together with our music teacher, Ms. Forbes, to help finance the Band Program at Spruce Grove Composite High School.

### SGCHS SCHOOL COUNCIL

Our school council serves the same purpose as all school councils across the province; the council works to support and enhance student learning. They provide a way for members of the community to consult with and offer advice to the principal and school boards. It is a wonderful opportunity to find out what is going on here at SGCHS and within the Parkland School Division.

## R. PARKING

Students are expected to keep the parking lot clean. All garbage is to be placed in the containers provided. Due to the shortage of parking spaces, only grade 11 and 12 students will be allowed to park in the student parking area. **NO GRADE 10 PARKING.** Students need to **register** their vehicles with the office. They will receive a parking permit to be displayed in their vehicle at all times they are parked in the SGCHS parking lot.

Parking will be on a first come first served basis for grade 11 and 12 students only. Staff parking is on the first 2 rows closest to the school (southside of the parking lot). Students are not allowed to idle their vehicles in the parking lot upon arrival, during lunch hour, breaks or after school. Students are to refrain from gathering or hanging out in the parking lot.

If students are involved in an accident in the parking lot they should follow appropriate procedures, including exchanging information (registration, insurance, contact), taking pictures and identifying witnesses. Should they require assistance they can contact the school office or RCMP.

Parking privileges at SGCHS can be revoked.

**Vehicles found parked in Staff, Visitor, City of Spruce Grove, Early Childhood or 24 Hour Reserved Parking, the fire lane, or at the United Church on Grove Drive will be ticketed and/or towed at the owner's expense.**

## S. PARKLAND SCHOOL DIVISION AND EDUCATION ACT CODES OF CONDUCT

### Parkland School Division Policy 18: Learning and Working in a Welcoming, Caring, Respectful and Safe Environment

The Board endorses learning and working environments that are welcoming, caring, respectful, and safe, that respect diversity and foster a sense of belonging.

In modeling the Division's Values and Beliefs, trustees, staff, students, parents, volunteers, visitors, contractors, and all who are involved with the Division, are expected to demonstrate acceptance and promote a sense of belonging. In full adherence to the *Alberta Human Rights Act*, all persons are equal in: dignity, rights and responsibilities without regard to race, religious beliefs, colour, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family or sexual orientation.

All who have interactions with and within the Division share in the responsibility for eliminating bullying, discrimination, harassment, and violence. The Board expects allegations of such behaviours to be investigated in a timely and respectful manner and when warranted, acted upon accordingly.

**The Education Act, Statutes of Alberta, 2012, Chapter E-0.3, current as of July 18, 2019, in force September 1, 2019, Section 31 states:**

- A. **Students:** A student, as a partner in education, has the responsibility to:
  - a. attend school regularly and punctually;
  - b. be ready to learn and actively engage in and diligently pursue the student's education;
  - c. 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;
  - d. respect the rights of others in the school;
  - e. refrain from, report and not tolerate bullying or bullying behaviour directed towards others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
  - f. comply with the rules of the school;
  - g. cooperate with everyone authorised by the board to provide education programs and other services;
  - h. be accountable to the student's teachers and other school staff for the student's conduct; and
  - i. positively contribute to the student's school and community.
- B. **Parents:** As a partner in education, has the responsibility to
  - a. act as the primary guide and decision-maker with respect to the child's education;
  - b. take an active role in the child's educational success, including assisting the student in complying with section A(31);
  - c. ensure that the child attends school regularly;
  - d. ensure that the parents' conduct contributes to a welcoming, caring, respectful and safe learning environment;
  - e. cooperate and collaborate with school staff to support the delivery of specialised supports and services to the student;
  - f. encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
  - g. engage in the student's school community.

## **PSD [Administrative Procedure 360](#): Student Discipline**

The Superintendent expects that students will behave in a manner that supports a positive learning environment. In keeping with Parkland School Division's values and beliefs, the Superintendent is committed to providing schools that are welcoming, caring, respectful and safe. To this end, students, staff, parents and community members are expected to model and reinforce socially responsible and respectful behaviours.

Alberta Education requires that school jurisdictions outline procedures regarding student discipline, including suspension and expulsion.

In matters related to student discipline it is expected that a progressive discipline model that enables the student to demonstrate growth and learning shall be followed. Failure to meet the expectations for behaviour and conduct may result in disciplinary action to be applied by, or under the authority of the Principal.

### **Disciplinary Principles**

Notwithstanding the procedures provided below, actions related to student discipline shall maintain the following principles:

- A. Learning – and not punishment – shall be the foundation and primary consideration of any disciplinary action. To this end, wherever possible, teaching a child what to do is preferable to making a rule about what not to do;
- B. Student safety is immediate – appropriate disciplinary decisions and actions may take time;
- C. The parent(s) or guardian(s) shall be informed in disciplinary actions that pertain to their own child while respecting the privacy of other children who may be involved;
- D. Corrective discipline, wherever and whenever possible, shall be a private activity that maintains all students' sense of dignity;
- E. Codes of conduct, wherever possible, should be written as positive messages of what one should do, rather than what one should not do; and
- F. Disciplinary action and/or consequences shall consider the specific and unique special needs of any student.

### **Procedures**

#### **Primary Student Responsibilities:**

1. Each student shall conduct himself or herself so as to reasonably comply with the school's code of conduct as outlined in the *Education Act*, in *Board Policy 18 – Learning and Working in a Welcoming, Caring, Respectful and Safe Environment*

#### **Grounds for Disciplinary Action:**

Discipline promotes safe and orderly learning environments in our schools.

Teaching and reinforcing clear behavioural expectations, providing supports and interventions for students who are engaged in challenging behaviours, and utilizing alternatives to suspension or expulsion are effective forms of positive student discipline and therefore preferable, wherever possible.

While it is not possible to reasonably foresee all grounds for disciplinary action, clear examples of unacceptable behaviour that could lead to disciplinary action are included in this Procedure.



## **PSD Administrative Procedure 380: Promoting Positive Behaviour at School**

The Division recognizes and appreciates the staff and community individuals who give their time as supervisors, advisors and coaches for students in school-authorized events and activities.

Expectations for responsible behaviour apply not only to students but also to all individuals involved in the education system – parents, guardians, volunteers, teachers and other staff members, whether they are on school property, on school buses or at school-authorized events or activities.

All members of the school community are to treat others with civility and with respect for the dignity of all individuals, in accordance with the provisions of the *Canadian Charter of Rights and Freedoms* and the *Alberta Human Rights Act*.

### **Procedures**

1. Principals or their designates shall be responsible for informing all individuals involved in school-authorized activities about this administrative procedure and the Division's Code of Conduct for members of the school community involved in school-authorized activities.
2. All members of the school community, including all volunteers and all visitors, involved in school-authorized activities shall conduct themselves in a manner that provides safe and caring learning environments and that protects the interests and well-being of everyone.

**For more complete information on Parkland School Division's Code of Conduct, please refer to the appropriate sections of the [psd.ca](http://psd.ca) website.**

[AP 160 - The Code of Conduct](#)

[AP 161 - Maintaining and Enforcing Codes of Conduct](#)

[AP 360: Student Discipline](#)

## **T. SCHOOL EXPECTATIONS OF STUDENTS - [SGCHS Code of Conduct](#)**

It is vital that all students, parents, staff, and community members understand that our school has a culture that is different from the culture that may exist in your own homes, businesses, in the media, and on the street. Living up to the expectations of our school culture will greatly assist in promoting a safe and caring school environment where students can learn and a consistent set of expectations is experienced by all.

In keeping with Parkland School Division's expectations for conduct, SGCHS students shall:

1. Attend school regularly and punctually;
2. Be ready to learn and actively engage in and diligently pursue their education;
3. Ensure that their own conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
4. Respect the rights of others in the school;
5. Refrain from, report and not tolerate bullying or bullying behaviour directed towards others in the school, whether or not it occurs in the school building, during the school day or by electronic means;
6. Comply with the rules of the school;
7. Co-operate with everyone authorized by the board to provide education programs and other services;
8. Be accountable to their teachers and other school staff for their own conduct; and
9. Positively contribute to their school and community.

## **Respectful Communication**

**Definition:** Appropriate communication between staff members, between students, between students and staff, and between students, staff and parents. Appropriate communication is the practice of non-heated 20 conversations, positive body language, appropriate volume, tone and choice of language, as well as active listening. It treats those involved with dignity, honours their rights and recognizes the responsibilities they have to others without regard to race, religious beliefs, colour, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family or sexual orientation. This also includes all electronic communications such as Facebook, Instagram, Snapchat, TikTok, etc.

**Expectation:** Respectful communication is to be used at all times.

**Why?:** In showing respect, we are building strong relationships within our school. We are educating our students not only to be technically prepared for life, but also to be good citizens. We wish to help our students develop so they will interact appropriately in future places of learning and in the work environment. By using respectful communication, we demonstrate our partnership in creating a positive learning environment.

## **Respectful Treatment of and Interactions with Others**

**Definition:** Using dignity, respect, inclusion and fairness in the treatment of and the interactions with students, staff, and others.

**Expectation:** Students will respect the rights of others and will work toward creating an inclusive culture through their treatment of and interactions with others. They will refrain from, report and not tolerate bullying, degrading or exclusive behaviour directed toward others in the school, regardless of whether or not it occurs within the school building, during the school day or by electronic means such as Facebook, Instagram, Snapchat, TikTok, etc.. Students will treat others with dignity, honour their rights and recognize the responsibilities they have to others without regard to race, religious beliefs, colour, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family or sexual orientation.

**Why?:** By treating and interacting with others respectfully, we are creating an inclusive school where everyone knows they have worth and value. This contributes to a learning environment that is well-ordered, peaceful, safe, non-threatening and conducive to learning.

## **Active Learning**

**Definition:** To participate in learning by engaging in classroom activities, assignments and exams.

**Expectation:** Students take responsibility for their education by actively learning the curricula of their course load to the best of their ability.

**Why?:** By actively engaging in their learning, students are making the most of their education. Students are encouraged to access teacher support through seminar and PLC time. Students who fall behind, choose not to complete assignments, and/or plagiarise/cheat on assignments or tests are not engaging actively in their learning. High School is the perfect opportunity for students to discover the best way to learn for them; we encourage our students to make the most of their three years with us.

