

Comets

**Raymond
High School
Handbook**

Administration and Organization

1.1 Bell Times; Class Periods

Monday to Thursday:

Warning Bell 8:15 AM

Get Better Time (Flex)	8:20 to 9:00 AM
Period One	9:05 to 10:23 AM
Period Two	10:28 to 11:46 AM
<i>Noon Hour</i>	<i>11:46 to 12:35 PM</i>
Period Three	12:39 to 1:57 PM
Period Four	2:02 to 3:20 PM

Friday:

Warning Bell 8:15 AM

Period One	8:20 to 9:12 AM
Period Two	9:16 to 10:08 AM
Period Three	10:12 to 11:04 AM
Period Four	11:08 to 12:00 PM

1.2 School Office Hours

General Office

Monday to Thursday: 7:45 AM to 3:45 PM

Friday: 7:45 AM to 12:00 PM

1.3 Library Hours

The library is located in the Raymond Junior High wing. Students are strongly encouraged to use the library. Hours are from 8:00 AM to 11:30 AM and 12:40 PM to 3:20 PM. If the Library is closed you may return your books to the Jr. High office.

1.4 Division & School Administration

Superintendent of Schools:

Mr. Darren Mazutinec

RHS Administration:

Mr. Darryl Salmon, Principal

Mr. Brett Ralph, Vice Principal

Mrs. Rebecca Gorner, Vice Principal

1.5 Counselling Office

Mr. Brett Ralph is the Academic Counsellor. Appointments can be made with him regarding any academic help a student may need regarding change of classes, post-secondary applications, graduation progress, etc.

2. Attendance/Late Policy & Procedures

- 2.1 Ongoing regular attendance at school is a significant contributing factor to student learning. In the interest of student learning, regular attendance at school shall be required of all students throughout the school year.
- 2.2 All school personnel will cooperate with students and parents/guardians to help solve any attendance problems.
- 2.3 **Prior** to a student's absence, parents/Guardians will inform the school, of the expected length of and the reason for the absence. Confirmation prior to the absence ensures contact and co-operation between all parties (student, parent and school) and removes the necessity for "after-the-fact" confirmation. Parents/Guardians are to be informed of unwarranted absences by telephone and by email (if possible). A reply with the confirmation or reason is necessary.
- 2.4 The completion of all homework assignments, tests or quizzes scheduled on the day(s) of the absence(s) will be left up to the discretion of the teacher.
- 2.5 By registering, you make a commitment to regular attendance in all your courses. Regular attendance is a major factor in making you eligible to receive credits for a full semesters work.
- 2.6 Each teacher keeps an accurate attendance record of every student registered in a course. This record also reflects students being late. Being called from class is disruptive to the learning environment. This will be avoided if all absences are confirmed.
- 2.7 All parents/guardians can access their student's attendance records at anytime through the PowerSchool program. Please contact the school if you experience difficulty accessing this information.
- 2.8 Parents/guardians may confirm their student's absence at any time, night or day, by phoning the school.

- 2.9 Your teacher decides when your absenteeism warrants action towards recommending withdrawal from a course and will use discretion in considering extenuating circumstances. However, a combination of excessive absenteeism and failing grades could result in dismissal from the course. The school administrators are the only school personnel authorized to delete a student from a course.
- 2.10 You are expected to be in class on time. Sufficient time is given for you to get from class to class. Should you habitually come late to class, your teacher will determine appropriate action to help you solve your late problem. Tardies are an infringement on the rights of other students learning opportunities and the right of the teacher to teach.
- 2.11 Some parents take their children on holidays that exceed those granted by the Board of Education and Alberta Education. In these cases, no official sanction can be granted, and you and your parents must accept full responsibility for the detrimental effects of missing regular classroom instruction. While it may be helpful for you to receive the reading and work assignments from your teachers prior to your absence, such information does not imply school consent or permission for such absence. RHS staff and administration strongly advise against any lengthy absences.
 - * Absences occurring on school-sponsored activities do not count against the student.
- 2.12 Progress reports for individual students can be accessed through PowerSchool anytime, day or night. Any parent/guardian who is unable to access this information through the computer is invited to please contact the school.

