



Didsbury High School Student Handbook

Explore - Achieve - Excel

Website: www.didsburyhigh.ca

Table of Contents

Academic Counseling / FSW	5	Inclement Weather	8
Academic Integrity	10	Lateness	6
Alberta High School Diploma	9	Learning Commons	3
Attendance	6	Littering	7
Bussing Expectations	8	Locks and Lockers	3
Calendar & Bell Times	3	Lost and Found	3
Class Time	8	Mission Statement	2
Concerns Regarding a Course	11	MyPass Registration	10
Course Registrations	10	School Council	5
Dress Expectations	4	School Fees	5
Drugs & Alcohol	7	School Newsletter	4
Electronic Devices/Cell Phones	7	School Pictures	4
Emergencies	4	School Visitors	3
Extra-Curricular Activities	4	Signing Out	6
Fighting	7	Smoking & Vaping	7
Final Exams	10	Student Expectations	6
Final Grade Appeal Procedure	11	Student Gathering Area	3
Graduation	11	Student Parking	8
Guided Learning Time (GLT)	3	Student Telephone	3
Guidance Program	9	Valedictorian Selection Process	11
Harassment & Bullying	6	Weapons	7
Honour Roll	11	Welcome	2

Welcome to Didsbury High School

Welcome! If you are attending Didsbury High School for the first time we are excited to welcome you to our school community! If you are already a student at DHS, welcome back for another exciting year! The staff of Didsbury High as well as our community have an outstanding tradition of perseverance, leadership, and excellence. All our students and staff are dedicated to making our school a safe and caring place where everyone can learn. We are proud of all of you and are excited to begin another school year together.

Mission Statement

Didsbury High School is a safe and caring community that challenges and encourages every student to



Explore, Achieve, Excel
and become responsible life-long learners.

School Information

School Visitors

All visitors to Didsbury High School are required to sign in at the office upon entering the building. This is done in order to provide a safe environment for all our students. Students may not visit from other schools during active school hours and must sign in at all times.

Calendar and Bell Times

Bell times will be posted on our [website](#) and hard copies will be available at the office. Calendar events are also posted on our website in “year-at-a-glance” format, as well as an updated monthly calendar are included in the school newsletter. Each student will be given a yearly day rotation calendar at the beginning of the school year. This will also be available on our website.

Guided Learning Time (GLT)

Didsbury High School has a block of time each Tuesday and Thursday for student use known as “GLT.” They may work with other students on their projects and assignments and/or write missing assessments. This time is an opportunity to complete their work and increase their understanding of the material to be learned or be called into a session by a teacher for additional support. Guided Learning Time is not to be treated as unassigned time or a “spare” as it is considered important learning time. GLT students must engage in work, this may be: consulting teachers, homework, reading, studying, collaborating or seeking extra help.

Locks and Lockers

All students are required to use a school lock on their locker. Lockers must be locked to prevent theft and damage to personal belongings. If a locker is not going to be used, please notify the office so that it can be properly secured. Each student is responsible for the contents of their locker.

Lost and Found

Items lost or found by students in a classroom are kept by teachers for a period of time. They are then sent to the school’s lost and found bin. Items lost or found around the school are kept from September through January and from February through June. In January and June the unclaimed items will either be donated to local charitable organizations or disposed of.

Learning Commons

The Learning Commons includes a combination of print, technology, and student work areas. Our Learning Commons is open from 8:00 a.m. to 4:00 p.m. on school days and provides students with a quiet and flexible working environment.

Student Gathering Area (Foyer)

Our foyer is open for all students to eat lunch or gather outside of class time. Students are expected to clean up their table when leaving it.

Student Telephone

There is a telephone in the main office which can be used by students during breaks. This phone is not to be used by students during class time.

Dress Expectations - Dress for Success

Dress is generally a matter for parent and student discretion. Students should dress as though they are going to their place of employment. In particular, offensive slogans, sayings, pictures, tobacco, alcohol, drugs and violence on clothing are prohibited and will not be allowed in the school.

Emergencies

If a student is in an emergency situation, they should immediately go to the school office, which is open from 8:00 a.m. to 4:00 p.m. If an accident has occurred resulting in an injury, the school will attempt to contact the parents. Schools are not allowed to administer prescription or over-the-counter medication to students.

School Newsletter

The school's monthly newsletter is posted on our [website](#) each month, and via email through School Messenger.