## **Appropriate Dress**

**Definition:** Wearing clothing that is respectful of the learning environment.

**Expectation:** Students and staff will wear clothing that is non-revealing and does not have inappropriate slogans and/or references. All **hats, hoods, and toques** must remain off during final exams. Hats and toques should be placed on the floor beside you.

**Why?:** By dressing appropriately, we are creating a positive learning environment. Undergarments should remain covered by clothing\*. Slogans must be appropriate and support a safe and caring school environment. References must be clearly positive in nature.

## **Cell Phones/Smart Watches/Other Personal Electronic Devices - SGCHS Policy**

**Definition:** Any device capable of making a phone call, text messaging or accessing the internet.

**Expectation:** Cell phones, smart watches and other personal electronic devices are not allowed in any examination. **During final exams, cellphones, smart watches or personal devices** must be turned off and brought to the front of the classroom. Choosing to keep a personal device on your person is grounds for an invalidated exam.

**During instructional time students should not be utilising personal electronic devices. This includes in classrooms, as well as hallways and washrooms.** Teachers have the discretion to allow devices in class as learning tools if they feel it is appropriate.

**Why?:** The classroom is a place for learning. These devices may have applications which may be useful in class, i.e. calculators, language translators and/or internet access. Phone calls, text messaging and social media must be done outside of class time. Emergent issues can be called into the office. There is also a concern regarding cell phone cameras, therefore it becomes a privacy issue. Such items must remain out of examinations. We encourage students not to bring valuable items to school. Students sign a Tech Use Agreement with the School Division and they are expected to uphold this. **Please Note: students who use any technology, personal or school-owned, inappropriately will be banned from this use at school and, depending on the offence, may be referred to the RCMP.**

## **Lates/Attendance**

**Definition:** Lates: coming after the usual, proper or expected time. Attendance: being in the classroom and actively learning

**Expectation:** Students are expected to arrive in class before the bell rings and attend class on a daily basis.

**Why?:** Timely arrival and consistent attendance positively impacts learning. Late students disrupt the learning environment. Success is negatively impacted by non-attendance and consistent lateness.

## **Loitering**

**Definition:** Spending time idly; lingering without purpose.

**Expectation:** Students are to be in class, not loitering in the hallways, bathrooms, cafeteria, lounge, parking lot or back alley. If students are on spares, they are expected to work in the library or lounge quietly, go to the cafeteria to socialise, go outside, or leave campus entirely.

**Why?:** Students who loiter in hallways disturb the learning environment in the classrooms.

## Self-Advocacy and Self-Efficacy

**Definition:** Self-advocacy is the ability to speak-up for oneself and the things one believes are important—being able to ask for what is needed and/or wanted, and being able to share one’s thoughts and feelings. Self-efficacy refers to one’s belief in one’s capacity to be successful in one’s endeavours.

**Expectation:** Students will grow in their self-advocacy and self-efficacy over their time in high school.

**Why?** The transition from adolescent to adult means learning to see oneself as able to achieve success because one has the ability to advocate for what is needed to be so. High School is the perfect opportunity for students to flex their independence. In high school, students have the opportunity to grow in their decision-making and confidence. By moving from dependency to independence with the support of their Grade Coordinator, Grade Level Counselor, teachers and parents, students set themselves up for success with a high school diploma which serves them as they enter into the world of post-secondary education and/or work.

## INDEPENDENT STUDENTS

An Independent Student is a student who:

- is 18 years of age or older, or
- is 16 years of age or older and
- living independently as determined by a board in accordance with section 6,
  - Whether the student or the student’s parent has made a statement in writing indicating that the student is living independently;
  - The student’s living arrangements;
  - Whether the student is financially independent or contributes financially to his or her maintenance;
  - Whether the student is responsible for the making of significant decisions regarding matters such as health care;
  - Any other factor the board considers relevant;
- a party to an agreement under section 57.2 of the Child, Youth and Family Enhancement Act, or

Students 16 years of age or older (but younger than 18) who declare themselves as independent students, must demonstrate their independent status on the Student Registration Form when registering.

Independent students must validate their absences by noon on the school day following the absence. Independent students with poor attendance are required to provide medical certificates as proof of illness and are expected to comply with school rules and policies.

## RETURNING GRADE 12 STUDENTS

All returning grade 12 students will be directed to the CFL’s Outreach Program to complete their high school requirements. Students may apply in writing to the Grade Coordinator for permission to enter a fourth high school year. If students have valid educational reasons for returning and are accepted, they must carry a minimum of 15 credits per semester.

## **RETURNING STUDENTS**

If a student has previously withdrawn from school, he/she will be subject to special guidelines intended to facilitate a successful return to school. Please contact a Counselor or Grade Coordinator for detailed information about the application process. If a student needs to upgrade, he/she will be subject to approval. Students will be enrolled provided there is space available, their commitment is sincere and they carry a minimum of 15 credits a semester.

## **SMOKING, VAPING, ALCOHOL, MARIJUANA AND RESTRICTED AREAS**

It is illegal for anyone under the age of 18 years to smoke, consume or be in possession of nicotine, alcohol and/or marijuana. Students who are of legal age must be off school property and conforming to The City of Spruce Grove Bylaws. All Students are not allowed to leave the school building during class or during the break between classes. Cigarettes, vaporizers and any illegal paraphernalia will be confiscated and not returned.

## **DISCIPLINARY ACTIONS**

The underlying principle of all school expectations is one of respect: respect for all people around us and respect for the learning environment. By meeting the expectations listed above, students will be able to focus on their learning. Any specific behaviours that fall under these categories (e.g. profanity, defiance, illegal substances, physical or verbal abuse) will destroy the safe and caring atmosphere we are working hard to establish, and will be considered a major disciplinary situation. **Repeat offences of the same expectation will be viewed as defiance.**

**All students are responsible for ensuring that they follow these behaviour expectations.**

**Consequences for inappropriate behaviour may include some or all of the following:**

- Reprimand
- Parental involvement
- Loss of privileges
- Tutorials – no tolerance for incomplete work
- Exclusion from class
- Suspension: either in or out of school
- Removal from a course and assignment of a final mark
- Expulsion from the school or division
- Criminal Charges
- Fines/Vehicle Towing
- Transfer to an Alternate School

## U. STUDENT PROGRAMS

### IMPORTANT INFORMATION FOR ALL STUDENTS

High school graduation is a 3-year program that begins in Grade 10 with good attendance, work ethic, and engaged learning.

**Students must be enrolled in a complete program (no spares). No students will be allowed to have spares until they have achieved a minimum of eighty credits, are in Grade 12, and have been deemed on a path towards successful graduation by their grade coordinator and counsellor.**

- Students are expected to complete their high school program in 3 years. Second year Grade 12 students are required to enrol at CFL. Students wishing to attend SGCHS must connect with the appropriate Grade Coordinator/Counsellor. If a student needs to upgrade, he/she will be subject to approval. Students will be enrolled provided there is space available, their commitment is sincere and they carry a minimum of 15 credits a semester.
- **PLEASE NOTE!!!** ALL students registering at SGCHS for the upcoming school year will be classified by year of entry and will be linked to a Grade Coordinator/Counselor Team which will follow them for the three years the student is in our building.

### GRADE 10 PROGRAM ORGANISATION

For the upcoming school year, the grade 10 program continues to provide the basic information and communication skills, technology skills, study skills, planning skills, and interpersonal skills necessary for successful graduation and transition to adult life.

All students in grade 10 will be required to take and successfully complete CALM and Physical Education.

To accommodate student choice in complementary areas, a number of courses such as Art, Drama, Foods, etc. are offered for 5 credits. This will allow students to investigate more areas at the grade 10 level before moving to more advanced studies in grade 11 and 12.

The major focus of the Grade 10 program is to provide a smooth transition to high school and to support students in completing a successful grade 10 year. Semester based courses compose the majority of student programming at the Grade 10 level.

By the end of grade 10, students should have earned at least 40 credits.

### GRADE 11 PROGRAM ORGANISATION

The grade 11 program sees students continuing to fulfil their diploma requirements. Students must carry a full timetable, four courses per semester. At the end of grade 11, it is expected that students should have acquired 80 credits total for their two years of high school.



## GRADE 12 PROGRAM ORGANISATION

In grade 12, students are gearing up for Graduation and Commencement. In order to ensure qualification, students must carry no less than three courses per term.

### Programs of Choice - Off-Campus Education

*For information about any of the available Programs of Choice or Off-Campus education opportunities, please connect with student services to make an appointment with PSD's Vocational Education Coordinator.*

### **The Registered Apprenticeship Program (RAP)**

The Registered Apprenticeship Program (RAP) enables students to divide their time between high school and an approved work site, where they may earn up to 40 credits mastering one of over 50 designated trades, including:

- Automotives
- Carpentry
- Cooking
- Electrical Work
- Hairstyling
- Ironwork
- Landscaping
- Locksmithing
- Plumbing
- Roofing
- Welding
- And More

Prior to registering for RAP, students must complete and earn credits in the following prerequisites:

- Career and Life Management (CALM)
- Physical Education 10
- HCS3000: Workplace Safety Systems

Students must also ensure that their high school schedule includes all the courses necessary to transition successfully to a post-secondary program associated with their trade.

### **Post-Secondary Partnerships - Dual Credit Opportunities**

Through courses designed to offer both secondary and post-secondary accreditation, the Dual Credit Program allows students to earn college credits while still in high school. Parkland School Division has partnered with multiple post-secondary institutions in Alberta to provide opportunities to students in a variety of career areas. Select students may also qualify for dual credit scholarships.

## Green Certificate

The Green Certificate Program provides students with the opportunity to engage in structured agriculture-related learning on a job site as part of their high school program, earning up to 16 credits and a credential that allows them to pursue a career in agribusiness.

Students work under the direction of experienced farm personnel as they complete learning modules, including three testing sessions delivered in and around the Edmonton area.

Green Certificate students may specialize in one of the following fields:

- Beekeeping
- Cow-Calf Beef Production
- Dairy Production
- Equine Production
- Feedlot Beef Production
- Field Crop Production
- Greenhouse Production
- Irrigated Field Crop Production
- Poultry Production
- Sheep Production
- Swine Production

Prior to registering for the Green Certificate Program, students must:

- Be at least 15 years of age and in Grade 10 or higher
- Complete the AGR3000: Agriculture Safety prerequisite course
- Have the approval of a grade coordinator or administrator

## V. STUDENT SERVICES

The Student Services Department at Spruce Grove Composite High School encompasses three areas of service. We provide a variety of services within each area for students, parents and teachers.

