

# Fairview High School Student Handbook 2023-2024

# FHS

EXPERIENCE SUCCESS BY CHALLENGING POTENTIAL



Visit our [website](#) for more information

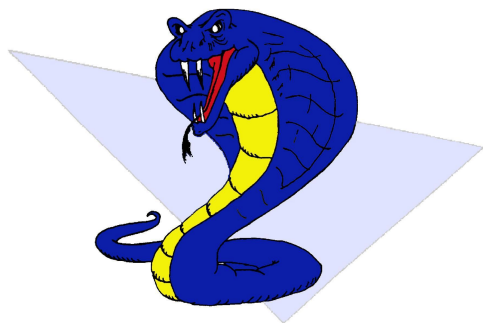
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**Mrs. Sherri MacDowall**  
Principal

**Mr. Darren Phelps**  
Vice-Principal

**Bag 2792**  
**Fairview, AB ToH 1Lo**  
**(780) 835-5421 (phone)**  
**(780) 835-3222 (fax)**





# **WELCOME TO FHS!**

## **HOME OF THE COBRAS**

As a student entering Fairview High School for the first time, or for one who has attended previously, we extend to you a warm welcome.

The school and staff are here to assist you in your academic and personal achievement. It is our sincere hope that your school year will be enjoyable and rewarding. The information in this booklet should familiarize you with the services, policies and programs of your school.

### **FHS Mission, Vision, Belief Statements**

#### **1. *School Mission Statement***

The purpose of the school is to provide educational opportunities for students to maximize their potential in academics, physical fitness, and cultural and practical arts. The practices of the school help students develop habits, attitudes, ideas and skills, which prepare them to be good citizens who contribute to society in a positive and useful manner.

#### **2. *School Vision Statement***

FHS is a learning community that experiences success by challenging the potential of all who come through its doors.

#### **3. *Belief Statements***

At Fairview High School we value:



Success in Learning



Responsible Citizenship



Collaborative Teamwork for staff and students

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## **SCHOOL RULES AND POLICIES**

**Rules of Conduct – schools are ‘respectful places’ and therefore require respectful behavior.**

1. Students will be held accountable for any school property that they damage.
2. When leaving a class, the room must be left orderly for the next class.
3. Students will not have food or drinks in the library or around computers.
4. No running or rough play in the hallways. Eating is permitted in the cafeteria or other designated areas only.
5. Students should not be in the hallways during class time.
6. Washrooms are to be kept sanitary. No eating, smoking, loitering, or dangerous behaviour.
7. Students should use the washrooms between classes rather than during class time.
8. Only one student is allowed in the gender-inclusive washrooms at a time.
9. Students will arrive to class with required learning materials.
10. Hats/head coverings are only to be worn in class at the discretion of the teacher responsible for instruction in that class.
11. Clothing advertising alcohol, drugs or sexuality is not to be worn in school.

**Our dress code is simple; clothing, respectful of a school environment, is expected.**



### **Positive Behavior Interventions and Supports (PBIS and KUDOS)**

- Fairview High uses a **school wide system of supports** that include proactive strategies for defining, teaching, and supporting appropriate student behaviours to create positive school environments.

- The **Cobra Kudos program** provides students with external incentives to further engage in positive behaviours within a variety of settings.





## **Attendance**

Regular attendance has been demonstrated in research to be a key determinant in student success. Staff and administration will carefully monitor attendance. Parents are expected to contact the office either by note or by phone when a student is absent. The teacher, guidance office, or main office will notify parents whenever attendance is of concern. The school office will notify by automated phone-out the daily absence of each student. ***“Remember if you are not in school you do not know what you are missing”.***

## **Late Policy**

Students will be informed at the beginning of the school year of the FHS late policy. When student lateness becomes a matter of concern to a member of the school staff the student will be:

- a) Spoken to by a member of the school administration team or their designate. A warning will be issued, the matter documented and subsequent incidents of lateness will result in an appropriate disciplinary response.
- b) Should incidents of lateness continue the matter will be referred to school administration. Subsequent action can include the following;
  - Parental contact- A phone/letter or meeting with the parents will take place to determine further action.
  - The student will receive an in school suspension.
  - Removal from school sports activities and/or other school activities.
  - Other actions may include the involvement of the Deputy Superintendent of Schools for the PRSD or the truancy officer for the division if the situation warrants.