School Pictures

Each September, the school has a photographer take individual student pictures. This is mandatory for all students as this serves as part of our student demographic information, our attendance system and will be used in our yearbook. Families are not required to purchase school pictures from the school photographer. Graduation photos will be organized separately by the Graduation Committee.

Extra-Curricular Activities

Each year the staff and community volunteers devote countless hours outside of school time to the development and supervision of a wide variety of extra-curricular activities for students. These programs are a great way for students to enrich their high school experience and all students are encouraged to participate in as many activities as they can. DHS students are expected to be good ambassadors and representatives of our school when participating in extracurricular activities. Students' behaviors and attitudes both in and out of school should reflect this expectation. Students are expected to travel to and from extra-curricular activities in authorized vehicles and cannot drive other students.

Students must be in good standing to participate in extracurricular events and athletics. Attendance, behavior, and completion of school work are factors that may affect a student's good standing. Marks alone will not be considered a barrier to participation.

A student is not allowed to participate in a sports game, tournament or attend an extracurricular activity if they have been absent from school the day of the event. The student must be here for the full school day. The only exceptions to this rule are:

1. Doctor or dentist appointments with parental permission;
2. Any other exceptions as deemed appropriate by the principal and these must be addressed to the principal by a parent ***before*** the day of the game/activity.

Academic Guidance and Family School Wellness (FSW)

Academic counselors will assist with academic planning, study techniques and career counseling, in addition to post-secondary and scholarship applications.

Our Family School Wellness Worker has expertise in personal and family counseling. To meet with the wellness worker, parents must sign a consent form after an initial meeting. If there is a problem or immediate concern, either the counselor or administration will be happy to support.

School Council

School Council meets four times per school year in person or via Google Meet. Information regarding the meeting specifics will be provided to all parents/guardians through School Messenger. We encourage parents to participate in the School Council as important information regarding our school is often shared by administration.

School Fees

As of the 2023-2024 school year Chinook's Edge does not charge families a basic school fee. However, some CTS courses such as Industrial Arts, Home Economics, Art and many other option courses will require additional fees. If school fees are not paid or provisions made to be exempt, participation in extracurricular activities and Graduation Cap and Gown will not be permitted. Fee payments can be made online through the [CESD Student Quick Pay Portal](#).

Student Expectations

A student shall conduct themselves so as to reasonably comply with the following code of conduct as outlined in section 31 of the Alberta Education Act (2019):

- 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 toward 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 and the policies of the board,
- G. cooperate with everyone authorized 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.

It is expected that students will bring a cooperative and positive attitude each and every day. Students are expected to be respectful to school staff, fellow students and school property. Below are some specific expectations that students will follow:

Attendance

Regular on-time attendance is very important as it directly affects marks and sets good habits. When a student is absent, parents are asked to call and notify the school. Our main office can be contacted at any time and messages may be left on the answering machine at 403-335-3356.

When a student has an unexcused absence parents/guardians will be notified. A phone/text/email message will be sent out twice a day.

Lateness

We encourage punctuality as a courtesy to both staff and fellow students and as the formation of good habits for the future. Lates will be dealt with by individual teachers.

Signing Out

Students are to sign out at the office when leaving the school during class time. Parents are asked to notify the office when taking a student out of school for an appointment.

Harassment & Bullying

Each situation will be dealt with on an individual basis. The goal of each intervention will be to stop unacceptable behaviors, and allow everyone to attend school in a safe environment. Harassment and bullying through the means of technology will be dealt with by school administration when brought to our attention.

Smoking & Vaping

The use of any form of tobacco, including the possession of a vape and/or accessories on school property is forbidden. In alignment with Alberta laws, students under the age of 18 years cannot be in possession of tobacco products. Tobacco products and vapes will be confiscated and a consequence assigned as follows.

Possession of any of the above items will result in an out of school suspension and the confiscation of the associated items.

Use of the above mentioned items on the school property (including the grounds and parking lot) will result in an out of school suspension and the confiscation of the associated items.

Refusal to surrender the items listed above will result in a 5 day out of school suspension.

Drugs and Alcohol

Students found to be in possession or under the influence of alcohol or drugs on school premises will be immediately suspended, and may be recommended for expulsion. Students may not attend school or a school sanctioned activity (including graduation events) under the influence of alcohol or drugs.