### Counsellors:

#### Grade 10

Marie Porter

[marie.porter@psd.ca](mailto:marie.porter@psd.ca)

#### Grade 11

Patricia Mennie

[patricia.mennie@psd.ca](mailto:patricia.mennie@psd.ca)

#### Grade 12

Sharla Nuijens

[sharla.nuijens@psd.ca](mailto:sharla.nuijens@psd.ca)

### Student Services Admin Assistant

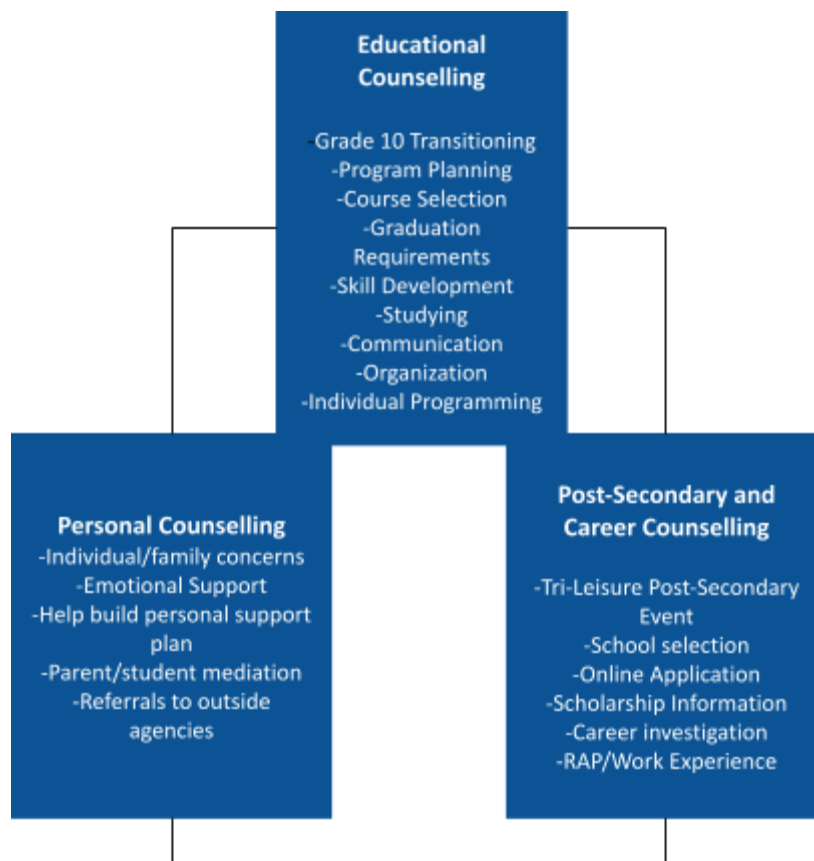
Julie Wiebe

[julie.wiebe@psd.ca](mailto:julie.wiebe@psd.ca)

### Student Resource Officer

Constable Gord Marshall

[resourceofficer@psd.ca](mailto:resourceofficer@psd.ca)



### How do I go about seeing a counsellor?

- Drop into Student Services! We are located on the main floor between the general office and the student lounge.
- Make an appointment at the Student Services desk
- Talk to your teacher, an administrator or anyone else you trust and they can make the initial contact.

## W. TELEPHONE NUMBERS OF IMPORTANCE TO STUDENTS

### TEEN HELP OUTSIDE THE SCHOOL

#### LOCAL

- Parkland R.C.M.P. 911 (Emergency Line)
  - Spruce Grove Detachment Administrative Line 825-220-2000
  - Spruce Grove Detachment Non-Emergency Lin 825-220-7267
- Youth Mental Health Clinic 780-960-9591
- [Spruce Grove Community Social Development](#) 780-962-7618
- Westview Health Centre 780-960-9533
- Public Health Services 780-342-1301
- Children and Family Services 780-962-7635

See the Spruce Grove [Youth Support & Wellness Guide](#) for local resources.

- **211 Help Line** 211
- **Mental Health Helpline** 1-877-303-2642
- **Access 24/7** Adult addictions and mental health intake
- **Alberta Health Services:** Children and adolescents Mental Health intake
- Westview PCN **Mental Health and Addiction Resources:** Resources and information about mental health and addictions
- **Edmonton Area Intake Services** 1-825-402-6799  
(Addiction and Mental Health) Child & Adolescent Non-Urgent
- **988 Suicide Crisis Helpline:** 988  
Call or text 988 for free, 24/7, and confidential support if you're thinking about suicide or are worried about someone else
- **CMHA Distress Line:** 780-482-HELP (4357)  
Call for a 24/7 crisis line offering immediate, non-judgmental support. Online chat available at [edmonton.cmha.ca](http://edmonton.cmha.ca)
- **Children's Mental Health Crisis Line:** 780-427-4491  
Call for crisis support for children and families
- **Indian Residential School Survivor Society (IRSSS):** Front-line emotional, cultural, and crisis support through IRSSS' Resolution Health Support Workers
- **AHS Indigenous Support Line**
- **Aboriginal Counselling Services of Alberta**
- **Native Counselling Services of Alberta:** Programs and services designed and delivered for Indigenous people, by Indigenous people in Alberta
- **BullyingCanada:** 1-877-352-4497r  
24/7 support via phone, chat, email, or text
- **Need Help Now:** Support for dealing with peers, removing pictures online and more
- **Smart Social Networking:** Fifteen Tips for Teens
- **CyberBullying Research Center:** Tips for not letting social media negatively affect your life
- **Kids Help Phone:** Call 1-800-668-6868 for advice and support 24/7. Download the **Always There** app
- **Bullying Help Line:** 1-888-456-2323
- **Child Abuse Hotline:** 1-800-387-5437

- **Children’s Mental Health Crisis Line:** 780-427-4491

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## **PERSONAL HEALTH AND SEXUALITY**

- **Sexual Assault Centre (24 hour)** 780-423-4121
- **Birth Control Centre** 780-735-0010
- **AIDS/Sexuality Transmitted Disease Info** 1-800-772-2437
- **Eating Disorders Education Organization** 780-944-2864
- **Addiction Helpline (24 hour)** 1-877-303-2642
- **Stony Plain QSA:** Queer Straight Alliance
- **The Trevor Project:** Support center and online community for LGBTQ2S+ youth
- **The Rainbow Pages:** Resource guide for youth
- **TransLife Line:** Support line for transgender youth

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## **YOUTH EMPLOYMENT**

**Career Information Hotline**

780-422-4266

## X. TEXTBOOKS

Here at SGCHS, we provide our students with the various texts they will need to be successful in their studies. Students are expected to:

- Be diligent in the care for all textbooks and school provided resources.
- Ensure the textbook they sign out is, in fact, the textbook they return. A recommendation is for all students to write their name on the inside cover of the textbook after they've signed it out or to double-check with the librarian when they are returning it.
- Return textbooks before or on the day of the student's final exam for that course.

Secure textbook return locations are located within the library or, during exams, at the drop box slot near the library doors. **Outstanding textbooks** (those which are not returned at the end of the semester and/or school year) **will result in a 'lost' designation; parents/guardians will be billed/invoiced to cover the expense of these books. Students with outstanding books/fees may not be permitted to sign out other books until their account is brought up-to-date.**

## Y. VALUABLES

The school is not responsible for lost items. The care of personal property is each student's responsibility. Students are advised to leave all valuables such as iPods and cell phones at home as the school is not responsible if they go missing.

Each student should always lock his/her locker in both the hallway and gym change room. In order to keep lockers secure, **students are not to share their locker or locker combination with others.**

Lockers and locks are issued in September during registration along with the taking of school photos and payment of school fees. Combination locks provided by the school must be used on lockers. All lockers and locks remain the property of Parkland School Division. Non-school locks will be removed and replaced with an appropriate lock. Administration has the legal right to inspect lockers, if deemed necessary, to maintain the integrity of the school environment

## Z. VISITORS/SCHOOL GUESTS

All school grounds are private property. Only students registered at a given school are authorised to be on school grounds or in the building during school hours. All visitors:

- must obey all school rules
- must obey the directions of any staff member
- must park in designated visitor parking areas only
- should make an appointment if possible
- must sign in at the general office to receive a visitor pass
- must wear the visitor pass in a visible location

Visitors who fail to comply with the above will be considered trespassers and:

- will be directed to leave the grounds
- will be subject to the disciplinary procedures of their home schools
- The RCMP may be contacted and requested to initiate a charge of trespassing under the Education Act.



## II. Registration Information

### A. PROGRAM OFFERINGS AND AWARDS

#### ACADEMICS:

- Alberta High School Diploma Program
- Certificate of High School Achievement (K&E Program)

#### EXTRACURRICULAR:

- Grad Council
- Leadership Program
- Sports Teams
- Public relations (i.e., The Panther Press, Yearbook, etc.)

#### SPECIAL INTERESTS/NEEDS: *(subject to change)*

- Anthropology (Grade 11/12 only)
- Communication Technology
- Computer Science
- Construction
- Cosmetology
- Design Studies
- Early Learning and Child Care
- Electro Technology
- Fine Arts (Art, Drama, Music)
- Food Studies
- Forensic Science (Grade 11/12 only)
- French Immersion
- French, German, Japanese
- German Exchange
- Mechanics / Fabrication
- Natural Science
- Photojournalism (Grade 11/12 only)
- Psychology (Grade 11/12 only)
- Physical Education
- R.A.P. (Registered Apprenticeship Program)
- Sports Medicine or Sports Performance
- Work Experience/R.A.P

#### SUPPORT SERVICES:

- Cafeteria
- Learning Assistance
- Library
- Student Services

#### SCHOOL AWARDS:

- Citizenship Awards
- Further Study Awards
- Honours Awards
- Subject Awards

#### SELECT FINANCIAL AWARDS:

Students who may be eligible for financial awards should consult Student Services for details. Other Awards and Scholarships are available from numerous post-secondary institutions and businesses.