3. Reporting Policy and Procedures

We encourage parents/guardians to utilize PowerSchool or PowerSchool App to access up to date information regarding student progress. Parents/guardians are encouraged to contact individual teachers whenever they feel the necessity.

- 3.1 Final reports for Grades 10, 11, and 12 will be issued from the General Office upon request for non-diploma examinations only.
- 3.2 Teachers may, from time to time, send additional information by way of letter, email, or telephone to parents/guardians.
- 3.3 Your teachers will provide you with adequate notice regarding due dates for projects, major examinations, and major assignments. If you don't have a confirmed absence on the date an exam is written or assignment or project is due, you may miss the opportunity to complete the project. Each student has the responsibility to talk to his or her teacher regarding alternate arrangements to complete the missed work. If difficulties arise on the application of this policy, students may appeal to the principal for a final decision.

4. Illness or Injury during School Hours

If a student is ill and feels that he/she must go home, he/she must report to the General Office. The parent/guardian will be notified whenever possible and they can either pick up the student or give the high school office permission to let the student return home. No student will be allowed to leave the school except by this method. If parental contact is not made, the student will remain in the infirmary until a break in the school day (noon hour or the end of the day).

If a student is injured during school hours, he/she will report to the General Office, where possible. Parents will be contacted if possible and proper medical people will be contacted if parents cannot be reached.

5. Student Behaviour

- 5.1 The Education Act states "A student shall conduct himself so as to reasonably comply with the following code of conduct:
 - (a) Be diligent in pursuing his studies;
 - (b) Attend school regularly and punctually.
 - (c) Cooperate fully with everyone authorized by the Board to provide education programs and other services;
 - (d) Comply with the rules of the school;
 - (e) Account to his teacher for his conduct;
 - (f) Respect the rights of others.
- 5.2 Each student is expected to strive to take full advantage of educational opportunities and to do well in all aspects of school life. Each student has the right to an education in an orderly, safe, and sanitary atmosphere and is expected to contribute to such an environment.
- 5.3 Any student who attends an extracurricular activity sponsored by the school is subject to all school and division policies, regardless of the location of such activity. Any student using alcohol, illegal drugs, or tobacco products at any such activity is subject to immediate suspension from school and could face expulsion.
- 5.4 Any student whose behaviour results in his/her being sent home early will travel at the expense of his/her parent/guardian.
- 5.5 In all cases where judgment is required in the interpretation of these regulations, the decision of the high school principal shall be final. Failure of the student to comply with these regulations constitutes an infringement upon the rights of other students and may result in suspension from school.

- 5.6 Bullying- RHS has zero tolerance for bullying. Procedures for handling cases of harassment/bullying will follow those outlined in Administrative Policy #170 of the Westwind Policies.
- 5.7 Students of RHS, we want our school to be a place that recognizes and respects each of our individual differences and choices. RHS is a place where racial, religious, sexual preference or any other personal choices are not judged by others. We are not a school that allows a platform for propaganda, either for or against, to be present in written, spoken, or in any other form. We need to treat others with dignity and make sure your behaviours are respectful. It will make you a person of quality.

6. Assembly Behaviour

- 6.1 At all times, a student's behaviour should be refined and courteous. An indication of the cultural level of a school lies in the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled for clapping, boisterousness, and talking during a program. Any student exhibiting such behaviour will be asked to leave the assembly.
- 6.2 Student assemblies are held during the school day and when such assemblies are called, all students have a responsibility to attend. Leaving the school during an assembly requires checking out through the General Office just as you would check out from a classroom.

7. Student Dress

The appearance of any young person is primarily the responsibility of the individual and the individual's parents/guardians. We expect students to maintain a type of appearance that is not distracting or detrimental to the educational process of the school.

Appropriate attire includes:

- Clothing which covers the chest, back and midriff.
- Shirt/top that touches the pants/skirt at the hipline or waistline. NO TANK TOPS.
- Clothing that covers the undergarments at all times.
- Clothing that does not display inappropriate symbols or graphics.
- Inside the school classrooms, headwear will not be worn.
- In situations where clothing is inappropriate, students will be asked to alter their dress, or they may be sent home and their parents consulted.