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## **Extended Absences**

Extended absences from school are discouraged; as such absences are disruptive to the student's educational program. However, when such absences become necessary, the student and parent/guardian are expected to notify the school well in advance of the leave (except in cases of emergency). Students will be expected to complete any assignments or examinations within two days of their return.

## **Early Checkout**

Students requiring special consideration to leave the school during regular hours **must provide a note from their parents and to checkout through the office before leaving.** Because the school is responsible for students during the school day it is very important that students check out through the office before going home early. Office staff will confirm the early sign-out with a parent.

## **Parking**

Student parking is allowed in the south parking lot. Students are not allowed to park in the staff area or in the school bus loop at any time. In keeping with our Good Neighbour policy, students shall not park along the street immediately west of the school. **'Stunting'** will be reported to the R.C.M.P. as dangerous driving with the potential of ticketing by the R.C.M.P. Please keep the parking lot clean by using the garbage cans provided.

## **Smoking / Vaping**

The **use of and open display of all tobacco products, including vaping, is prohibited** on Fairview High School property. The use of any smokeless tobacco products and the act of spitting the residue is also prohibited on Fairview High School property. For the purposes of this policy the Fairview High School property will include the school building, the courtyard, the field outside our building and both parking lots and the sidewalk area across from the staff room. Students who are caught smoking/vaping will be dealt with under the school's discipline procedures.

## **Spares**

Spares for students are discouraged as much as the school program permits. Students with spares may leave the school at the beginning of the spare, but may not return until the end of the period. If the spare is spent in the school, it must be done such that classes are not disrupted. Junior high and grade 10 spares are not permitted at any time.

## **Shoe Policy**

Students are **expected to wear clean and dry shoes when in the school.** Students should have two pairs of shoes - one pair for outside and one pair for inside. The inside pair may be the student's regular physical education shoes. Supervisors will have the student remove dirty or wet shoes.

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## **Assignment/Test Policy**

Assignments and tests must be completed, neat and on time. In order for a student to be “excused”, a note or phone call from a parent is required. If a student is excusably absent, the assignment may be handed in for a credit. If a student is inexcusably absent for an assignment or test, the **student** is expected to make alternate arrangements with the teacher.

## **Electronic Media Surveillance of Facilities and Property**

The protection of school property and maintenance of the health, welfare and safety of the students and staff while on school property are important functions of the school. The monitoring of individuals who enter upon the school grounds or school property is a significant factor in maintaining order and discipline and in protecting students, staff, visitors and Division property. The division authorizes the use of audio video surveillance practices, in accordance with Administrative Procedure 181.

## **Final Examinations**

The value of a final examination will vary with the course. Grade 9 Provincial Achievement Examinations will be used as final examinations.

Grade 12 Provincial Examinations count for 30% of the student’s final mark. Students are cautioned to continually review their course work.

## **Student Discipline**

There are certain behaviours that require a strong reaction from the school. Such behaviors include violence (fighting, threatening, bullying), being under the influence or being in possession of intoxicants or prohibited substances, willful disobedience, open opposition to authority, or willful destruction of school property. This is in keeping with School Division administrative procedures. For such behaviour, the school may suspend the student. The school may suspend a student for up to and including five school days.

## **Cell Phone Policy**

**Cell phones are not to be used during instructional time unless directed to do so by the teacher.** If a cell phone is used without the consent of the teacher during class time, the phone may be confiscated and returned to the student at the end of the school day. A second offense will result in the phone being confiscated and only returned to the parent or guardian.

In addition to this rule, no personal electronic devices are allowed in a student’s possession during school based exams. This rule is also strictly enforced by Alberta Education for all Provincial Exams.

## **Lockers**

Students are provided locks from the office. Lockers must be locked at all times.

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## **Fairview High School Faculty**