#### Grade 10

- Alexander Rutherford Scholarships of \$400 for students with an 80% average in 5 qualifying subjects, \$300 for 75% to 79.9%.

#### Grade 11

- Alexander Rutherford Scholarships of \$800 for students with an 80% average in 5 qualifying subjects, \$500 for 75% to 79.9%

#### Grade 12

- Alexander Rutherford Scholarships of \$1300 for students with an 80% average in 5 qualifying subjects, \$700 for 75% to 79.9%
- ATA Teachers in Training Scholarship \$1000
- Daniel J. Boticki Scholarship \$250

## B. HIGH SCHOOL COMPLETION

### ALBERTA HIGH SCHOOL DIPLOMA PROGRAM

#### ALBERTA HIGH SCHOOL DIPLOMA REQUIREMENTS

**100 CREDITS (MINIMUM) WITH 76 CREDITS IN THE FOLLOWING:**

ENGLISH (INCLUDING 5 CREDITS IN EITHER ENGLISH 30-1 OR 30-2)	15 CREDITS
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SOCIAL STUDIES (INCLUDING 5 CREDITS IN EITHER SOCIAL 30-1 OR 30-2)	15 CREDITS
--	------------

MATHEMATICS (5 CREDITS MUST BE AT THE GR. 11 LEVEL)	10 CREDITS
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SCIENCE OR BIOLOGY OR CHEMISTRY OR PHYSICS	10 CREDITS
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PHYSICAL EDUCATION (MINIMUM)	3 CREDITS
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CAREER AND LIFE MANAGEMENT (MINIMUM)	3 CREDITS
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CAREER AND TECHNOLOGY STUDIES (CTS) OR FINE ARTS OR SECOND LANGUAGES OR PHYSICAL EDUCATION 20 AND/OR 30	10 CREDITS
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2 OTHER GRADE 12 COURSES*	10 CREDITS
---------------------------	------------

PLUS: OTHER CREDITS OF YOUR CHOICE **	24 CREDITS
---------------------------------------	------------

<b>TOTAL (MINIMUM)</b>	<b>100 CREDITS</b>
------------------------	--------------------

\*10 credits in any two other 30 level courses, other than English or Social Studies, including languages, fine arts, CTS, Work Experience 35 or other 30 level academic courses.

\*\*24 credits in courses of your choice.

**NOTE: WE STRONGLY RECOMMEND THAT ALL STUDENTS ATTEMPT TO GRADUATE WITH A MINIMUM OF 110 CREDITS. STUDENTS MUST COMPLETE, OR BE ENROLLED IN, REQUIRED COURSES IN THEIR GRADE LEVEL BEFORE THEY WILL BE ENROLLED IN COMPLEMENTARY COURSES. (I.E., STUDENTS CANNOT TAKE MECHANICS 2 IN GRADE 11 IF NOT AT GRADE LEVEL)**

**NOTE: All Courses at the Grade 10 Level are compulsory for Graduation**

## HIGH SCHOOL CERTIFICATE OF ACHIEVEMENT (K&E)

### 80 CREDITS – INCLUDING THE FOLLOWING:

ENGLISH LANGUAGE ARTS 20-2 OR 30-4

MATHEMATICS 10-3 OR 20-4

SCIENCE 14 OR 20-4

SOCIAL STUDIES 10-2 OR 20-4

PHYSICAL EDUCATION 10 (3 CREDITS)

CALM – CAREER AND LIFE MANAGEMENT (3 CREDITS)

#### 5 CREDITS IN:

- 30-LEVEL KNOWLEDGE AND EMPLOYABILITY OCCUPATIONAL COURSE, OR
- 30-LEVEL CAREER AND TECHNOLOGY STUDIES (CTS) COURSE, OR
- 30-LEVEL LOCALLY DEVELOPED/ACQUIRED AND AUTHORIZED COURSE WITH AN OCCUPATIONAL FOCUS

AND

#### 5 CREDITS IN:

- 30-LEVEL KNOWLEDGE AND EMPLOYABILITY WORKPLACE PRACTICUM COURSE, OR
- 30-LEVEL WORK EXPERIENCE COURSE, OR
- 30-LEVEL GREEN CERTIFICATE COURSE, OR
- SPECIAL PROJECTS 30

OR

#### 5 CREDITS IN:

- 30-LEVEL REGISTERED APPRENTICESHIP PROGRAM (RAP) COURSE

**STUDENTS MUST HAVE 80 CREDITS TO QUALIFY FOR A CERTIFICATE OF ACHIEVEMENT**

Students are:

- referred to the K&E program through Junior High Inclusive Education Lead (IEL)/teachers and are expected to meet with the appropriate Grade Counsellor/IEL to apply and qualify for the program.
- expected to attend work placement.
- after completion of the K&E Certificate, students may register in courses to complete an Alberta High School Diploma if they have an 80% average and/or teacher recommendation
- students are required to meet with a Counsellor or Grade Coordinator to design their program.

## C. FEE SCHEDULE

### [2025-2026 SGCHS Fee Schedule](#)

Fees charged to PSD parents/guardians include:

- School
- Transportation
- Non-resident

The [fees page](#) of the division website explains the fee types, payment options, and criteria for waiving fees.

*\*All fees are subject to change.*

Payment Options:

1. PowerSchool- Fees can only be seen through the parent portal using a browser. Fees can't be seen through the phone app.
2. Cheque- Payable to Parkland School Division- May be dropped off or mailed directly to the school.
3. Debit or credit - Is available at the General Office in the High School or Division Office.

### **REFUND POLICY:**

Students who formally withdraw from an option course before the dates listed below will be refunded the course fee.

- Semester 1 - Monday, September 30, 2025
- Semester 2 - Friday, February 28, 2026
- Musical Theatre, Performing Arts, and Technical Theatre must be formally withdrawn within 1 month from the start of classes to receive a refund.

NO refunds will be given to students who withdraw after these dates.

## D. CORE COURSES

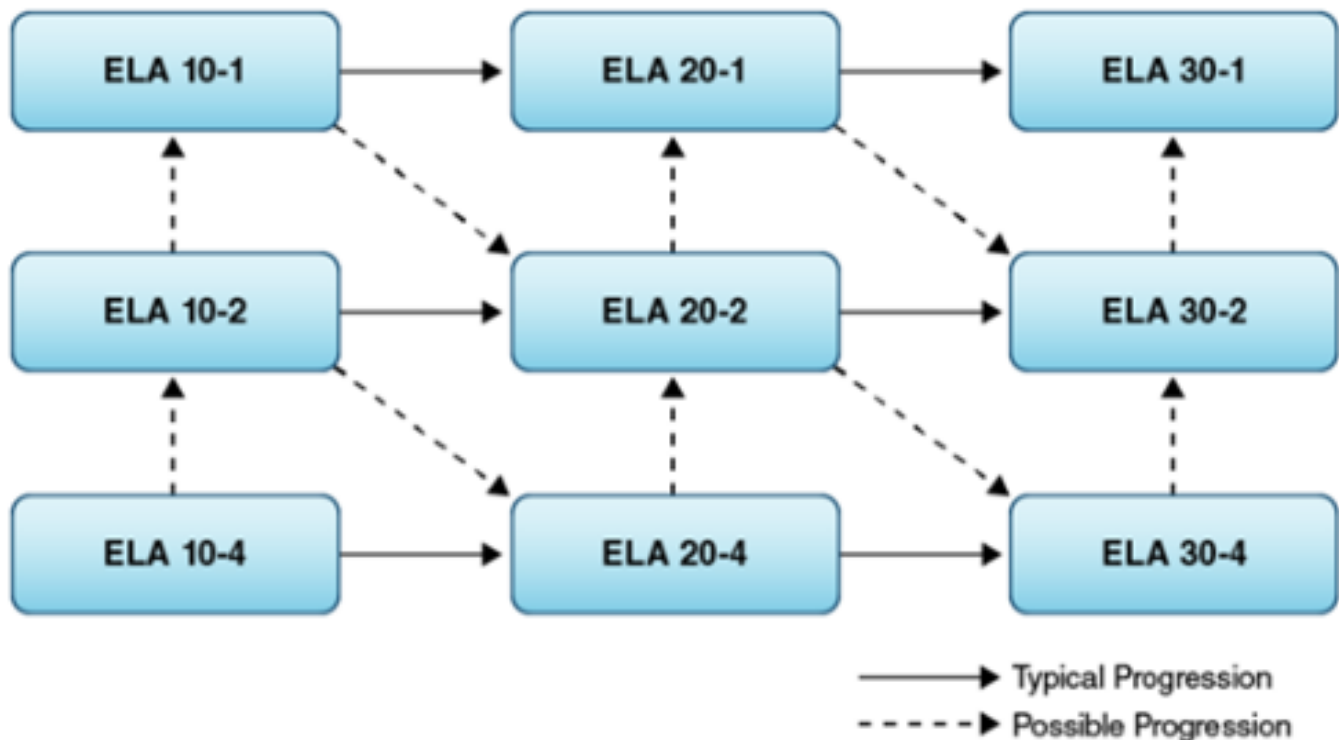
### ENGLISH

English is one of the required courses that students must take at all grade levels. Students will be initially enrolled based upon their Grade 9 ELA Teacher recommendation. At the culmination of each course teachers will make a recommendation for the most appropriate next level. It is important for students to determine their end goal for English and then follow an appropriate path.