8. Athletic Policy and Procedures

Each student who competes in any of our inter-scholastic sports must adhere to the following:

- 8.1 He/She must be enrolled in a minimum of 13 course credits per semester of the year of participation. If you drop below that number any time during the semester, you will be suspended from the team for the balance of the season.
- 8.2 As a participant, each student athlete is expected to attend all practices as designated by the coach(es).
- 8.3 He/She must meet the eligibility requirements as stated in the ASAA rules or the league rules or both.
- 8.4 He/She must be a respectable representative of the school, deemed as such by the opinion of the coach and/or school administration.
- 8.5 A student athlete, absent for any part of a school day when extracurricular activities occur, shall not participate in the activities that day. Special or emergency absences (i.e. specialist appointments, funerals, etc.) will be considered exceptions to this policy if parents confirm the absence with school administration prior to the school day. The decision of the administration is final.
- 8.6 He/She must attend all games or functions of said activity in the school bus or school transportation provided. All participants will leave from the high school and will be returned to the high school. Unless prior arrangements have been made.
- 8.7 Participation is based on the premise that extracurricular activities add to a student's program and enjoyment. However, it is understood that academic excellence comes first, and if a student experiences difficulty attending classes or completing homework and other classroom assignments because of practice or game times, the student will be removed from the team unless a change of priorities occurs.

NOTE: If a student is sick any part of the school day, he/she shall not participate in school activities that day.

9. Field Trips/Extracurricular Trips

Students are under the direction of the schoolteacher advisor and any other coaches or supervisors while on a field trip or extracurricular trip. The standard of conduct on such an excursion is expected to be within present school policy. Permission slips must be received by the school before any person will be allowed to travel with the class or group. If a decision on a trip must be made regarding this policy, it will be made by the teacher in charge of the program.

10. Medication

The school is not permitted to dispense medication, including aspirin.

11. Student Lockers

Students will be issued a locker which they retain for the school year. Lockers are not to be traded with anyone except with the permission of the Secretary, who keeps the master locker list. All students should remember the following points relating to the use of school lockers:

- 11.1 The school cannot accept responsibility for articles stolen from lockers.
- 11.2 School administration reserves the right to search student lockers in special situations such as suspicion of rule violations, health and safety protection, the recovery of textbooks or overdue library books, et cetera.
- 11.3 Lockers must be completely emptied by the student no later than the last day of classes in June.
- 11.4 RHS recognizes that from time to time it may be deemed necessary by the school administration for school lockers to be searched. When this occurs guidelines outlined in Administrative Procedure 353 will be adhered to.
- 11.5 RHS reserves the right to search all school facilities including lockers, desks, and personal items such as backpacks, purses, coats, etc.

12. Fire Drills/Lock Downs

Each student is expected to become familiar with the fire exit routes posted on or near the doorway of each classroom and the lock down procedures. Fire drills and lockdowns will be held on occasion throughout the year. The building must be cleared each time the fire alarm rings. Students should assemble away from the building, along the town sidewalk by the ice arena or behind the school on the track. Tampering with the fire alarm or any of the equipment is a serious offence and will be handled accordingly.

13. Telephone Calls

- 13.1 A student telephone is provided near the General Office for student use. Please be brief and limit your calls to school related matters. Parents, siblings, friends, or relatives should not telephone the school and expect messages to be given to students, except in the case of an emergency.

13.2 Cell Phones

Cell phones are not to be used during class unless they are being used for academic purposes under the direction of the teacher. Cell phones should be put in the cell phone hotel or in their backpacks when they enter the classroom.

14. School Suspensions/ Expulsions

- 14.1 Suspension is the temporary dismissal from a class or from school. Expulsion is a permanent removal from school and always involves the Superintendent and members of the Board of Education.
- 14.2 When a student is suspended from more than one class period, he/she is entitled to a hearing with the principal. Parents will be notified of all suspensions exceeding one class, stating the reason(s) for and length of the suspension. This notice will be made by telephone whenever possible. When a student has been suspended from school parents will receive written notification stating the reason(s) for, and length of time of the suspension.
- 14.3 No student will be allowed to participate in any inter-scholastic or extra-curricular activity while on suspension.
- 14.4 A student who has been expelled may be re-admitted the following year only by the approval of the Board of Education.