**Mrs. S. MacDowall** – Principal, ELA 20-1, Health 9  
**Mr. D. Phelps** – Vice Principal, Science 10, Science 9, and Science 8  
**Mrs. T. Banach**- Inclusive Education Coordinator  
**Ms. A. Dalke** – Math 7, Social 20-2/30-2, Math 10-3, Indigenous Lead  
**Mr. D. Damocles**– ELA 8/9/10-2/10-4/20-2/20-4  
**Mrs. K. DeAngelo** - Social 9, ELA 7, Science 14/24  
**Mrs. K. Duncan** - Information Specialist/ Librarian/Educational Assistant  
**Mrs. S. Fraser** - Social 30-1/10-1, Art 7, Health 8, CALM, Cosmo, Leadership  
**Mrs. C. Hemstock** – Office Manager  
**Mr. K. Hovey** –Chemistry 20/30, Math 30-1/30-2, Science 9, Phys. Ed. 8, Athletic Director  
**Mrs. A. Kennedy** - Educational Assistant  
**Mrs. C. Kramer**- Counselor (School Social Worker)  
**Ms. Robles and Ms. Talacay** – Lead Custodians  
**Mrs. A. Laue** – Math 10-C/20-1/20-3/4, Physics 20/30, Academic Advisor  
**Ms. J. Lawrence**– Biology 20, PE 7, Health 7/8/9, Jr. Home Ec., Sr. Foods, Work Experience/RAP/Green Certificate Coordinator  
**Mr. P. Letkeman** – ELA 10-1/20-1/30-1/30-2  
**Mrs. B. McDonald** - Youth Education Support Worker  
**Mrs. P. MacKay** - Educational Assistant  
**Mrs. K. Matthewson-Sellers** - Educational Assistant  
**Ms. C. Mitchell**- Educational Assistant  
**Mrs. C. Moskalyk**- Educational Assistant  
**Ms. H. Nilsson**- Educational Assistant  
**Mrs. S. Nilsson**- Educational Assistant  
**Ms. C. Pinkard**- CTF 7-9. Art 7-9, Art 10/20/30, Psychology  
**Ms. S. Przybylski** – Educational Assistant  
**Mrs. D. Rego** - Educational Assistant  
**Mrs. T. Rolling** – Educational Assistant  
**Mr. D. Rushton** - Educational Assistant  
**Mrs. V. Schultz** - Educational Assistant  
**Mrs. T. Szmata**- Science 7, Science 8, Biology 20/30, Science 30, Forensics  
**Mr. J. Taylor**- CTS 10, Industrial Arts 7-12  
**Mrs. T. Wayland**- LAN Technician, Office Manager  
**Mrs. K. Wiebe** – PE 10/20/30, Fitness, Yoga, PE 9, PE 7, Work Experience/RAP/Green Certificate Coordinator  
**Ms. K. Wyness**- Math 8/9, Math 20-2, CTS 10

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## **Junior High School Courses- Grades 7/8/9**

### **Core Subjects**

- ☐ Language Arts
- ☐ Mathematics
- ☐ Social Studies
- ☐ Science
- ☐ Physical Education
- ☐ Health

### **Complementary Subjects**

- ☐ Career and Technology Foundations
- ☐ Industrial Arts
- ☐ Home Economics
- ☐ Art

## **Sr. High Courses- Grades 10-12**

### **Grade 10- Core Subjects**

Social 10-1/10-2/10-4  
Math 10C/10-3  
PE 10  
Science 10/14  
English 10-1/10-2

### **Complementary Subjects**

CTS	Forensics 25
Foods	Leadership
Psychology	Fitness
CALM	Yoga
Cosmetology	Industrial Arts
Art	

### **Grade 11- Core Subjects**

Social 20-1/20-2/20-4  
Math 20-1/20-2/20-3  
PE 20  
Biology/Chemistry/Physics 20  
Science 24  
English 20-1/20-2

### **Complementary Subjects**

Foods	Forensics 25
Psychology	Forensics 35
CALM	Yoga
Cosmetology	Industrial Arts
Art	Fitness
Leadership	

### **Grade 12- Core Subjects**

Social 30-1/30-2  
Math 30-1/30-2/31  
PE 30  
Biology/Chemistry/Physics 30  
English 30-1/30-2

### **Complementary Subjects**

Foods	Art
Psychology	
CALM	Yoga
Cosmetology	Fitness
Industrial Arts	Leadership
Forensics 25	Forensics 35

\* Career Transitions (Work Experience), Special Projects, and RAP may be scheduled into any block.