Alberta Education:

- [English Language Arts Information and Program of Studies](#)
- [ELA Information for Parents: Learn Alberta](#)

## English Language Arts (ELA) Program

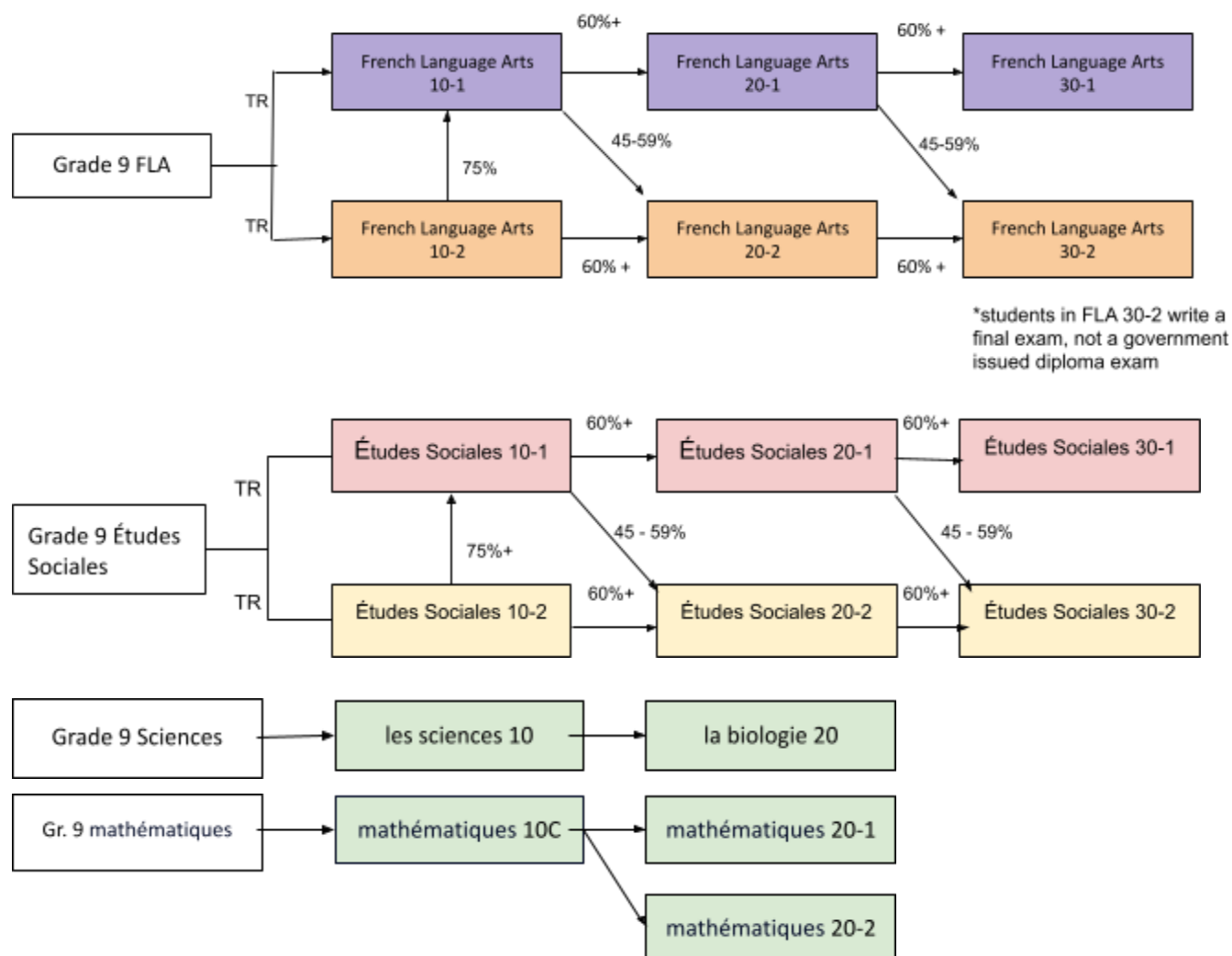


(Each course is 5 credits.)

Note:

*We find that students who transition from 20-2 to 20-1 English are more successful in 30-1 English as they have had more opportunity to develop their Critical/Analytical skills which are essential for doing well on the 30-1 Diploma.*

## FRENCH IMMERSION



SGCHS currently offers French Immersion in four Grade 10, three Grade 11 and two grade 12 course streams. Students who have successfully completed Grade 9 French Immersion are eligible to take French Language Arts 10, Études Sociales 10, les mathématiques 10C and les Sciences 10. Completing French Immersion programming at each high school grade level enables progression to the next. When French Immersion programming is not currently offered at the next grade level, such as Chemistry and Physics or Mathematics 30-2 and 20-1, students may instead progress through the equivalent English language academic programming. As academic immersion courses are added in Science and Math at the grade 11 and 12 levels, it is expected that our French Immersion students continue into these courses, not their English counterparts, as part of a more fulsome high school immersion program.

<https://sgchs.psd.ca/programs/modern-languages/french-immersion>

## SCHOLARSHIP AND BURSARIES

Scholarships from the Campus Saint-Jean (University of Alberta), Simon Fraser University and other French universities are available to all students entering post-secondary education from French Immersion programs.

In addition, students graduating in French Immersion will receive recognition of their achievement in the form of a graduation certificate in French Immersion from Parkland School Division and SGCHS. For further details on these programs please contact one of the French Immersion teachers at SGCHS or visit the website.

Students should be aware of the following as they enter one of the math programs at Spruce Grove Composite High School:

- All math courses are 5 credits. Students require a grade 11 level math course to graduate from high school.
- Diploma exams will be written in Math 30-1 and Math 30-2. A school generated final exam will be written in Math 30-3.
- Math 30-1 and 30-2 are accepted as a prerequisite for a variety of programs offered at universities, colleges and technical institutions. Math 30-3 is accepted as a prerequisite for many of the trade programs offered by technical institutions. For the most recent information regarding mathematics requirements at post-secondary institutions and programs in Alberta refer to the Alberta Learning Information Service (ALIS) website. <http://alis.alberta.ca/ec/ep/aas/ta/mathreq.html>
- Parents and students can access further course information on the Alberta Education website at <http://education.alberta.ca/teachers/program/math/parents.aspx>.
- Math 31 is a 5 credit course. This course includes pre-calculus, limits, differential and integral calculus including trigonometric functions. It is a required pre-requisite course for students entering physics, engineering, and honours mathematics, and is highly recommended as a pre-requisite for students entering Science and Commerce at the university level. It is strongly recommended that Math 30-1 be taken prior to Math 31.
- For courses requiring a graphing calculator, the T1-84 will be the calculator used by the teachers in the classroom. Other approved calculators (for the diploma exams) can be found on the Alberta Education website. <https://www.alberta.ca/writing-diploma-exams> Student calculators will be “cleared” before and after exams.

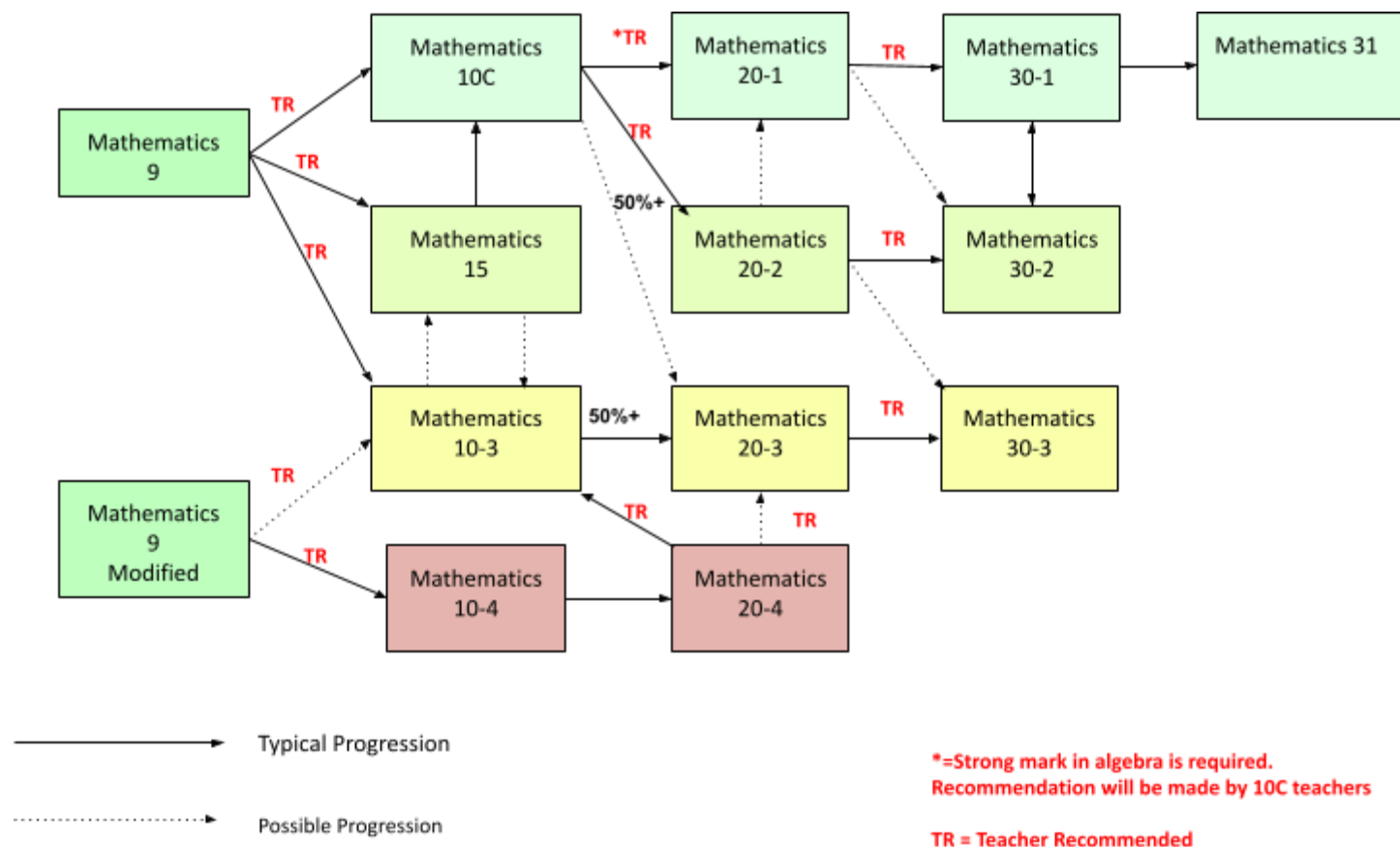
Alberta Education:

- [Math Information and Program of Studies](#)
- [Math Information for Parents: Learn Alberta](#)

# FOR STUDENTS ENTERING MATH

## SUGGESTED TRANSFER POINTS AND COURSE INFORMATION

Students will be enrolled based upon their Grade 9 Math Teacher recommendation.



NOTE: Upon successful completion of Math 10C, subsequent placement at a grade 11 level math course will be determined by the Math 10C teachers.