Anyone selling or providing alcohol or drugs to other students will be turned over to the R.C.M.P. to be dealt with by our legal system.

Fighting

Students involved in violence of any kind, either before, during or after school may be suspended or recommended for expulsion. Students are responsible to the school for their behavior during the school day, which includes lunchtime and the journey to and from school.

Weapons

Any student in possession of any item which is or can be defined as a weapon will have the item confiscated and the student will be suspended.

Littering

It is expected that the school building and surrounding yard shall be maintained free of litter by students. The general rule is to clean up after yourself before you leave the area, whether that is outside or inside the school.

Electronic Devices / Cell Phones

Students will not be permitted to use personal mobile devices during instructional time, but may have access before school, during spares and class transitions, at lunch and after school. Students will be asked to store all personal mobile devices out of view and powered off in a teacher-determined designated space in each classroom.

If a student has a specified, documented health or medical reason for the use of personal mobile devices, administration, in consultation with parent and classroom teacher(s), may permit limited use. Cameras are strictly prohibited from change rooms and no pictures or videoing of school staff or students can be done without prior consent. In these instances disciplinary action will be taken at the discretion of administration.

Class Time

During scheduled class time, students on spares who remain in the school must be in the foyer or Learning Commons. Students are not to loiter in the hallways or shop/gym corridor during class time.

Bussing Expectations

Students are expected to demonstrate suitable behavior on their buses to avoid putting anyone at risk. Improper behavior is referred to school administration. Riding privileges may be withdrawn. Parents should notify the bus driver if their child is not going to be riding the bus at any time. Cancellation of a bus run due to inclement weather will be determined by the Director of Transportation in consultation with the Superintendent of Schools.

Inclement Weather

There are 3 types of inclement weather days in Chinook's Edge: **green**, **yellow** and **red** days, which are outlined below.

Green Days

The days when it is clearly safe for everyone to travel. All buses are running and all of our schools are open.

Yellow Days

Yellow days are when schools are open, but buses might not run in some or all areas of the Division. Learning will take place at school on yellow days for those who are able to arrive safely. Students who cannot attend will be responsible for and given the opportunity to make up missed work.

Red Days

Red days mean some schools or all schools in the division are closed (and buses are not running). There may be instruction and homework provided through Google Classroom. It is the responsibility of each student to check their Google Classroom and CESD email on these days. Should there be consecutive red days the following will occur:

- Day 1 - Students will receive learning opportunities through Google Classroom or as outlined in communication from your child's teacher.
- Day 2 - If there is a second consecutive red day - students will participate in learning through a more structured, guided approach that will be outlined in Google Classroom, or as outlined in communication from your child's teacher.

Student Parking

The student parking at DHS is limited to a first come first serve basis. Students are expected to park in an orderly manner within the indicated stalls. Students are NOT allowed to park in the teacher stalls or the visitor stalls under any circumstance. Students driving in an unsafe manner (stunting, speeding, music too loud, etc.) will be denied access to the parking lot.

Academics

Guidance Program

The Didsbury High School academic guidance program is designed to serve the students of our school and help them develop to their potential in terms of academics, social skills, and personal growth. An emphasis on planning for the future and investigating opportunities is increasingly important in the program.

The Academic/Career Counselor(s) and Student Support Lead (SSL) work in conjunction with administration and staff to offer the following services:

- **Student Scheduling and Course Selection:** Selecting and arranging the appropriate courses for students to achieve an Alberta High School diploma as well as prepare them for their career pathway after high school.
- **Career Guidance:** Our program provides information, resources and opportunities to explore post-secondary programs, trades and apprenticeships to ensure students have a plan for after graduation.
- **Personal Guidance:** The guidance program offers students an opportunity to ask questions, receive counseling, or simply talk in confidence about things that may be troubling them at school or in their lives.
- **Educational Programs:** Educational programs, field trips, and guest speakers help students link school outcomes and objectives to life experience or possible careers.

Alberta High School Diploma Requirements

The requirements indicated below are those necessary to receive a high school diploma from Alberta Education. Students who are pursuing post-secondary education may need additional requirements. To ensure students are taking the correct courses we encourage them to have one-on-one conversations with our academic counselor(s). Minimum requirements for an Alberta High School Diploma include:

- **100 Credits**
- **English 30-1 / 30-2**
- **Social Studies 30-1 / 30-2**
- **Math at a 20 level (Math 20-1, 20-2 or 20-3)**
- **Science at a 20 level (Biology, Chemistry, Physics, Science 20 or Science 24)**
- **Career and Life Management (CALM)**
- **Physical Education 10**
- **10 credits from CTS, Fine Arts, Second Languages or Physical Education**
- **10 credits in 30 level courses other than English and Social**

Students are responsible for planning their high school program with our academic counselor(s) to ensure they have all the necessary courses for graduation and post-secondary education.