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## **High School Diploma requirements**

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

- Earn a minimum of 100 credits**
- Complete and meet the standards of the following courses:**
  - English 30-1 or 30-2 or Francais 30-1 or 30-2
  - Social Studies 30-1 or 30-2
  - Mathematics 20-1, 20-2, or 20-3
  - Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20
- Complete and meet the standards of the following:**
  - Physical Education 10 (3 credits)
  - Career and Life Management (CALM) 20 (3 credits)
  - 10 credits from career and technology studies (CTS) or fine arts or second languages or Physical Education 20/30
  - 10 credits in any 30-level courses in addition to English 30-1 or 30-2 and Social Studies 30-1 or 30-2

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## **Report Cards**

Fairview High School issues four report cards throughout the school year. For junior high students these reporting times divide the school year into quarters. For senior high students we issue one mid-term and one final report in each semester. Report cards will be distributed on the following dates:

- November 17th, 2023
- February 2nd, 2024
- April 26th, 2024
- June 27th, 2024 (via mail)

## **Parent-Teacher Interviews**

Interviews are held before and after the mid-term report cards for each semester. The first interview is before the semester's first report card, in order for parents and teachers to examine initial progress in their student's courses. The second interview is soon after the semester's mid-term report card. Each of these interviews will be from 5:00- 8:00 p.m.

Semester I – PTI first interview: October 12th, 2023  
PTI second interview: November 23rd, 2023

Semester II – PTI interview: March 14th, 2024  
PTI interview: May 2nd, 2024

## **Honour Roll**

The Honour Roll is published immediately after each reporting period. Students will be on the Honour Roll if their average is 80% or higher. Students will be on the Honourable Mention Roll if their average is 75%-79%.

For **Junior High**, for grades 7-9, the percentage will be determined by the average of all courses the student is enrolled in through PowerSchool.

For **Senior High**, the academic average is determined by averaging all their subjects in that semester. This average is weighted by the number of credits given in each course.

**To be on the Honour Roll at the end of the school year, a student must have made the Honour Roll in each of the four reporting periods.**

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**Bell Schedule:**

	DAY 1	DAY 2
8:55 10:16		
10:16-10:24	<i>Transition</i>	<i>Transition</i>
10:24 11:45		
11:45-12:35	LUNCH	LUNCH
12:35-12:40	<i>Transition</i>	<i>Transition</i>
12:40 2:01		
2:01-2:09	<i>Transition</i>	<i>Transition</i>
2:09 3:30		

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### **PRSD Search of Student Property**

Please be advised that student desks, lockers and other property supplied by the Board of Trustees and Peace River School Division No. 10, are subject to searches at any time by the Principal or her designate to ensure there are no violations of School board or School Regulations with regard to cleanliness and personal hygiene and to unlawful substances or illegal goods, illegally obtained goods or personal property, the possession of which on school property is restricted or forbidden by school or Board rules or policy. Anything of an illegal nature will be referred to the R.C.M.P.

### **Lockers**

Students must have a lock on their lockers, both hallway and gym lockers at all times. If they do not, they will receive a warning notice. If after a duration of not longer than a week, the student has not secured their locker with a school-provided lock, the items in the locker will be bagged up and the student will be required to retrieve said items from the office, following a discussion with administration. If this occurs again, items will again be confiscated and locker privileges will be suspended.

### **Lost and Found**

Students finding items not belonging to themselves shall turn them in to the office. Lost items may be inquired about at the office. The school will hold lost items for only a limited time, at the end of which they will be donated to charity.

### **Change of Personal Information**

The school must be notified of any change in personal information such as address or phone number in order to keep files up to date.

### **Medical Concerns**

It is important that the school be made aware of any existing medical conditions students may have. Please inform the office if such conditions exist. This information will be kept confidential. Students feeling ill may use the infirmary. Permission to go to the infirmary must be obtained from your teacher during class time or from the office staff.

### **Emergency Drills**

During the course of the year, all staff and students will be subjected to a number of practice fire and intruder alert drills. These drills are intended to prepare staff and students in the event of a real emergency. All participants are expected to treat these drills with an appropriate measure of seriousness.

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## **Physical Education**

Students must have proper physical education clothing, including a pair of non-scutt court shoes. High school students are reminded that Physical Education 10 is required for high school graduation and active participation is mandatory.

## **FHS SERVICES**

### **Academic Advisor**

The school has academic advisors (Mrs. Laue and Mrs. Wiebe) who provide services to students, parents and community in the areas of careers, post-secondary information, scholarship, academic problems, programming advice, and general academic advising. While the advisor will endeavor to meet with every student at some point during the year, students are encouraged to drop in for advice. The advisor will also refer students and parents to outside agencies (following School Division protocol). Students are also encouraged to approach any staff member for assistance.

### **Counselor**

The school has a social worker on staff who provides one-on-one counseling and referrals for students. The counselor works closely with other FHS staff to enhance the social/emotional support provided to our students. The counseling role is focused on building relationships, resilience and mental health support for our student population.