NOTE: A graphing calculator is required for Math 10C, Math 20-1, Math 20-2, Math 30-1 and Math 30-2



*Recommended Prerequisite: Grade 9 Math*

Math 15 is a one-term 5-credit math course geared towards students who experienced moderate success at the grade 9 level. The course is designed to be a preparation course for Math 10C where students will review the important and more challenging algebraic concepts from junior high math. Upon successful completion of Math 15, students will continue into Math 10C the following term and be much more prepared for the rigor of that course.

A student should register in **Math 15** if:

- the student struggles to think mathematically and cannot explain their solution
- the student struggles to explain or communicate their solution
- the student often needs to have two or more tries at meeting a curriculum outcome
- the student has moderate success with the algebraic outcomes of the grade 9 curriculum
  - Demonstrate an understanding of operations on powers with integral bases and whole number exponents
  - Operations on rational numbers
  - Explain and apply the order of operations, including exponents
  - Solving linear equations (especially if it is a multistep solution)
  - Model and solve problems using linear equations
  - Model, record and explain the operations of addition, subtraction, multiplication and division of polynomial expressions
- the student has trouble recognizing the validity of their solution within the context of the question
- the student exhibits independent work habits and demonstrates initiative
- if it is recommended by the grade 9 math teacher

A student should register in **Math 10-3** if:

- the student consistently needs to have two or more tries at meeting a curriculum outcome
- the student has a poor work ethic
- the student has difficulty with the algebraic outcomes of the grade 9 curriculum
- the student has difficulty being able to think mathematically and cannot explain their solution
- the student cannot explain or communicate their solution
- if it is recommended by the grade 9 math teacher

All other students should register in **Math 10C**

## SCIENCES

A minimum of 10 credits in Science is required to earn an Alberta High School Diploma. There are several routes available in order to obtain these credits: it is highly recommended that students pursue two of the four available routes in Grades 11 and 12 should they wish to ensure all post-secondary options remain available to them.

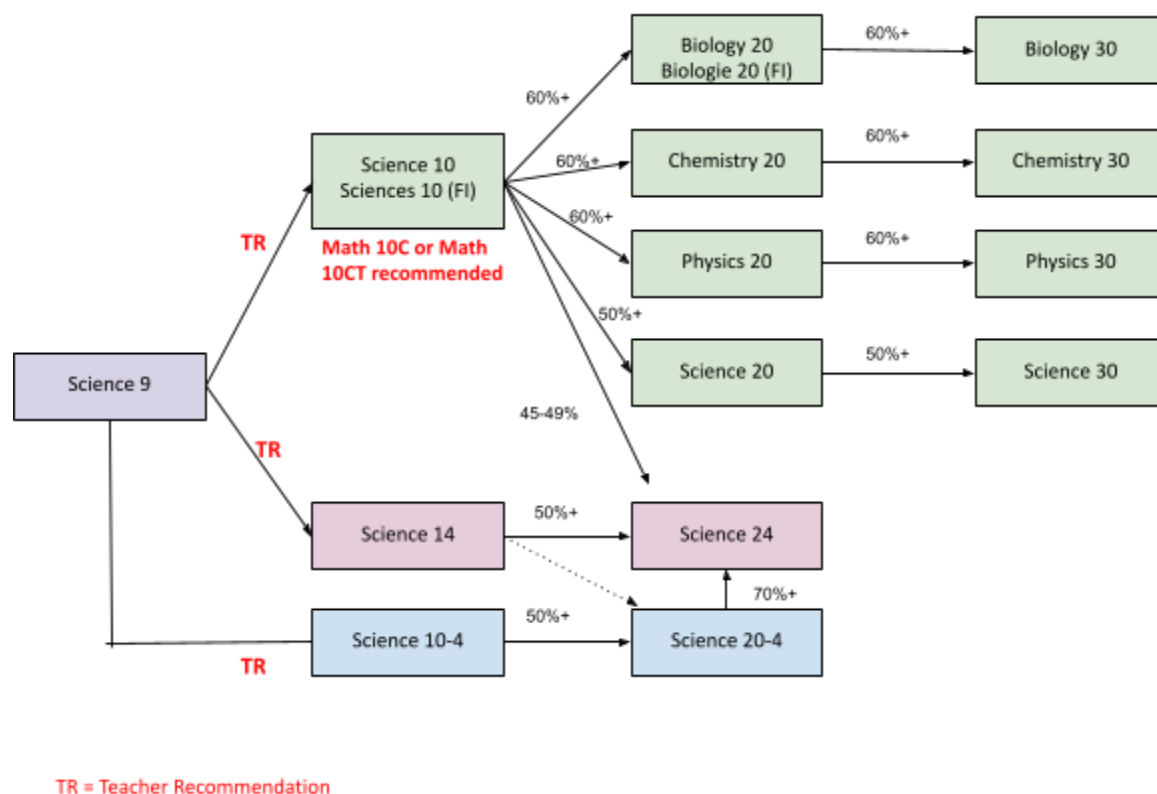
*Forensic Science 25/35 credits CANNOT be applied toward the minimum 10 credits in Science required to earn an Alberta High School Diploma.*

In the senior high science programs, students focus on learning the big interconnecting ideas and principles. These ideas, or major themes, originate from science knowledge that transcends and unifies the natural science disciplines. These themes include change, diversity, energy, equilibrium, matter and systems; the process by which scientific knowledge is developed, including the role of experimental evidence; and the connections among science, technology and society. In addition to forming a framework for the curriculum, these ideas provide continuity with the junior high program and build on students' previous learning.

Alberta Education:

- [Science Information and Program of Studies](#)
- [Science Information for Parents: Learn Alberta](#)

The program consists of many courses. Students have several choices regarding which science course to take, depending on their interests, abilities and future goals as shown in the following prerequisite chart:

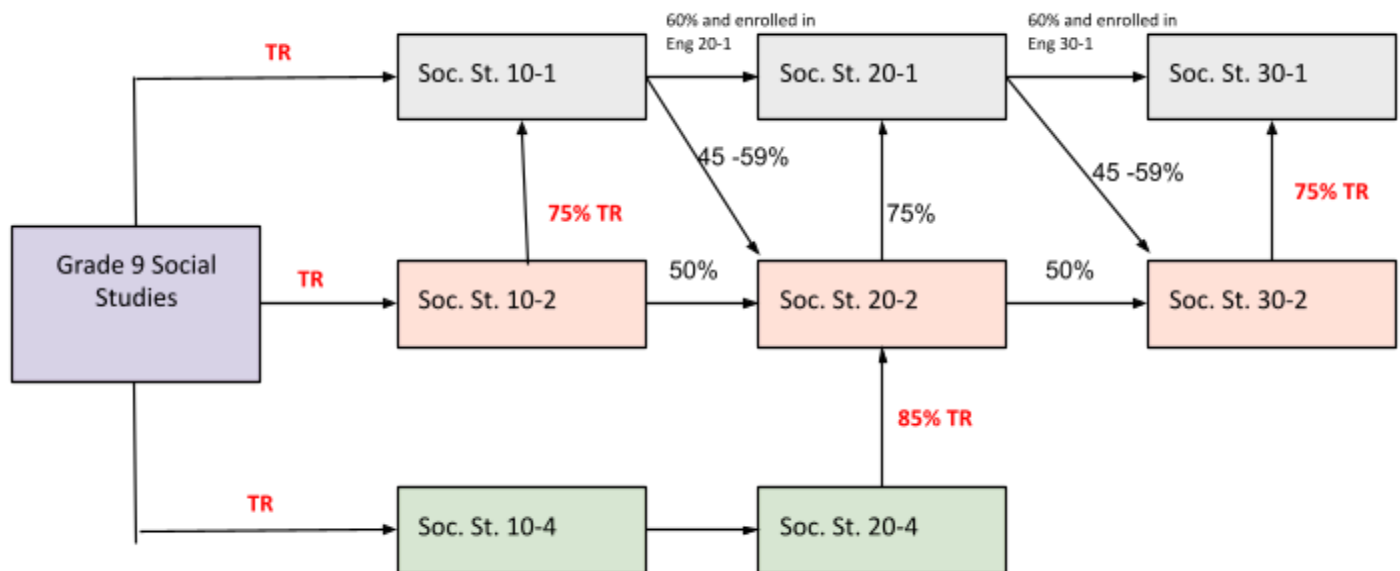


## SOCIAL STUDIES/ÉTUDES SOCIALES

Social Studies is one of the required courses that students must take at all grade levels. Students will be enrolled based upon their Grade 9 Social Studies Teacher recommendation and subsequent teacher recommendations in each course. It is important for students to determine their end goal for Social Studies and then follow the appropriate path.

Alberta Education:

- [Social Studies Information and Program of Studies](#)
- [Social Studies Information for Parents: Learn Alberta](#)



TR - Teacher Recommendation Required

## **E. OTHER COURSES**

### **PE & WELLNESS**

#### **CALM (CAREER AND LIFE MANAGEMENT) 3 CREDITS**

The aim of senior high school Career and Life Management (CALM) is to enable students to make well-informed, considered decisions and choices in all aspects of their lives and to develop behaviours and attitudes that contribute to the well-being and respect of self and others, now and in the future. Life skills are an emphasis of the CALM program including skills for independent living, financial literacy and career exploration. CALM is the core course for health literacy at the senior high school level in Alberta. CALM is mandatory for graduation.

#### **PHYSICAL EDUCATION 10 (3 or 5 CREDITS)**

The Physical Education 10 program offers a wide assortment of activities across a variety of environments. The aim of the Physical Education 10 program is to develop skills, understanding of health benefits, cooperation and an active lifestyle. PE 10 is mandatory for graduation.