15. Visitors to the School

Occasionally, a student may wish to have a friend attend classes with him/her for the day. Arrangements for visitors must be made with the principal at least one full day prior to the planned visit. The following guidelines apply:

- 15.1 The visitor must be a secondary school student.
- 15.2 Obtain permission of the principal.
- 15.3 Each teacher retains the right to refuse a student the privilege of bringing a visitor to class even though general approval has been granted by the school administration.

16. Library Policy

All library materials must be checked out before being removed from the library. Students will not be allowed to check out materials if they are on the current overdue book list. Materials used in the library should be turned in at the checkout desk at the end of the period. Students losing or abusing library materials will be required to pay the replacements costs.

17. Student Council

The Student Council Executive is made up of the following elected or appointed positions:

President

Secretary

Other Positions as Deemed Necessary

Different Committees (Pep, Dance, Graduation, Activity, Decoration, Wellness, etc)

The student council exists to serve students. It is the heart of student involvement, and it is the most powerful and representative student organization because it works for all students.

The Students' Council has the following major responsibilities:

- 17.1 To promote student participation in all aspects of the co/extracurricular programs.
- 17.2 To organize and administer to all student oriented social activities
- 17.3 To assist in the organization of athletic and other such extracurricular activities.

18. School Activities & Fee Structure

- 18.1 Westwind School Division set textbook rental fees and other instructional fees to be charged.
- 18.2 All students participating in a school activity that requires the purchase of school uniforms will be charged a participation fee. The current schedule is available at the Office.
- 18.3 School fees are to be paid early in the school year. If any special arrangements are necessary, please contact the principal. Activity fees are due at the beginning of the season. A service charge will be assessed on any cheque returned by your financial institution.
- 18.4 All extra-curricular fees must be paid before the student will be allowed to participate or receive a uniform. No refunds are issued on athletic fees after the season begins. Any student requiring special considerations please contact the school administration. All discussions will be in strict confidentiality.

19. Withdrawals and Transfer from School

When a student withdraws from school or transfers to another school, he/she must notify the General Office and turn in all textbooks and school owned items. When all accounts are cleared, a recommendation will then be made to return the unused portion of the school fees. This is pro-rated over 10 months, and no refunds are issued after March 1st of each school year. If a student ceases to attend RHS and fails to notify the General Office, fees will be charged until official notification from parent/guardian has been received.

20. Adding or Dropping Classes

Any changes after the registration deadlines in a student's timetable must be made through the Academic Counsellor. The only course changes considered will be a failing grade or a change of program.

20.1 Any student dropping a class after the midpoint of the semester will receive a final mark on the transcript.

21. Homework Policy

Students can expect homework in most high school courses. Your teacher will inform you of the homework requirements for each individual course.

22. Plagiarism

Plagiarism, like cheating, is an act that directly challenges the concept of intellectual honesty. It occurs when a person: Hands in someone else's work as his own. This applies to direct presentation of someone else's work, a paraphrase of someone's work, or use of someone's actual ideas. Cites sources improperly whether direct copying, or using phrases or even someone's idea.

Plagiarism is not acceptable at RHS and will not be treated lightly. It may result in getting zero on an assignment or losing credit for a course.

23. Grievance Procedure

Each student has the right to appeal a final mark in a high school course. If a student wishes to appeal a final mark, follow these steps:

23.1 Make the appeal in writing, in the form of a letter to the principal.

23.2 Include in the letter the reason(s) for the appeal, that is, the things you judge to be unfair or incorrect or both.

23.3 The appeal must be made within 30 days of the final marks being released.

24. Lost and Found

Students finding misplaced property are asked to bring it to the General Office. Students who have the misfortune of losing property should report the loss to the office. Found items will be kept for a maximum of 30 days and will then be disposed of in a manner deemed appropriate.