Course Registrations

Students registered at Didsbury High School are expected to be full-time students at our school for grades 9-11. For the benefit of each student, and to assure each student is on a path to graduation we require students to take a minimum of 40 credits in grades 10 and 11 and strongly recommend enrolling in 35 credits in grade 12.

The following guidelines are used during grade 10 course recommendations/registrations to increase the likelihood of success for our grade 9 students:

Grade 10 Course	Minimum Grade 9 Mark Required
English 10-1	60% in ELA 9
Social 10-1	60% in Social 9
Science 10	60% in Science 9
Math 10C	60% in Math 9

Exceptions (students with a grade 9 mark from 50%-59%) are considered on an individual basis after consultation with the grade 9 teacher, academic counselor, student, parent(s), and administration. However, please note that any student with a failing mark in grade 9 core classes is prohibited from taking the corresponding grade 10 course from the list above.

MyPass Registration

To access your academic records, check diploma exam marks, order official transcripts and register for any diploma rewrite all students will require an [Alberta MyPass](#) account. It is the responsibility of the student to sign up using their personal email and a password of their choosing. Students will be walked through this process in CALM in grade 10. This portal is essential for students during their high school careers as well as transitioning into post-secondary.

Final Exams

Schedules for final exams, Provincial Achievement Tests (Gr. 9) and Diploma Exams (Gr. 12) are posted in the school and on our website at least 1 month prior to the end of the semester. Please refer to individual course outlines for specific information about final exam weightings.

It is important to note that Provincial Achievement Tests and Diploma Exams cannot be written early and exemptions are subject to Alberta Education policy and approval.

Academic Integrity

Students are expected to be honest in their dealings with staff and students. Falsifying notes, telephone calls, plagiarizing, cheating on tests/assignments or using AI-generated written assignments are not acceptable behaviors. Misleading others intentionally is not acceptable. Disciplinary action will be taken at the discretion of the teacher/administration.

Concerns Regarding a Course

Students or parents who have concerns about a particular course should:

1. Speak to the teacher of that course first. 99.9% of all concerns are addressed appropriately and completely after this first step.
2. Request a meeting with the teacher and administration if major concerns still exist.

Final Grade Appeal Procedure

Every student and/or parent has the right to appeal a final grade. The first level of appeal is made directly to the classroom teacher. If the student and/or parent are still not satisfied with the decision, an appeal is then made to the principal, verbally and in writing, within five (5) days of receiving the final course mark from the teacher. Finally, a student may appeal to the school's liaison superintendent.

Honour Roll

Grade 9

Calculated at the end of year:

Top four core subjects plus one option with a minimum of 80% average in these five subjects.

Grades 10-12

Calculated at the end of year: (equivalent to Rutherford Criteria)

Grades 10 and 11: top 25 credits with a minimum of 80% average

Grade 12: top 25 credits (school awarded mark) with a minimum 80% average

Graduation (General Information)

In order to participate in the Didsbury High School Cap and Gown Ceremony, a student must:

1. Be a registered student at Didsbury High School (or Career High)
2. Be enrolled in a program that will enable him/her to be on a path to graduation by June 30.

Students with outstanding school fees at the time of the Cap & Gown Ceremony will not be allowed to participate as it is an extra-curricular event.

Valedictorian Selection Policy

The Valedictorian of one's graduating class is the highest academic distinction that a student can earn in his/her final year of high school. The Valedictorian's primary responsibility is to deliver the valedictory address during the Cap & Gown Ceremony. The following selection criteria apply:

1. The grade 12 student with the highest academic average based on any blended final diploma marks and interim school marks (for semester two of the year).
2. Courses used to calculate this average must be taken through Didsbury High School and are:
 1. English 30-1
 2. Four other core courses as listed below:

Social 30-1	Biology 30	Chemistry 30
Physics 30	Math 30-1	Math 31
3. In the event that the student with the highest average decides not to serve as Valedictorian, the student with the next highest average will be named Valedictorian.