Physical Education 10 is offered in a number of different formats:

- PE10 Co-ed: This physical education course is a 3 credit, mixed gender course environment that sees students participate in individual and team oriented sport, game, movement and fitness activities in order to develop positive skills, knowledge and attitudes associated with a healthy lifestyle. This course is timetabled alongside CALM.
- PE10 Girls: This physical education course is a 3 credit, girls only course environment that sees students participate in individual and team oriented sport, game, movement and fitness activities in order to develop positive skills, knowledge and attitudes associated with a healthy lifestyle. As a girls only class, students who are generally less comfortable in a mixed gender PE course are encouraged to enroll. This course is timetabled alongside a Girls only CALM class.
- PE10 Individual Pursuit: This physical education course is a 3 credit, mixed gender course environment that sees the development of positive skills, knowledge and attitudes through greater emphasis placed on participation in individual and lifetime oriented movement, fitness, game and sport activities. Less emphasis is placed on traditional team sports, more emphasis is on lifetime activities. This course is timetabled alongside CALM.
- PE10 (5 Credit): This physical education course is a 5 credit, mixed gender course environment that sees students participate in individual and team oriented sport, game, movement and fitness activities in order to develop positive skills, knowledge and attitudes associated with a healthy lifestyle. This PE course is generally appealing to higher level, competition oriented athletes. As a 5 credit course, students participate in PE every day; thus, CALM must be completed in Summer School prior to the student's grade 10 year or completed outside of their regular timetable through AAC or CFL.

**PHYSICAL EDUCATION 20 (Co-Ed) 5 CREDITS**

Prerequisite – Must have Teacher Recommendation prior to being registered in this course.

P.E. 20 students are expected to show continuing development of skills and knowledge of individual, dual and team sports. Leadership skills are encouraged, as well as a positive attitude and sportsmanship. Active participation in all aspects of the course are required. Various activities are presented to facilitate a continuation of the P.E. 10 program and to prepare for the requirements of the P.E. 30 program. A fee will be charged to cover the cost of using off-campus facilities and for transportation to the off-campus facilities.

**PHYSICAL EDUCATION 20 (Co-Ed) 5 CREDITS**

Prerequisite – Must have Teacher Recommendation prior to being registered in this course.

P.E 30 is a continuation of P.E 20 with an increased focus on leadership. Students will continue to develop their skills and knowledge of a multitude of activities.

SGHCS has a number of elective and complementary courses available. Please [visit our website](#) for information on some of these. Check with your Grade level counsellor if you have any questions.

- [Complementary Courses](#)
  - [Communication Technology](#)
  - [Computer Science](#)
  - [Construction Technology & Intro to Trades](#)
  - [Cosmetology](#)
  - [Design Studies](#)
  - [Drama and Theatre Arts](#)
  - [Early Learning & Child Care](#)
  - [Fine Arts](#)
  - [Foods](#)
  - [Mechanics](#)
  - [Music](#)
  - [Natural Sciences](#)
  - [Photojournalism](#)
- [Additional Languages](#)
  - [French](#)
  - [French Immersion](#)
  - [German](#)
  - [Japanese](#)
- [Social Sciences](#)
  - [Anthropology](#)
  - [Forensic Science](#)
  - [Psychology](#)
- [Personal Development](#)
  - [Physical Education](#)
  - [Leadership](#)
  - [Sports Medicine](#)
  - [Sports Performance](#)

## F. PROGRAMS OF CHOICE

### Building Futures - Grade 10 Program

Building Futures is an immersive and unique program where students learn how to build a house from the ground up. Thanks to the generous support of Coventry Homes and Parkland School Division, students are able to earn their academic requirements towards their diploma, all while learning how to build a house by actually doing so. Students in the program learn their core courses from specialized academic teachers in a re-purposed garage in Spruce Grove. Classroom work emphasizes mastery learning and a good deal of hands-on, project-based learning. The program allows for individualized instruction and an environment where students can pursue their passions. By the end of the year, with the help and instruction of qualified tradespeople, the students build two complete houses while learning how to contribute to their community.

At the conclusion of the year, students will have had the opportunity to earn credit in the following high school courses:

- English 10-1 or English 10-2
- Social Studies 10-1 or Social Studies 10-2
- Science 10 or Science 14
- Math 10C or Math 10-3
- Physical Education 10 (5 credit)
- CALM 20
- HCS 3000 & HCS 3010 (Workplace Safety Systems)
- 18 CTS courses in the CON (Construction) strand
- Additional CTS credits based on student interest and projects pursued (e.g. Entrepreneurship, Marketing, Computer Science, etc.)

**Total of 50+ Credits available for students to earn in their grade 10 year.**

Please visit <https://cfl.psd.ca/programs/building-futures> for more information.

## **Learning Hub**

### **About**

The Learning Hub is a safe learning environment with a focus on whole-person wellness. It combines core curriculum with out-of-classroom learning opportunities. Students are in their homeroom and have access to subject area courses and teachers through outreach and virtual, with the homeroom teacher helping to adapt courses as necessary.

### **Mission**

1. To create an environment in which students have access to supports for all aspects of their lives.
2. To use these supports and education to broaden support to the community outside the school setting.
3. To provide an educational environment that fits the school to the students, instead of having the students try to fit the school.

### **Philosophy**

1. The Learning Hub strives to maintain a “family atmosphere”. Students must have regular attendance and stay with a cohort of students throughout their high school career. Our goal is to create and maintain relationships, and establish a safe and secure environment where students can experience personal and group success.
2. Academics are student-centered, but teacher-guided. Students take part in all aspects of their high school journey towards graduation. This includes being a partner in setting their timetable and goals, and in determining how they go through the curricular outcomes, and how they ultimately will be assessed against the curricular outcomes.
3. Students will fulfill the exact same Alberta Graduation requirements as in a mainstream high school. The course content for every course is the same, and a Learning Hub student will be able to graduate.
4. Students will have the opportunity to explore concepts in leadership, volunteerism, making relationships in the community and exploring ways to make a difference.

Please visit <https://learninghub.schoolsites.ca/about> for more information



## Parkland Student Athlete Academy

Parkland Student Athlete Academy (PSAA) is a program for Grades 10-12 that provides high performance student-athletes with technical, theoretical and experiential learning opportunities while keeping them engaged in a rich and complete school community focused on academic achievement. Our aim is to provide the highest quality sport programming in partnership with local providers at an affordable cost.

This program is a collaboration between Parkland School Division and a number of community partners who offer high performance athletic development in their given sport. This program fosters a long-term approach to athlete development centered around the physical, mental, emotional and cognitive and otherwise holistic improvement of our student athletes.

Please visit <https://cfl.psd.ca/psaa> for more information.

### Sports Offered

The Parkland Student Athlete Academy will be offering the following high performance sports specializations in collaboration with community partners for the 2024-2025 school year. For full details, follow the links to view each sport's page.

- [Baseball](#)
- [Dance](#)
- [Hockey](#)
- [Soccer](#)
- [Sport Performance](#)
- [Swimming](#)
- [Self-Directed Elite Athletics](#) (students attend for academics and complete their training on their own).

Please visit sport specific pages for information on the Connections for Learning website. Links can be found at <https://cfl.psd.ca/psaa/prospective-students/sports>

### Schedule

Individual sports may vary slightly; however, in general training will occur during the first block of the school day and students can attend their designated school (Memorial Composite High School or Spruce Grove Composite High School) for the rest of the day to complete academic requirements.

### PSAA Course Credits

At the conclusion of the year, students will have had the opportunity to earn credit in the following high school courses (up to 13 credits) :

#### Sports Perf. 10 Credit Courses

PE 10 – 5 Credit  
REC1020: INJURY MANAGEMENT 1  
REC1040: FOUNDATIONS FOR TRAINING 1  
HSS1020: NUTRITION & WELLNESS  
REC1045: GROUP EXERCISE TRENDS  
REC1050: SPORT PSYCHOLOGY 1  
HSS1090: SPEAKING & PRESENTING  
REC1910: REC PROJECT A

#### Sports Perf. 20 Credit Courses

PE 20 – 5 Credit  
REC2120: COACHING 1  
REC2010: NUTRITION FOR REC...  
REC2015: ATHLETIC DEVELOPMENT  
REC2040: FOUNDATIONS FOR TRAINING 2  
REC2045: TRAINING FOR CORE MUSCLES  
REC2050: SPORT PSYCHOLOGY 2  
REC2060: LEADERSHIP IN REC....  
REC2910: REC PROJECT B

#### Sports Perf. 30 Credit Courses

PE 30 – 5 Credit  
REC3120: COACHING 2  
REC2920: REC PROJECT C  
REC3015: FLEXIBILITY TRAINING  
REC3025: CARDIOVASCULAR TRAINING  
REC3030: SPEED & AGILITY  
REC2045: PERIODIZATION  
REC3050: SPORT PSYCHOLOGY 3  
REC3130: OFFICIATING  
REC3140: SPORT & SOCIETY

## G. MISCELLANEOUS

### ALEXANDER RUTHERFORD HIGH SCHOOL ACHIEVEMENT SCHOLARSHIP

#### COURSE REQUIREMENTS AS OF Aug. 2025

##### GRADE 10

**Average of 75.0% to 79.9% in 5 subjects - \$300**

**Average of 80.0% or higher in 5 subjects - \$400**

- ❖ One of: English 10-1, 10-2, Français 10, 13 or 10-2, and
- ❖ At least two of the following:
  - Mathematics 10C
  - Science 10
  - Social Studies 10-1 or 10-2
  - A language other than the one used above at the Grade 10 level, and
- ❖ Any two courses with a minimum three credit value at the Grade 10 level (1000 or 4000 series) including those listed above and combined introductory C.T.S. courses.
- ❖ See NOTES

**Average of 75.0% to 79.9% in 5 subjects - \$500**

**Average of 80.0% or higher in 5 subjects - \$800:**

- ❖ One of: English 20-1, 20-2, Français 20, 23 or 20-2, and
- ❖ At least two of the following:
  - Mathematics 20-1, or 20-2
  - Science 20
  - Biology 20
  - Chemistry 20
  - Physics 20
  - Social Studies 20-1 or 20-2
  - A language other than the one used above at the Grade 11 level, and
- ❖ Any two courses with a minimum three credit value at the Grade 11 level (2000 or 5000 series) including those listed above and combined intermediate C.T.S. courses.
- ❖ See NOTES

##### GRADE 11

**C.T.S. Courses:** Three one credit modules can be combined and used as an option at the Grade 10 and Grade 11 level.  
Five one credit modules can be combined and used as an option at the Grade 12 level.