25. Course Outlines

A printed outline is provided for each student in every course he/she is enrolled in. This outline must be in your hands no later than the end of the first week of classes. It will outline the major topics to be studied, identify the major tasks to be completed, and will have the method of evaluation used to calculate your final mark. The course outline may also provide you with due dates for your major assignments and examination dates.

26. Graduation Requirements

Raymond High School Graduation Ceremonies are held at the end of June

26.1 As of June 1 of the graduation year, the student must have completed or be currently enrolled in courses totalling a minimum of 100 credits. Students must also meet all diploma requirements to participate in graduation ceremonies.

26.2 All conditions of the Provincial Regulations must have been met regarding required courses.

27. RHS Gold Braids

Gold Braids will be given out during the RHS Graduation Ceremony. To be eligible for the Gold Braids, the average of all **CORE** (Science, Math, English, Social) classes for the year must be 80%. This will be a one time calculation done at the end of every school year. Elective classes will not be included in the RHS Gold Braid calculation.

27.1 Students who achieve 80% or higher in their **CORE** classes every year from grade 10 at RHS will receive a gold braid to be worn at their graduation ceremonies.

27.2 To calculate the Gold Braids:

Every core class that is taken will be used to calculate the average for Grade 10, Grade 11 and Grade 12. The average will have to be above 80% for all three years of core classes to receive the Gold Braid. Only the core classes from the proper year will be used to calculate even if a class was taken earlier. (ie. Social 20-1 in Grade 10 year will be calculated with Grade 11 core class marks)

27.3 Starting with the **Graduating Class of 2026** we will be changing the Gold Braid requirements to the following: (These requirements will begin in the fall of 2023-24 for the Grade 10 Class)

There will be 3 Colored Braid Categories: Gold, Silver and Red.

Gold Braid Category

Core Classes, 90 % or Higher Average

Grade 10 Cores

Science 10
Social 10-1
English 10-1
Math 10C

Grade 11 Cores

Sciences (Best Two)
Biology 20
Chemistry 20
Physics 20
Math 20-1
English 20-1
Social 20-1

Grade 12 Cores

Sciences (Best Two)
Biology 30
Chemistry 30
Physics 30
Math 30-1
English 30-1
Social 30-1

Averages will be taken on the core classes at each grade level. Students must have at least an **90% average** in Grade 10, Grade 11, and Grade 12 Core classes.

Silver Braid Category

Core Classes, 80-89% Average

Grade 10 Cores

Science 10
Social 10-1
English 10-1
Math 10C

Grade 11 Cores

Sciences (Best Two)
Biology 20
Chemistry 20
Physics 20
Math 20-1
English 20-1
Social 20-1

Grade 12 Cores

Sciences (Best Two)
Biology 30
Chemistry 30
Physics 30
Math 30-1
English 30-1
Social 30-1

Averages will be taken on the core classes at each grade level. Students must have at least an **80% average** in Grade 10, Grade 11, and Grade 12 Core classes.

If one grade level falls within the 80-89% range while the others are above 90%, Silver Braid is the category.

Red Braid Category

Mix of -1, -2 Core Classes, 80% or above.

Grade 10 Cores

Science 10
Social 10-1 or 10-2
English 10-1 or 10-2
Math 10C

Grade 11 Cores

Sciences (Best Two)
Biology 20
Chemistry 20
Physics 20
Math 20-1 or 20-2
English 20-1 or 20-2
Social 20-1 or 20-2

Grade 12 Cores

Sciences (Best Two)
Biology 30
Chemistry 30
Physics 30
Science 30
Math 30-1 or 20-2
English 30-1 or 20-2
Social 30-1 or 20-2

Averages will be taken on the core classes at each grade level. Students must have at least an **80% average** in Grade 10, Grade 11, and Grade 12 Core classes.

28. RHS Scholarship Trust Fund

Friends of the Raymond High School and the Westwind School Division fund an annual Awards Program that includes cash awards to the top students in the following areas:

28.1 Top students in Grades 10 and 11, based on valedictorian criteria

28.2 Top student in each of the grade 12 subjects, provided that the top mark is 80% or higher.

28.3 **Bev Cooper-Leavitt Valedictorian award:** This is the student who has the highest average in English 30-1, Mathematics 30-1, Social Studies 30-1, and any two of the following Chemistry 30, Biology 30, or Physics 30.