### **Student Telephone**

In the event that a student requires the use of a telephone, they are encouraged to use the courtesy phone provided by the Students' Union. This phone is located adjacent to the office and should be used during a student's break or during the lunch hour. In the case of an emergency, students will be allowed access to the phones in the office.

### **Communication**

Communication about school events will occur through one or more of the following: announcements over the P.A. system, newsletters, Facebook, parent call-out, foyer TV, electronic sign, letters home, by teachers, and through the school's web site <https://www.fairviewhigh.ca/>. Students and parents will also be able to access student marks via PowerSchool App. Find the instructions [here](#).

### **School Council**

Our School Council provides a forum for the discussion of issues that are important to both the school and the community. These issues may include the examination of new educational programs or the review of school, district, or provincial educational policies. The Council is organized in a September meeting. Regular monthly meetings will be announced after the Council's first meeting.



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## **Inclusive Education and Student Resource**

FHS is an inclusive learning environment. Some programs operate with support from Educational Assistants. Students needing additional support have adapted/modified programs designed to better meet their learning needs. The Resource program encompasses all students in the junior high school. Such support may be short term (1 or 2 sessions) or long term (one reporting period). Students are assessed in the school.

## **Community Support**

Fairview High School is fortunate to operate in a community that supports its schools. The business community is particularly supportive of such school activities as sports events, student union activities, yearbook, and curricular resource support. Many of our programs could not occur without this support.

## **FHS ACTIVITIES**

### **Students' Union**

The Fairview High School Students' Union provides many activities and events that contribute to a fulfilling and rewarding student high school career. Individuals represent the Students' Union from both junior and senior high. The Students' Union also oversees the organization of such events as cultural and educational assemblies and gatherings.

### **Clubs, Athletics, and Organizations**

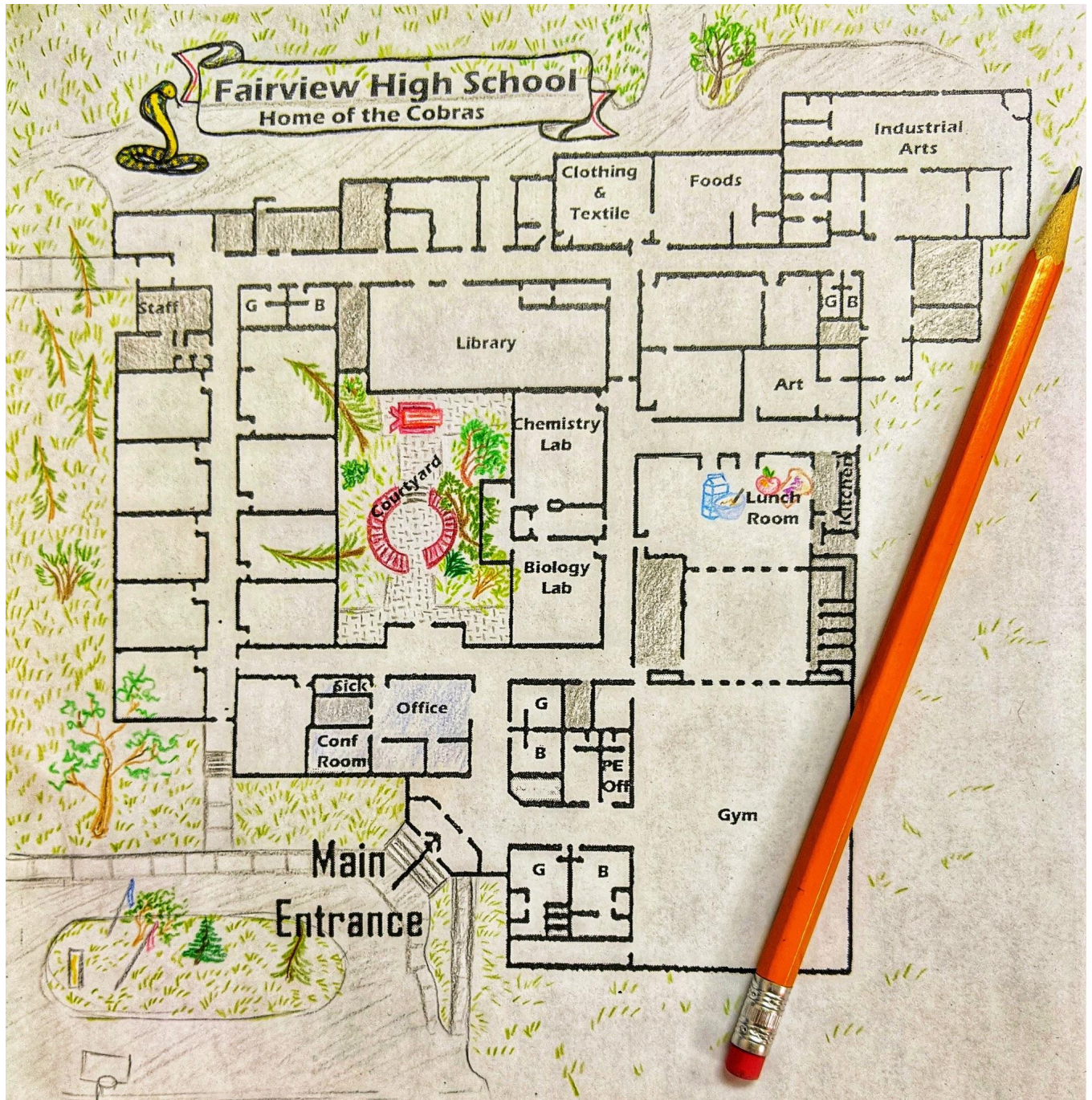
Our school offers many activities, clubs, and school teams. We encourage students to join existing activities, and to form their own club by organizing students with similar interests and asking a staff member to sponsor them. Students belonging to teams or clubs that visit or host other schools are reminded that they represent our school. Thus, we expect that our students will be on their best behaviour at such occasions and while being transported.