To be combined:

- all courses must be from the same level i.e., Introductory, Intermediate or Advanced,
- courses can be from different streams or subject area, i.e., computer courses with welding courses, and
- marks will be averaged at the appropriate level

##### GRADE 12

**Average of 75.0% to 79.9% in 5 subjects - \$700**

**Average of 80.0% or higher in 5 subjects - \$1300**

- ❖ One of: English 30-1, 30-2, Français 30, 30-2, and
- ❖ At least two of the following:
  - Mathematics 30-1, 30-2, or 31
  - Science 30
  - Biology 30
  - Chemistry 30
  - Physics 30
  - Social Studies 30-1 or 30-2
  - Any one language other than the one used above at the Grade 12 level, and
- ❖ Any two courses with a minimum five credit value at the Grade 12 level (3000, 6000, or 9,000 series) including those listed above and combined advanced C.T.S. courses.
- ❖ See NOTES

##### NOTES:

- French and Français are not the same course, and are not interchangeable.
- Only marks obtained prior to post-secondary study can be used.
- A course cannot be repeated after a higher level course has been taken in the same series.
- Averages are not rounded up for scholarship purposes.
- All courses showing on a valid Alberta Education high school transcript are acceptable.
- Courses with a "Pass" on a high school transcript are equivalent to a 50% mark.
- Regarding CALM, this course can be taken in any grade, but the final mark will be calculated in Grade 11.

More information on this and other scholarships is available at:

<https://studentaid.alberta.ca/scholarships/>

## POST-SECONDARY INSTITUTIONS, ALBERTA

- ★ **APPLY ALBERTA** is an online application system that allows students to apply to one or more post-secondary institutions and authorize transcript transfers between participating institutions in the province. <http://applyalberta.ca>

★ <b>ALBERTA UNIVERSITY OF THE ARTS</b> .....	<a href="https://www.auarts.ca/">https://www.auarts.ca/</a>
★ <b>AMBROSE UNIVERSITY COLLEGE</b> .....	<a href="https://ambrose.edu/">https://ambrose.edu/</a>
★ <b>ATHABASCA UNIVERSITY</b> .....	<a href="http://www.athabascau.ca/">http://www.athabascau.ca/</a>
★ <b>BANFF CENTER</b> .....	<a href="https://www.banffcentre.ca/">https://www.banffcentre.ca/</a>
★ <b>BOW VALLEY COLLEGE</b> .....	<a href="http://www.bowvalleycollege.ca/">http://www.bowvalleycollege.ca/</a>
★ <b>BURMAN UNIVERSITY</b> .....	<a href="http://www.burmanu.ca/">http://www.burmanu.ca/</a>
★ <b>CDI COLLEGE</b> .....	<a href="http://www.cdicollege.ca">www.cdicollege.ca</a>
★ <b>CONCORDIA UNIVERSITY OF EDMONTON</b> .....	<a href="http://concordia.ab.ca/">http://concordia.ab.ca/</a>
★ <b>NORTHWESTERN POLYTECHNIC</b> .....	<a href="https://www.gprc.ab.ca/">https://www.gprc.ab.ca/</a>
★ <b>KEYANO COLLEGE</b> .....	<a href="http://www.keyano.ca/">http://www.keyano.ca/</a>
★ <b>LAKELAND COLLEGE</b> .....	<a href="http://www.lakelandcollege.ca/">http://www.lakelandcollege.ca/</a>
★ <b>LETHBRIDGE POLYTECHNIC</b> .....	<a href="https://lethpolytech.ca/">https://lethpolytech.ca/</a>
★ <b>MACEWAN UNIVERSITY</b> .....	<a href="http://www.macewan.ca/">http://www.macewan.ca/</a>
★ <b>MEDICINE HAT COLLEGE</b> .....	<a href="https://www.mhc.ab.ca/">https://www.mhc.ab.ca/</a>
★ <b>MOUNT ROYAL UNIVERSITY</b> .....	<a href="http://www.mtroyal.ca/">http://www.mtroyal.ca/</a>
★ <b>NORQUEST COLLEGE</b> .....	<a href="https://www.norquest.ca/">https://www.norquest.ca/</a>
★ <b>NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY</b> .....	<a href="http://www.nait.ca/">http://www.nait.ca/</a>
★ <b>NORTHERN LAKES COLLEGE</b> .....	<a href="https://northernlakescollege.ca/">https://northernlakescollege.ca/</a>
★ <b>OLDS COLLEGE</b> .....	<a href="https://www.oldscollege.ca/">https://www.oldscollege.ca/</a>
★ <b>PORTAGE COLLEGE</b> .....	<a href="http://www.portagecollege.ca/">http://www.portagecollege.ca/</a>
★ <b>PRAIRIE COLLEGE</b> .....	<a href="https://prairie.edu">https://prairie.edu</a>
★ <b>RED DEER POLYTECHNIC</b> .....	<a href="https://rdpolytech.ca/">https://rdpolytech.ca/</a>
★ <b>SOUTHERN ALBERTA INSTITUTE OF ALBERTA</b> .....	<a href="http://www.sait.ca/">http://www.sait.ca/</a>
★ <b>ST. MARY'S UNIVERSITY</b> .....	<a href="http://www.smu.ca/">http://www.smu.ca/</a>
★ <b>THE KINGS UNIVERSITY COLLEGE</b> .....	<a href="https://www.kingsu.ca/">https://www.kingsu.ca/</a>
★ <b>UNIVERSITY OF ALBERTA</b> .....	<a href="http://www.ualberta.ca/">http://www.ualberta.ca/</a>
★ <b>UNIVERSITY OF CALGARY</b> .....	<a href="http://www.ucalgary.ca/">http://www.ucalgary.ca/</a>
★ <b>UNIVERSITY OF LETHBRIDGE</b> .....	<a href="http://www.uleth.ca/">http://www.uleth.ca/</a>
★ <b>YELLOWHEAD TRIBAL COLLEGE</b> .....	<a href="https://ytced.ab.ca">https://ytced.ab.ca</a>

### III. GRADUATION COMMENCEMENT INFORMATION

SGCHS welcomes the **Senior Class of 2026** to a new and for most, a final school year. Regular “Commencement Updates” will be posted to our website [sgchs.psd.ca](https://sgchs.psd.ca). Information is located in Student Services. Graduates are reminded to keep themselves informed about graduation details or see Mrs. Lux in the main office. <https://sgchs.psd.ca/students/graduation>

#### A. FUNDRAISING

If the **Class of 2026** wishes to participate in fundraising activities, these activities must be arranged by parent volunteer groups in consultation with school Administration.

#### B. GRADUATION CEREMONY & GRAND MARCH

The Graduation Ceremony will be held at Edmonton Expo Centre, TBD. A ticket **MUST** be purchased for the graduate in order for him/her to participate. All tickets are sold online, dates and prices are TBA.

Please Note, The Grand March is for Graduates only; escorts, friends or family members are not to participate.

**NOTE: Edmonton Expo Centre has a ZERO tolerance for under-age drinking or cannabis use. Please bring your ID with you to the ceremonies as Security will be checking graduates at random throughout the evening. You will be asked to leave should you be found to be under the influence of alcohol and/or drugs.**

\*See Mrs. Lux for more information about the ceremony.

Parent Organized Grad Dinner and Dance:  
Information forthcoming....

#### C. GRADUATION POLICY

To participate in the Graduation Ceremonies, a student must be in good standing with the school and meet the minimum course credit requirements for an Alberta High School Diploma or Certificate of Achievement as established by Alberta Education at the time of the ceremony. Students must achieve a minimum of 80 credits by the end of semester 1 in their grade 12 year and meet the requirements for diploma subjects as listed elsewhere in this handbook.

Because the final grade for diploma exam subjects is established by blending the school awarded mark and the diploma examination mark, the following rules will apply:

- In the first semester, students must have earned at least 50% in the blended mark in any required diploma examination subjects.
- In the second semester, students must have earned at least 50% in the school awarded mark in the early part of semester 2 for any diploma examination subject required for diploma requirements.
- Registration for, or the intent to rewrite diploma examinations at the end of June or registration in Summer School, DOES NOT qualify students for participation in the graduation exercises.

OR.....

- Complete all the requirements for the Certificate of High School Achievement
- Complete all of the requirements of the Life and Work Skills Program (LAWS) OR
- At the discretion of SGCHS Administration.

**\*\*Please note that a student who has previously completed a Certificate of Achievement and participated in Graduation is eligible to participate the following year if they have returned to school and met the credit requirements of a High School Diploma.**

**Students should be aware that any uncooperative behavior, late year pranks or expulsions will result in removal from the graduation list and from participation in the graduation ceremonies.**

#### **D. GRADUATION FEE**

ALL students, **including CFL/Outreach based students**, are required to pay a non-refundable graduation Fee.

**This Fee Covers:**

- Purchase of souvenir graduation gown, cap and tassel
- Purchase of Graduation Certificate/Cover
- A professional photograph of graduate at ceremony

#### **E. GRADUATION LIST**

Updated graduation lists will be posted outside the Main office in the early part of the second semester.

Students names are removed from the graduation list as a result of:

- failing marks in required courses (below 50%)
- incomplete courses required for graduation
- dropping courses prior to final examinations which result in insufficient graduation requirements
- failing to attend classes
- engaging in activities that are in violation of district and/or school policies (suspension, etc).

Students enrolled in SGCHS, AAC or CFL must meet the following graduation requirements:

- A minimum of half the modules completed in the course by **early second semester and a mark to date of no less than 50%.**
- An average greater than 50% in any courses required for the diploma as of early second semester.

**It is your responsibility to notify the school of any courses taken outside of SGCHS or CFL. If we are not notified of this information, it will cause your name NOT to appear on the Class of 2025 list.**

#### **F. GRADUATION PICTURES**

- Photos will be taken by LifeTouch Photography.
- In December, students can go online to book their sittings. It is the students' responsibility to make an appointment.
- Grad Pictures are scheduled for January TBD
- Retakes will take place in February 2025. Proofs must be handed in when booking a sitting time for retakes.

**STUDENTS WHO HAVE NOT TAKEN THEIR GRADUATION PICTURE BY THE END OF MARCH WILL NOT BE INCLUDED IN THE COMPOSITE OR YEARBOOK OR INCLUDED IN THE VIDEO FOR THE GRADUATION CEREMONIES – ABSOLUTELY NO PHOTOS WILL BE INSERTED PAST THIS DATE!!!!**

#### **G. GRADUATION RINGS, CLOTHING and MEMORABILIA**

Jostens will be in the school over the course of the year for grad ring, clothing and memorabilia orders. Watch announcements for dates.