SPECIAL NOTE: This is determined by Diploma Examinations and only the blended mark is used in the calculation. The cash award may or may not go to the same person who earns the "speaking" Valedictorian privilege at graduation.

28.4 **The Eugene Dahl Memorial Award:** in the Fine Arts: goes to the top graduating student registered in a Fine Arts program at a University.

28.5 **RHS Citizenship Award:** Is awarded by the Raymond High School. This goes to the graduating student who is judged to contribute the most in making RHS a pleasant place to be. Nominated and selected by staff members.

28.6 **Dr. Shawn Heggie Academic/Athlete Award:** Awarded to a male and female student who has achieved excellence both in the classroom and in athletics at RHS. To be determined by Dr. Heggie

28.7 **Chandler Depew Memorial Award:** is selected by staff to a student that has shown perseverance throughout their high school career.

28.8 **Raymond Dental Clinic Dr. Mike Smith Award:** Awarded to the student that has worked with children or adults with special needs. This can be awarded to 2 students that have been involved helping other students, adults, children or family members with disabilities during their high school years.

28.9 **Scott Barton Award** is based on academic achievement and demonstrated leadership and community service.

28.10 **RHS Class of 1964 Award** is Awarded to the graduates who are always showing a caring attitude and making others feel welcome, valued and respected.

28.11 **RHS Class of 1992 Award** is awarded to the graduating student who is judged to contribute the most in making Raymond High School a pleasant place to be.

- 28.12 **Paul Hasegawa Athletic Leadership Award** is awarded to the student athlete that has demonstrated desire, leadership and integrity throughout their career in athletics.
- 28.13 **Marilyn Salmon Memorial Award** is awarded to a student who exhibits kindness to all and is pursuing further education at a post secondary institution.
- 28.14 **Lyman H. Jacobs Leadership Award** is awarded to a student who exhibits leadership skills throughout their high school career.
- 28.15 **Don and Roslyn Heggie Award** is awarded to the student who displays an interest in the agricultural industry.
- 28.16 **Alexander Rutherford Scholarship:** is also available to students with an 80% average in selected subjects for each high school grade. See your guidance counsellor for details and application forms.
- 28.17 Only courses taken at the Raymond High School will be considered for award purposes. This provides a consistent evaluation for all students. Exchange students and mature students are not eligible for any of the above awards. When a course has a Diploma Examination, the exam must be written in order to be considered for an award.

29. School Athletic Awards/Lettering Policy

Philosophy: To recognize athletic excellence and achievements at a varsity level of competition for all ASAA sanctioned sports, as well as sports sponsored through RHS

Guidelines for Awards/Lettering Policy:

- A. Varsity athletes only
- B. A letter is presented for the initial recognition of excellence; accompanied by pins representing the appropriate sports and subsequent years of achievement.
- C. The awarding of letters will be at the discretion of the Head Coach of each sport.
- D. Non-team athletic events such as golf, track, and rodeo, require excellence at Zone or Provincial levels before a letter is awarded.

- E. Male/Female Athlete of the year will always be a graduating student and consideration for the award will be a cumulative evaluation of three years RHS sponsored extra-curricular activities. The criteria for this award will include (but not be restricted to) athletic performance, leadership and overall contribution to RHS athletic programs. These awards will be presented at a school assembly in June.
- F. All team awards and letters will be given after the sport's season.

30. Smoke-Free Environment

All Westwind Public Schools' grounds, including parking lots and playing fields, are smoke-free areas including e-cigarettes, marijuana, hookah/shisha, and smokeless tobacco. The purpose of this policy is to ensure that school buildings or property are not used to enable a practice that is injurious to the health and well being of students or staff. Also, provincial law prohibits anyone below the age of 18 from smoking in a public place. While it is expected that students understand and respect the smoke free policy, violations of the policy are treated as matters requiring discipline and may receive a fine for violating this law.