The athletics department website is viewable [here](#).

### **School Dances**

Fairview High School Students' Union sponsors school dances throughout the year. Guests may attend by invitation only, and must first be approved by the administration. Most dances are from 7:00 pm to 11:00 pm, with doors closing at 10:00 pm. No one will be admitted into the dance after that time. Also, once a student leaves the dance, they may not return. Students bringing or consuming illegal substances at the dance will be dealt with under the school's discipline procedures and the R.C.M.P.

## Map of FHS





# Calendar is viewable online [here](#)



PEACE RIVER SCHOOL DIVISION  
4702 - 51 St. Box 380 Grimshaw AB. T0H 1W0  
PH: (780) 624-3601 FAX: (780)332-1050

## APPROVED 2023-2024 SCHOOL YEAR CALENDAR

AUGUST 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OD 2 ID 0

NOVEMBER 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OD 21 ID 20

SEPTEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OD 20 ID 18

DECEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OD 15 ID 15

OCTOBER 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OD 21 ID 20

JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

OD 18 ID 17

FEBRUARY 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

OD 19 ID 19

MAY 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OD 22 ID 21

MARCH 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OD 19 ID 17

JUNE 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

OD 19 ID 17

APRIL 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OD 17 ID 16

JULY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Month	Operational Days	Instructional Days
August	2	0
September	20	18
October	21	20
November	21	20
December	15	15
January	18	17
SEM 1	97	90
February	19	19
March	19	17
April	17	16
May	22	21
June	19	17
	96	90
SEM 2		
	193	180
TOTAL		

August	30	Staff Meeting/Prof. Dev.
August	31	PD Day Kick-Off
September	1	Staff Meeting/Prof. Dev.
September	5	First Day of Classes
Jan	8	Students Back
Feb	1	2nd Semester Begins
March	7, 8	Teachers' Convention
June	26	Last Day of Classes
June	27	Last Operational Day

### APPROVED HOLIDAYS

Labour Day	September 4
Thanksgiving	October 9
Christmas Break	December 22-Jan 5
Christmas Day	December 25
Boxing Day	December 26
New Years Day	January 1, 2024
Family Day	February 19
Spring Break	March 28-Apr 5
Good Friday	March 29
Easter Monday	April 1
Victoria Day	May 20

### LEGEND

Blue	STATUTORY HOLIDAYS
Green	PD DAY (NO STUDENTS)
Orange	FIRST/LAST DAY OF CLASSES
Yellow	OPERATIONAL DAY (NO STUDENTS)
Red	TEACHERS' CONVENTION
Pink	NON-OPERATIONAL DAY (NO TEACHERS OR STUDENTS)
Grey	CHRISTMAS / SPRING BREAK
Light Blue	DIPLOMA EXAMS